

**Spring 2008 Executive Board Meeting**  
Midwest Chapter / Medical Library Association  
Friday, March 7, 2008  
Marquette Hotel, Minneapolis MN  
8:30 AM – 4:00 PM



**Present:** Mary Markland, *President*; Deborah Lauseng, *President-Elect*; Chris Shaffer, *Immediate Past President and Chair, Nominations and Elections Committee, Policy and Procedures Special Committee*; Marlene Porter, *Treasurer and Chair, Finance Committee*; Bette Sydelko, *Membership Secretary and Chair, Membership Committee*; Elizabeth Smigielski, *Recording Secretary*; Pam Rees, *Representative to the MLA Chapter Council*; Sharon Kambeitz-Lumphrey, *AHIP Liaison*; Karla Block, *Professional Practice Committee*; Karen Hanus, *Alternate Representative to the MLA Chapter Council*; Donna Barbour-Talley, *Chair, Annual Meetings Committee*; Karen Anderson, *Chair, Communications Committee*; Sheryl Stevens, *Chair, Awards and Scholarship Committee*

**Guests:** Eileen Stanley, *Member, Policy and Procedures Special Committee*

**Not Present:** Rebecca Caton, *Archivist*; Brian Finnegan, *Web Site Redesign Special Committee Chair*; Ed Holtum, *Potential Candidate for Membership, MLA*; Sue London, *Auditor*; Nancy O'Brien, *Representative at Large and Chair, State Liaisons Committee*; and Julie Schneider, *Governmental Relations Chair*.

1. Call to Order by Mary Markland, 8:33 am
2. Review Agenda – Mary Markland
3. Review and Approve Minutes

- a. Fall 2007 Executive Board meeting

**Motion, passed:** to accept changes to criteria for professional development award and annual meeting scholarship award as shown on page two of the fall meeting minutes.  
[Motion by Chris Shaffer]

Minutes approved as amended.

**Action item:** Archivist will post to Chapter web site attachment to fall 2007 archivist's report.

- b. 2007 Chapter Annual Business Meeting

Corrections made to the minutes. Revised minutes will be voted on at 2008 annual business meeting.

4. Reports

- a. President – Mary Markland

Beth Carlin volunteered to be benchmarking liaison. Correction to presidents' report: Clare Leibfarth is not resigning as newsletter liaison, her term is ending. Mary thanked

the GMR for hosting the Chapter website for so many years. Mary wrote the mid-year report to MLA summarizing the conference and listing award recipients.

**Action Item:** Mary will send GMR letter and MLA mid-year reports to the archivist.

b. Annual Meetings Committee - Donna Barbour-Talley

Final reports for 2007 annual meeting will be completed shortly. The check for Omaha meeting is en route to Chapter Treasurer, Marlene Porter, and will be deposited upon receipt. MWMLA and Iowa Library Association health sciences subdivision will each receive \$6,225.

2008 progressing well (see report). Tentative schedule posted on conference website. Board meeting will be 4:00 Friday, 17 October.

2009 meeting has established committees. Additional comments by Marlene Porter: conference committee met at the host hotel, confirmed room assignments and reviewed catering options. Logo, communications tool, all committee chairs and members are established, committee chares finalized.

2010 meeting will be in Madison, WI. The co-chairs are: Julie Schneider and Barbara Sisolak. Tentative theme established and hotel site pending.

**Action Item:** Donna will begin to revise annual meetings manual.

c. Archivist – Mary Markland for Rebecca Caton

Mary thanked Rebecca for creating board member roster for 1984-present, which was previously distributed electronically. It will be posted on the Chapter web site. All, particularly conference planners, were reminded to send items to Rebecca for addition to the archives.

d. Audit (Auditor) – Mary Markland for Sue London.

Audit showed no irregularities in finances.

e. Awards and Scholarships Committee- Sheryl Stevens, Chair

All award descriptions have been updated. The description for the MLA annual meeting round table lunch award has been created; publicity for award is forthcoming. Annual meeting scholarship eligibility requirements were defined as: recent graduate within deadline of application scholarship. Calls for these awards will be posted after MLA annual meeting. Goal for this year is to increase the number of applications for innovation award and distinguished librarian awards, by soliciting nominations, and streamlining application. It was suggested to do as Mid-Continental Chapter and review posters and presentations at annual meetings to identify possible award recipients.

f. Communications Committee – Karen Anderson

MIDLINE fall issue published. Jason Young will succeed Clare Leibfarth as editor. Conference Call 2007 blog is closed. ConnectMidwest blog is still evolving with respect to its role and will be publicized more pending further development. Blog template design is changing. Software used is Movable Type version 4.1, which will allow for plug-ins and enhancements. Some Chapter web site redesign still pending; addition of training options for social networking tools under consideration. Committee

recommendations: indicate a date for mounting annual meeting sites in annual meeting planning guide; everything from 2008 annual meeting should be archived on the Chapter server.

