



Midwest Chapter / Medical Library Association
Executive Board Meeting
Hyatt on the Square, Columbus, OH
October 2, 2009

MINUTES

Present: Deborah Lauseng, President; Elaine Skopelja, President-Elect, Clare Leibfarth, incoming President-Elect; Bette Sydelko, incoming Chapter Council Representative and Ohio Annual Meeting Co-Chair; Ximena Chrisagis, State Liaisons Committee Chair; Mary Markland, Nominations and Elections; Donna Barbour-Talley, Annual Meetings Chair; Rebecca Caton, Membership Secretary; Janna Lawrence, Professional Practice Committee; Elizabeth Smigielski, Recording Secretary; Karen Anderson, Communications Committee; Marlene Porter, Treasurer and Finance Committee and Annual Meeting Co-Chair; Sheryl Stevens, Awards Committee; Karen Hanus, Alternate Representative to MLA Chapter Council; Sue London, Auditor.

1. Call to Order Mary Markland for Deborah Lauseng
Meeting opened 4:10
2. Welcome in incoming Board and Committee Members, and visitors Mary Markland for Deborah Lauseng
Mary welcomed everyone including Allen Barclay who is attending virtually via DimDim
3. Review Agenda Mary Markland for Deborah Lauseng
Item 5m was added, "Annual Meetings"
4. Review and approve minutes Elizabeth Smigielski
 - a. Spring 2009 Executive Board meeting minutes
Meeting minutes were reviewed for accuracy, corrections made and approved.
 - b. Review of Fall 2008 Business meeting minutes
Corrections noted. Allan noted that for future meetings, we can upload documents and web pages to DimDim prior to the meeting. Documents will appear on individual desktops and does allow for basic markup tools, including a white board.
5. Reports - Full reports are available on the Chapter web site

- a. President Deborah Lauseng
Deborah noted that it has been a busy, productive year.
- b. President-Elect Elaine Skopelja
Elaine acknowledged the efforts of Sheryl Stevens and everyone else at keeping the wiki updated and complete. A report of the standing committees was distributed and reviewed. Elaine is recruiting for several committees, focusing on new faces and geographic diversity.
Action item:
1. Janna will clarify if the internal positions of the Professional Practice Committee are designated by the Chair.
- c. Immediate Past-President Mary Markland

We can make our own back up of the wiki and store it. The administrators are Mary, Brian Finnegan, Chris Shaffer, and Allan Barclay. Deborah will be made an administrator. Chris Shaffer will be removed.
- d. Treasurer/Finance Committee Marlene Porter
Marlene, Susan and Clare will go to the bank tomorrow to become signatories. Marlene will remain as a signatory until 1 January 2010, as an exception to the normal term, to handle the incoming receipts from the annual meeting.
Action item: Marlene will add to the procedures manual that a letter from MLA financial officer is required by the bank to change a signatory.
Marlene will also document in the procedures manual that the change of signatories is substantial.
- e. Membership Secretary/Membership Committee Rebecca Caton
Unusually low membership, 354 total, 51 new members, 12 of whom are students. Shift to Acteva will allow credit card payment, which may increase membership. Rebecca will have Acteva membership process set up by early December for those who wish to renew early. The new table runner is in use during this meeting. Rebecca thanked Bette for representing her at the MLA annual meeting in Hawaii.
- f. Archives Deborah Lauseng for Mary Hitchcock
Mary is interviewing library school graduate students for the position to process the Midwest Chapter archives. Mary is working with Kevin O'Brien to manage the student.
- g. Awards and Scholarships Sheryl Stevens
Nothing in addition to online report.

- h. Communications Committee Karen Anderson
1. Use of DimDim Allan Barclay
Allan is attending the meeting virtually. During this meeting we will experiment with using DimDim.
Action item: Sheryl Stevens will send specially configured files of the logo to Allan to be posted on the website. Sheryl will also update the procedures manual.
- i. Governmental Relations Liaison Deborah Lauseng, for Julie Schneider
Nothing in addition to online report.
- j. MLA Chapter Council Pam Rees and Karen Hanus
Karen reminded us to complete the Chapter Council Presents Sharing Roundtable topic survey.
- k. Nominations and Elections Mary Markland
At least two people declined to run because they didn't want to join MLA. Election conducted via SurveyMonkey which was easy. Mary thanked Nancy Bulgarelli for hosting the survey. The Chapter may consider paying for an account (\$19.95/month) for future use, see new business.
- l. Professional Practice Janna Lawrence
The credentialing poster has been printed and will be on display during this meeting.
- m. Representative at Large, State Liaisons Committee Ximena Chrisagis
Nothing in addition to online report.
- n. Annual meeting Donna Barbour-Talley
Annual meeting planning guide, the 2009 edition, is completed and distributed to the current meeting planners and will be the document distributed to future meeting planners. Donna added it to the procedures manual.
Bette reported 204 attendees, as of Thursday, October 1st, 31 posters were submitted; a record number, and all were accepted. , 15 contributed papers, 81 participants for CE, 21 commercial vendors. Marlene reported that Acteva has worked well, except for a few problems with checks.
Action item: Donna will send the annual meeting planning guide Word file to Deborah so it can be converted to pdf and put online.

