

**Midwest Chapter/MLA Spring Executive Board Meeting
Combined Reports
October 5, 2012**

Executive Board Reports

**President
Janna Lawrence**

Activities:

- Submitted the Chapter's Annual Report to the Board of the Medical Library Association as required in April 2012 (see text below).
- Planned and conducted Spring Executive Board Meeting on March 30 in Indianapolis
- Attended the Leadership Tea and Chapter Treasurers' Meeting at MLA '12.
- Attended the Spring meeting of the Iowa Health Sciences Library Association and presented a chapter update
- Contributed a President's message to each issue of MIDLINE
- Worked with Melinda Orebaugh on the required Chapter Bylaws revision.
- Worked with Chapter Treasurer Amy Donahue, the Chapter Finance Committee, and professional auditor Michelle Dixon to resolve financial issues
- Worked with a small informal group consisting of Amy Donahue, Clare Leibfarth, Mary Markland, Kathy Schilling, and Bette Sydelko to propose a revised Chapter travel policy for the midyear Executive Board meeting.
- Worked with Donna Barbour-Talley to plan Fall Executive Board Meeting and dinner.

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

**Annual Report to the Board of the Medical Library Association
Submitted by Janna Lawrence
April 2012**

Goal 1: Recruitment, Membership, and Leadership in the Profession

Chapter membership as of April 12, 2012 stands at 292. This includes:

- 273 regular members (including 9 new members)
 - Regular membership is \$20 per year.
- 13 student members (including 5 new)
 - Membership for library school students is free.
- 6 retired members
 - This category is new and is also free.

Members have the option of using Acteva to join or renew, and 62 members did so. Acteva is also used for Annual Meeting registration

The Midwest Chapter Executive Board met twice in the past six months:

- Fall meeting: October 7, 2011, during the Annual Meeting in Indianapolis, Indiana (President: Clare Leibfarth)
- Spring meeting: March 30, 2012, in Indianapolis, Indiana (President: Janna Lawrence)

Chapter elections were held electronically using Survey Monkey in August 2011. Electronic ballots were sent to the 321 current members, with responses from 176 members, for a 55% return rate. No paper ballots were necessary. Results of the election were:

President-Elect: Katherine Schilling
 Treasurer: Amy Donahue
 Recording Secretary: Chris Childs
 Nominee for the MLA Nominating Committee: Barbara Knight

The newly-elected officers took their positions in October 2011 at the end of the Annual Meeting.

The Membership Committee used an online survey of the membership to get a sense of how well the Midwest Chapter/MLA was serving its membership, what are the demographics of the current membership, and if there were ways in which the chapter could improve or better serve its members. Survey invitations were e-mailed to 407 2010 and 2011 paid members, resulting in 232 responses. Preliminary survey results were presented as a poster during the 2011 chapter conference. This winter, Membership Committee members analyzed the results of the open-ended question. Membership Secretary Katherine Chew presented these findings at the March 2012 Executive Board meeting. Comments about the Annual Meeting and Continuing Education will be shared with the appropriate committees for the 2012-2014 conferences.

The 2011 Distinguished Librarian of the Year Award honored Sheryl Stevens whose more than 20 years of service to the chapter include a term as president. This awards includes a \$500 gift. For 2011, the Awards committee revised the criteria of this award emphasizing service to the chapter and also simplified the application process.

A Special Award (\$100) was given to health sciences librarian Lenetta Atkins honoring her 50 years of service in the library at Mercy Medical Center in Des Moines, Iowa.

The Jean Williams Sayre Innovation Award was not awarded in 2011. No nominations were received.

Archivist Mary Hitchcock has developed a retention policy for chapter business documents as well as a position description for the Chapter Archivist. The newly developed finding aid for the chapter archives has been posted to the University of Illinois, Chicago web site at <http://www.uic.edu/depts/lib/findingaids/MSMCML.html>.

Chapter financial matters were extensively discussed at the Fall 2011 Executive Board meeting and Annual Business Meeting. The audit of the 2010 chapter accounts revealed issues with the receipt of payments to the chapter made online, as well as some automatic debit payments that were made in error. These issues highlighted the need for a professional auditor for the chapter. With authorization of the Board, Treasurer Amy Donahue, President Janna Lawrence, and volunteer auditor Barbara Gushrowski worked with accountant Michelle Dixon, who has been South Central Chapter's auditor for many years, to resolve these issues. At the Spring meeting, the Board authorized the hiring of Michelle Dixon permanently as chapter auditor.

The chapter's Travel Reimbursement Policy is currently under review with the goal of making it easier for chapter members to become involved in chapter office by better reimbursing them for meetings, particularly the Spring Executive Board meeting.

Goal 2: Life Long Learning

The 2011 annual conference, co-hosted by the Indiana Health Sciences Library Association, was held October 8-11 in Indianapolis, Indiana, with the theme of “Faster, Higher, Stronger.” There were 112 registrants for the meeting, with 21 contributed papers and 19 poster presentations. Six continuing education courses were attended by 44 participants.