**Action Items:**

1. Committee will explore ways to formalize a way to upload reports to the site on their own instead of going through webmaster.
2. Need someone to check and fix links in archives as we move to new web server. Karen will follow up to have open training session for all Chapter members on all online communication tools on Saturday afternoon at 2008 meeting

g. Finance Committee – Marlene Porter

Correction to report: any money from 2007 annual meeting has yet to be sent to Treasurer. Several emails were received in January indicating that there will be a profit for the Chapter and state organizations. The 2008 Budget was prepared based on expenditures for 2007 and expected changes to expenditures in 2008. The proposed budget projects a net loss of \$16,397.73, primarily because no profit was projected for the 2007 or 2008 conferences thus far. Annual meeting report (see above) indicates that MWMLA will receive \$6,225.

Discussion: Chris and Marlene are still signatories on the accounts. To change will require presence of the current signatory and current treasurer. CDs maturing in 2008 will be rolled over.

h. Governmental Relations Committee - Mary for Julie Schneider.

Board decided to recommend a considering a bylaws change to make it a governmental relations an appointed position for one person once the current committee memberships expire. The appointed person will work with state liaisons to disseminate information throughout Chapter.

**Action Item:** Mary will recommend changes for Governmental Relations Committee to Special Committee for Bylaws.

i. Membership Committee – Bette Sydelko

Listserv software transition in progress. Board and committees listservs will accept attachments. Chapter members' listserv will be moderated regarding attachments. Chapter Board list composed of the board plus committee chairs. Chapter Committees list is same as board list, plus all committee members. Chapter members list is all current members. Decision: lapsed members will be given 6 months to renew membership, at end of 6 months they will be removed from database.

Correction to report: current membership is 280, 3 students, correction to membership count by state, date should be 2/22/08. Mary thanked Bette for managing listserv change and acknowledged the considerable amount of work involved.

**Action Item:** Bette will look into technological feasibility of monitoring Chapter listserv.

j. MLA Chapter Council - Pam Rees and Karen Hanus:  
Request received from Chapter Council regarding what we were doing for recruitment to the Chapter. First time members reminded to note that on registration for MLA annual meeting so they are recognized. Call issued for volunteers for Chapter Sharing Round Tables. Mary noted that Pam is chair of MLA Majors' Chapter Award.

k. Nominations and Elections Committee - Chris Shaffer  
Committee membership pending. Ballot candidates will be identified in next few months. Four positions up: membership secretary, president- elect, representative at large, MLA nominating committee.

l. Professional Practice Committee - Karla Block  
Activities in report. Clarified that committee does not appoint a member for MLA professional practice committee. It is necessary to add to the committee charge the appointing of a benchmarking liaison. Karla will be resigning effective at end of today's board meeting as chair due to a move out of the Chapter

**Action Items:**

Mary will edit charge to reflect that committee needs to appoint a benchmarking liaison and does not need to appoint a member to MLA professional practice committee. Mary will appoint a new chair for the professional practice committee, Janna Lawrence, to take over last few months of Karla's term and to take on next term beginning 2009.

m. State Liaisons Committee - Sharon Kambeitz-Lumphrey for Nancy O'Brien  
Sharon has done the education web page for Minnesota, other state pages pending. Sharon and Karla were on a panel at College of St. Catherine library science to promote medical librarianship and the Chapter.

5. Unfinished Business

a. Historical list of officers and committee chairs - Mary Markland  
Rebecca Caton, archivist, created a list of officers and committee chairs from 1984-present; it was decided not to extend back any further. The list will be posted on the Chapter website.

b. Group purchasing question.  
The question as to purchasing site licensing for the whole Chapter as a consortial agreement was discussed online. It was decided that the Chapter was too large and diverse to make it feasible.

c. Web Site/ Web Site Redesign Special Committee. Karen Anderson.  
ConnectMidwest blog was demonstrated. It will no longer exclusively a social media blog. It is now the primary blog for the Chapter. Note that the Connect Midwest blog url is case-sensitive. RSS feed reader available. Process for posting to the blog demonstrated. Discussions ensued regarding which blogs to keep, the ongoing role of MIDLINE, and the assignment of topic tags.

