



## Midwest Chapter, MLA Fall Executive Board Meeting Reports

October 2009

### President

Deborah Lauseng

Midwest Chapter, Medical Library Association  
Fall Executive Board Meeting, October 2, 2009

Executive Board Highlights: Some of the priorities addressed by the Executive Board this year have been to clarify roles and procedures of the State Liaisons Committee, support needs of Chapter Archives by hiring a library school student to work directly with the collections, explore use of web-based technologies to improve methods of conducting business throughout the year, and expand content on our wiki-based procedures manual. The Board continues to support recruitment and retention through new display materials and posters, participation at State-level meetings, and presentations at local library schools. Additionally the Board was able to adjust the budget to better accommodate the needs of the Chapter membership through a greater contribution to annual meeting costs (without increasing the annual budget) in hopes of keeping annual meeting costs down.

### Presidential Goals Accomplished:

- Attend Medical Library Association Annual Meeting (May 2009) in Honolulu, HI.
- Attended the Leaders Tea at the MLA Annual Meeting (May 2009)
- Attended Chapter Council Roundtable "Issues in Leadership" at MLA Annual Meeting (May 2009)
- Contributed "President's Message" to quarterly issues of MIDLINE.
- Plan and conduct Spring Chapter Executive Board meeting (March 2009).
- Plan Fall Executive Board and Fall Business meetings in October 2009.
- Prepare for transition to incoming President Elaine Skopelja.

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

### President-Elect

Elaine Skopelja

[forthcoming]

### Immediate Past President

Mary Markland

Midwest Chapter, Medical Library Association

Fall Board Meeting, October 2, 2009

Immediate Past President

Mary Markland

## Activities

- Policy and Procedures Manual
  - We subscribed to a PBworks public account.
  - As a non-profit organization, we have a business account. Our subscription price for a premium public wiki is \$399.20/year. This includes unlimited users and the ability to have our own backup. The price is discounted as we are a non-profit.
  - Administrators can control the permission level for each user. Current administrators are Allan Barclay, Brian Finnegan, Mary Markland, and Chris Shaffer.
  - Currently there are 38 users with writer permission.
  - I've started to set up a file system for the pages and files.
  - Each officer and committee chair was responsible for reviewing their sections and making changes that are specific to their procedures including uploading documents.
  - I set up pages for the *Midline* and *ConnectMidwest* procedures.
- Nominations and Elections
  - See the Nominations and Elections Committee report.
- Printed recognition certificates for outgoing officers and committee chairs

## Action Items:

### Discuss Manual

- Contains only procedures so far. The policies are posted on the web site. Are there other policies?
- How often should we download our own backup? Allan or Brian?
- Should we create a custom domain?
- Plugins are available for embedding video/screencasts/images
- Updating the wiki. Who does what?
  - Past President vs Board members
- Historical notes

Treasurer

Marlene Porter



## Treasurer's Report

Midwest Chapter / Medical Library Association

Fall Board Meeting, 2009

Prepared and Submitted by Marlene Porter, Treasurer 2008-2009



## Current Financial Statement

The *Financial Statement for September 20, 2009* (attached) shows a beginning balance of \$35,348.57 and an ending balance of \$47,728.94 for a net increase of \$12,380.37.

### **2008 Annual Conference**

- November 2008, \$5,000.00 was transferred from the Chapter's money market account to the Chapter's checking account to help cover both conference and Chapter expenses
- January 2009, the 2008 Conference account was running a deficit of \$16,324.38.
- March 2009, the Chapter received a check for \$18,915.19 which brought a profit for the Chapter of \$2,590.81. \$5,000.00 was then transferred from the Chapter checking back into the Chapter money market account to restore the funds to previous balance.
- No conference statement was included in this report because the Chapter Treasurer did not handle all the 2008 Conference finances.

### **2009 Annual Conference**

- January 2009, the 2009 Conference financial statement began with a \$602.22 deficit. This was due to expenses for the conference logo, post-it-notes and temporary tattoos to advertise the conference and payment to reserve a plenary speaker which the total exceeded the \$1,500.00 budgeted for the conference by the Chapter.
- September 20, 2009, the conference income is ahead of expenses by \$1,927.14.

### **2010 Annual Conference**

- Received budget from the 2010 Conference and included in report.

### **Accounts**

- Money Market: \$16,085.45 – gain of \$1.11
- CD1: \$6,726.86 – gain of \$47.36
- CD2: \$12,587.73 – unchanged (needs to be reinvested)
- Redeemed cash bonus rewards on Visa check cards - \$35.00
- Behind budget by \$35.05

### **Signatory Update**

- Finance Committee agreed that all payment request forms generated by the President be approved and signed by the President-elect. Does this need a vote by the Board?
- President-elect, incoming treasurer and outgoing treasurer will visit a US Bank branch in Columbus, OH to transfer signatory rights. A letter from the President will be delivered indicating that Chris Shafer and Marlene Porter are to be removed as signatories and Clare Leibfarth and Susan London are to be added. Ms. Leibfarth and London will then sign the necessary forms.

