

DRAFT



**Midwest Chapter / Medical Library Association**

**Fall 2008 Executive Board Meeting**

Friday, October 17, 2008

Marriott Hotel, Troy, Michigan

4:00 PM – 8:00 PM

Present:

Mary Markland, President; Deborah Lauseng, President-Elect and Acting Recording Secretary; Marlene Porter, Treasurer, and Ohio Annual Meeting Program Co-Chair; Bette Sydelko, Membership Secretary, and Ohio Annual Meeting Program Co-Chair; Pam Rees, Representative to the MLA Chapter Council; Karen Hanus, Alternative Representative to the MLA Chapter Council; Rebecca Caton, Archivist, and Incoming Membership Secretary; Sheryl Stevens, Awards and Scholarships Committee, and Bylaws Revision Special Committee Chair; Donna Barbour-Talley, Annual Meetings Chair; Karen Anderson, Communications Committee Chair; Janna Lawrence, Professional Practice Committee Chair;

Guests:

Elaine Skopelja, Incoming President-Elect; Ximena Chrisagis, Incoming Representative at Large; Charniel McDaniels, Incoming Potential Candidate to the MLA Nominating Committee; Eileen Hanson, visitor; Clare Leibfarth, ConnectMidwest editor; Sandra Martin, Michigan Annual Meeting Co-Chair; Ellen O'Donnell, Michigan Annual Meeting Co-Chair; and Marilyn Kostrzewski, Michigan Annual Meeting Exhibits Committee Member.

Not Present:

Chris Shaffer, Immediate Past President; Elizabeth Smigielski, Recording Secretary; Ed Holtum, Potential Candidate to the MLA Nominating Committee; Sue London, Auditor; Nancy O'Brien, Representative at Large, and State Liaisons Committee Chair; Julie Schneider, Governmental Relations Committee Chair; and Brian Finnegan, Web Site Redesign Special Committee Chair.

1. Call to Order

Mary Markland called the meeting to order at 4:06 p.m.

Introductions were made around the table. Mary welcomed incoming Board members: Elaine Skopelja, Incoming President-Elect; Ximena Chrisagis, Incoming Representative at Large; Charniel McDaniels, Incoming Potential Candidate to the MLA Nominating Committee; and Janna Lawrence, Professional Practice Committee. Mary also welcomed attending visitors.

**DRAFT**

2. Review Agenda

Additions to the agenda: under Reports add item “n. President-Elect”; under New Business add “d. Chapter goals & objectives” and “e. Special Archives Committee”.

3. Review and Approve Minutes (Deborah Lauseng)

a. Spring 2008 Executive Board Meeting

The minutes from the Spring Executive Board meeting were accepted as corrected. No motion needed since agreement by the Board.

b. Ratify Electronic Votes

**Motion, approved:** Ratification of email vote of contract to enable the Midwest Chapter/MLA Treasurer to expend Chapter money for the 2008 annual conference (dated May 2, 2008). [Motion by Mary Markland]

**Motion, approved:** Ratification of email vote approving a “Memorandum of Understanding” with Wisconsin (initial document, July 14, 2008; correction to memorandum, July 28, 2008). [Motion by Mary Markland]

c. Review of Fall Business meeting minutes

The Fall 2007 Chapter Business meeting minutes were reviewed for corrections, no edits were noted. Vote to be taken at the Monday Business meeting.

4. Reports (*All reports available from the Chapter website*)

a. President

Mary Markland

Submitted the annual Chapter report to MLA, a copy is included in the Board Meeting Reports. Highlights include the creation of a Midwest Chapter Facebook group page, and charge for the Online Finances Special Committee. The full report is available in the distributed Meeting Reports.

b. Annual Meetings Committee

Donna Barbour-Talley

The meeting plans for Ohio, 2009, are coming along. There has been a change in meeting rotation. Since MLA Annual Meeting will be in Minnesota in 2011, Indiana has agreed to host the Midwest meeting for that year. Minnesota will host the 2012 meeting, possibly in Rochester.

