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**Midwest Chapter/Medical Library Association  
Executive Board Meeting/ Spring 2006**

Friday March 3, 2006

Hilton MSP Airport/ Bloomington, MN

**Present:** Donna Barbour-Talley, Allan Barclay, Frances Cockrum, Ed Holtum, Stephen Johnson, Deborah Lauseng, Tammy Mays, Melinda Orebaugh, Marlene Porter, Pam Rees, Julie Schneider, Chris Shaffer, Eileen Stanley, Sheryl Stevens, Bette Sydelko, and Mary Taylor. Barb Bartkowiak, guest, Bylaws Committee.

**Not present:** Theresa Arndt, Michel Atlas, Rick Brewer, Linda Bunyan, Beth Carlin, Laura Davison, Carol Galganski, Lora Gault, Carole Gilbert, Kellie Kaneshiro, Jim Lander, Clare Leibfarth, Mary Markland, Judy Rieke, Erika Sevetson, Kathy Skahl, Elaine Skopelja, Winn Theirl, and Joan Zivich.

1. CALL TO ORDER—Eileen Stanley

The meeting was called to order by the President at 8:45 a.m.

2. INTRODUCTIONS, OPENING REMARKS, DISTRIBUTION OF REPORTS, REVIEW OF AGENDA—Eileen Stanley

Chapter Executive Board members introduced themselves. Eileen stated that the order of business would be adjusted to handle reports with action items first so that relevant changes could be reflected in the proposed bylaws.

3. REVIEW AND APPROVAL OF MINUTES—Deborah Lauseng

**3.1 Fall Executive Board Meeting**

*Motion, Approved:* Fall 2005 Executive Board meeting minutes were approved as corrected. [Motion by Sheryl Stevens]

**3.2 Chapter Annual Business Meeting**

Fall 2005 Business meeting minutes were reviewed, and corrections made. Approval will occur at the Fall 2006 Business meeting.

4. RATIFICATION MOTIONS—Eileen Stanley

**4.1 Ratification of email vote to approve expenditure of Promotions Task Force, P.I.E. Shoppe buttons**

*Motion, Approved:* The Executive Board ratified the email vote to approve expenditures by the Promotions Task Force for P.I.E. Shoppe buttons (\$87.25 actual cost exceeded the amount approved at Fall 2005 Executive Board Meeting). [Motion by Eileen Stanley]

**4.2 Ratification of email vote to approve expenditure of Awards Committee, Librarian of the Year trophy**

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**Motion, Approved:** The Executive Board ratified the email vote to approve an expenditure of the Award Committee for the cost of the Librarian of the Year trophy (\$63.60). [Motion by Eileen Stanley]

### **4.3 Ratification of expenditure to sponsor MLA '06 Chapter Sharing Roundtables**

**Motion, Approved:** The Executive Board ratified the expenditure of \$50.00 to sponsor MLA '06 Chapter Sharing Roundtables. [Motion by Eileen Stanley]

## 5. REPORTS FROM COMMITTEES—*Note: All reports are available on the Chapter web site.*

### **5.1 Annual Meetings**—Donna Barbour-Talley

**Motion, Approved:** The Annual Meetings Chair submits the name of Sandra Martin to serve as Program Chair for the 2008 Midwest Chapter Annual Meeting on behalf of the Michigan Health Sciences Libraries Association. [Motion from Committee]

Revision: Ellen O'Donnell named as 2008 Program Co-Chair at a later date.

### **5.2 Archives**—Lora Gault

Informational only, no action needed

### **5.3 Audit**—Rick Brewer

Discussion: Is there a need for a formal Audit Committee? For the proposed Bylaws, should this be listed as a separate auditor? Discussion raised a number of questions about the working relationship with the Finance Committee and who would be responsible for appointing (hiring? or selecting?) an auditor.

**Outcome:** Advise Bylaws Committee to eliminate Audit Committee and add statement: 'President to select an auditor annually.'

### **5.4 Awards & Scholarships**—Elaine Skopelja

Discussion: What should the final name of the 'health information innovation award' be? This award was previously the management award that was rarely given. Suggestion was made to honor Jean Sayre by naming the award the "Jean Williams Sayre Innovation Award" with the description clarifying the health information aspect in the working title.