### **Web Site**

The Midwest Chapter / MLA web site was updated with accounts, reports, policies and forms at <http://midwestmla.org/business/treasurer.html>.

### **Action**

This report requires action by the board (approval of budget).

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer  
 Financial Statement  
 September 20, 2009

	Beginning	Ending
<b>Assets</b>		
110 Chapter Checking	\$21,321.18	\$10,401.76
110-2008 2008 Conference Checking	(\$16,324.38)	\$0.00
110-2009 2009 Conference Checking	\$0.00	\$1,927.14
120 Savings	\$11,084.54	\$16,085.45
130 Business Reserve Fund 1	\$6,679.50	\$6,726.86
140 Business Reserve Fund 2	\$12,587.73	\$12,587.73
<b>Total</b>	<b>\$35,348.57</b>	<b>\$47,728.94</b>
<b>Net (Ending - Beginning)</b>		<b>\$12,380.37</b>

	Budgeted	Actual
<b>Income Accounts</b>		
210 Membership Dues	\$8,400.00	\$6,560.00
220 Annual Conference	\$18,915.19	\$750.00
220-2009 2009 Annual Conference	\$0.00	\$25,667.40
230 Interest	\$118.32	\$83.27
240 Contributions	\$0.00	\$0.00
<b>Income</b>	<b>\$27,433.51</b>	<b>\$33,060.67</b>
<b>Expense Accounts</b>		
310 Board	\$11,450.00	\$5,534.18
320 Archivist (formerly Archives Committee)	\$2,030.00	\$1,980.00
330 <i>Account Open</i> (formerly Audit Committee)	\$0.00	\$0.00
340 Awards and Scholarship Committee	\$3,252.00	\$114.00
350 Professional Practice Committee (formerly Education Committee)	\$350.00	\$0.00
360 Finance Committee	\$548.00	\$622.53
370 Governmental Relations Liaison (formerly Governmental Relations Committee)	\$50.00	\$0.00
380 Membership Committee	\$2,300.00	\$1,445.92
390 Nominations and Elections Committee	\$50.00	\$0.00
400 Annual Meeting Committee	\$500.00	\$0.00
400-2009 2009 Annual Conference	\$0.00	\$2,590.81
400-2010 2010 Annual Conference	\$5,000.00	\$23,888.04
410 State Liaisons Committee (formerly Publications Committee)	\$100.00	\$0.00
420 Communications Committee (formerly Technology Committee)	\$1,450.00	\$408.60
<b>Expenses</b>	<b>\$27,080.00</b>	<b>\$36,584.08</b>
<b>Net (Income - Expenses)</b>	<b>\$353.51</b>	<b>(\$3,523.41)</b>

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer  
 2009 Conference Statement  
 September 20, 2009

		Beginning	Ending
<b>Assets</b>			
2009 Conference Checking		(\$602.22)	\$1,927.14
<b>Net (Ending - Beginning)</b>			<b>\$2,529.36</b>
		Budgeted	Actual
<b>Income Accounts</b>			
	Publicity	\$0.00	\$0.00
	Hospitality	\$0.00	\$0.00
	Exhibits	\$15,000.00	\$15,950.00
	Registration	\$45,000.00	\$10,443.49
	Finance	\$0.00	\$0.00
	Program	\$0.00	\$0.00
	CE Classes	\$16,200.00	\$0.00
	Conference Food	\$0.00	\$0.00
	Conference AV	\$0.00	\$0.00
	Conference Signage	\$0.00	\$0.00
	Other Possible Income	\$0.00	\$23.91
	<b>Total Income</b>	<b>\$76,200.00</b>	<b>\$26,417.40</b>
<b>Expense Accounts</b>			
	Publicity	\$3,000.00	\$400.80
	Hospitality	\$9,655.00	\$30.00
	Exhibits	\$0.00	\$0.00
	Registration	\$1,551.00	\$1,714.07
	Finance	\$0.00	\$0.00
	Program	\$13,670.00	\$1,365.00
	CE Classes	\$12,350.00	\$0.00
	Conference Food	\$31,196.00	\$20,000.00
	Conference AV	\$5,141.25	\$0.00
	Conference Signage	\$750.00	\$0.00
	Other Possible Expenses	\$3,000.00	\$378.17
	<b>Total Expenses</b>	<b>\$80,313.25</b>	<b>\$23,888.04</b>
<b>Net (Income - Expenses)</b>		<b>(\$4,113.25)</b>	<b>\$2,529.36</b>