Annual Meeting Scholarships (\$500 each) were awarded to library science students Cort Eyer (IN) and Katy Mahraj (MI) to attend the 2012 chapter conference. Professional Development Awards (\$500 each) were awarded to support first-time attendance at the 2012 chapter conference by members Monica Corcoran (IN) and Dawn Hackman (ND). The Awards and Scholarships Committee has been tasked with determining if it is feasible to offer scholarships for meeting attendance to non-first-time members and non-students.

The 2012 Annual Meeting will be held October 5-9 in Rochester, Minnesota. Plenary speakers will include David deBronkart, known as E-Patient Dave, and Jennifer Nelson, co-editor of *The Mayo Clinic Diet* and *The New Mayo Clinic Cookbook*. There will also be a cooking demonstration by a chef from the Mayo Center for Healthy Living. Future meetings are being planned for October 4-8, 2013, in Peoria, Illinois, and October 10-14, 2014, in Bismarck, North Dakota. The 2015 meeting will be in Kentucky.

Goal 3: Advocacy

The charge of the Professional Practice Committee has been updated to subsume advocacy efforts which had been under the purview of the Advocacy Special Committee. Denise Rumschlag chaired that committee for its short existence.

The Professional Practice Committee hosted an AHIP Q & A session with Kate Corcoran from MLA during the 2011 chapter conference. The committee also exhibited at the conference, distributing “Time=Money” advocacy materials and information on AHIP credentialing.

Chapter Governmental Relations Liaison Julie Schneider was reappointed to the MLA/AAHSL Joint Legislative Task Force and will be attending the legislative visits in Washington, D.C. in spring and fall 2012. Home zip code information has been collected this year from chapter members to identify congressional districts of members for use in future calls to action from the Governmental Relations Liaison.

Goal 4: Knowledge Creation and Communication

The Chapter’s Research Awards will be presented for the first time at the October 2012 Annual Conference. Originally envisioned as three monetary awards for posters only, the Executive Board acted on the suggested of the Professional Practice Committee to instead award two monetary awards for papers as well as two for posters. The Professional Practice Committee, under the leadership of Natalie Reed, has developed judging criteria based on those used by other chapters.

The Chapter continues to struggle with determining the best mode of communication with members, particularly with differentiating between the blog, *MidwestConnect*, and the electronic newsletter, *MIDLINE*. Additionally, the membership survey revealed that, although members like a variety of means to distribute chapter news and information, the most popular was via the listserv. As a result, it was decided that the blog will be used mainly to convey information during the annual conference, with the newsletter continuing to be published four times a year. Both are publicized using the listserv.

Goal 5: Partnerships

Midwest Chapter continues to partner with state health sciences groups for the Annual Meeting. All Annual Meetings are co-sponsored by the local state group, with any profits shared between the two groups.

The Midwest Chapter offered a special reduced exhibitor fee to the Medical Library Association for the 2011 annual conference. The Annual Meetings Committee will be looking at is how to best accommodate the financial concerns of other non-profit exhibitors.

The Midwest Chapter's Representative to MLA Chapter Council, Bette Sydelko, is serving as the co-chair of the Joint Section/Chapter Council Task Force on Programming for MLA '13. Chapter Alternative Representative to MLA Chapter Council Pam Rees is the vice chair of Chapter Council and chairs the Majors/MLA Chapter Project Award Jury.

MOTION

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

Respectfully submitted,
Janna C. Lawrence, President, Midwest Chapter/MLA 2011-2012

Immediate Past President/Nominations and Election Committee Report Clare Leibfarth

The 2012 chapter election was conducted according to the chapter bylaws with electronic distribution of ballot links via e-mail to 338 members on August 8, 2012. The Kent State University Qualtrics subscription was used to tabulate votes. No ballots were distributed in print form. Links to full ballots were sent only to MLA members by noting membership status in the chapter member spreadsheet used to generate the e-mails.

A follow up e-mail was sent to the chapter membership discussion list to alert members to the invitation e-mails and several non-delivery issues were corrected. A reminder to vote was included in the August issue of *MIDLIN*E. A final reminder to vote was sent to the discussion list on August 22.

The voting process was closed in Qualtrics at the end of the day August 24. Votes were submitted electronically by 168 members for a participation rate of 49.7 percent. The result report was compiled and shared with the Nominations and Elections Committee members for review on August 25.

Candidates were personally notified by phone of the results on August 27 through August 29. Candidates were sent official thank you and congratulations letters on September 4. Election results were announced to the membership via a discussion list e-mail and a post in *ConnectMidwest*.

