

APPROVED

Midwest Chapter / Medical Library Association

Fall Board Meeting 2006

Saturday October 7, 2006

Marriott Downtown, Louisville, KY

Present: Michel Atlas, Donna Barbour-Talley, Allan Barclay, Rick Brewer, Beth Carlin, Frances Cockrum, Laura Davison, Carole Gilbert, Kellie Kaneshiro, Jim Lander, Deborah Lauseng, Clare Leibfarth, Sandra Martin, Tammy Mays, Ellen O'Donnell, Melinda Orebaugh, Marlene Porter, Pam Rees, Julie Schneider, Chris Shaffer, Elaine Skopelja, Eileen Stanley, Sheryl Stevens, Bette Sydelko, Mary Taylor, and Joan Zivich.

Guests: Nancy Allee, Mary Congleton, Brian Finnegan, Mary Markland, and Janet Stith.

Not Present: Linda Bunyan, Carol Galganski, Lora Gault, Ed Holtum, Stephen Johnson, Kathy Skahl, and Winn Theirl.

1. Call to Order: Eileen Stanley

The meeting was called to order by the President at 4:11 p.m.

2. Introductions & Review of Agenda: Eileen Stanley

3. Review and Approval of Minutes: Deb Lauseng

3.1. Spring Executive Board Meeting

Motion, approved: Accept revised Spring 2006 Executive Board minutes as corrected.
[Motion by Chris Shaffer]

3.2. Chapter Annual Business Meeting

Reviewed corrections for Fall 2005 business meeting (vote to be taken during Monday business)

4. Reports from Officers -- *Note: All reports available from the Chapter web site.*

4.1. *Immediate Past-President: Sheryl Stevens*

Report: Have rough outline and draft of policies & procedures manual based on materials pulled from present Bylaws. Need to clearly specify the distinction between bylaws, policies, and procedures. Considering placing the Manual on the web with multiple sections (web pages) providing editing options for individual Board members. The online Manual can incorporate a link to the MLA Chapter Chair manual, a calendar of reporting dates, and an appendix of useful links. The goal is to have the Immediate Past President oversee the annual review and update of the policies and procedure manual.

Action Item: Sheryl to send out requests to all board members for any record (electronic or otherwise) of duties, responsibilities, or procedures that exist for each office. If there is no manual or documentation available, please let Sheryl know. (Any hand-written or original documents need to be sent to the Archives Chair.) All documentation needs to be submitted to Sheryl within one month. New Committee Chairs will be helping get this new manual in place. The plan is to archive everything that exists now, and move forward with the new procedures manual.

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4.2. *President: Eileen Stanley*

Announcement: Policies & Procedures Taskforce members will be Mary Markland, Sheryl Stevens, Eileen Stanley, Chris Shaffer, Pam Rees, and possibly the archivist.

4.3. *President-Elect: Chris Shaffer*

The Spring 2007 Board Meeting will be held at the Ebling Library, University of Wisconsin on March 16.

4.4. *Treasurer: Marlene Porter*

Revised Financial Statement dated Oct. 6, 2006 was submitted. Note slight change in the ending balance than in the report sent out Sept. 25, based on revised budget from Spring Board Meeting. Using the Chapter checking account for the Annual Conference, thus the temporarily high balance since Conference expenses have yet to be paid. Bottom-line, though the year's budgeted amount shows a negative projection of \$7,000.00, the Chapter still has a healthy account balance.

Action Item: Marlene will send reminders out about all budget requests for 2007 are due by Jan. 31st. The budget will be presented at the Spring Board meeting.

4.5. *Secretary: Deb Lauseng*

Informational, no action required.

4.6. *Membership Secretary: Bette Sydelko*

Informational, no action required.

Special note: Midwest Chapter has 21 student members this year plus another 10 new members.

5. Reports from Representatives-at-Large -- *Note: All reports available from the Chapter web site.*

Three incoming Representatives-at-Large in attendance: Nancy Allee, Mary Congleton, and Brian Finnegan. Other incoming Rep-at-Large is Nancy O'Brien.

Informational only, no action needed

5.1. *Rick Brewer – outgoing representative*

5.2. *Ed Holtum – outgoing representative*

5.3. *Tammy Mays – outgoing representative*

5.4. *Erika Sevetson – outgoing representative*

5.5. *Mary Taylor – outgoing representative*

5.6. *Terry Arndt – note: resigned, moved out of Chapter*

5.7. *Beth Carlin*

5.8. *Stephen Johnson*

5.9. *Winn Theirl – note: on extended medical leave.*

6. Reports from MLA Chapter Council Representatives -- *Note: All reports available from Chapter web site.*

6.1. *Chapter Council Representative: Carole Gilbert*

Motion, accepted: Moved to place into the Awards Committee budget for next three years funds for 4 people (2 by donation to MLA, 2 to Midwest Chapter members) to attend Chapter

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Sharing Roundtables at MLA. Awards Committee Chair to monitor funds. [Motion from Committee]

6.2. Alternate Chapter Council Representative: Pam Rees
Informational, no action required.

7. Reports from Standing Committees -- *Note: All reports available from Chapter web site.*

7.1. Annual Meetings Committee: Donna Barbour-Talley

Report: Ohio in the rotation schedule for 2009 meeting. Ohio is having difficulty pulling together a local Program group. Bette Sydelko will discuss options with Ximena Chrisagis, OHSLA President, during their upcoming fall meeting next week. Donna to also share what assistance is available for planning and hosting an annual conference.