**Action Items:**

1. Blog will be made general.
2. A connection to MIDLINE will be put on the blog.
3. Board and committee chairs will automatically be given non-moderated access. A note to this effect will be posted on the blog.
4. Guidelines for posting will be established.
5. Update 'topics for discussion' tags to more general categories reflecting all Chapter interests.

Chapter Website demonstration.

**Action Items:**

1. Mary will talk to Brian Finnegan regarding creation of an online members' database, in consultation with membership secretary. One of the features should be access control to members-only parts of the database and managing Chapter business such as uploading files.
2. Mary will solicit recommendations for a new member of the committee as web editor to handle web content, leaving create a webmaster to handle technical aspects.
3. Karen will notify Allan of this change prior to Mary's call.
4. Allan will create a print style sheet for all Chapter business.

d. Majors/MLA Chapter Project of the Year Award - Pam Rees

Began process of submitting application regarding website redesign and blogs last year, but lacking data for evaluation, delayed it for this year, with emphasis on utility of site and blog for members and to conduct business.

e. Committee Charges-

**Motion, passed:** (Bette Sydelko) for Professional Practice Committee to strike Liaison to MLA CE Committee and add a benchmarking liaison.

Reviewed decision to make changes to Governmental Relations Committee as noted above.

f. Electronic payment systems - Mary Markland

Mary stressed importance of having an electronic payment system formed to review online transaction options, membership database, membership financial transactions. Special committee formed, the Online Finances Special Committee: Marlene Porter, chair, Bette Sydelko, Karen Anderson(see above)

**Action Item:** Mary will write a charge for committee

g. Budget approval schedule

**Action Item:** Referred budget approval schedule to special committee to review bylaws. Sheryl Stevens, chair, Deborah Lauseng.

h. Free-standing banner for exhibits

Discussion ensued regarding specs and needs for committee membership. Need a person to do the graphic design for banner.

**Action Item:** Mary will put out a call for a volunteer to be responsible for designing banner.

i. Policy and Procedures Manual Special Committee  
Committee charge review, update on progress. Current policies and procedures documents in process of being collected. Committee will define, for chapter purposes, what a policy and procedure is, as policies must be voted on by the board. Also, procedures manual will be posted to the website as a wiki.

**Action Item:** committee will present a compiled list of policies and recommendations for policy changes at the fall board meeting.

6. New Business

a. Review and approve annual budget – Marlene Porter

1. Budget review

Beginning Balance: \$57,040.71

Projected Income: \$14,983.27

Projected Expenses: \$26,206.00

Projected Net: -\$11,222.73

Projected Ending Balance: \$45,817.98

2. The following Expense Accounts were either renamed or eliminated

320 Archives Committee renamed to Archivist

330 Audit Committee was eliminated but number remains available for future use

350 Education Committee renamed to Professional Practice Committee

410 Publications Committee renamed to State Liaisons Committee

420 Technology Committee renamed to Communications Committee

3. The Board agreed to add the miscellaneous budget line to the following accounts:

310 Board: \$50.00

320 Archivist: \$50.00

340 Awards and Scholarships Committee: \$100.00

350 Professional Practice Committee: \$50.00

360 Finance Committee: \$100.00

370 Governmental Relations Committee: \$50.00

390 Nominations and Elections Committee: \$50.00

410 State Liaisons Committee: \$50.00

420 Communications Committee: \$50.00

4. Suggestion for change to policy for travel funding for secretary passed to Policies and Procedures Special Committee.

5. Need to change treasurer's account committee names to match new committee names per bylaws revisions. Auditor should be eliminated as any expenses are billed to Finance Committee

6. Online Finances Special Committee formed to review online transaction options, membership database, membership financial transactions, members: membership (Bette Sydelko), communications (Karen Anderson ), finance (Marlene Porter, chair).