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer  
 Draft Budget 2010

	Itemized	Total
<b>Assets</b>		
<b>110 Checking</b>		\$4,394.58
<b>110-2009 2009 Conference Checking</b>		\$2,813.48
<b>110-2010 2010 Conference Checking</b>		\$4,847.08
<b>110-2011 2011 Conference Checking</b>		\$5,000.00
<b>120 Savings</b>		\$11,084.54
<b>130 Business Reserve Fund 1</b>		\$6,679.50
<b>140 Business Reserve Fund 2</b>		\$12,587.73
<b>Beginning Balance</b>		<b>\$47,406.91</b>
<b>Income Accounts</b>		
<b>210 Membership Dues</b>		
420 @ \$20	\$8,400.00	\$8,400.00
<b>220 Annual Meeting</b>		
Ohio 2009	\$0.00	
Wisconsin 2009	\$0.00	
		\$0.00
<b>230 Interest</b>		
Savings (16,000.00 @ .000977)	\$0.91	
Business Reserve Fund 1 (6,700.00 @ .0175)	\$117.25	
Business Reserve Fund 2 (13,000.00 @ 0)	\$0.00	
		\$118.16
<b>240 Contributions</b>	\$0.00	\$0.00
<b>Projected Income</b>		<b>\$8,518.16</b>
<b>Expense Accounts</b>		
<b>310 Board</b>		
Board Meetings	\$3,500.00	
President MLA Annual Meeting and/or Spring Board Meeting Travel	\$850.00	
President-Elect MLA Annual Meeting and/or Spring Board Meeting Travel	\$850.00	
President Fall Meeting Hotel Room	\$1,500.00	
President and/or President-Elect State Meeting Travel	\$500.00	
Chapter Council Representative Travel	\$850.00	
Alternate Chapter Council Representative Travel	\$850.00	
Recording Secretary Spring Board Meeting Travel	\$500.00	
Elected Office and Appointed Official Spring Board Meeting Travel	\$2,000.00	
Miscellaneous	\$50.00	
		\$11,450.00
<b>320 Archivist (formerly Archives Committee)</b>		
Miscellaneous	\$50.00	
		\$50.00

<b>330</b>	<b>Account Open (formerly Audit Committee)</b>		\$0.00
<b>Expense Accounts Cont'd</b>			
<b>340</b>	<b>Awards and Scholarships Committee</b>		
	Chapter Sharing Roundtable Sponsorship (4 @ \$40.00)	\$160.00	
	Distinguished Librarian of the Year	\$500.00	
	Annual Meeting Scholarships (2 @ \$500.00)	\$1,000.00	
	Professional Development Awards (2 @ \$500.00)	\$1,000.00	
	Jean Williams Sayre Innovation Award	\$500.00	
	Miscellaneous	\$150.00	
			<b>\$3,310.00</b>
<b>350</b>	<b>Professional Practice Committee (formerly Education Committee)</b>		
	Miscellaneous	\$50.00	
			<b>\$50.00</b>
<b>360</b>	<b>Finance Committee</b>		
	Incorporation/Tax Exemption Fee	\$8.00	
	Liability Insurance (MLA) (increase from \$175)	\$500.00	
	Group Federal Tax Exemption - Form 990 Filing (MLA)	\$100.00	
	Bank Fees	\$100.00	
	Miscellaneous	\$50.00	
			<b>\$758.00</b>
<b>370</b>	<b>Governmental Relations Liaison (formerly Governmental Relations Committee)</b>		
	Miscellaneous	\$50.00	
			<b>\$50.00</b>
<b>380</b>	<b>Membership Committee</b>		
	Postage (includes shipping and handling of Chapter Display)	\$200.00	
	Miscellaneous (includes printing of membership forms and envelopes)	\$600.00	
			<b>\$800.00</b>
<b>390</b>	<b>Nominations and Elections Committee</b>		
	Miscellaneous	\$50.00	
			<b>\$50.00</b>
<b>400</b>	<b>Annual Meeting Committee</b>		
	Annual Meeting Chair Travel for Planning Meetings	\$500.00	
			<b>\$500.00</b>
<b>400-2010</b>	<b>2010 Conference</b>	\$0.00	
<b>400-2011</b>	<b>2011 Conference</b>	\$5,000.00	
			<b>\$5,000.00</b>
<b>410</b>	<b>State Liaisons Committee (formerly Publications Committee)</b>		
	Miscellaneous (conference calls included)	\$100.00	
			<b>\$100.00</b>
<b>420</b>	<b>Communications Committee (formerly Technology Committee)</b>		
	Web site annual fee	\$500.00	
	PBWiki Professional edition	\$400.00	
	Videoconferencing software (DimDim)	\$500.00	
	Miscellaneous	\$50.00	

Projected Expenses	\$1,450.00
	<b>\$23,568.00</b>
Projected Net (Projected Income - Projected Expenses)	<b>(\$15,049.84)</b>
Projected Ending Balance (Beginning Balance + Projected Net)	<b>\$32,357.07</b>

Midwest Chapter / Medical Library Association  
Marlene Porter, Treasurer  
2010 Conference Statement  
September 26, 2009

