

MIDWEST CHAPTER / MLA FALL 2007 EXECUTIVE BOARD MEETING REPORTS

PRESIDENT

Chris Shaffer, President

SUMMARY

The year was shaped by the passage of a major bylaws revision at the 2006 Annual Meeting in Louisville, Kentucky. New committees have been created with members appointed by the President. First drafts of committee charges were created at the Spring 2007 Executive Board Meeting and final drafts will be considered for approval at the Fall 2007 Executive Board Meeting. Email elections under the new bylaws proceeded smoothly.

A new web site will be unveiled at the Omaha 2007 Annual Conference, thanks to the hard work of the Web Site Redesign Special Committee. I look forward to seeing the development of an online membership database and intranet in the coming year.

Other activities of note include the new Professional Development Award, conversion of MIDLINE to blog format, 32 new members, purchase of a new chapter exhibit, appointment of Ohio 2009 Annual Meeting Program Coordinators, legislative initiatives and much, much more.

It's been a pleasure to serve as President this year. I couldn't have done it without the enthusiastic, talented group of officers and committee members who did so much work for the chapter and medical librarianship. Thanks.

ACTION

This report is informational and requires no action by the Executive Board.

ANNUAL MEETINGS COMMITTEE

Donna Barbour-Talley, Chair

2008 ANNUAL MEETING – TROY, MICHIGAN – OCTOBER 17-21

“VITAL SIGNS – KEEPING YOU AND YOUR LIBRARY VIBRANT AND HEALTHY”

The 2008 Midwest Chapter / MLA Annual Conference will be a joint conference with the Michigan Health Sciences Library Association (MHSLA). It will be hosted by the Metropolitan Detroit Medical Library Group (MDMLG) and will be held in the Detroit Marriott Troy in Troy, Michigan, about 16 miles north of Detroit. The conference chair is Ellen O'Donnell. A budget has been established and plans for the program, continuing education and social events are well in hand. Publicity will occur at the fall meetings.

2009 ANNUAL MEETING – COLUMBUS, OHIO – OCTOBER 3-5

Marlene Porter and Bette Sydelko are serving as co-chairs of the Conference Coordinating Committee for 2009. The Hyatt at Capital Square has been selected as the conference hotel with the assistance of Group To Go. Committees are currently being organized.

2010 ANNUAL MEETING – WISCONSIN

During the next month, contact will be made with the Wisconsin folks to begin planning the 2010 meeting. Our contact at Group To Go has just contacted me to offer their services.

ACTION

This report is informational and requires no action by the Executive Board.

ARCHIVIST

Rebecca Caton, Archivist

ACTIVITIES

- Promoted membership in the Midwest Chapter.
- Contacted by MLA Oral History Committee regarding an MLA oral history fact sheet that is being distributed to MLA chapters. The fact sheet contains information for chapters interested in creating their own oral history project (attached).
- Continued ongoing discussion on how website should be archived.
- Continued predecessors' search in the chapter archives to expand the current listing of annual meetings. This list is located on the chapter website.
- Continued predecessors' work on archiving the chapter history.

ACTION

This report is informational and requires no action by the Executive Board.

AUDITOR

Sue London, Auditor

No report required at Fall Executive Board Meeting.

AWARDS AND SCHOLARSHIPS COMMITTEE

Sheryl Stevens, Chair

2007 ACTIVITIES AND ACCOMPLISHMENTS

- Submitted spring and fall reports to the Executive Board.
- Reviewed and updated all award descriptions and application forms and had older versions replaced at chapter web site.
- Received Executive Board approval for establishment of a new chapter award in 2007: Professional Development Award (2 @ \$500 each) intended to support attendance at the chapter's annual meeting by librarians who have never attended.
- Solicited nominations for the new Professional Development Award and for the chapter's four other existing awards.
- Evaluated applications according to specified criteria and selected recipients.

RECIPIENTS

- Chapter Council Roundtables Luncheon Award (\$30 each): Bryan Vogh (IL) & Carol Jeuell (IL)
- Annual Meeting Scholarship Award (\$500 each): Brooke Billman (IA) & Elizabeth Bromley (WI)
- Professional Development Award (\$500): Brenda Fay (WI)
- Distinguished Librarian of the Year (\$500): Surprise! TBA in Omaha
- Jean Williams Sayre Innovation Award (\$500): Not awarded

Will announce Distinguished Librarian of the Year recipient and introduce Annual Meeting Scholarship winners and Professional Development Award winner at joint Midwest Chapter / Midcontinental Chapter Awards Ceremony on October 13 in Omaha.