The following candidates have been elected to the positions indicated:

- Elizabeth Fine Weinfurter, *President-Elect*
- Katherine Chew, *Membership Secretary*

- Nadia Lalla, *Representative-at-Large*
- Bette Sydelko, *Representative to the MLA Chapter Council*
- Karen Hanus, *Alternate Representative to the MLA Chapter Council*
- Pamela Bradigan, *Potential Candidate for Membership on the MLA Nominating Committee*

Candidates on the ballot who were not elected are listed below:

- Mary Hitchcock, *President-Elect*
- Jere Odell, *Membership Secretary*
- Travis Schulz, *Representative-at-Large*
- Nancy A. O'Brien, *Potential Candidate for Membership on the MLA Nominating Committee*

2012 Midwest Chapter/MLA Nominations and Elections Committee:

Clare Leibfarth, Chair
 Deborah Lauseng
 Mary Markland
 Mary K. Taylor

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

**President Elect
 Katherine Schilling**

The following committee chairs and committee members have been appointed for 2012-2013:

Annual Meetings Committee

- **OPEN, Chair, 2013**
- Donna Barbour-Talley, Minnesota, 2012
- Roy Jones, Illinois, 2013
- Mary Markland, North Dakota, 2014
- Michel Atlas, Kentucky, 2015

Awards and Scholarships Committee

- **Jere Odell, Chair, 2013-2014**
- Kelly Thormodson, 2012-2013
- Ryan Rafferty, 2013-2014
- Patty Lunsford, 2013-2014
- Katherine Schilling, President, 2012-2013

Bylaws Special Committee (only required if making changes to Bylaws)

- **Melinda Orebaugh, Chair, 2012**

- Janna Lawrence, 2013
- Katherine Schilling, 2013

Communications Committee

- **Allan Barclay, Chair and Webmaster, 2013-2014**
- Brian Finnegan, Assistant Webmaster, 2013-2014
- Elizabeth Moreton, Blogs Editor, 2013-2014
- Barbara Gushrowski, MIDLINE Editor, 2012-2013

Finance Committee

- **Amy Donahue, Chair, 2013-2014**
- Maureen Shelton, 2013-2014

Membership Committee

- **Katherine Chew, Chair, 2013-2014**
- Mary Pat Harnegie, 2012-2013
- Andrea Kepsel, 2013-2014

Nominations and Election Committee

- **Janna Lawrence, Chair, 2013**

Professional Practice Committee

- **Natalie Reed, Chair, 2012-2014**
- Diane Hummel, Benchmarking Liaison, 2013-2014
- Heidi Duggan, MLA CE Liaison, 2013-2014
- Ruth Holst, 2012-2013

State Liaisons Committee

- **Nadia Lalla, Chair, 2013-2014**

Additional Officials

- Marlene Porter, Parliamentarian, 2013 - 2014
- Mary Hitchcock, Archivist, 2013 - 2014
- Julie Schneider, Governmental Relations Liaison, 2012 - 2014
- Pamela Bradigan, Candidate for Membership on the MLA Nominating Committee, 2013

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

**Treasurer/Finance Committee Report
Amy Donahue**

Current Financial Statement

The Financial Statement for September 19th, 2012 ([Appendix 1](#)) shows a beginning balance of \$58,388.11 and an ending balance of \$58,935.18 for a **net increase of \$547.07** to date. (*See notes at end of statement regarding a small discrepancy of \$1.98 between the actual account balances and the ledger net profit*).

The Financial Statement has been itemized to help with budgeting.

2010-2011 Audit

As reported at the Spring Board meeting, the professional audits for 2010 and 2011 were completed by Michelle Dixon.

2010 Annual Meeting

Michelle Dixon also provided the chapter with a final report for the 2010 annual meeting, held in Madison, Wisconsin in conjunction with the Wisconsin Health Sciences Libraries Association (WHSLA). The report is attached ([Appendix 2](#)). The net profit of the meeting was \$25,399.48 and WHSLA was provided with a check for 50% (\$12, 949.74).

2011 Annual Meeting

Barb Gushrowski provided a report of the 2011 meeting (held in Indianapolis, IN) finances through 9/21/11 to myself and Michelle Dixon. We are waiting for the final report from Michelle [it is likely that this report will be generated before the board meeting and that I will be able to update this section]. Preliminary guesses indicate a relatively small loss on the meeting and so there is no outstanding money owed to the Indiana health sciences libraries group.

2012 Annual Meeting

To date, the treasurer's ledgers show \$16,250.00 in income and \$3,380 in expenses. These numbers do not include the \$5000 in seed money granted to the Health Sciences Libraries of Minnesota.

Accounts

The chapter is maintaining its checking and savings (money market) accounts with US Bank. We also have added a credit card in 2012 with a \$12,500 limit, as reported in the spring. The credit card generates cash rewards (\$1 for every \$100 spent), which we can cash in at increments of \$25 (there has been one rewards transfer to date in 2012).

The chapter CD matured on 6/11/2012, and the chapter rolled the balance into our checking account. A new CD should be funded by the end of 2012 in order to develop our savings portfolio and earn some interest.

The 2013 draft budget is attached for the board's approval ([Appendix 3](#)). Some of major areas of change from the 2012 budget include less money for the financial committee based on 2012 spending and some proposed changes to the Board account for travel.

Website

Due to sorting out other issues, no updates have been made to the website. This remains a priority goal to complete by the end of 2012, and then regular updates will follow. Sensitive financial information still needs to be moved to a passworded section.