**Motion, Approved:** It was moved to establish the Jean Williams Sayre Innovation Award in the amount of \$500.00. [Motion by Tammy Mays]

**Further Action:** Referred to the Committee: The refinement of the criteria, description, and distribution details. Finalize with Executive Board by email. Have in place for Fall 2006 Annual Business meeting.

### **5.5 Education**—Frances Cockrum

Discussion: Function of Committee and potential renaming. Frances agreed that the Education Committee needs direction; they have no specific charge, let alone formal members. Consider renaming the Committee, the Professional Development Committee and have them cover aspects of education, continuing education, and AHIP similar to what is practiced within MLA. Possibly move the AHIP and Benchmarking Liaisons onto this Committee.

**Motion, Approved:** It was moved to change the name of the Education Committee to the Professional Development Committee [Motion by Frances Cockrum]

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Further discussion: If merging in the Ad Hoc Benchmarking Committee as well as Ad Hoc AHIP Committee, should the name really be the Professional Practice Committee?

**Motion Amended, Approved:** It was moved to amend the previous motion (to change the name of the Education Committee to the Professional Development Committee) to the new name of the Professional Practice Committee. [Amendment by Frances Cockrum]

### **5.6 Finance**—Marlene Porter

Discussion: Consider reconfiguration of the Finance Committee membership. Consider abolishing the Finance Committee if have the Immediate Past-Treasurer serve as second signature. Do we have sufficient checks and balances if there is no Finance Committee? The consensus was that there are checks and balances between the President, the Auditor, Treasurer and Immediate Past-Treasurer.

**Outcome:** Advise Bylaws Committee to state that the Finance Committee would be composed of the Treasurer, Immediate Past-Treasurer, and a Past-President.

### **5.7 Government Relations**—Julie Schneider

Informational only, no action needed

### **5.8 Membership**—Bette Sydelko

Informational only, no action needed

### **5.9 Publications**—Clare Leibfarth

Discussion: Consider changing the MIDLine Newsletter format to a blog?

**Outcome:** Discuss further under the Technology Committee report.

### **5.10 Technology**—Allan Barclay

Discussion: Time to migrate Midwest Chapter web site to a hosting provider.

**Outcome:** If expenses go above the proposed budget amount, then ratification will be needed at the next Executive Board meeting.

Discussion: Consider merger of Technology Committee and the Publications Committee. The two Committees actively work together and are dependent on each other. Proposal is missing a formal charge for the merged Committee. Procedural changes will be forthcoming.

**Motion, Approved:** Merge Technology Committee and Publications Committee into a single committee named the “Communications Committee”. [Motion from Committee (Technology and Publications Committees)]

### **5.11 Bylaws**—Melinda Orebaugh

Background: At this point not really a Bylaws revision due to so much change. The Committee has followed closely the MLA model bylaws. Our present bylaws are very long—23 pages—compared to other chapters, and include a lot of procedural information. All the procedural material will be pulled out into a separate manual. The Bylaws need to be submitted to MLA for their approval—takes 4-6 weeks. Once approved by MLA, then we make the Bylaws available to the full membership for review before voting on them in the Fall. The Final Bylaws proposal will include rationale for each article. Until voted upon by membership, the Bylaws are still a ‘document in progress.’ There will also be an additional

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transition period; potentially the first elections affected by the changed would be the 2007 elections.

The Executive Board reviewed the Bylaws document, article by article.

6. REPORTS FROM OFFICERS—*Note: All reports are available on the Chapter web site*

**6.1 Immediate Past President**—Sheryl Stevens

Informational plus one action item

**Motion, Approved:** It was moved to amend the first sentence of Section C in Chapter's Travel Reimbursement Policy to include a deadline for submitting reimbursement requests to the President. Exact wording would be "within 60 days of completion of travel." [Motion by Sheryl Stevens]

**6.2 President**—Eileen Stanley

Informational only, no action needed

**6.3 President-Elect**—Chris Shaffer

Informational only, no action needed

**6.4 Secretary**—Deborah Lauseng

Informational only, no action needed

**6.5 Treasurer**—Marlene Porter

Corrections to Treasurer's Report and to the 2006 Budget shared during the meeting. (Corrected copies will be sent to the Secretary.) Marlene deposited \$4,320.00 on March 1, 2006 representing 216 memberships.

**Motion, Approved:** Accept the 2006 Midwest Chapter/MLA budget as revised on March 3, 2006. [Motion from Committee]

**Deferred action item:** Insurance Alternatives Task Force: proposal to be presented at the Fall 2006 Executive Board meeting.