*Report from Michigan Annual Meeting Co-Chairs:* Ellen O’Donnell and Sandra Martin reported that there are a total of 158 registrations (all categories), 104 CE registrants, and 25 exhibitors. There has been a change in plenary speakers due to illness; MJ Tooley will be speaking instead of Eugenie Prime. Expecting an approximate \$8,500.00 deficit primarily due to room attrition rates—Group to Go used the high end of room estimates, plus hotel room agreements need to be made two years in advance of the actual conference.

*Report from Ohio Annual Meeting Co-Chairs:* Marlene Porter and Bette Sydelko reported that 2009 conference will be held at Hyatt Capital Square in Columbus. At the Business

**DRAFT**

meeting there will be drawings for three Ohio Annual Meeting certificates toward the registration fee or a CE fee. The budget is based on 150 attendees with 304 room nights. Planning Committee members are coming from all of the state.

*Report from Wisconsin Annual Meeting Co-Chairs:* written report from Julie Schneider and Barb Sisolak included in Meeting Reports.

c. Archives Rebecca Caton  
No report, please send materials for the archives to the address listed in the Archives report. Rebecca will share the Archives policy to help clarify what to submit. This can serve as a submission checklist for committee chairs and officers. At present the archive content is not consistent through each year.

d. Awards and Scholarships Committee Sheryl Stevens  
Two Annual Meeting Scholarships were awarded to Chrysta Meadowbrook (MI) and Zach Young (KY), along with the Professional Development Award going to Christine Allen (MI). The Distinguished Librarian of the Year and the Jean Williams Sayre Innovation Award will be announced at the Awards Luncheon on October 20<sup>th</sup>.

Sheryl said that a suggestion from Chris Shaffer to solicit nominations for the Innovation Award from poster and paper presenters at the Annual Meeting was very productive and that the Committee will continue to do so.

e. Communications Committee Karen Anderson  
Two issues of MIDLINE, and 30 entries to ConnectMidwest have been posted since the Spring meeting. Jason Young is the new MIDLINE Editor. Brian Finnegan has agreed to serve as the new Assistant Webmaster, working closely with Allan Barclay. The Chapter website now has a Google search box, and a Chapter 2.0 link which links to the Midwest Chapter Facebook page.

Announcement: Clare Leibfarth will host a ConnectMidwest Blog training session for all Midwest Members on Saturday, October 18, at 3:30 p.m. Karen will ask Allan to establish logins for each of the Board members.

Discussion: there are a number of missing links (past presidents/officers, previous issues of Midline, etc.) on the webpage created with the move to the new web provider. These will be passed on to Brian to correct. Also changes and updates needed in the History Section; possibly something for the Archives Special Committee.

f. Finance Committee/Treasurer Marlene Porter  
The financial statement for October 16, 2008 shows a beginning balance of \$52,594.21 and ending balance of \$79,086.55 for a net increase of \$26,492.34. This reflects a \$35,000.00 money order deposit from the Michigan Health Sciences Libraries Association toward the 2008 Annual Meeting expenses.

**DRAFT**

MLA is now doing all the Chapters filings for insurance in addition to taxes. Marlene is looking at changing the access to treasury reports and placing behind a password. Decided to wait to change the signatory names on the accounts until next year when there is a new President and new Treasurer. Note: Chris Shaffer is still has signatory on the accounts.

g. Governmental Relations Committee Mary M. for Julie Schneider  
See written report, no action.

h. Membership Committee Bette Sydelko  
Bette worked with the Midwest Chapter/MHLSA Registration Chair to confirm membership for meeting registration discount. Though it has worked better this year, there are always issues surrounding checking membership and wondered if a more formal role for the Membership Secretary should be designated in the Annual Meetings planning guide.

j. MLA Chapter Council Pam Rees and Karen Hanus  
Karen, as co-chair of the Chapter Council Sharing Roundtable Committee, put in a plug for this MLA Annual Meeting activity.