		Beginning	Ending
<b>Assets</b>			
	2010 Conference Checking	\$1,500.00	\$4,847.08
		Budgeted	Actual
<b>Income Accounts</b>			
	Publicity	\$0.00	\$0.00
	Hospitality	\$0.00	\$0.00
	Exhibits	\$10,500.00	\$0.00
	Registration	\$35,550.00	\$0.00
	Finance	\$0.00	\$0.00
	Program	\$0.00	\$0.00
	CE Classes	\$10,600.00	\$0.00
	Conference Food	\$0.00	\$0.00
	Conference AV	\$0.00	\$0.00
	Conference Signage	\$0.00	\$0.00
	Other Possible Income	\$7,050.00	\$3,500.00
	<b>Total Income</b>	<b>\$63,700.00</b>	<b>\$3,500.00</b>
<b>Expense Accounts</b>			
	Publicity	\$ 2,000.00	\$0.00
	Hospitality	\$ 5,000.00	\$0.00
	Exhibits	\$300.00	\$0.00
	Registration	\$ 2,000.00	\$0.00
	Finance	\$1,500.00	\$0.00
	Program	\$2,000.00	\$0.00
	CE Classes	\$2,000.00	\$0.00
	Conference Food	\$20,000.00	\$0.00
	Conference AV	\$500.00	\$0.00
	Conference Signage	\$500.00	\$0.00
	Other Possible Expenses	\$4,250.50	\$2,590.81
	<b>Total Expenses</b>	<b>\$ 40,050.50</b>	<b>\$2,590.81</b>
<b>Net (Income - Expenses)</b>		<b>\$23,649.50</b>	<b>\$909.19</b>



TO: Deborah Lauseng, President  
FROM: Becca Caton, Membership Secretary  
DATE: September 21, 2009  
SUBJECT: Fall 2009 Report

#### 2009 Membership Committee:

Barbara Platts, 2008-2009

Camille Richmond, 2008-2009

Vacant, 2009-2010

Becca Caton, Chair, 2009-2010

#### Activities & Accomplishments

- Membership stands at 354 as of 9/16/2009. The Chapter currently has 51 new members, 11 of whom are students.
- Provided updated member information for Annual Meeting committee members
- Worked with B. Finnegan to place meeting registration discount code on website under member password protection for ease of member access
- Produced password protected membership directory for website only distribution, updated March and June
- Emailed notice of membership renewals in May
- Confirmed membership of scholarship and award applicants
- Worked with M. Markland, Chair of Nominations Committee, to confirm membership status of nominees
- Worked with S. Stevens, Chair of Awards and Scholarships Committee, to confirm membership status of Chapter award applicants
- Worked with J. Miller, Registration Chair for Midwest Chapter meeting in Ohio to confirm memberships for meeting registration discount
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database as renewals were received
- Notified members of receipt of dues
- Provided membership brochures to University of Wisconsin for student interest
- Responded to requests from members and potential members for information
- Maintained the Chapter listservs, received requests to join listserv and to post messages
- Scheduled and provided membership poster display for Chapter members
- Prepared report for Fall Executive Board Meeting
- Spring Action Items Completed:
  - Updated membership password for website & notified members of change by April 6<sup>th</sup>.
  - Worked with M. Porter to set up Acteva event for members to register for 2010 membership online
  - Investigated and purchased table runner for Chapter and Membership display
  - Updated PBWiki policies and procedures

For Board Consideration/Agenda Items:

- Recommend changing Chapter Member Website password at the ending/beginning of the calendar year, then removing old password at the beginning of June.
- Recommend consideration for a third Chapter member status: Emeritus.

Item of note: Thank you to Bette Sydelko for attending the MLA Membership Committee meeting at MLA 2009 in Hawaii.

### **Representative at Large**

**Ximena Chrisagis**

See State Liaison Committee Report (below)

### **Representative to the MLA Chapter Council**

**Pam Rees and Karen Hanus**

MLA Chapter Council Representatives' Report

TO: Deborah Lauseng, President, Midwest Chapter/Medical Library Association  
FROM: Pam Rees, MLA Chapter Council Representative and Karen Hanus, Alternate Representative  
SUBJECT: Annual Report for Midwest Chapter Executive Board Meeting, October 2, 2009  
DATE: September 1, 2009

#### ACTIVITIES

- Pam and Karen attended the Midwest Chapter Board meeting in Chicago in March 2009 and the MLA Chapter Council Meeting in Honolulu, Hawaii.
- Pam is serving as the MLA News Chapter Column editor and serves on the Communications Committee of Chapter Council.
- Pam is writing an "MLA News Report" on a quarterly basis for Midline.
- Pam served as recorder at the MLA Chapter Sharing Roundtable "Outreach" in Honolulu.
- Karen recorded for the MLA Chapter Sharing Roundtable "Library Renovation/Space Planning" in Honolulu.
- Pam attended the Awards Committee meeting at MLA.
- Pam and Karen sent messages to Midwest Chapter e-mail discussion list regarding MLA activities.
- Pam and Karen joined in Chapter Council e-mail discussions.
- Karen mentored a first-time attendee to the MLA Conference in Honolulu through the Colleague Connection program.
- Pam mentored a first-time attendee to the MLA Conference in Honolulu through the Colleague Connection program.
- Karen served as co-chair of the Chapter Council Presents Sharing Roundtables Committee and coordinated several aspects of the 2009 Council Presents Sharing Roundtables event.
- Karen submitted articles to MLA News and Midline regarding the Chapter Council Presents

Sharing Roundtables activities.