6. Unfinished Business

- a. Goals and objectives form for officers and committee chairs Deborah Lauseng
Deborah asked if officers and committee chairs had enough guidance and direction from discussions at board meetings and action items or if a form with goals and objectives should be developed. It was noted that Chapter goals and objectives are not required by MLA. Mary Markland noted that it needs to be codified that goals and objectives should be included in the Spring Board Meeting reports. Sheryl Stevens suggested that a form with goals and objectives and accomplishments can be placed on the wiki. Deborah suggested having an early meeting in the new year when officers and committee chairs would be asked to give ideas or areas upon which they will focus for the year, to be formalized early in the calendar year. Elaine suggested a survey for the whole Chapter in order to get feedback from the entire Chapter.

Action items

1. Deborah will input a template in the procedures manual for developing ideas and goals for officers and committee chairs
 2. At the earliest meeting of the Board at the beginning of the calendar year, the officers and chairs will bring those ideas and focus areas to the Board for discussion.
- b. Draft photo release form by Communications Committee Karen Anderson
Pending. Will be completed by the spring meeting. For this meeting, it was asked on the registration form if one did not want photos taken and those that did had a red dot on their name tags. The registration form and membership form have an opt-out clause for photos; therefore it is not necessary to create a separate release form. The opt-out clause will cover publication of photos on the website, the blog and any other Chapter publications.
- c. ConnectMidwest Blog post and AHIP Points K. Anderson and C. Leibfarth
Action item: Janna Lawrence will verify with the AHIP liaison if posting to the blog will count for AHIP credit.
- d. Clarification of procedure for selection or appointment of State Liaisons – selected by each State organization or appointment by Chapter President; need for Bylaws change Ximena Chrisagis
We have asked the states to appoint or elect a representative on the State Liaisons Committee but need to have a more formal relationship between the state reps and the Chapter to better assist them and understand what they are doing. Via a letter, the president will formalize the representative elected or appointed by the state. The letter will also request that the state liaison participate in our suggested rotation schedule.

New procedure, needs to be added to the committee charge. The president and the rep at large will both sign the letter, with the rep at large acting as the further contact.

Action items:

1. The incoming President, Elaine Skopelja, will work with Ximena Chrisagis to draft a letter to be sent to the state representatives.
 2. The past-president will update the procedures manual.
- e. Clarification of who is responsible for communication with State organizations RE: state liaisons selection/appointment, recommended rotation schedule, etc – Chapter President or Representative at Large Ximena Chrisagis
See item d above.
- f. Recommendations for electronic voting from Nominations and Elections Committee Mary Markland
This year's electronic ballot worked well. Recommendation to have a non-Midwest Chapter member to confirm the results. Recommendation to download the result file until after the fall meeting. Recommendation to send the ballot indicating who won to the archives.
- g. Virtual Spring Board meeting Special Committee – recommendations for conducting Board Business instead of face-to-face Spring meeting Elaine Skopelja
Discussion ensued on feasibility of having a virtual spring meeting, given findings from Communications Committee and today's experience with DimDim.
Motion: Have a virtual meeting, not to exceed two-hours, in January or February 2010 to test feasibility of a virtual meeting, coordinated by the Communications Committee, with the date to be set by the President. Communications Committee will investigate logistics, technical feasibility, and costs. Motion made by Janna Lawrence and passed.

Discussion ensued on alternate meeting schedule if face-to-face meetings are abandoned, such as having monthly meetings with only a few committee reports at a time. We are still planning a spring face-to-face board meeting.