7. Proposed budget for 2008 approved.

b. MLA 2009 in Hawaii-

Discussion ensued regarding supplementing travel for Board members and MLA liaisons for travel to Hawaii. Decided not to increase travel funds.

c. New officer training at Fall meeting -

Proposed brief session prior to board meeting for board and committee chairs for orientation to parliamentary procedure.

**Action item:** Mary will investigate training materials and speaker for parliamentary procedure. Karen Anderson will investigate securing a room at fall meeting.

d. Disclosure statements - Pam Rees

Southern Chapter has raised the question of a disclosure statement regarding conflicts of interest. Consensus was that it is not needed.

**Action Item:** Pam will report back decision to not require disclosure statements to Southern Chapter

e. Amendment of travel reimbursement policy

Chris Shaffer moved to amend the travel reimbursement policy to add a new section between sections 3 and 4. "The new section 4 will read as follows: "Recording Secretary. The chapter will reimburse the Recording Secretary a maximum of \$500 per fiscal year to attend the Chapter Spring Board Meeting. Allowable expenses are all those defined in section A, paragraph 1. Renumber sections 4 and 5 to sections 5 and 6." Second: Karen Hanus. Motion carried.

e. 2008 fall meeting business meeting.

1. **Action Item:** Donna will contact MHSLA for 2008 to ensure that our lunch business meeting will also be billed as an award meeting.

2. **Action Item:** Donna will revise annual meeting guide

7. Review of motions:

a. Motion to accept changes to criteria for professional development award and annual meeting scholarship award.

b. Motion for Professional Practice Committee charge to strike liaison to MLA CE Committee and add benchmarking liaison

c. Motion to amend travel policy

8. Review of Action Items

a. Attachment to fall 2007 archivists report will be posted to the Chapter Website by the archivist.

b. Mary to send letter of thanks to GMR and mid-report for MLA to archivist.

- c. Bette will look into technological feasibility of monitoring Chapter listserv.
- d. Mary will ensure that charge is updated on the website.
- e. Mary will appoint a new chair for the professional practice committee.
- f. Mary will recommend changes to Governmental Relations committee structure to Special Committee for Bylaws.
- g. Mary will edit charge to reflect that committee needs to appoint a benchmarking liaison and does not need to appoint a member to MLA professional practice committee.
- h. Mary will appoint a new chair for the professional practice committee, Janna Lawrence, to take over last few months of Karla's term and to take on next term beginning 2009.
- i. Communications Committee will explore ways to formalize a way to upload reports to the site on their own instead of going through webmaster.
- j. Mary will have Brian Finnegan and website redesign subcommittee will identify a member to fix links in archives as we move to new web server.
- k. Karen will follow up to have open training session for all Chapter members on all online communication tools on Saturday afternoon at 2008 meeting
- l. Blog will be made general.
- m. A connection to MIDLINE will be put on the blog.
- n. Board and committee chairs will automatically be given non-moderated access and a note will be made on the blog.
- o. Guidelines for posting to blog will be established.
- p. Blog topics list will be revised.
- q. Mary will talk to Brian Finnegan regarding creation of an online members' database, in consultation with membership secretary, one of the features should be access control to members-only parts of the database and managing Chapter business such as uploading files.
- r. Mary will solicit recommendations for a new member of the committee as web editor to handle web content, leaving create a webmaster to handle technical aspects. Karen will notify Allan of this change prior to Mary's call.
- s. Allan Barclay will create a print style sheet for all Chapter business.
- t. Policies and Procedures Special Committee will present a compiled list of policies and recommendations for policy changes at the fall board meeting.
- u. Mary will write a charge for newly formed online finances special committee
- v. Special committee to review Bylaws will have proposed bylaws changes ready for voting at fall business meeting. Sheryl Stevens chair, Deborah Lauseng.
- w. Mary will put out a call for a volunteer to design new member banner.
- x. Mary will investigate training materials and speaker for parliamentary procedure session for fall meeting. Karen Anderson will investigate securing a room at fall meeting.
- y. Pam will report back decision to not require disclosure statements to Southern Chapter
- z. Donna will contact MHSLA for 2008 to ensure that our lunch business meeting will also be billed as an award meeting
- aa. Donna will begin to revise annual meetings manual.
- bb. Policies and Procedures Committee will ensure that reserving meeting rooms for the Chapter at MLA annual will be included in the procedures.
- cc. Communications committee will apply for 2008, Majors Chapter Award.

8. Meeting adjourned at 2:30pm.