- Pam and Karen checked on Midwest Chapter recruitment activities at the request of Holly Henderson who serves on MLA's Professional Recruitment and Retention Committee.

**OBJECTIVES:**

- Pam will continue submitting Chapter Column articles to MLA News and work on Communication Committee assignments
- Pam and Karen will respond to Chapter Council assignments and monitor Chapter Council e-mail discussion list
- Pam and Karen will keep the Midwest Chapter informed about MLA activities
- Pam and Karen will attend Midwest Chapter Board meetings and MLA Chapter Council meetings.
- Pam and Karen will acquaint Bette Sydelko with Chapter Council activities since she will be the new Chapter Council Representative next spring.
- Pam and Karen will submit the name of the new potential MLA Nominating Committee nominee to Chapter Council.
- Pam and Karen will update PBwiki as appropriate for Chapter Council responsibilities.
- Karen will co-chair the 2010 Chapter Council Presents Sharing Roundtables Committee.

This report is informational and no action is required.

Pam Rees and Karen Hanus

**Archivist**

**Mary Hitchcock**

[forthcoming]

**Auditor**

**Sue London**

Annual Report submitted for the Spring Chapter Board meeting.

**Governmental Relations Liaison**

**Julie Schneider**

**TO:** DEBORAH LAUSENG, PRESIDENT, MIDWEST CHAPTER, MEDICAL LIBRARY ASSOCIATION  
**FROM:** JULIE SCHNEIDER, GOVERNMENTAL RELATIONS LIAISON  
**SUBJECT:** REPORT FOR FALL BOARD MEETING  
**DATE:** 9/29/2009

---

**Activities:**

1. Communicated legislative concerns to Midwest members through the Midwest listserv.

2. Continued to monitor legislative activities and notices from MLA, ALA, AMIA, SSP, AMA and ANA.
3. Continued to participate in legislative advocacy at a state level on behalf of health science and other special libraries.
4. Continued to participate in legislative advocacy at a national level on behalf of health science libraries through the MLA/AAHSL Joint Legislative Task Force.
5. Contacted appropriate legislators on Federal Research Public Access Act (FRPAA) and will continue to monitor the progress of the proposed legislation.
6. Continue to monitor the progress of health care reform bills.

Objectives:

1. Determine a best practice for communicating legislative information to the regional membership.
2. Continue to communicate legislative concerns of the region to the Midwest membership (for those that are in line with MLA legislative actions).

This report is informational and requires no action by the board.

**Annual Meetings Committee**

**Donna Barbour-Talley, Chair**

**Midwest Chapter, Medical Library Association**

**Fall Board Meeting, October 2, 2009**

**Annual Meetings Committee**

**Donna Barbour-Talley, Chair**

The Midwest Chapter has four annual meetings in the planning process.

**2009 Annual Meeting – Columbus OH**

**Oct 2-6**

Marlene Porter and Bette Sydelko are serving as co-chairs of the Conference Coordinating Committee for 2009. All committees have been very busy preparing to host the Midwest Chapter at what promises to be an excellent conference.

**2010 Annual Meeting – Madison WI**

**Sept 24-28**

Julie Schneider and Barbara Sisolak are co-chairing the Conference Coordinating Committee on behalf of the Wisconsin Health Sciences Library Association. A Memorandum of Understanding has been signed with the Inn on the Park (Best Western Hotel) across the street from the capitol in Madison Wisconsin. The conference is planned for Friday, September 24 through Tuesday, September 28. The meeting has been scheduled a little earlier than usual because of the need to schedule around home Badger football games.

The conference theme is: “Step Up! Step Forward!” A few marketing materials have been created, a logo has been decided upon, and a mock website is up and ready for populating with information. The

co-chairs have also created a draft schedule for the event (that was included as part of the MOU documentation) and also have done a preliminary budget to work from (based on the experience of previous conference chairs & with the help of Donna).

A conference coordinating committee has been formed and we've set up a space in a Basecamp account to share information. We have identified the following committee members:

- Tammy Mays – Continuing Education
- Michael Venner – Publicity & Marketing
- Mary Hitchcock – Registration
- Robert Koehler – Finance & Budget
- Leslie Christensen – Local Arrangements
- Rebecca Holz – Website & Technical Support
- Brian Finnegan – Programming
- Deborah Ruck – Vendors & Exhibits

As co-chairs, Barb and Julie will have an exhibit booth at the 2009 conference inviting people to save the date for the 2010 conference. Barb and Julie are also looking at a couple of ideas for plenary speakers for the 2010 conference.