Finance Committee

The finance committee will attempt to meet during the 2012 Annual Meeting, assuming there are members who came to Rochester. The main issue the committee needs to address remains the same from the spring: exploring alternatives to Acteva. Other chapters have been looking into membership management options and may be a resource. We may also look into how to best manage conference finances, including looking at the conference payment request form.

Activities

- Attended 2011 Fall Board Meeting
- Attended 2011 Midwest Chapter Business Meeting
- Attended 2012 Spring Board Meeting
- Set up new signatories and credit card account
- Worked with professional auditor to close the books on 2010 and 2011
- Paid WHSLA for their share of the 2010 Annual Meeting
- Took care of other outstanding items from the 2010-2011 audits
- Went through all the physical treasurer files passed on from the previous treasurer, identifying documents to be archived and documents to be shredded.
- Created a Dropbox account for all Midwest Chapter electronic documents relating to the treasury.
- Reorganized and uploaded all electronic documents from the thumbdrive to Dropbox and shared with auditor Michelle Dixon
- Signed several contracts for 2012 Midwest Chapter Annual Meeting needs (e.g. caterer)
- Signed contract for hotel for 2013 Midwest Chapter Annual Meeting in Illinois.
- Signed contract for hotel for 2014 Midwest Chapter Annual Meeting in North Dakota.
- Finalized system of bookkeeping under Michelle Dixon's advice – sticking with simplified Excel spreadsheet.
- Confirmed continuing relationship with Michelle Dixon for annual audits and final conference reports.
- Managed regular payments and deposits into the Chapter's accounts and documented them in the Chapter's ledger.

Goals

- Close the books on the 2011 conference – *close to completion*
- Update the Chapter website – *next highest priority*
- Determine with the finance committee whether to stay with Acteva in 2013 or move to another service – *in progress*
- Add treasurer best practices and update timeline on Wiki to help future officers. – *in progress*
 - Includes adding some language to describe an on-boarding process with the newly elected treasurer at the annual meeting prior to the official term's start with the new calendar year (this was discussed by the board).
- Create/fund a new CD for Chapter savings.

- ~~Sign formal contract with Michelle Dixon to retain her services for the chapter.~~
Completed – Michelle did not require a contract; email conversation/confirmation of retention of her services has been saved.

Board Discussion/Action Items

- Approval of the 2013 budget
- Amend 2012 budget to move funds (propose \$6,000) into a new CD?

Membership Secretary/Committee Katherine Chew

2012 Membership Committee:

Katherine Chew, Chair, 2011-2012

Mary Pat Harnegie, 2011-2012

Anne Beschnett, 2011-2012

Activities

- Membership stands at **354** as of **9/17/2012**. The chapter currently has 48 new members, (21 regular/27 students). 108 members total have used Acteva for joining/renewing (93 regular members/15 students), 32 of which were new members. We have 6 members in the retired category.
- Updated membership forms found on the website to reflect new retiree category
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database and renewals as received
- Notified members of receipt of dues
- Based on commentary from the Membership survey, started adding new members to email discussion list as soon as membership dues were received rather than leaving it to the members to sign themselves up.
- Updated the discussion list email addresses database (May-Jun 2012)
 - Deleted all email addresses from discussion list for people who were no longer current members
 - Annotated email addresses in the discussion list database with full names of members for clarity and ease of identification
- Prepared report for Fall Board meeting
- Responded to requests from members and potential members for information
- Responded to Nominations and Elections Committee for confirmation of membership
- Updated Membership Directory: April 2012, July 2012, October 2012
- Attended 2012 Medical Library Association Membership Committee business meeting in Seattle, WA
- Mailed out 2nd notice membership renewals in April 2012
- Traveling display at St. Catherine's University, Minneapolis, MN April 2012
- Prepared membership portion of MLA/Midwest Chapter annual report
- Midwest Chapter Membership Survey
 - Wrote, with the Membership Committee, a two-part article on the results of the Midwest Chapter Membership Survey for MIDLINE. Part One appeared in the Spring Issue and Part Two in the Summer Issue

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

**MLA Chapter Council Representatives Report
Bette Sydelko, Chapter Council Representative
Pam Rees, Chapter Council Alternate**