COMMENTS

Next year, the committee needs to consider the following:

- Whether to specifically define what is meant by "new librarian" in the Annual Meeting Scholarship criteria;
- Whether to continue to keep "have never attended a Chapter Meeting" in the Professional Development Award criteria; and
- How to increase awareness of the Jean Williams Sayre Innovation Award.

ACTION

This report is informational and requires no action by the Executive Board.

COMMUNICATIONS COMMITTEE

Elizabeth Smigielski, Chair

ACCOMPLISHMENTS

- Published the May and August issues of MIDLINE
- Created Conference Call, the 2007 joint-meeting blog. The chapter is hosting the blog for the conference.
- Photo gallery software set up on chapter server to use for live updates to the blog during the annual meeting.
- Created a ConnectMidwest social networking blog
- Added the three chapter blogs to the MLA blog and wiki directory. (Conference Call, ConnectMidwest, MIDLINE)
- Lister chapter blogs to the following blog directories:
 - Library Information Science Wiki (http://liswiki.org/wiki/Medlib_Blogs)
 - Blog Without a Library (http://www.blogwithoutalibrary.net/links/index.php?title=Library_associations)
- Exploring the use of social media for chapter purposes

THANKS

Special thanks go to Clare Leibfarth and Allan Barclay who enthusiastically and with great creativity did more than the lion's share of the work this year in order to keep us abreast with the quickly changing advances in communication-related technology.

FINANCE COMMITTEE

Marlene Porter, Treasurer and Chair

2007 REPORTS

The *Financial Statement October 10, 2007* (attached) shows a beginning balance of \$68,178.92 and an ending balance of \$57,864.15 for a net decrease of \$10,314.77. The decrease is primarily due to disbursement of \$10,861.38 to the 2006 annual meeting hosts.

AUDIT

The Treasurer's records for 2006 were forwarded to Sue London, Audit Committee Chair, in February 2007. The audit was approved at the Spring 2007 Executive Board Meeting.

2006 ANNUAL MEETING

Neal Nixon reported a profit of \$22,722.76, of which \$10,861.38 was retained by the chapter. Kornhauser Library at the University of Louisville, Chandler Medical Center Library at the University of Kentucky and the Kentucky Library Association each received \$3,620.46.

ACCOUNTS

Marlene Porter and Chris Shaffer remain as signatory to the checking and money market accounts, per chapter policy that at least two members should be signatories for each account. Note that it isn't possible to change the names on the business reserve fund certificates of deposit until they expire, unless we pay the penalty for early withdrawal. The CDs were both rolled over when they came due, one in April (\$6,232.07) and the other in August (\$12,440.19).

2008 BUDGET

A draft of the *2008 Budget* was prepared based on expenditures for 2007 and expected changes to expenditures in 2008. The proposed budget projects a net loss of \$14,494.12, primarily because no profit has been projected for the 2007 or 2008 conferences thus far.

WEB SITE

The Midwest Chapter / MLA web site was updated with accounts, reports, policies and forms at <http://midwestmla.org/business/treasurer.html>. The *Travel Reimbursement Policy* was revised and posted on the web site.

FINANCE COMMITTEE

The Finance Committee was asked to review services that the Chapter could use such as Acteva and Paypal and forwarded the Treasurer a summary from idealware.org. The summary needs to be reviewed and a report will be made at the Spring 2008 Executive Board meeting.

INSURANCE

Marlene Porter attended the Chapter Treasurers meeting at the MLA 2007. Discussion occurred about the general, professional and criminal liability insurances. The chapters will continue their general insurance with MLA but it was suggested that the professional liability insurance be dropped because it has been voluntary and by executive order, as a non-profit organization, we are exempt from liability. The chapter should receive a refund from MLA. As for criminal liability insurance, officers cannot be sued. Only the chapter assets are liable. Therefore, the criminal liability insurance (\$500.00) was dropped.

ACTION

This report does not require action by the Executive Board.

