



Executive Board Meeting  
Cambria Suites  
Akron, Ohio  
March 25, 2011

Present: Clare Leibfarth, Elaine Skopelja, Janna Lawrence, Sue London, Donna Barbour-Talley, Katherine Chew, Liz Fine, Barb Gushrowski, Deborah Lauseng, Pam Rees, Denise Rumschlag, Stephanie Schulte, Bette Sydelko.

Present via conference call: Mary Markland, Jean Gudenas, Mary Hitchcock

Charniel McDaniels, Recording Secretary

Clare called the meeting to order at 9:13 and reviewed the agenda.

### **Review of Fall 2010 minutes**

Minutes from the Fall 2010 Annual Board meeting were reviewed. Sue London moved to approve the minutes as amended; Janna Lawrence seconded. Motion carried unanimously.

### **Reports**

#### **President's Report**

Clare Leibfarth

Clare worked on *MIDLINE* and looking for a permanent editor. Participated in SLIS@Kent career night and got a couple of new members. Accepted invitation to speak at MLA meeting in Minneapolis and will give the welcome address at the Midwest Annual meeting in Indianapolis.

#### **President Elect**

Janna Lawrence

Nothing to report

#### **Immediate past President**

Elaine Skopelja

Worked with Recording Secretary to mount reports on the website. Updated the President's responsibility on the wiki. Assisted the President with the spring board meeting.

#### **Membership Secretary and Committee**

Katherine Chew

Membership form was updated. Form that was mailed out does not include home zip code. Nothing further to report on emeritus status.

**Action Item: Emeritus status needs to be defined and included in the bylaws by June 1, 2011.**

267 members, 74 renewed or joined using Acteva. The membership committee has found that the students are moving out of the region and their numbers are down.

**Treasurer**

Sue London

Treasurer will investigate the use of commercial software for future chapter business. The reimbursement form will be updated. Final reports for 2010 will be completed by March 31, 2011 – 2011 year to date and final report for 2010 and sent to the board.

**Auditor**

Barb Gushrowski

2009 presented a problem getting the paper work transferred. Currently, treasurer duties pass in October but the year ends in December. This causes the paper work to be incomplete. It makes it difficult to assist with the conference.

Barb suggested a change to commercial software.

There was a favorable audit for 2009.

2010 can now be audited after the Treasurer's report is completed March 31, 2011

Summary report needed from the last few conferences as documentation for future meeting planners. Separate page on the ledger for the conference planners.

**Archives**

Mary Hitchcock

There is a list in annual meeting procedural manual of items that are needed to be archived. Seven years is the usual retention period for items.

**Action item: retrieve that list and make a retention schedule available.**

Mary Hitchcock and Kevin O'Brien completed the processing of the materials for Midwest Chapter's Archives. This was reported on in a poster by the two at the 2010 annual conference in Madison.

The finding aid for Midwest chapter archives will be posted to the UIC website by Kevin O'Brien. The link can be public.

**Annual Meetings Committee**

Donna Barbour-Talley

No reimbursement has been made to OHSLA for the 2009 meeting.

- 2010 has submitted their final report
- 2011 Indianapolis final program not confirmed by Barb
- 2012 Rochester, Minnesota /Group to-go not heavily used
- 2013 Peoria, Illinois no dates to share at this time
- 2014 will be in Bismarck, ND , October 10-14

## **Awards and Scholarships Committee**

Liz Fine

Discussed modification of official Annual Meeting Scholarship Payment Policy to remove option of Treasurer registering winner for the Annual Meeting and delivering the balance of the funds. The official policy will be that the winner registers and pays their own costs in advance, and is given a check for the full scholarship amount at the annual meeting. This procedure has been followed unofficially for the past five years, with no winners requesting a different option.

Motion from committee: to change the official policy to read: "After notifying Committee members of the results, the Chair subsequently notifies both recipients and non-recipients by the specified deadline. Winners pay their own costs in advance and receive a check from the Chair for the total scholarship amount at the Annual Meeting. The Chair submits a completed payment request form on behalf of each winner to the President prior to or at the Annual Meeting." Motion carried unanimously.

Discussed modifying the criteria of the Distinguished Librarian Award to more specifically define it as a service award. Since the award was established in 2005, the committee has not received any nominations for this award from the membership. The committee feels the scope of the award is currently too broad and intimidating ("outstanding professional contributions to both health sciences librarianship and the Chapter"). Board discussed the scope of the award, and agreed that it made sense to focus on service to the chapter for this award (very similar to the South Central chapter's "Distinguished Service Award"). The Board discussed the possibility of a special award in years where someone makes outstanding professional contributions to health sciences librarianship. At this time, the name of the award will remain the "Distinguished Librarian of the Year Award." Criteria, naming, and descriptions are subject to change in the future as needs evolve.