ACTIVITIES since the Spring Report for the Executive Board in March 2012

- Bette attended the Midwest Chapter Board meeting in Indianapolis, IN in March 2012. Bette and Pam attended the MLA Chapter Council Meeting during the 2012 MLA Annual Meeting in Seattle, WA.
- Pam continued her responsibilities as Vice-Chair of Chapter Council.
- Pam revised the Chapter Council Manual
- Bette (as co-chair) and Pam (as member) of the Joint Section/Chapter Council Task Force on Programming for MLA 2013 planned and participated in conference calls with the Task Force to continue plans for the plenary session program scheduled for Wednesday morning in Boston, May 2013.
- Bette, in her assignment to the CC Continuing Education committee, is serving as the CC CE wiki administrator.
- Pam served as a recorder for the 2012 MLA Chapter Sharing Roundtable, "Expert Searching."
- Bette served as a facilitator for the 2012 MLA Chapter Sharing Roundtable "Health Literacy."
- Bette attended the MLA Credentialing Committee meeting and the Awards Committee meeting
- Bette completed final NPC 2012 responsibilities, including serving as co-chair of the poster sessions
- Bette and Pam sent messages to Midwest Chapter e-mail discussion list regarding MLA activities.
- Bette and Pam joined in Chapter Council e-mail discussions.
- Bette and Pam each mentored a first-time attendee to the MLA Conference in Seattle, WA through the Colleague Connection program.
- Bette and Pam volunteered to mentor new attendees at the Midwest Chapter annual meeting in Rochester, MN.
- Pam attended the MLA Awards Committee meeting in Seattle.
- Bette surveyed MLA Chapter Council representatives for information regarding programs used for electronic voting procedures. Here are the results:
 - SurveyMonkey - www.surveymonkey.com
 - Qualtrics - www.qualtrics.com
 - Lime - free open source - <http://www.limesurvey.org> - used at the University of Pittsburgh - if interested, this was submitted by Melissa Ratajeski, mar@pitt.edu
 - BallotBin - free - <http://www.ballotbin.com> - used by MLGSCA - submitted by Alan Carr at UCLA, acarr@library.ucla.edu
 - MCMLA used Wild Apricot (www.wildapricot.com) which is a membership software product that MCMLA uses for their website. It has a members only section, so they were able to embed a form for voting - submitted by Melissa De Santis at the University of Colorado, melissa.desantis@ucdenver.edu

OBJECTIVES:

- Bette will continue to serve on the CC continuing education committee.

- Bette will continue to work as Co-Chair of the joint Chapter Council and Section Council Task Force to plan a program for the 2013 MLA meeting in Boston. Pam will continue to serve as a member on this Task Force.
- Bette and Pam will respond to Chapter Council assignments and monitor Chapter Council e-mail discussion list.
- Bette and Pam will keep the Midwest Chapter informed about MLA activities.
- Bette and Pam will attend Midwest Chapter Board meetings and MLA Chapter Council meetings.
- Bette and Pam will submit the name of the new potential MLA Nominating Committee nominee to Chapter Council.
- Bette and Pam will update PBwiki as appropriate for Chapter Council responsibilities.
- Karen Hanus will replace Pam Rees as the Midwest Chapter Council Alternate.

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

Representative-at-Large/State Liaisons Committee Stephanie Schulte

Committee Members (State Liaisons) (as known on 9/22/2012): Daneen Richardson (Illinois), Joan Zivich (Indiana), Eileen Hansen (Iowa), Ann Schaap (Kentucky), Leslie Burke (Michigan), Donna Barbour-Talley (Minnesota), Lila Pederson (North Dakota), Stephanie Schulte (Ohio), Michael Venner (Wisconsin).

Activities October 2011 through September 2012

- Gathered and submitted news items for the State Associations Report for the November (Indiana, Kentucky, Minnesota, Ohio), February (Michigan), and May (Indiana) issues of *Midline*.
- Submitted article to OHSLA Newsletter promoting the 2011 Midwest Chapter meeting Indianapolis and highlighting Ohio contributors to the conference.
- Exhibited at Kent State Library Career Fair in Kent, Ohio, on February 28, 2012. (Clare Leibfarth)
- Sent letters to state Presidents asking for confirmation of their state liaisons, emphasizing their need to be members of both their state association and Midwest Chapter. Received responses from 8 of 9 states in the chapter (all but North Dakota).
- Chair maintained periodic communication with state liaisons through emails related to information for the newsletter and also the possibility of having a conference call or creating another online venue to discuss committee charge prior to chair stepping down in October.
- Chair sent at least three emails to state liaisons asking them to forward promotional emails about registration to the fall 2012 Midwest Chapter meeting in Rochester.
- Created a draft information sheet containing state liaison expectations and a guide for submitting information to *Midline* in hopes of clearing up any lingering questions state liaisons or potential state liaisons might have. (Appendix 4)

Ongoing Goals

1. Send annual letter to state association presidents to clarify the state liaison appointment.

2. Continue to promote Midwest Chapter through various state association meetings and library school fairs.
3. Continue to serve at State News section editor and submit relevant news, announcements and reports for *Midline* as requested by the editor.
4. Review charge of state liaisons committee to provide clarity about expectations for state liaisons. Distribute new guidelines for new submissions to assist with information gathering. Conduct a conference call or other online discussion option to collect information related to this goal.
5. Identify a streamlined method of tracking new state liaisons and presidents to aid in maintaining contacts between the Representative at Large and the state liaisons.

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

Appointed Officials

Archivist Mary Hitchcock

2012 Activities:

- 1) Maintain permanent records for the Midwest Chapter-MLA
- 2) Created a draft proposal of Midwest Chapter-MLA Archives Retention Schedule
- 3) Accepted multiple donations from past officers.
- 4) Located missing hard copies of MIDLINE, some may need to still be located.
- 5) Accepted donation from Louisiana State University Health Sciences Center.*
- 6) Continue to update record of Board members and election candidates and results via Excel spread sheet.
- 7) Answered questions about the chapter as they arose.