### **2011 Annual Meeting – Indianapolis IN**

The Indiana Health Sciences Library Association has named Barbara Gushrowski of Indiana University School of Dentistry Library in Indianapolis as the conference coordinator. The hotel committee has been working with Group To Go to locate a site for the conference. Tentative dates are October 7-10 and the tentative location is the Marriott Downtown Indianapolis. The theme of the conference is "Faster, Higher, Stronger."

### **2012 Annual Meeting – Rochester MN**

Donna Barbour-Talley is serving as conference coordinator for the 2012 meeting on behalf of the Health Sciences Libraries of Minnesota. A group of librarians from Rochester MN has volunteered to help plan the meeting. A site visit to the Civic Center and Doubletree Hotel was made in late August. The next step will be to refine terms of a contract for the meeting.

### **Meeting Planners Forum**

All of the Midwest Chapter conference coordinating committees have been invited to participate in a de-briefing from the Ohio conference planners on Monday, October 5<sup>th</sup> from 5-6 pm in the Judicial Room.

This report is informational and requires no action from the Board.

MIDWEST CHAPTER/MLA  
AWARDS & SCHOLARSHIPS COMMITTEE  
Sheryl Stevens, Chair

#### 2009 ACTIVITIES AND ACCOMPLISHMENTS

- Submitted spring and fall reports to the Executive Board.
- Reviewed and updated all award descriptions and applications.
- Reviewed and updated Committee policies & procedures on Chapter wiki.
- Successfully solicited nominations for all Chapter awards.
- Evaluated applications according to specified criteria and selected recipients.

#### AWARD RECIPIENTS

- Chapter Council Roundtables Luncheon Award (\$38): Debra Werner (IL)
- Annual Meeting Scholarship Award (\$500 each): Margaret Gross (IL) & Andy Hickner (MI)
- Professional Development Award (\$500 each): Kacy Allgood (IN) & Dee Disardina (ND)
- Distinguished Librarian of the Year (\$500): TBA at Awards Luncheon on October 5
- Jean Williams Sayre Innovation Award (\$500): TBA at Awards Luncheon on October 5

#### ACTION

Committee would like to propose modification of Professional Development Award criteria to permit library science graduates who do not meet current requirement of 1 year of professional experience to apply. This requires discussion by the Board.

#### **Communications Committee**

#### **Fall Report 2009**

**Karen Anderson**

#### **Activities:**

#### **Clare Leibfarth, ConnectMidwest Blog Editor**

There have been 13 blog posts since the last board meeting. The 2009 conference logo was added to the page template this summer and we will be blogging the conference on ConnectMidwest.

#### **Jason Young, MIDLINE, Chief Editor**

Jason published the May and August issues of MIDLINE. He has continued his Q & A session with various members. Melissa Rethlefsen was interviewed in the May issue. Ruth Holst was highlighted in the August issue.

#### **Brian Finnegan, Assistant Web Master**

**May and June**

Continued working on replacing Word files (.doc) with PDF files. Also, replaced many Excel files with PDF files. Will keep the current year report Accounts report as Excel but replace the older Excel files with PDF files.

Continued to delete as many duplicate and no longer used files in order to lower overall web size.

**July**

Converted Word documents of each candidate’s biographical information into a PDF file. Created web page <http://midwestmla.org/business/candidates.html> to “house” those newly created PDF files.

Placed link to the new candidate’s biographical information page on the Midwest Chapter home page as well as on the Business tab page.

**August**

Removed candidate’s biographical information after election results were announced.

Updated homepage with Summer Midline issue notice.

Made the conference registration code into a PDF file, placed that file behind the Members Only password area. Edited the registration page and Midwest Chapter homepage to reflect this new link.

**Allan Barclay, Web Master**

Made some minor changes to the website.

**Finance Committee** **Marlene Porter, Chair**

See Treasurer’s Report (above)

**Membership Committee** **Rebecca Caton, Chair**

See Membership Secretary’s Report (above)

**Nominations and Elections Committee** **Mary Markland, Chair**

**Midwest Chapter, Medical Library Association  
Fall Board Meeting, October 2, 2009**

**Nominations and Elections Committee**

**Election Report**  
**Mary Markland, Chair**

The Nominations and Elections Committee successfully completed the election of officers for 2010 according to the Bylaws of the Chapter as revised October 2008. Electronic ballots were sent to 315 members and paper ballots mailed to 4 members. One hundred and forty-three ballots were returned for a participation rate of 44.8%.

The following candidates were elected to the positions indicated:

President-elect: Clare Leibfarth

Recording Secretary: Charniel McDaniels

Treasurer: Sue London

Chapter Council Representative: Bette Sydelko

Chapter Council Alternate Representative: Pam Rees

Potential Candidate for Membership on the MLA Nominating Committee: Melinda Orebaugh

Candidates on the ballot but not elected are listed below:

President-elect: Karen Hanus

Recording Secretary: Elizabeth Smigielski

Treasurer: Wendy Hess

Potential Candidate for Membership on the MLA Nominating Committee: Nancy Allee

The electronic ballots were distributed and tallied by Survey Monkey and the results verified on August 17th by Mary Markland and Carla Mosser. No paper ballots were returned. The Nominations and Elections Committee consisted of Mary Markland, Nancy Bulgarelli, Barb Bartkowiak and Chris Childs. All candidates were personally notified of the results on August 17<sup>th</sup> and 18<sup>th</sup>. Official letters followed.