GOVERNMENTAL RELATIONS COMMITTEE

Julie Schneider, Chair

ACTIVITIES

- Communicated legislative concerns to Midwest members through the Midwest listserv (problematic at times).
- Continued to monitor legislative activities and notices from MLA, ALA, AMIA, SSP, AMA and ANA.
- Continued to participate in legislative advocacy at a state level on behalf of health science and other special libraries.
- Chair attended the Spring Board Meeting.
- Forwarded many emails on current public access legislative efforts at a national level.
- Called WI Congresspersons and Senators prior to Appropriation bill votes and asked for their support of the NIH public access language in the bill.
- Sent thank you cards to WI Congresspersons who voted to accept the Appropriations bill.
- Chair was appointed to the MLA/AAHSL Legislative Task Force and will participate in their activities.

ACTION

This report is informational and requires no action by the Executive Board.

MEMBERSHIP COMMITTEE

Bette Sydelko, Membership Secretary and Chair

MEMBERSHIP COUNT

As of 10/05/07, the Midwest Chapter/MLA had 415 members, of which 400 are paid members. When last year's Fall Board Report was submitted on 9/25/06, the Chapter had 424 paid members. Student membership stands at 15, a decrease of 6 from 2006 when we first started free student memberships. We have 32 members (including 10 students) who are new to the organization. The 2007 membership reflects good stability when compared with previous years: 441 in 2006, 416 in 2005, 421 in 2004, and 397 in 2003.

MLA STATUS

As of October 5, 2007

MLA Status	No.	%
Personal	237	57.1%
Institutional	83	20.0%
Not a Member	67	16.2%
Personal & Institutional	16	3.9%
Emeritus	3	0.7%
Student	8	1.9%
Unknown	1	0.2%
TOTAL	415	100.0%

AHIP STATUS

As of October 5, 2007

AHIP Status	No.	%
Not a Member	294	70.8%
Distinguished	68	16.4%
Senior	32	7.7%
Member	15	3.6%
Provisional	2	0.5%
Unknown	4	1.0%
TOTAL	415	100.0%

INSTITUTIONAL AFFILIATION

As of October 5, 2007

Institutional Affiliation	No.	%
Hospital	191	46.0%
Academic	175	42.2%
Student	15	3.6%
Other	26	6.3%
None	8	1.9%
TOTAL	415	100.0%

MEMBERSHIP BY STATE

Comparison of September 2007, September 2006, September 2005

STATE	2007 (as of 10/5/07)		2006 (as of 9/25/06)		2005 (as of 9/9/05)	
	Number	% of Total	Number	% of Total	Number	% of Total
Illinois	89	21.4%	89	20.2%	89	21.4%
Ohio	85	20.5%	85	19.3%	83	20.0%
Wisconsin	48	11.6%	57	12.9%	53	12.7%
Indiana	36	8.7%	43	9.8%	39	9.4%
Minnesota	43	10.4%	46	10.4%	41	9.9%
Michigan	38	9.2%	45	10.2%	35	8.4%
Kentucky	30	7.2%	33	7.5%	29	6.9%
Iowa	30	7.2%	26	5.9%	27	6.5%
North Dakota	11	2.6%	13	2.9%	15	3.6%
Out-of-Region	5	1.2%	4	0.9%	5	1.2%
TOTALS	415	100.0%	441	100.0%	416	100.0%

MEMBERSHIP SECRETARY ACTIVITIES AND ACCOMPLISHMENTS

- Mailed second notice membership renewals in April 2007
- Continued to receive membership renewals and pass checks on to the Treasurer
- Prepared reports for Fall Board Meeting
- Responded to requests from members and potential members for information
- Tracked student membership in the membership database for documentation purposes
- Updated chapter and board email lists and continue to maintain their currency
- Received requests to join listserv and to post messages
- Confirmed membership of scholarship and award applicants
- Produced password protected membership directory for website only distribution; revised quarterly, October 2007 revision is posted
- At MLA annual meeting, attended MLA Membership Committee meeting as Chapter Representative, served on the MLA New Members/First Time Attendees Breakfast subcommittee, Colleague Connection subcommittee and participated in the CC
- Provided membership brochures for the Chapter Booth at MLA in Philadelphia, 5/07
- Reported new members and submitted articles to MIDLINE as requested
- Provided list of members interested in serving on committees or running for office
- Worked with E. Stanley, Chair of Nominating Committee to confirm membership status of nominees. Emailed electronic ballots to all members
- Produced mailing labels for fall conference "Save the Date!" postcards
- Revised membership brochure, had 300 copies printed, distributed to state liaisons
- Purchased exhibit board, first users: Michigan 2008 meeting publicity

COMMITTEE ACTIVITIES

- Drafted letters - one a welcome letter to go to all new members and the second a letter to send to potential members with the membership brochure

ACTION

This report is informational and requires no action by the Executive Board.