2012 Objectives:

- 1) Maintain permanent records for the Midwest chapter that will include, but not limited to: Executive Board meetings, committee minutes, financial information, membership, annual conferences, and various realia.
- 2) Communicate with past archives committee members to understand previous organizational structure and, if any, finding aids that may have been created for record retrieval or inventory.
- 3) Continue to complete previous archives objectives noted in past reports.

* Donations from LSUHSC-Shreveport

- 1) Data Assessment in a Regional Medical Library Consultant/Extension Program: Indicators of Institutional Change by Faith Van Toll and Mary E. McNamara, March 1980. (Papers and Reports No. 18) Kentucky Ohio Michigan Regional Medical Library Network.

2) Accountability in a Regional Medical Library Consultant/Extension Program: The Evolution of Documentation Procedures by Faith Van Toll and Mary E. McNamara, March 1980. (Papers and Reports No. 17) Kentucky Ohio Michigan Regional Medical Library Network.

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

Materials for archives should be sent to:

Midwest Chapter/MLA Archives
c/o LHS, Special Collections
University of Illinois Chicago
1750 W. Polk Street
Chicago, IL 60612

**Governmental Relations Liaison
Julie Schneider**

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, AAMC, 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 and individually on behalf of the Midwest Chapter.
5. Participated in the MLA/AAHSL Joint Legislative Task Force legislative visits in Washington DC in April 2012. Primary focus of discussion was on budget, NIH funding, FRPAA, and stories of the importance of medical libraries.

Objectives:

1. Attend MLA/AAHSL Joint Legislative Task Force legislative visits in Washington DC in Spring 2013.
2. Share briefing papers and common legislative issues (from the legislative task force) with Midwest Chapter membership.
3. Continue to communicate legislative concerns of the region to the Midwest membership (for those that are in line with MLA legislative actions).

4. Based on information provided at time of membership renewal, do a better job of targeting legislative messages to states and congressional districts.
5. Do a better job of capturing success stories from Midwest Chapter members that do not have representatives from their state on the MLA/AAHSL Joint Legislative Task Force.

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

Committee Chairs

Annual Meetings Committee Reports Donna Barbour-Talley

Committee Goals for 2012-2013:

- Plan and conduct chapter meetings with interesting content at affordable prices for members
- Resolve financial issues and strengthen financial planning for centralized financing of Annual Meetings
- Prepare transition plan to new chair for 2014-2015

In addition to the current one, the Chapter has three annual meetings in the planning stages.

Oct 5-9, 2012 – Rochester MN

Donna Barbour-Talley & J. Michael Homan, 2012 Conference Co-Chairs

Minnesota is ready to host the 2012 Annual Meeting. Our hotel room block usage is short of the minimum by approximately 24 room nights, but otherwise the finances are on track with the budget and we expect to break even. There are approximately 108 people registered for the conference, with another 26 vendor representatives and 7 speakers also in attendance.

Oct 4-8, 2013 – Peoria IL

Roy Jones, 2013 Conference Coordinator

The Midwest Chapter, MLA / HSLI 2013 Joint Conference will be held in East Peoria, Illinois at the Embassy Suites, East Peoria and Riverfront Conference Center. The theme of the conference is "Navigating a River of Information". Speakers will be Michelle Kraft (the Krafty Librarian) and Sarah Houghton (the Librarian in Black), with both bringing insight on our future work environments.

Promotion of the 2013 meeting in Rochester will include a table in the Exhibits area, some "save the date" notepads to give away, a drawing for three prizes related to Peoria and the formal invitation at the Chapter business meeting.

Oct 10-14, 2014 – Bismarck ND

Mary Markland and Ann Pederson, 2014 Conference Co-Chairs

Space has been reserved at the Radisson Hotel in Bismarck for Oct 10-14, 2014. In North Dakota, the health science librarians are organized as a section of the North Dakota Library Association. Discussions are underway about whether NDLA has to be included as a host of the meeting, since they are incurring no risk. When this is decided, the Memorandum of Understanding can be signed.

October 2-6, 2015 – Louisville KY

Michel Atlas and Neal Nixon, 2015 Conference Co-Chairs

A Memorandum of Understanding has been received for the 2015 Annual Meeting to be hosted by the Kornhauser Health Sciences Library of the University of Louisville; it still needs to be signed by the Chapter to complete the arrangement. This is a departure from the Chapter's usual practice of having the state health sciences library association act as host. The Kentucky Medical Library Association considered the issue and readily agreed to have the University of Louisville take the host role. Other Kentucky librarians will be involved in the planning and hosting as needed.