Action item:

1. Communications Committee will help coordinate the virtual meeting for January or February 2010.
2. Communications Committee will create a "how to use DimDim" guide for the use of committees and officers. It will be placed on the wiki. Communications Committee will handle id and password procedures.
3. Elaine will schedule the virtual meeting for January or February 2010.

7. New Business

- a. Procedures Manual – policies, back-up, plugins, notes Mary Markland
Several policies and procedures are missing, including MIDLINE, ConnectMidwest procedures, and policies, annual meeting financial policy, photo policy. We can customize the name to reflect the Chapter, we can import multimedia. Mary informed everyone that she created a historical notes section to include helpful suggestions and major changes that were documented in the minutes to eliminate the need to consult the minutes. Reminder: anyone can see the wiki, but only those with privileges can edit it. Reminder: you can turn off the automatic notification of updates.

Action item: Deborah will add the policies for MIDLINE, ConnectMidwest, annual meeting financial policy and photo policy.

- b. Procedures Manual – responsibility for updating wiki by Past President or Board Members Mary Markland
The immediate past president will continue to be responsible for reminding board members to update the wiki; although, individual committee and task force chairs will be responsible for doing the updates.

- c. Member website password Rebecca Caton
Procedure change: the new member password will be determined before membership renewal reminders are sent in January.
Action item: Rebecca will update the wiki and work with the Communications Committee to get the new password available before renewals are sent.

- d. Recommendations from membership Committee – establish Emeritus Membership Status Rebecca Caton
In response to requests for emeritus status from some Chapter members a discussion ensued on creation of emeritus status.
Action item: the Membership Committee will investigate the creation of new emeritus status, including privileges, dues and make a recommendation on creating a new emeritus status.

- e. Modification of Professional Development Award criteria to permit library science graduates who do not meet requirement professional experience Sheryl Stevens
Current requirements of award mandate that the recipient be a librarian with one year of professional, this excludes recent graduates, qualified people who are not employed in a library and support staff.
Motion: Committee will strike the requirement that applicants for the professional development award have at least one year of experience as a professional librarian.
Motion from Committee. Motion passed.

Motion: Strike from the annual meeting scholarship the inclusion of recent graduates and limit it to library students only. Motion from Committee. Motion passed.

Action item: Awards committee will update criteria for 2010 awards, and include a note in the wiki.

- f. Contributor policies for MIDLINE and ConnectMidwest - Clare Leibfarth, Jason Young
A request to post to the blog came from a librarian in the Midwest who was not a member. Question arose if posting to the blog should be restricted to Chapter members. Non-members have appeared in the past, at the invitation of the editor. Debate ensued regarding membership privileges, earning AHIP points, sharing of news of interest, interviews, co-authors, and editorial judgment.

Motion: the publication information for MIDLINE will state “contributions from all chapter members are welcomed and encouraged. Contributions from non-members will be considered on a case-by-case basis. This will become the policy statement for MIDLINE. Motion by Mary Markland.

Action item:

1. Communications Committee will update the MIDLINE publication information and update the policy in the wiki.
2. Communication Committee will present to the board guidelines and policy suggestion for ConnectMidwest

- g. Should the Representative at Large also serve as liaison for his/her state for the duration of his/her term of office? Ximena Chrisagis

After discussion it was decided that the Representative at Large can simultaneously serve as the state liaison.

Action item: Ximena Chrisagis will update the wiki stating that the Representative at Large can serve as the state liaison if elected or appointed by their state.

- h. General Chapter email Deborah Lauseng

It has been repeatedly presented that we need a general email for the Chapter, to be monitored by one person. For example, a generic email is needed when setting up the DimDim account, or PBWiki, so that these accounts do not lie in member’s personal email.

Action item: Communications Committee will investigate best method for this, including who a designated recipient(s) should be, set it up, and report at the January February meeting.

- i. Multi-year memberships Rebecca Caton

Question is raised to collect due for one individual for more than one year. Given current process of implementing Acteva it was decided to not act on this now.

- j. Archiving documents, website Deborah Lauseng

There is a lack of guidance on policies and procedures regarding archiving documents and the website. Question arose regarding what individual committee chairs and officers need to send to the archives, and if the current and past websites have been archived. Allen reported that the website is archived, but not well-archived and the current practice is not sustainable. Discussion ensued on best practices for archiving website.