Motion from committee: to change the description and criteria of the award to: The Midwest Chapter/MLA Distinguished Librarian of the Year Award recognizes Chapter members at any career level who have provided outstanding service to Midwest Chapter/MLA. Recipients are selected on the basis of their contributions in measurable ways to Chapter achievement and effectiveness." Motion carried unanimously.

## **Communications Committee**

Jean Gudenas

Currently only WordPress account holders can comment on our blog (*ConnectMidwest*) and *MIDLINE*. *ConnectMidwest* is used more heavily during the time of the annual meetings and functions as our blog. *MIDLINE* functions as our newsletter. The committee would like to open the comments for the week of this conference. There was a concern about the low level of free connectivity at the hotel in Indianapolis. It was suggested that we could ask several people to be conference bloggers.

## **MLA Chapter Council Representative and Alternate**

Bette Sydelko & Pam Rees

Nothing beyond the submitted report

## **Nominations & Elections Committee**

Elaine Skopelja

The following chapter members have agreed to serve on the Nominations Committee:

Elaine Skopelja  
Max Anderson

Mary Hitchcock  
Steve Roksandic

### **Professional Practice Committee**

Deborah Lauseng

**Action Item: Review Midwest Chapter's recruitment materials. Adjust format and add additional items if needed.**

MLA Credentialing Committee will be addressing the issue of "displaced" librarians who have been reclassified or moved in their institutions so they no longer qualify for AHIP, despite long experience. It was approved in a previous board meeting to write a letter in regards to this concept, but it is moot, because MLA has already addressed this issue. The chapter will not be taking any further action on this matter.

### **State Liaisons Committee**

Stephanie Schulte

Will be sending to state associations the letter drafted by Elaine and Ximena Chrisagis.

The functioning of the committee was discussed. The committee is reviewing the charge.

### **Old Business**

#### **Membership Survey**

Katherine Chew

The membership survey was discussed. Questions were reviewed and suggestions to improve the form were shared. The survey needs to be accompanied by a statement that the information is being gathered to improve chapter relationships and improve membership numbers. Revisions should be sent to the board following this meeting.

**Action Item: Katherine Chew will be reporting on the results of the survey in the fall.**

#### **Advocacy Special Committee**

Elaine Skoeplja

This committee can be absorbed by the Professional Practice Committee and will be disbanded. Denise Rumschlag has been asked to join that committee. The Professional Practice Committee will present a revised charge and a budget request for the next year.

Deborah Lauseng moved that \$600.00 of the board's line item funding be used for printing posters buying mailing tubes in time for the for the fall conference. Elaine seconded the motion. Motion carried.

### **New Business**

#### **MLA Conference Exhibit Fee**

Clare Leibfarth

MLA is asking that we consider giving them a reduced fee for exhibiting at the annual conference meet and a free attendance for a board member. The current policy resides in the annual meeting procedural

Guide.

**Action Item: Clare will respond to this request to reduce the rate to \$225**

Janna would like to review the wording of the travel policy and compare it to the policies of other chapters. The current version asks the committee member to approach their institution before they ask the chapter for reimbursement. Janna has been asked to be chair of this committee. Sue has volunteered to join the committee as the treasurer.

**Travel Policy**

**Action Item: The committee will report to the Board at the fall meeting and recommend revisions for the budget in support of that policy.**

**Meeting Finances**

Donna Barbour-Talley

The finance policy in the Annual Meeting Guide needs to be updated and clarified. There should be a finances template included. No one should function as both the Finance Committee Coordinator and Conference Coordinator.

The finance chair for the annual conference must assure that the meeting planners have tax exempt status. They should contact the treasurer for the verification.

**Chapter Accounting**

Sue London

The current financial software (Excel) has not worked well. There needs to be a virtual option to simplify the handoff of documents from one treasurer to the next. The Finance Committee was charged with preparing to present options for alternatives that are not software based and report to the board in the fall with a solid recommendation for implementation in the fall 2011.

The question was asked if it was possible to have an overlap for the finance committee. The committee structure needs to be changed. There may need to be a by-laws change to accompany.

The treasurer is elected and the next term will start in October 2011. The new treasurer will have to implement the new software approach.

**Longevity Award**

Lenetta Akins, Hospital Librarian in Iowa, has been in the profession and at the same institution for fifty years.

Deborah Lauseng moved that a special award for longevity be awarded and that Lenetta be recognized at the 2011 annual meeting with \$100.00 and a plaque. Janna seconded and the motion carried unanimously.

**Action items were reviewed.**

The next board meeting will be on October 7 in Indianapolis.

Janna Lawrence moved to adjourn the meeting. Bette Sydelko moved and Stephanie Schulte seconded.  
Meeting adjourned 3:28 p.m.