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

Awards and Scholarships Committee Liz Fine Weinfurter, Chair

Activities and Accomplishments

- Submitted spring & fall reports to the Executive Board.
- Reviewed and updated all award descriptions & applications.
- Reviewed & updated Committee policies & procedures on Chapter wiki.
- Successfully solicited nominations for all Chapter awards.
- Evaluated applications according to specified criteria & selected and notified recipients.
- Arranged for checks, certificates, and plaques (where applicable) for presentation of awards at Annual Business Meeting.
- Arranged for Free Lunch Award winners to write articles about their experience at the Chapter Sharing Roundtables, which appeared in the Summer issue of MIDLINE.

Award Recipients

- Chapter Council Roundtables Luncheon Award (\$38 each): Beth Whipple (IN)
- Annual Meeting Scholarship Award (\$500 each): Patricia Smith (WI) & Emily Ginier (OH)
- Professional Development Award (\$500 each): Erin Kerby (MI) & Marcia Francis (ND)
- Jean Williams Sayre Innovation Award (\$500): TBA at Business Meeting
- Distinguished Librarian of the Year Award (\$500): TBA at Business Meeting

Discussion/Action Items

- **Discuss and Approve the creation of a new award**, tentatively named the Annual Meeting Grant. The purpose of the award is to support meeting attendance for librarians who are not first-time attendees or students (a current gap in our awards). Draft award description follows discussion points.

Discussion points:

- Criteria of proposed award.
- Feasibility of offering free conference registration – could this work with regards to meeting planning budgets?
- Should the awards for non-students be standardized with respect to what we give – for example, with the current proposal, one awards cash and registration, and the other only awards cash.
- If this award is approved, names of other awards could be changed for clarity: for example: Student Annual Meeting Scholarship, First-Time Attendee Annual Meeting Award, Professional Development Award?

DRAFT DESCRIPTION: The purpose of the Annual Meeting Grant is to support the attendance of librarians and library staff at the Midwest Chapter/MLA annual meeting. Each grant includes a free full conference registration and \$500. Two awards are available per year.

Eligibility/application requirements:

- Member of the Midwest Chapter/MLA.
- Not eligible for the Annual Meeting Scholarship (library school students) or the Professional Development Award (first-time attendees).
- Have not previously received a Midwest Chapter award supporting meeting attendance in within the past three years
- Currently employed in a health sciences library.
- Letter from applicant's organization documenting financial need.
- Application letter describing what the applicant expects to gain professionally and personally from attending the meeting.

Priority consideration criteria (desired, not required):

- Rural/isolated librarian.
- Solo librarian.
- Applicant is presenting (or has submitted) a paper or a poster at the meeting.
- Applicant has committee assignments.
- Travel distance/costs.

This report requires discussion and action by the Board.

**Communications Committee
Beth Whipple, Chair**

ConnectMidwest Blog

The blog is getting an editor! Elizabeth Moreton will be stepping into this role. She will be functioning as a blogger for the Midwest Chapter Conference in Rochester, and assume editor duties after the meeting.

Year to date: 11 posts, 8 of which were 2012 Midwest Chapter conference related

Work accomplished:

- Relaunch Connect Midwest with bloggers at the Midwest Chapter conference in Rochester
- Recruited 6 bloggers (Elizabeth Moreton, Elizabeth Huggins, Andrew Crow, Marcia Francis, Amy Donahue, Tara Brigham) for conference blogging, as well as some of the bloggers tweeting the meeting using #midwestmla12 hashtag.
- Recruited photographers for the conference (Clare Leibfarth, Michel Atlas, Amy Donahue)
- Editor Elizabeth Moreton will begin after the Midwest Chapter meeting.
- Updated Flickr conference badge.
- Clare has updated her Flickr account to a Pro account, and since the majority of the pictures for the Chapter reside here, older conference photos are available. Clare is working putting conference photos into a set for each year.

Upcoming objectives:

- Convince several conference bloggers to transition over to regular bloggers for ConnectMidwest (with responsibilities to post once a month)

MIDLINE

Current editor: Barbara Gushrowski

MIDLINE is published quarterly with the help of frequent chapter contributors, including: Clare Leibfarth, Liz Fine, Stephanie Schulte, Mary Taylor, and many more

Three issues of *MIDLINE* have been published in 2012 to date. The Fall issue is scheduled to be published on time.

2011 objective: Begin a regular feature on publications and presentation done by members. This objective has been met – the new feature *For the Record* ran in the Spring and Summer issues of 2012 and will continue in future issues.

Web Master

Webmaster: Allan Barclay

Assistant Webmaster: Brian Finnegan

Work accomplished:

- In August, Bryan updated candidate biographies page for 2012 elections (<http://midwestmla.org/business/candidates.html>)
- Maintenance of WordPress blogs for *MIDLINE* and *ConnectMidwest*
- Maintenance of Chapter website
- Administrative work on Chapter wiki
- State chapter meeting info has been gathered and verified
- Information on the new Research awards (from the Professional Practice Committee) has been added to the Awards page
- Cleaned up information about the blogs on the Communications page

Upcoming objectives:

- Explore MLA's "Cover It Live" service to track conference tweets
- Site cleanup/review of Chapter website

- Possible archiving of the Chapter website
- Archive chapter photos

Other accomplished work:

- Passed along information about travel awards to Awards Committee

Board Discussion/Action Items

- Purchase an Akismet anti-spam key for our two WordPress blogs. There is a free one but we should get the \$5/month recurring fee option. Also, right now we only allow commenting on our blogs by registered users—this would allow us to open up our comments sections without fear of being spammed to death.
- Discuss and provide feedback on the proposed suggestion of elimination of the About tab on the website and the movement of information to others places on the website. Changes suggested are below.