Action items:

1. Elaine will develop a checklist for officers and committee chairs for what should be submitted to the archives.
2. Chapter council reps will consult with other chapters to find out what they are doing with respect to archives.
3. Archives Guidelines Task Force: Year-long task force, report due in spring 2010 citing what needs to be put in the archive, print, ephemera, electronic and electronic backup. Chair, Sheryl Stevens, Mary Hitchcock, Elizabeth Smigielski

- k. Chapter history Deborah Lauseng

History has not been updated since mid 1990's. Sheryl Stevens will be responsible for this and will contact other Chapter members, particularly the archivist, as needed. Preliminary draft due at Fall Board meeting 2010.

- l. Approve 2010 Chapter Budget Marlene Porter

As of September 20th, beginning balance was \$12,380.37; income \$33,060.67; ending balance \$36,584.08; gain of \$3,523.41.

- i. Chapter Sharing Roundtable Sponsorship increased to \$50 each.
- ii. Budget based on lower membership number, 380 instead of 420.

Motion to accept revised 2010 budget. Motion by: Karen Hanus. Motion passed.

8. Review of Motions:

1. **Motion:** Have a virtual meeting, not to exceed two-hours, in January or February 2010 to test feasibility of a virtual meeting, coordinated by the Communications Committee, with the date to be set by the President. Communications Committee will investigate logistics, technical feasibility, and costs. Motion by Janna Lawrence. Motion passed.
2. **Motion:** Committee will strike the requirement that applicants for the professional development award have at least one year of experience as a professional librarian. Motion from committee. Motion passed.
3. **Motion:** Strike from the annual meeting scholarship the inclusion of recent graduates and limit it to library students only. Motion from committee. Motion passed.
4. **Motion:** the publication information for MIDLINE will state "contributions from all chapter members are welcomed and encouraged. Contributions from non-members will be considered on a case-by-case basis." This will become the policy statement for MIDLINE. Motion by Mary Markland. Motion passed.

9. Review of Action Items:

1. Marlene will add to the procedures manual that a letter from MLA financial officer is required by the bank to change a signatory.
2. Marlene will also document in the procedures manual that the change of signatories is substantial.
3. Sheryl Stevens will send specially configured files of the logo to Allan to be posted on the website. Sheryl will also update the procedures manual.
4. Donna will send the annual meeting planning guide Word file to Deborah so it can be converted to pdf and put online.
5. Deborah will input a template in the procedures manual for developing ideas and goals for officers and committee chairs
6. At the January or February 2010 virtual meeting, officers and meetings will bring focus areas/goals or leading ideas to the Board for discussion.
7. Janna Lawrence will verify with the AHIP liaison if posting to the blog will count for AHIP credit.
8. The incoming President, Elaine Skopelja, will work with Ximena Chrisagis to draft a letter to be sent to the state organizations.
9. The Past-President, Deborah Lauseng, will be responsible for oversight of the procedures manual.
10. Archives Guidelines Task Force will develop a checklist for officers and committee chairs for what should be submitted to the archives.
11. Chapter council reps will consult with other chapters to find out what they are doing regarding archiving documents.
12. Sheryl, working with Mary Hitchcock will report back at Fall 2010 meeting on update of Chapter History
13. Communications Committee will help coordinate the virtual meeting for January or February 2010.
14. Communications Committee will create a "how to use DimDim" guide for the use of committees and officers. It will be placed on the wiki. Communications Committee will handle id and password procedures.
15. Elaine will schedule the virtual meeting for January or February 2010.
16. Deborah will add the policies for MIDLINE, ConnectMidwest, annual meeting financial policy and photo policy to the policy and procedures manual on the wiki.
17. Rebecca will update the wiki and work with the Communications Committee to get the new password available before renewals are sent.
18. The Membership Committee will investigate the creation of new emeritus status, including privileges, dues and make a recommendation at the spring board meeting.
19. Awards committee will update criteria for 2010 awards, and include a note in the wiki.
20. Communications Committee will update the MIDLINE publication information and update the policy in the wiki.

21. Communication Committee will present to the board guidelines and policy suggestion for ConnectMidwest.
22. Ximena Chrisagis will update the wiki stating that the Representative at Large can serve as the state liaison if elected or appointed by their state.
23. Communications Committee will investigate best method for the general Chapter email s, including who a designated recipient(s) should be, set it up, and report at the January February meeting.
24. Rebecca Caton, Membership Secretary will update the membership password prior to sending the renewals.

Motion to adjourn: Elaine Skopelja

Meeting adjourned 9:03 pm.

Minutes respectfully submitted, Elizabeth Smigielski, Recording Secretary