Discussion: Michel Atlas, 2006 Program Co-Chair, raised the question of what was the purpose of having the Program co-chairs on the Board? Program co-chairs have provided the Board with important annual meeting planning information, particularly financial. They are not required to be at the Spring Board meeting as long as report has been submitted.

7.2. Archives Committee: Lora Gault

Reminder from Eileen: Board members need to regularly submit reports and other documents to the Archives. We still need to address how to document business conducted between Board meetings, particularly in electronic format.

7.3. Audit Committee: Rick Brewer

Informational, no action required.

7.4. Awards & Scholarships Committee: Elaine Skopelja

Report: Web site updated to reflect Jean Sayre Innovation Award.

Recommendation to Board: That the Awards Committee have representatives from both hospital and academic librarians.

Eileen encouraged everyone on the Board to put forth nominations for the various awards. It is much easier for the Committee with multiple applications to review.

7.5. Education Committee: Frances Cockrum

Report: Responsibilities and duties will be changing with the new committee.

7.6. Finance Committee: Marlene Porter

No report

Action item: Continue investigation of insurance options.

7.7. Governmental Relations Committee: Julie Schnieder

Informational, no action required.

7.8. Membership Committee: Bette Sydelko

Informational, no action required.

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7.9. Nominations & Elections Committee: Joan Zivich

Report: Joan stated that this year her experience was delightful; everyone agreed to run and serve. Received much assistance from Bette Sydelko and couldn't have handled the electronic balloting without her. Received the recommendation to provide candidate biographies with the ballots.

7.10. Publications Committee: Clare Leibfarth

Report: MIDLine is moving to a blog format, which is much easier to produce. Also, looking for people willing to contribute to Annual Conference Blog.

Eileen gave kudos to Clare for creating and updating the Conference Blog
<<http://65.181.189.143/ConferenceCall/>>

7.11. Technology Committee: Allan Barclay

Report: Need to move Chapter web site off the present GMR office server due to reliability issues. Have already established a back-up copy of the web site. Does the Board want to consider a web site redesign—including the code, structure and design, while making the move to a new server?

Action Item: Allan to survey the membership. Consider open blog for members. Allan to work through proposed changes (code, structure, and design) and have ready by the Spring Board meeting.

Motion, approved: Moved that the current Technology Committee chair develop for implementation a new Midwest Chapter web site on or before the Spring 2007 Board Meeting. [Motion by Chris Shaffer.]

8. Reports from Ad Hoc Committees and Special Appointees -- *Note: All reports available on Chapter web site.*

8.1. Bylaws Committee: Melinda Orebaugh

Report: Have received only a few comments on the proposed Bylaws, including congratulations on the excellent work. Planning on reading and addressing the Bylaws, article by article, at the Business Meeting. Bette Sydelko will have crew available to count attendees present to determine what a 2/3 vote would be. To encourage people to stay, agreed to do the Free Membership drawing at the end of Bylaws business, must be present to win.

Bylaws will be voted on during the Monday Business Meeting, starting at noon.

8.2. AHIP Liaison: Frances Cockrum

Informational, no action required.

Note: Shared request from MLA to complete AHIP survey. Information about survey was distributed and will be available at AHIP table.

8.3. Benchmarking Chapter Enhancer: Linda Bunyan

No report.

Discussion: The role of Benchmarking Chapter Enhancer was established by MLA mandate. There have been no activities, within the Chapter or from MLA. Eileen asked the Section Council Representative to find out if this appointment still needed.

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9. Reports from Annual Program Coordinators -- *Note: All reports available on Chapter web site.*

9.1. Kentucky (2006): Michel Atlas/Laura Davison

Report: Welcome to Kentucky! Updates: predict will break even on conference expenses, have 215 total registrants including speakers, vendors, and exhibitors, have 83 CE registrants (9 not attending conference). The conference planners' wrap-up meeting will be Tuesday afternoon.

9.2. Omaha/Iowa (2007): Chris Shaffer and Ed Holtum

Report: 2007 joint meeting with the Mid-Continental Chapter scheduled for October 12-16 will be held in Omaha. The theme will be "2007 License to learn/license to lead". Attended joint planning meeting in April where much was accomplished. A copy of the joint report was distributed.

9.3. Michigan (2008): Ellen O'Donnell and Sandra Martin

Report: 2008 meeting will be held in Troy, Michigan at the Detroit Marriott, October 17-20. The theme will be "Vital Signs: Keeping You and Your Library Vibrant and Healthy".

10. New Business

10.1. Posting of pictures

Last year pictures from the conference were posted without names. Discussion followed about what level of information or sign-off is needed to post photographs publicly.

Action Item: The Publications Committee will investigate what others associations and MLA chapters are doing and bring back to the Spring Board meeting

10.2. Online voting

Again, MLA asking whether Midwest Chapter wants to participate with the online voting option. Response is to keep distributing the ballots electronically, but wait on the online voting particularly due to the cost.

11. Announcements

11.1. AHIP survey: Reminder to complete it.

11.2. MLA Annual Conference, 2008 is in Chicago. Jim Shedlock is looking for local arrangement assistance (and you don't need to live in the Chicago area).

12. Adjournment

The Fall Midwest Chapter Board Meeting was adjourned at 8:30 p.m. The Board will reconvene on March 16th in Madison, Wisconsin.

Respectively submitted, Deborah Lauseng, Secretary