Mary J. Markland, Chair  
Nominations & Elections Committee 2009

**Midwest Chapter, Medical Library Association**  
**Spring Board Meeting, October 2, 2009**

**Nominations and Elections Committee**  
**Mary Markland, Chair**

**Electronic Balloting Procedure and Recommendations**

Procedure Used



- We used SurveyMonkey to distribute and count the ballots. Nancy Bulgarelli had access to a paid subscription of SurveyMonkey. We used this account as free SurveyMonkey accounts can only have 100 respondents.
- We created two ballots. One was for non-MLA members and one was for MLA members. Becca provided us with the list of eligible voters. Nancy sent an individual email to each member with the link to the correct ballot. A general announcement was sent to the membership listserv announcing the election.
- From this general mailing, we hoped to discover if any eligible members had not received a ballot. There was one error in our list of eligible voters. Everyone else that contacted us was not an eligible voter.
- We sent out 4 paper ballots. None of them were returned.
- We allowed two weeks for the survey. A reminder to vote was sent out to the member listserv five days before the election closed.

#### SurveyMonkey Issues

- SurveyMonkey security limits the ability to vote in an election to once/computer. In theory, people could have voted multiple times by changing computers. We felt the risk of that was slight and emphasized that people should not share the ballot link.
- With careful planning, you would only need to use Survey Monkey for one or two months. The monthly fee is \$19.95/month.
- Other Chapters using SurveyMonkey are the South Central, Mid-Atlantic and MLGSCA.

#### Recommendations:

- Nominations and Elections Committee should handle sending out the ballots with the assistance of the Membership Secretary.
- Candidates should provide a statement of interest along with their biographical information.
- Use SurveyMonkey or other electronic balloting service for the election.
- If decide not to use an electronic survey method, and ballots are emailed, the ballots can be returned by email.
- A member of the Nominations and Elections Committee along with a person who is not a Midwest Chapter member should confirm the election results or count the ballots in the case of an emailed ballot.
- How long do we retain the ballots after the election is finalized? In the case of Survey Monkey, a results file can be downloaded. I would recommend keeping that file until after the Fall meeting.
- The election report for the archives has the names of the candidates indicating winners along with the number of ballots sent and received. Individual tallies of votes are not recorded.

**Action item:** Discuss election process

**Professional Practice Committee**

**Janna Lawrence, Chair**

Professional Practice Committee

Janna Lawrence, Chair

Nancy Allee, AHIP Liaison, 2009-2010  
Beth Carlin, Benchmarking Liaison, 2008-2009  
Carolyn Martin, CE Liaison to 2009 Conference 2009-2010  
Deb Werner, MLA CE Liaison, 2008-2009

#### Benchmarking

After a rocky start, Beth Carlin was recognized by MLA as our official Benchmarking Chapter Liaison.

#### Continuing Education

Carolyn Martin was consulted on CE course selection for the 2009 conference and assisted with the production of CE certificates. Janna Lawrence also responded to a request from Julia Shaw-Kokot, Chapter Council liaison to the MLA CE Committee, for an update on Chapter CE activities. CE activities for all chapters are recorded in the Chapter Council wiki.

#### Credentialing/AHIP

Nancy Allee and Janna Lawrence attended the MLA Credentialing Committee meeting in May in Honolulu.

#### Activities at Midwest Chapter meeting

The Professional Practice Committee will sponsor a poster on AHIP during the 2009 Chapter meeting. Many thanks to the conference organizers for giving us free space in the exhibits for our poster. The Committee will also distribute informational brochures about the Academy.

**This report is informational and requires no action by the Board**

### State Liaison Committee

Ximena Chrisagis, Chair

**Committee Members (State Liaisons):** Beth (Carlin) Robb (Illinois, 2009), Joan Zivich (Indiana, 2009), Paula Whannell (*Interim*, Iowa, 2009), Mary Congleton (Kentucky, 2009-2010), Judith Barnes (*Interim*, Michigan, 2009-2010), Donna Barbour-Talley (*Interim*, Minnesota, 2009-2010), Karen Anderson (Interim, North Dakota, 2009-2010), Ximena Chrisagis (Ohio, 2009), Michael Venner (2009-2010, Wisconsin)

#### **Activities (April 2009 through September 2009)**

- **Aug. 12, 2009: Committee meeting by telephone conference call** (duration: approximately 40 minutes)
  - **Participants:** Anderson, Chrisagis, Congleton, Robb, Venner, Whannell
  - **Note:** Barbour-Talley had a conflict but submitted input beforehand via e-mail; Zivich attempted to participate but the meeting had already finished
  - Conference call was recorded as an MP3; the official minutes will be based on this recording but are not yet completed.
- **Submitted state association reports or announcements to *MIDLINE*:**
  - Summer 2009: Minnesota, North Dakota, Ohio
    - <http://midwestmla.org/midline/2009/08/>