NOMINATIONS AND ELECTIONS COMMITTEE

Eileen Stanley, Chair

The committee successfully completed the election of officers for 2008 according to the revised bylaws of the chapter. The election was conducted by electronic distribution of the ballot to 385 members and mail ballots sent to 3 members. 101 ballots were returned for a participation rate of 26%. *

The ballots were counted and verified August 15, 2007 by Donna Barbour-Talley, Sunny Worel and Katherine Bouchard. The Nomination and Elections Committee consisted of Eileen Stanley, Carol Galganski, Pam Bradigan and Doreen Bradley. All candidates were personally notified of the results on August 16 or 17, 2007. Official letters followed.

*It should be noted that the electronic ballot distribution occurred on July 30, 2007. A follow-up reminder email was scheduled to be sent on Monday, August 6 but did not occur. This may account for the lower participation rate compared to recent years.

CANDIDATES ELECTED

- Deborah Lauseng, President-Elect 2008
- Elizabeth Smigielski, Recording Secretary 2008-2009
- Marlene Porter, Treasurer 2008-2009
- Edwin Holtum, Potential Nominee to the MLA Nominating Committee

CANDIDATES NOT ELECTED

- Elaine Skopelja
- Jan Cox
- Kathryn Skhal
- Eileen Stanley

OTHER ACTIVITIES

The committee manual has been weeded and reorganized and committee documents revised in anticipation of uploading to the new Chapter Website. They will be forwarded to the Communications Committee before this meeting.

ACTION

This report is informational and requires no action by the Executive Board.

PROFESSIONAL PRACTICE COMMITTEE

Alexia Estabrook, Chair

ACTIVITIES

- Hosted an AHIP Question and Answer informal meeting at the Omaha 2007 Annual Meeting.

ACTION

This report is informational and requires no action by the Executive Board.

REPRESENTATIVES TO MLA CHAPTER COUNCIL

Pam Rees, Representative to MLA Chapter Council

Karen Hanus, Alternate Representative to MLA Chapter Council

Pam Rees and Karen Hanus both attended the MLA Chapter Council Meeting on May 19, 2007 in Philadelphia, Pennsylvania. Chapter Council is one of two MLA councils serving in an advisory capacity to the MLA Board of Directors. Chapter Council represents the interests of the Chapters at the Board level. It serves as the communicating body between MLA and the chapters as well as expediting communication between chapters through the chapter representatives. The Council provides a means of sharing experiences and programs among chapters and serves as a forum for identifying and discussing problems and concerns of chapters.

Communication between the chapters and MLA is accomplished in a number of ways. There is a Chapter page at www.mlanet.org/chapters.chapters/html that directs users to all of the different chapter pages where they can find out who the officers are, information about belonging to the chapters, and chapter activities. This page also has information about the Chapter Council as well as policies and procedures that apply to all chapters and activities that the Council sponsors such as the Chapter Sharing Roundtables and chapter mentoring programs. The web site also directs users to other links on the MLANET site where they can find out more about MLA. This summer, the MLANET site was revised with a new interface, making it easier to locate specific areas of interest.

MLA offers a variety of awards and prizes to individuals and chapters. The deadlines for applications for many of these awards are due November 1st each year. Reminders of these deadlines are communicated to the chapter representatives who pass them along via chapter listservs. The most recent one was sent out on September 19 to the Midwest Chapter list. Other announcements are sent out throughout the year as deadlines approach.

MLA members receive the MLA Bulletin which has articles in the Chapter News Column about Chapter Council and/or individual Chapter activities. Chapter newsletters are also sources of information about MLA and Chapter Council when chapter representatives submit information. An article will be submitted for the next issue of Midline.