k. Nominations and Elections Committee Mary M. for Chris Shaffer  
Results of the elections are: President-Elect Elaine Skopelja; Membership: Rebecca Caton; Member at Large: Ximena Chrisagis; and Potential Candidate to the MLA Nominating Committee: Charniel McDaniels.

l. Professional Practice Committee Janna Lawrence  
Beth Carlin is now listed as the Benchmarking Liaison with MLA; had been an issue since Beth was not on the proper contact list. AHIP brochures, provided by Sharon Kambeitz-Lumphrey, AHIP Liaison, are available at Midwest Chapter membership poster display.

m. State Liaisons Committee Mary M. for Nancy O'Brien  
Still in the process of figuring out who the 2009 state liaisons will be. Nancy has been asking for reports from the state liaisons.

n. President-Elect Deborah Lauseng  
Deborah is working through the 2009 Committee assignments. She also has plans for working with the Archives, to be discussed under New Business. Tentative dates for the Spring Board Meeting are Friday, March 20 or Friday, March 27 in Chicago.

**5. Unfinished Business**

a. Free-standing banner for exhibits Bette Sydelko  
Bette had set up the new portable Midwest Chapter promotional recruitment banner for use by state liaisons and Board members at library schools. The banner has a case for carrying and a box for shipping. The Membership Secretary will be person coordinating the

**DRAFT**

shipment of the banner to state liaisons as requested. Many thanks to Beth Carlin for help with the design and getting the banner made.

b. New Board member training at Fall meeting Mary Markland  
Saturday, October 18, at 2:30 p.m. there will be a training meeting for all new board members. The session will cover some of the nitty-gritty details of how board works.

c. Website Redesign Special Committee Karen Anderson, Clare Leibfarth  
The new web site has been in use for a year now. The work of this Special Committee is complete and is officially disbanded. Thanks to Committee members: Brian Finnegan, chair; Rebecca Holz; Mary Congleton; and Allan Barclay.

Any further changes to the website will be handled by Allan or by Brian. Further improvements discussed included: 1) Allan's request to have the new Google search feature customized so the search results look like a part of the webpage (agreed). 2) Making the "Join" tab available consistently throughout the website. 3) Allan's suggestion to create a Flickr photo stream on the Midwest Chapter Facebook page. Questions were raised about how to handle, share, and access all photos taken at conferences, especially with pictures currently residing in a number of places. Consider a group Flickr account? See what ParNet has available? What permissions are needed particularly when wanting to match names to photos?

**Action Item: Communications Committee to view parameters for making photos available and best means for storage behind a member's only section of the web site. Report back at Spring Board Meeting.**

**Action Item: Communications Committee will work on establishing a member's only section on the Chapter web site**

d. Majors/MLA Chapter Project of the Year award Mary Markland  
The decision was not to apply for the Majors/MLA Chapter Project of the Year award (November application deadline.) If we could have made the deadline last year, it would have been idea considering the number of new technologies being utilized by the Chapter. Now everyone is doing similar things so no real uniqueness.

**Break for dinner 5:45 to 6:30 p.m.**

e. Online Finances Special Committee Mary Markland, Bette Sydelko  
This Committee (members: Bette, Mary, Marlene Porter, Karen Anderson, and Donna Barbour-Talley), looked into a variety of conference management systems. Systems reviewed included: Acteva, Group to Go, Cvent, rsvpBook, PayPal, and obtaining our own merchant account. Recommendation: Acteva for annual meeting registration, as well as for membership payments.

**DRAFT**

Bette spoke with the Mid-Atlantic Chapter (MAC) Membership Secretary concerning Acteva. MAC is very happy with the system. Most of the services used are included in the standard fee, though some do have extra fees. There are options for exporting reports. Still need to work with local registration person. Questions about archiving year to year information and costs for handling membership payment were raised. If we had to increase dues what would the benefits be?

