

Michigan Health Sciences Libraries Association
Meeting Minutes
Friday, April 1, 2:00 p.m., MSU Main Library South Conference Room

Present: Nancy Lucas, Mike Simmons, Sheila Bryant, John Coffey, Marilia Antunez, Jaime Blanck, Susan Kendall, Arlene Weismantel

-----**MARK YOUR CALENDARS!**-----

Forthcoming LAC meetings are:

May 5, 2006 at 2:00pm in the South Conference Room, MSU Library

June 9, 2006 at 2:00pm in the South Conference Room, MSU Library

Other upcoming deadlines:

April 28, 2006 - MHSLA '06 "Save the Date" postcards to be mailed out

May 1, 2006 - Education programming to be finalized (details to be provided to LAC)

June 12, 2006 MHSLA '06 Preliminary Program to be mailed out

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- Logo: After quite a bit of discussion, we decided that John will approach Anita's daughter again about designing the logo. The logo should be simple and look good in black-and-white as well as color.
 - John has catalogs for bags that he will forward to Leslie who has volunteered to take care of them. John's catalogs were provided by the same woman who supplied the bags for the Soaring Eagle conference. Debbie Porter worked with this woman at the time and she is a friend of Don and Sue Depoorter. We talked about bags and would like Leslie to get samples of a few. Nancy will touch base with Leslie about this discussion.
 - We have plenty of give-aways to put in the bags already. These include MSU Libraries promotional items like magnets and card-holders. At the conference, registrants will receive a list of school supplies, in keeping with the theme of MHSLA State University. People can then pick up their freebies based upon this list.
 - Arlene needs to send out the conference reminder postcard by April 28. Susan will print mailing labels and give them to Arlene prior to this date.
 - Arlene volunteered to work on the preliminary program. This needs to be sent out by June 12, therefore, we need to have specific information from the Education Committee prior to this date. Jennifer Granholm is not yet confirmed as a speaker. Roundtables are currently problematic.
 - All lunches are now sponsored by vendors. Vendors have time on Thursday after lunch. We will give vendors the option of staying to

Friday until the poster sessions, 11:30-12:30 on Friday. There will be one fee for the table, so the vendors can decide if they want to stay another night, without incurring additional MHSLA charges. If they decide to stay overnight, the Lincoln room will need to be locked.

- Sheila will work on getting food options to Arlene because people will need to select food choices on the registration form. Arlene will create the registration form that will go out with the preliminary program on June 12.
- Registration will be due by September 15. Our block of rooms will be released on September 17. All members have to do is call the Kellogg Center and mention the MHSLA conference. No additional forms need to be filled out.
- Mike will confirm the number of people for meals with Paul Trudell at the Kellogg Center. There was some question about this as Paul indicated to Sheila that Kellogg was expecting 100 people for meals.
- Mike will work on the conference evaluation survey.
- Steve Kalis, Deb Porter and Nancy Lucas have volunteered to work the hospitality table. Nancy will be in charge of this effort.
- Dimitris Gavrillis was chosen to provide the Special Event dinner. We need to explore a cash bar. The Michigan Historical Museum has a list of recommended folks or else we will contact Dimitris for recommendations.
- There was a discussion of an MSU Breakfast to thank the affiliated hospital librarians for serving MSU students, residents and adjunct faculty. Many hospital librarians are not aware of the services offered and a presentation should be given on the proxy server, electronic resources, LDLS services, etc. Since this spans the health sciences colleges, Susan, as Health Sciences Coordinator, will work on this. Jaime and Arlene offered to help with the presentation.