Another communication channel from Chapter Council to the chapters is through committee liaisons. Chapter Council has liaisons to the chapters for continuing education, membership, and credentialing. These liaisons serve as the communicators between these MLA committees that they are members of and Chapter Council. They are also the liaisons between these MLA committees and the chapter committees. The chapter committees each have a representative on their respective MLA committees. This year, Pam Rees is on the Majors/MLA Chapter Project Jury and Communications Committee and Karen Hanus is on the Chapter Council Presents Sharing Roundtables Committee. Thirty topics were discussed at the roundtable sessions this year. Summary reports of these discussions are available online on the MLANET Chapter Council page.

Special task forces are formed in special areas of interest to chapter and MLA members. A task force on social networking software was recently appointed and this task force sent out a survey this summer. More information about this is on MLA's social networking software blog.

Chapter Council and Section Council jointly sponsored a plenary session at the 2007 Annual Meeting in Philadelphia. The focus of the session entitled "Health Information Literacy:rEvolution in Roles" featured the partnering with the health care team and the role of librarians.

The Midwest Chapter's Potential Candidate for the MLA Nominating Committee for 2007 was not one of the six winners out of 14 chapter nominees to be taken to the MLA Nominating Committee for their selection to the final committee.

While much of the communication seems to go from MLA to the chapters, chapters are encouraged to give input to chapter council through their representatives or to the Chair of Chapter Council, Paula Raimondo. Paula attended an MLA Board meeting in September, but has not yet submitted a report to Chapter Council. She is encouraging chapters to send a representative to the next IFLA meeting, but she is not sure when that will be. She will have more details later. In addition, Mark E. Funk, the 2007/2008 President of MLA, welcomes comments and suggestions. You can email him at president@mlahq.org. Mark's theme is "Only Connect". He has an "Only Connect" blog at: <http://president.mlanet.org/mfunk/>.

The theme of MLA '08 is "Connections:BridgingtheGaps in Chicago, May 16-21, 2008. An MLA '08 blog is on MLANET at <http://npc.mlanet.org/mla08/>.

ACTION

This report is informational and requires no action by the Executive Board.

STATE LIAISONS COMMITTEE

CHAIR ACTIVITIES

- Informed State Liaisons of their duties and emailed them regarding the Spring Board meeting business
- Worked on Registration activities for the Omaha Meeting.
- Worked with State Liaisons to help recruit Chapter members and to promote the Midwest Chapter joint meeting
- Solicited ideas from the State Liaisons concerning contents for the new membership display board.

ACTION

This report is informational and requires no action by the Executive Board.

MIDWEST CHAPTER / MLA WEB SITE REDESIGN SPECIAL COMMITTEE REPORT

Brian Finnegan, Chair

The first draft of the new Midwest Chapter/MLA web site was shared with the Board members on September 14th. The committee has been receiving suggestions and comments since that time.

The initial web site will be released at the Midwest Chapter meeting in Omaha. A web site usability group was formed. This group consists of nearly two-dozen interested chapter members. Their task is to review the new site to determine if the new site meets expected goals in areas of: general navigation, color scheme, ease of use, and overall impressions. A web-based survey was created to capture and tabulate the results from this group. These results will assist in any design or navigation edits that need to be completed before the site redesign is considered finished.

After completing the release of the “live” web site, the next task for this committee is to address the issue of web site maintenance, including a plan to rotate web master responsibilities. The committee will then work on the online membership database and an intranet.



10/3/07

**Report - 2008 Conference Planning Committee
For the joint Michigan Health Science Libraries Association and
Midwest Chapter / Medical Library Association Conference**

The 2008 conference will be a joint conference of the Michigan Health Sciences Libraries Association (MHSLA) and the Midwest Chapter / Medical Library Association. The Metropolitan Detroit Medical Library Group (MDMLG) will be the hosting group. Committees have been appointed and a date and site have been chosen. The conference will be held October 17-21, 2008 and at the Detroit Marriott – Troy and the theme will be “Vital Signs: Keeping You and Your Library Vibrant and Healthy”. The planning committee has been meeting on a bi-monthly basis, alternating between the Detroit area and Lansing.