**6.6 Membership Secretary**—Bette Sydelko

Informational only, no action needed

Note: Midwest Chapter/MLA does have five student members and 13 new members for 2006.

**6.7 Chapter Council Rep**—Carole Gilbert

Information only, no action required

Note: MLA is investigating the use of electronic voting for elections, including the possibility of hosting electronic elections for the Chapters. So should six Chapters conduct their voting at the same time, then the approximate cost would be \$3,000.00 per Chapter. If the Chapter coordinates their voting schedule to coincide with MLA, then the approximate cost would be \$200.00. General consensus of Executive Board...not interested. (Presented by Pam Rees)

**6.8 Chapter Council Alternate**—Pam Rees

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Informational only, no action needed

7. REPORTS FROM REPRESENTATIVES-AT-LARGE—*Note: All reports are available on the Chapter web site.*

Informational only, no action needed

7.1 Ed Holtum

7.2 Winn Theirl

Note: Winn attending newly formed Kentucky Medical Library Association, Eileen will send a letter of congratulations to group via Winn

7.3 Beth Carlin

7.4 Tammy Mays

7.5 Mary K. Taylor

7.6 Stephen Johnson

7.7 Theresa Arndt

7.8 Rick Brewer

7.9 Erika Sevetson

8. REPORTS FROM APPOINTEES AND SPECIAL COMMITTEES—*Note: All reports are available on the Chapter web site.*

**8.1 AHIP Liaison**—Frances Cockrum

Informal discussion: Why, or why not, do Executive Board members participate in AHIP? How to promote AHIP membership within the Chapter? Responses ranged widely.

**8.2 Benchmarking Chapter Liaison**—Linda Bunyan

Informational only, no action needed

**8.3 2005 Program Committee**—Mary Markland

Donna Barbour-Talley shared highlights of the 2005 Conference. Conference costs were lower than expected due to good planning, unexpected reduced fees, and contributions from vendors, etc. Mary Markland's duties have been completed and the 2005 Program Committee is discharged.

**8.4 2006 Program Committee**—Laura Davison and Michel Atlas

Donna Barbour-Talley shared a rough outline of the 2006 Conference, and highlighted the main speakers (Alane Wilson, Linda Watson, Betsy Humphreys). The call for papers is available on the web site and conference information will be in MIDLINE.

**8.5 2007 Program Committee**—Jim Lander/Chris Shaffer

The 2007 Conference will be a joint meeting with the Mid-Continental Chapter. The meeting will be held in Omaha, October 12<sup>th</sup>-16<sup>th</sup>. The logo design is in works with the theme being: O'07: License to Learn, License to Lead.

Next steps include having a Memorandum of Understanding signed to define how conference monies will be handled. No action is required since the Chapter has already approved the joint meeting.

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**8.6 2008 Program Committee**—Ellen O'Donnell

Donna Barbour-Talley read the official invitation to the 2008 Midwest Chapter meeting in Michigan from the Conference chair, Ellen O'Donnell. The theme will be "Vital Signs." A list of committee chairs was also included with the invitation. Sandra Martin will represent the group as a member of the Midwest Chapter Board.

9. UNFINISHED BUSINESS

Bylaws reviewed under Bylaws Report

Miscellaneous business conducted at time of reports

10. NEW BUSINESS

Miscellaneous business conducted at time of reports

11. REVIEW OF MINUTES AND ACTION ITEMS

**Action Item:** Insurance Alternatives Task Force—duties not completed, proposal to be given at the Fall Executive Board Meeting.

**Action Item:** Awards Committee to revise the Jean Williams Sayre Innovation Award criteria by the next Executive Board meeting.

**Action Item:** Bylaws Committee: additional duties: Assemble a Procedures manual from existing content by the Fall meeting with a table-of-content and rough outline. The manual will serve as a companion to the Bylaws. Policies will need to be distinguished from procedures. Executive Board members responsible are: Sheryl Stevens, Melinda Orebaugh, and Chris Shaffer.

**Future agenda item:** Developing an action plan for implementing the Bylaws, including establishing a transition team. (Eileen Stanley, Chris Shaffer)

12. ADJOURNMENT

Marlene Porter moved to adjourn the meeting, Tammy Mays seconded.

Meeting adjourned at 3:25 p.m.

*Respectively submitted, Deborah Lauseng, Secretary*