**Action Item: Ohio Annual Meeting Planners to use Activa for registration as a test case. They will report back to Board.**

**Action Item: Membership Secretary will request three price quotes from Acteva for possible change in dues (\$20, \$25, \$30) with current member numbers.**

f. Bylaws Revision Task Force Sheryl Stevens  
The entire 2006 Bylaws document has been edited to improve clarity and make more consistent with the MLA Model Bylaws for Chapters. A few content changes were made as recommended by the Chapter Board at the Spring 2008 Board meeting, recommendations from the MLA review, and to correct minor inaccuracies.

Highlight of changes:

- Changed Treasurer’s budget preparation duty (new Article IV, Section 2.F.4) – Treasurer will now be required to bring preliminary budget for following calendar year to the Fall Executive Board meeting for discussion/approval.
- Abolished Governmental Relations (standing) Committee and replaced with new appointed position called Governmental Relations Liaison (see Article IV, Section 3.A. and Section 4.C. and removed Governmental Relations standing committee list in Article VII, Section 1.B.
- Changed requirement of Nominations and Elections slate to read “at least one” (see Article IV, Section 5.A.)
- Removed the requirement for President and President-Elect to attend annual MLA meeting from Article IV, Section 2.A & B

There were no comments from the membership, therefore the Bylaws revisions will be voted upon at the business meeting. Sheryl will review the primary changes before a call for discussion. With a motion from the floor to “dispense with the reading of the bylaws amendment by amendment”, the vote can be taken. Bette will confirm that a quorum is present (35 members) based on a count right after the call to order. A 2/3 vote will be needed to pass the revised Bylaws.

g. Policy and Procedures Manual Special Committee Sheryl Stevens  
Chris Shaffer opened a PBwiki account for inputting the Chapter Board’s procedures and policies. A demo of PBwiki was presented. There are a number of concerns with using this wiki software—privacy, login access for multiple people, access for general membership, back-up of images and pdfs, exporting options, and available storage space.

DRAFT

**Action Item: Mary contact PBwiki to find out cost, and various service options for the fees (like better back-up, etc.) and get logins for every Board Members**

**Action Item: Board members update their sections as best they can by the Spring Board meeting. Discuss questions and issues.**

6. New Business

a. Committee meetings at the Fall Conference Janna Lawrence, Mary Markland  
Janna raised the question about whether Standing Committees could have designated meeting time (approx. one hour) at the Annual Meeting. This would give Committee members the opportunity to meet other members and potentially improve cooperation. Additionally Mary asked about setting designated state organization meetings times at the Annual Meeting.

**Action Item: Request to have a designated Committee Meeting time added to the Annual Meeting Planning Guide.**

**Action Item: Promote the use of a designated state organization meeting time already in the Annual Meeting Planning Guide.**

b. Awards and Scholarships Sheryl Stevens  
Sheryl asked if committee members could put together a nomination for an individual by soliciting required materials from appropriate sources, in addition to accepting nominations from the general membership. The consensus was that the procedure for Librarian of the Year could be changed to allow for this.

**Action Item: Revised procedure for the Librarian of the Year award to include option for Committee members to solicit letters of support.**

c. Annual Meetings Mary Markland/Donna Barbour-Talley/Marlene Porter  
Donna is in the process of updating the Annual Meetings Guide. She will place it in PBwiki giving Board members an opportunity to review.

The current joint meeting with MHSLA has raised a number of questions. Do we need to formalize involvement of the Annual Meetings Chair with the hosting state's planning committee? Discussion: In the past, the meeting planning has been handled by the state with the Chapter generally being 'hosted.' The Annual Meetings Chair has tended to be hands-off. This year, MHSLA followed the Midwest meeting schedule vs. MHSLA's standard schedule. Should the Annual Meeting keep to the Saturday to Wednesday schedule or adjust to match the hosting state's usual schedule? One thing to consider is the more specialized groups need to meet, the longer the length of the meeting will need to be. Also, states usually can't afford to host the Midwest meeting and hold separate state meetings.