Significant accomplishments to date include:

- A preliminary budget was submitted to all three organizations in January and has been updated throughout the year.
- A site for the special event has been identified (Detroit Institute of Arts) and reserved, pending finalization after the completion of the DIA renovation. There will be a welcome reception at the Marriott featuring some Michigan foods and beverages.
- The Education Committee has completed a draft schedule for CE and programming and most of the potential speakers and instructors have been contacted. The keynote speaker has been confirmed and will be Dina Ebert from the “Fish Leadership” organization. The Plenary speaker will be Eugenie Prime.
- Ten CE opportunities are currently planned as well as contributed paper and poster sessions.
- A poster has been created for publicity at the 2007 MHSLA and Midwest meetings. Publicity also has giveaways and trinkets to distribute. A “save the date” postcard for the conference will be mailed out in February.
- A logo has been designed and is available for downloading on the conference planning website and wiki.
- A conference planning website and listserv were developed. Meeting minutes, planning documents, budgets and the roster were posted for use by committee members. A conference planning wiki and general conference blog and wiki have also been developed. All planning website information has been transferred to the planning wiki, and the committee will be using the wiki going forward.

- The “save the date” postcard and other information for the exhibitors will be mailed out in mid to late September. Several contacts have already been made.
- Options for online registration have been identified.

Submitted by:

Ellen O’Donnell, Conference Coordinator and Finance Chair

Sandra Martin, Local Arrangements Chair

MIDWEST CHAPTER/MLA Board Meeting Report - Fall 2007
Annual Meeting, Ohio 2009

TO: Christopher Shaffer **FROM:** Marlene Porter, Bette Sydelko
President Co-Chairs, Midwest 2009

RE: Ohio 2009 Report **DATE:** October 5, 2007

Activities

- Marlene Porter agreed to Co-Chair with Bette Sydelko
- Meeting sponsored by the Ohio Health Sciences Libraries Association (OHSLA)
- Hotel arrangements finalized through the work of the OHSLA Ad Hoc 2009 Midwest Chapter Conference Preliminary Planning Committee led by Clare Leibfarth
 - worked very successfully with Jill Berkowitz, Sales Manager from the meeting planning company Group To Go
 - visited four Columbus area hotels
 - signed contract with Hyatt on Capitol Square, 75 East State Street, Columbus, Ohio 43215 - www.capitolsquare.hyatt.com
 - secured AV quote
 - meeting date established: October 3-6, 2009, Board meeting: Friday, October 2, 2009
- First planning meeting held on August 29, 2007 at the Ohio State University Prior Health Sciences Library with most committee chairs in attendance. The following primary objectives were met:
 - established method to solicit for volunteers for committees; most committees are now formed with good representation from hospital and academic librarians from around the state
 - established communication methods; listserv hosted by University of Cincinnati now set-up for the conference coordinating committee, Moodle course website hosted by OSU serves as repository for documents and shared workspace for each committee
 - brainstormed ideas for theme: tentative plan - *Seek/Explore/Discover*
 - solicited for volunteer to serve as Secretary; Gretchen Hallerberg has agreed to serve in this position
 - discussed relationships between our CE Committee and the Midwest Chapter Professional Practice Committee; our Publicity Committee and the Midwest Chapter Communications Committee regarding hosting of meeting website; and our Finance Committee and the Midwest Chapter treasurer
 - reviewed timeline
 - assigned investigation of Acteva (www.acteva.com) to registration committee chair

- Committee chairs:
 - Continuing Education: Carol Powell (with Midwest Professional Practice committee chair)
 - Exhibits: Mary Piper
 - Facilities/local arrangements: Clare Leibfarth
 - Finance & Budgeting: Michael Douglas (with Marlene Porter, treasurer Midwest Chapter)
 - Hospitality: Lynda Hartel
 - Programs: Pamela Bradigan, Leslie Schick
 - Publicity: Barbarie Hill
 - Registration: Jolene Miller
- Next meeting of the CCC planned at the Hyatt on Capitol Square, October 23, 2007

Discussion Points

- Role of the Midwest Chapter Professional Practice Committee and the relationship with the Annual Meeting Continuing Education Committee
- Role of the Communications committee and webmaster in supporting Annual Meeting website

This report has two issues for the Board to discuss.



October 5, 2007

Christopher Shaffer, President
Midwest Chapter/MLA

Dear Chris:

On behalf of the Ohio Health Sciences Libraries Association (OHSLA), we would like to invite the members of the Midwest Chapter/MLA to join us in Columbus, Ohio for the 2009 Midwest Chapter/MLA Annual Meeting, October 3-6, 2009.