Move text from About tab to Home

- [Chapter History & Archives](#) (move link to Home Page)
- [Past Presidents](#) (move under Chapter History & Archives)
- [Membership Information](#) (eliminate—info on Membership tab)
- [Awards](#) (eliminate—info on Awards tab)
- [Governance & Chapter Business](#) (eliminate—info on Business tab)
- [Communications](#) (eliminate—info on Communications tab)
- [Partner Links](#) (move some info to Meeting page (which will now include info on national/MLA meetings, state Health Sciences Association meetings, and MC/MLA meetings). Rest of the info under this link is up for discussion about where to have it reside.

This report requires discussion and action by the Board.

Professional Practice Committee Natalie Reed, Chair

Members: Diane Hummel (MI), Heidi Nickish Duggan (IL), Ruth Holst (IL)

Activities (Nov 2011 – Sep 2012)

- Met by phone in 2012 Feb, Mar, May, Aug, Sep
- Research Award -- Created a chapter Research Award for posters and papers at the annual meeting
 - Monetary awards will total \$300 for papers (1st place \$200, 2nd place \$100) and \$200 for posters (1st place \$125, 2nd place \$75).
 - Established eligibility and judging criteria
 - Advertised on chapter listserv, Midline, and website
 - At least 3 papers & 3 posters will be judged at the 2012 annual meeting
- Advocacy
 - Planned Advocacy Forum for 2012 annual meeting to get ideas how the chapter can help members regarding advocacy
- Education/Professional Development
 - Discussed methods for collecting CE ideas and concluded an annual survey is redundant

- Initiated chapter web page change to re-label the “Education” tab to “Professional Development” reflecting a broader scope of content that will be developed and that will not need much upkeep (perhaps not including current CE opportunities)
- Discussed with 2013 annual meeting CE chair, Jo Dorsch, how PPC can be of assistance
- AHIP – no activity to report

Future plans

- Perform judging of research awards at 2012 annual meeting
- Evaluate the first research award process and make recommendations for 2013
- Review information gained from 2012 annual meeting Advocacy Forum and create and advocacy action plan
- Review committee section of chapter policy and procedures manual and recommend edits
- Provide assistance to 2013 annual meeting CE chair as needed
- Develop content for chapter website under “Professional Development” tab

Questions for the board

- Does the board have any suggestions for instructors from the Midwest for any of these possible CE subjects for the 2013 annual meeting?
 - Emerging technologies, including mobile
 - Survey design
 - Consumer health info literacy
 - Cloud computing (maybe not hot topic by the meeting?)
 - Evidence based practice (librarian and health professional)
 - Research design
 - Electronic medical records
- What are the current liaison assignments and who fills them?
 - MLA Benchmarking Committee Liaison no longer needed – replace with another assignment?
 - MLA Continuing Education Liaison (Heidi Nickish Duggan?)
 - MLA AHIP Liaison
- The board asked the committee to research non-chapter CE opportunities and list on the chapter website, and the committee questions the value of this and the work required for upkeep. OK to find other content for the Professional Development website tab?
- Procedure manual questions:
 - What is meant by the committee member responsibility: “collect information about continuing education offerings at annual meetings”?
 - Can the MLA CE Liaison automatically be a member of any annual meeting CE planning committee in order to provide more effective liaison between national and local efforts? If so should this be added to the program planning info?

This report requires discussion and action by the Board.

**Bylaws Special Committee
Melinda Orebaugh, Chair**

Purpose: Revise Midwest Chapter / MLA Bylaws in accordance with the Model Bylaws for Use by Chapters of the Medical Library Association, Inc. (Revised August 2010) Ratification of proposed bylaws to occur during annual business meeting on October 8, 2012. Following ratification of proposed bylaws, an extensive revision of the Midwest Chapter’s business policies and procedure manual will

need to occur as specific details outlined in the current bylaws will need to transition into the policies and procedures documents.

Activities

- Revised Midwest Chapter / MLA Bylaws
- Collaborated with Karen Hanus to ensure MLA Bylaws Committee approval of proposed bylaws revisions
- Proposed bylaws distributed to Midwest Chapter / MLA members on September 6, 2012 via email from Janna Lawrence, President
- Thirty (30) day comment period garnered few comments from members
- Conference call with bylaws committee to lay groundwork for needed policies and procedures revisions following ratification
- Preparation for ratification of proposed bylaws on October 8, 2012

Committee:

Clare Leibfarth, Immediate Past President

Katherine Schilling, President-Elect

Karen Hanus, MLA Bylaws Committee Member

Eileen Severson

Janna Lawrence, President, Ad Hoc

Melinda Orebaugh, Chair

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