- Spring 2009: Iowa, Kentucky, Minnesota, North Dakota, Ohio, Wisconsin
  - <http://midwestmla.org/midline/2009/05/>
- **State Meetings attended or in planning stages:**
  - Indiana (Zivich):
    - April 15-16, 2009 IHSLA annual meeting was held in South Bend on Alternative and Complementary medicine
    - April 8-9 , 2010 IHSLA annual meeting; in planning stages –title to be determined
  - Illinois (Robb):
    - Exhibited on Friday Nov 7 for the 2008 HSLI annual meeting. The new poster for Midwest Chapter was displayed. **[This information is not the correct scope of time but was inadvertently omitted from the March 2009 State Liaisons Committee Report to the Board]**
    - April 4, 2009---Attended HSL class at Dominican to discuss career in Health Science Librarianship and promote HSLI and Midwest Chapter
  - Kentucky (Congleton):
    - Kentucky Medical Library Association president distributed printed Midwest Chapter Annual Meeting promotional fliers at the June 12 KMLA meeting
  - Ohio (Chrisagis)
    - April 3, 2009--Displayed Midwest Chapter promotional poster and publicity materials at the OHSLA Meeting
- **Ongoing/regular liaison activities:**
  - Indiana (Zivich):
    - Whenever there is a new librarian in our state, I welcome them (by email) to the state, offer them assistance if they should need any, and describe the state organization, the Midwest Chapter and MLA and discuss the many benefits of joining these groups.
    - I remind librarians of scholarships and awards given by the various organizations.
    - Whenever a new vendor calls me, I also explain to them the benefits of exhibiting at the annual meetings of these groups.
    - I forward emails from MEDLIB-L which may not be read by some Indiana librarians.
  - KMLA (Kentucky) president (Congleton) and KMLA listserv manager (Nancy Utterback) forwarded Midwest Chapter annual meeting promotional emails to KMLA listserv at least 5 times over the spring and summer
  - North Dakota (Anderson): Posted information about the Midwest Scholarship as well as our (ND) local grant to attend the Midwest Chapter on our Health Science Information Section listserv.
  - **All: forwarded postings to their state association listservs about Midwest Chapter/MLA Scholarships and Awards and publicity messages about the 2009 Annual**

**Meeting in Ohio (at the request of the Chair, who is also a member of the 2009 Annual Conference Publicity Committee)**

**Future Plans**

- The Chair will compile the minutes for the State Liaison Committee Conference Call meeting (August 12, 2009) prior to the Annual Meeting in October.
- Any state liaisons who are in attendance and available at the Midwest Chapter/ MLA 2009 Annual Conference in Columbus, Ohio will meet face to face on Sunday, Oct. 4 to discuss potential action items briefly and informally.

**Action Items Requested from the Board**

(Most of these are carried over from the March 2009 report as I was absent from the March board meeting and have not yet seen the minutes to know if they were addressed; those in **BOLD** are new).

- Rotation Schedule for the state liaisons. Has it been approved? Item for discussion: Should the committee chair/Representative at Large serve as the liaison for his/her state for the duration of his/her term of office?
- Membership Secretary: One of the State Liaison Committee's recommended duties is to "assist the membership committee with recruitment and retention projects." Are there any specific tasks we can do within our states to help with this?
- Questions for Discussion and/or Future Consideration:
  - If we agree that the responsibility for appointing a state liaison should belong to the state association, does anything need to be changed in the bylaws or is clarification in the Policies and Procedures Manual sufficient? (see sections below I have underlined).
  - **Who is responsible for reminding the states of when a new state liaison needs to be appointed? That is, are they aware of the rotation schedule? Since the responsibility for the appointment lies with the states, we can't force them to change their liaison if they don't want to.**
  - **Can the Chair of the State Liaisons Committee serve as his/her state's liaison for the duration of his/her term of office as representative at large?**

The current (2008) bylaws indicate:

**ARTICLE IV. ELECTED OFFICERS & APPOINTED OFFICIALS**

**Section 2. Duties of Elected Officers**

A. The duties of the President shall be:

3. To appoint members to and designate chairs of Chapter committees, except the Nominations and Elections Committee

**ARTICLE VII. COMMITTEES**

**Section 1. Standing Committees**

C. The President shall designate and announce appointed officials, committee members, committee officials, and effective appointment dates prior to taking office, unless otherwise specified in these bylaws or in the Chapter's Policies and Procedures Manual. The President, in consultation with the Executive Board, shall have the discretion to terminate all appointments.

Respectfully Submitted,

Ximena Chrisagis,  
Chair, State Liaisons Committee/Representative at Large, 2009-2010  
15 September 2009