Arrangements have been made to host the meeting at the Hyatt on Capitol Square, a AAA Four Diamond property with the distinction of being awarded the Consumers' Choice Award for Best Hotel in Columbus for the past nine consecutive years.

Columbus has many attractions to tempt us. Visit the newly renovated State House, take a walk to the German Village and or perhaps see a show at one of the many theaters on "Theatre Row." These are just a few of the numerous opportunities available to experience Columbus.

The Conference Coordinating Committee is thrilled to have members of the Midwest Chapter visit Ohio. We are planning a meeting that will be filled with relevant presentations, social events, and plenty of time to network with your colleagues.

We look forward to hosting the Midwest Chapter/MLA Annual Meeting in October 2009; please join us in Columbus!

Marlene Porter and Bette Sydelko, Conference Coordinators
Midwest Chapter/MLA 2009 Annual Meeting



Frequently Asked Questions (FAQs) On Oral History Programs For Chapters of the Medical Library Association

September 2007

Several MLA chapters have indicated interest in developing oral history programs. This FAQ has been prepared by MLA's Oral History Committee to assist in this process. It is based on specific responses from a questionnaire completed by chapter leaders and on the experience of the [Southern and South Central Chapters](#). ["The MLA Oral History Project Manual"](#) also provides helpful information.

What are some important considerations in planning a chapter's oral history project?

- Consider having your chapter archivist or historian coordinate development of the program. An oral history program could also be incorporated as part of the charge of an existing History Committee.
- Develop a rationale or goal statement for the oral history program. The Southern Chapter's Web pages and MLA Oral History Committee charge are good [resources](#). Identify the institutional repository where published oral history documents will reside.
- Consult with MLA's Oral History Project director or with a committee member for suggestions about potential interviewees and the process for interviewing them.
- Develop guidelines for oral history interviews. The following resources may be helpful:
 - Southern Chapter Website and
 - MLA Oral History Manual: "Selecting the Interviewees" (p. 3-4), "Setting Up the Interview" (p. 7), "Preparing for the Interview" (p. 10-11), and "Conducting the Interview" (p.14-15).
- Develop a list of potential interviewees.
- Create a list of potential questions. [Sample questions](#) can be found on the Southern Chapter's Website and in the MLA Oral History Manual, "Sample Interview Questions" (p. 27-28).
- Perform pilot interviews to test questions and guidelines.

What equipment and formats should chapters consider?

- Determine what recording tools are available to the chapter (audio vs. video). Consult the MLA Oral History Manual, "Equipment" (p. 12).
- Consider different interview formats (e.g., person-to-person, telephone, panel, or written interview).

What are some legal or ethical concerns for which oral history programs must plan?

- Develop waiver forms for interviewees to sign. For a model, see the MLA Oral History Manual, "Consent Form" (pp. 8-9).

- Recommended sources of reference for legal questions in oral histories or archives: If your institution has an institutional review board, you may want to consult them. [The Oral History Association](#) is good for general information. The Nebraska Historical Society has a nice [summary](#).

Does MLA have guidance on transcribing, editing, and indexing?

- You may want to arrange for commercial transcription of interviews. MLA's Oral History Project director can provide names of transcriptionists.
- Consult the MLA Oral History Manual "Instruction for Transcriptionists" (pp. 18-19).
- Develop editing guidelines. See the MLA Oral History Manual, "Editing the Interview" (pp. 20-22).
- Consider indexing the oral history (a recommended guide is the indexing chapter in the fifteenth edition of the *Chicago Manual of Style*).
- Publish oral histories on the chapter Website; consider posting summaries of each interview on the Web. Here is an example of a [published summary](#).
- After interview is complete, notify MLA's Oral History Project director so that the chapter's oral history can be linked to the MLA Oral History Website.

If MLA has already done an oral history, can the chapter also do one?

- Yes, this decision is up to the chapter. The chapter may want to first read the MLA transcript to see how much it includes about the chapter history. To get access to an MLA oral history transcript contact your Regional Medical Library through the National Network of Libraries of Medicine or Mary Langman, coordinator, Information Issues and Policy, MLA, langman@mlahq.org; 312.419.9094 x27.