## DRAFT

Janna shared that in the South Central Chapter the CE committee is composed of Chapter members and the Local Arrangements Committee handles hotel, registrations, etc.

The question was raised of whether we need to change from our model for coordinating annual meetings? The 2009 Chapter meeting in Ohio test of a change in handling the finances. Donna noted that is difficult to have just one model that will fit every state. Other questions were asked: Is a special event necessary? Is there an option to opt out of hosting a special event? Should the Chapter dictate the structure of the annual meeting? What decisions should be left to the state planning committee—social events, others? How many CEs are appropriate to have? It was agreed that the Local Arrangements committee should handle hotel accommodations.

Also agreed was the need for a standardization final report. A standardized spreadsheet of data that can be used to give a historical perspective should be developed. Should the Memo of Understanding (MOU) be more standardized? MOU is good to layout expectations between the Chapter and the state concerning annual meeting planning.

**Action Item: Donna Barbour-Talley, Annual Meetings Chair, will establish a group (Annual Meetings Special Committee) of previous meeting planners and a Board member to discuss pros and cons of annual meeting coordinating models. A preliminary report will be given at Spring Board Meeting.**

d. Chapter goals and objectives

Mary Markland

MLA asks Chapters for their annual goals. To assist in this process Mary is asking that Committee Chairs submit their goals at the beginning of the year to the Chapter President. Chapter goals should be developed in light of MLA's annual goals.

**Action Item: Committee Chairs to submit goals at the Spring Board meeting. Mary and Deborah will provide Committee Chairs with form to submitting goals and objectives.**

e. Archives special committee

Deborah Lauseng

**Action Item: Deborah to create an Archives Special Committee to review print Archives Collection compared to what is archived on the Chapter website, and determine the best method for establishing back-up documents of both print and electronic.**

Potential members--Mary Hitchcock, Becca Caton, Sheryl Stevens, and Bette Sydelko (?).

## 7. Review of Action Items

**Action Item: Communications Committee to view parameters for making photos available and best means for storage behind a member's only section of the web site. Report back at Spring Board Meeting.**

**DRAFT**

**Action Item: Communications Committee will work on establishing a member's only section on the Chapter web site**

**Action Item: Ohio Annual Meeting Planners to use Activa for registration as a test case. They will report back to Board.**

**Action Item: Membership Secretary will request three price quotes from Acteva for possible change in dues (\$20, \$25, \$30) with current member numbers.**

**Action Item: Mary Markland contact PBwiki to find out cost, and various service options for the fees (like better back-up, etc.) and get logins for every Board Members**

**Action Item: Board members are to update their procedures & policies sections in PBwiki as best they can by the Spring Board meeting. The Board will discuss questions and issues at that time.**

**Action Item: Request to have a designated Committee Meeting time added to the Annual Meeting Planning Guide.**

**Action Item: Sheryl Stevens, Awards and Scholarship Committee Chair, will revise the procedure for the Librarian of the Year award to include option for Committee members to solicit letters of support.**

**Action Item: Committee Chairs to submit goals at the Spring Board meeting. Mary Markland and Deborah Lauseng will provide Committee Chairs with form for submitting goals and objectives.**

**Action Item: Donna Barbour-Talley, Annual Meetings Chair, will establish a group (Annual Meetings Special Committee) of previous meeting planners and a Board member to discuss pros and cons of annual meeting coordinating models. A preliminary report will be given at Spring Board Meeting.**

**Action Item: Finance Committee to come up with a template for the annual meeting budget.**

**Action Item: Deborah Lauseng to create an Archives Special Committee to review print Archives Collection compared to what is archived on the Chapter website, and determine the best method for establishing back-up documents of both print and electronic.**

8. Adjourn at 9:10 p.m.

*Respectfully submitted,*

*Deborah Lauseng, Acting Recording Secretary*