Before a chapter undertakes an oral history, do they need to clear it with MLA?

- No, chapter programs are separate from MLA's in terms of the individuals they interview.

Do chapters send their oral histories to MLA?

- For publicity: Notify MLA's Oral History Project director for adding a link to the MLA Oral History Website.
- For storage: Chapters should check with Mary Langman to see what arrangements can be made.

How do chapters recommend an interviewee for MLA's Oral History Program?

- The Oral History Committee routinely asks for recommendations of names in MLA-FOCUS, but chapters or individuals can submit names at anytime.

Midwest Chapter/MLA Committee Appointments 2008

Executive Board

Mary Markland, President, 2008
Deborah Lauseng, President-Elect, 2008
Chris Shaffer, Immediate Past President, 2008
Marlene Porter, Treasurer, 2008-2009
Bette Sydelko, Membership Secretary, 2007-2008
Nancy O'Brien, Representative at Large, 2007-2008
Elizabeth Smigielski, Recording Secretary, 2008-2009
Pam Rees, Representative to the MLA Chapter Council, 2007-2010
Karen Hanus, Alternate Representative to the MLA Chapter Council, 2007-2010

*All members of the Executive Board are elected by the membership.

Other Officers

Bryan Vogh, Parliamentarian, 2008
Rebecca Caton, Archivist, 2007-2008
Sue London, Auditor, 2008-2009
Ed Holtum, Potential Candidate to the MLA Nominating Committee, 2008

Annual Meetings Committee

Donna Barbour-Talley, Chair, 2008-2009
Chris Shaffer and Jim Lander, Iowa, 2007
Sandra Martin and Ellen O'Donnell, Michigan, 2008
Marlene Porter and Bette Sydelko, Ohio, 2009

*Local meeting planning chairs serve on committee until their final report is submitted.

Awards and Scholarships Committee

Sheryl Stevens, Chair, 2008-2009
Doreen Roberts, 2008-2009
Dottie Hawthorne, 2007-2008
Kaye Crampton, 2007-2008
Deborah Lauseng, President-Elect, 2008

*President-Elect serves on committee per bylaws, allowing for tiebreakers

Communications Committee

Karen Anderson, Chair, 2008

Clare Leibfarth, Editor, 2007-2008
Allan Barclay, Webmaster, 2008-2009
Mary Taylor, 2008-2009

Finance Committee

Marlene Porter, Chair, 2008-2009
Wendy Hess, 2008-2009
Pat Redman, 2007-2008
Lisa Ann Urbatsch, 2007-2008

*Treasurer serves as chair.

Governmental Relations Committee

Julie Schneider, Chair, 2008-2009
Daneen Richardson, 2008-2009
Nancy Allee, 2007-2008
Ely Anderson, 2007-2008

Membership Committee

Bette Sydelko, Chair, 2007-2008
Kristina Howard, 2007-2008
Barbara Platts, 2008-2009
Camille Richmond, 2008-2009

*Membership Secretary serves as chair.

Nominations and Election Committee

Chris Shaffer, Chair 2008

*Members appointed by Immediate Past President, who chairs the committee.

Professional Practice Committee

Karla Block, 2008-2009, Chair 2008
Carolyn Martin, 2008
Sharon Kambeitz-Lumphrey, AHIP Liaison, 2007-2008
Deb Werner, 2008-2009

State Liaisons Committee

Nancy O'Brien, Chair, 2007-2008
Beth Carlin, Illinois
Joan Zivich, Indiana
Elaine Hughes, Iowa
Ann Schaap, Kentucky
Pat Martin, Michigan
Sharon Kambeitz-Lumphrey, Minnesota
Barb Knight, North Dakota
Lisa McCormick, Ohio
Karen Hanus, Wisconsin

*Representative at Large serves as chair. Members appointed by state health sciences library associations.

Web Site Redesign Special Committee 2007 - 2008

Brian Finnegan, Chair
Rebecca Holz
Mary Congleton

Policy and Procedures Special Committee 2008

Chis Shaffer, Chair
Sheryl Stevens
Rebecca Caton
Eileen Stanley

*Special committees are appointed by the president to fulfill specific tasks. The Web Site Redesign Special Committee will work under the guidance of the Communications Committee.