



**Midwest Chapter Medical Library Association
2017 Spring Board Meeting Minutes
Tuesday, April 11, 2017
10:00am-1:00pm (CST)**

- 1. Call to Order and Welcome:** Deb Werner
Meeting was called to order at 10:05 AM (CST)
Attendees: Deb Werner, Elizabeth Huggens, Bette Sydelko, Clare Leibfarth, Deb Werner, Edith Starbuck, Janna Lawrence, Karen Hanus, Nicole Theis-Mahon, Stephanie Schulte, Julie Schneider, Patty Lunsford, Angie Tucker, Jennifer DeBerg (recording)

- 2. Review Agenda:** Deb Werner
Agenda reviewed and no additional items were added for today.

- 3. Review and Approve Minutes from Spring 2016 Meetings:** Jen DeBerg and Deb Werner
 - a. Fall 2016 Business Meeting Minutes—reviewed without major corrections noted. It was clarified that these just need to be reviewed by board to ensure content accuracy before sending out to membership about a month before the next business meeting (action item #1, Jen)

 - b. Fall 2016 Board Meeting Minutes were reviewed via screen sharing and were also sent out to board list again. Minor corrections were made, and minutes were approved with changes. (action item #2, Jen will send final version to Elizabeth to post on web)

 - c. Review of action items from previous business meeting:
 - Action item #1: Stephanie reported that Elizabeth did some investigation of Wild Apricot for web/blog content and that it did not seem that it was a good option. Janna mentioned that having a representative who is knowledgeable about Wild Apricot might be able to coordinate some training. Following discussion, it was decided that access and management of Wild Apricot may need more attention. It will be added to new business.
 - Action item #2: Elizabeth is in process of updating charge for communications committee
 - Action item #3: Elizabeth made a recommendation to continue with WordPress and the board was in agreement.
 - Action item #4: Stephanie and Patty were considering reviewing member names by state to try to identify patterns and priorities. Not completed yet.
 - Action item #5: Chris communicated with Jane Blumenthal to ensure she is aware of her role on professional practice committee (we think this is completed, but check with Chris)
 - Action item #6: Chris updated the procedures manual (wiki) to more clearly delineate role of the professional practice committee (check with Chris)
 - Action item #7: Deb contacted Angie Tucker, incoming chair of professional practice committee, about adding the research award judging to the charge

4. Reports

All reports were made available for review online prior to this meeting. Below reports are items to highlight or items for discussion

- a. President: Deb Werner
Megan Keller-Young at UIC who is special collections librarian there—has agreed to take on the role of archivist. Annual report to MLA is due shortly and a few corrections and clarifications were suggested.
- b. Immediate Past President/Nominating Committee :Chris Childs
Chris was not in attendance, refer to report.
- c. President Elect: Karen Hanus
She reported she will be looking to fill a few positions but will discuss later in agenda.
- d. Treasurer/Finance Committee: Liz Kiscaden
Clare reviewed the budget that was submitted by Liz, who was unable to attend this meeting. She provided an overview of this spreadsheet, emphasizing that the numbers appearing on budget may appear a bit higher than what we really have to spend and we need to be cautious, as the annual meeting numbers are estimates. Reviewed budget and discussed the following items:
 1. Do we need to add anything for profit sharing for 2017 conference? This was discussed and decided this is not necessary, as this usually takes place in following year.
 2. Do we need to increase # of projected membership dues? Stephanie discussed the issues, explaining reasons we are set at 200, providing detail on history and retirement trends. It was decided that increasing projected to 230 would be safe.
 3. Awards and plaques: there are some changes that were suggested by Liz in terms of what we can safely handle. This was discussed and decided that these suggestions were reasonable.
 4. Elizabeth clarified costs that we pay for the website server and there was a brief discussion.
 5. Discussed expenses for postage as listed on budget, as mailings have been reduced. Stephanie suggested zeroing out miscellaneous and leaving the pay pal and postage fees as is.
 6. Clare suggested contacting archivist or allocating small amount in budget, as this position has recently been filled. Discussed this and Deb offered an estimate of \$50 to be added for this year (action item #3 Deb to communicate this to archivist).The budget was approved with above revisions Jen to send above details to Liz so she can adjust (action item #4)
- e. Membership Secretary/Membership Committee: Stephanie Schulte
She reported that overall, we are doing well with membership with slightly higher numbers this year. Also, several of her committee members are accepting more responsibility, though there has been some difficulty with finding mentees for mentorship program—generally has more mentors than mentees.
- f. Chapter Council Representative and Alternate: Janna Lawrence & Nancy J. Allee
Nothing else to report
- g. Representative at Large/State Liaisons: Patricia Lunsford
She reported no changes, but emphasized that her goal is to provide more regular communication. She would welcome comments, suggestions, and guidance. Deb mentioned that with plans to increase communications, there might be way to promote the mentoring program to state liaisons. Patty also mentioned getting more involved with alumni boards for library schools within the region. Stephanie commented that years ago, an effort to increase outreach to library schools occurred and it was lot of work to find alumni. Discussion followed about ways to move forward. A few corrections were provided to Patricia to revise her report.

- h. Archivist: Kevin O'Brien (interim)
It is recommended in his report that the memorandum of understanding for the physical collection at UIC Library of the Health Sciences should be reviewed by the board, as this has not been done since the 1990's. **Deb will initiate this process (action item # 5)**
- i. Annual Meetings Committee: Clare Leibfarth
 - i. 2016 Joint Meeting, Des Moines
Clare acknowledged the work done by planning committee and recognized that the Des Moines meeting was a success, resulting in positive outcomes in relationship building with MCMLA
Upcoming meetings: 2017 Michigan and 2018 Ohio. Planning for both is underway and reported to be going well.
 - ii. Planning for 2019 meeting: this will be Wisconsin. She had hoped that the annual meetings special committee would be further along with their work than they currently are (Clare had to take a leave of absence). Clare suggested that we go ahead with planning for Milwaukee, as suggested by Wisconsin state group. Discussion followed about how the 2019 meeting being held in Midwest region has been a question because MLA will also be held in May 2019 in Chicago. Several individuals indicated that this is likely is not a problem in terms of manpower due to many Chicago librarians being available for MLA. Discussed profit sharing arrangements and how MOUs are crafted. Janna commented that she had made decision for 2016 meeting not to split profit with state group because it did not make sense. Janna advocated for making a case by case decision. Clare clarified that the annual meetings guide simply states that there should be engagement with hosting group, but that there is nowhere in bylaws (or guide) that clearly dictate how this should be done. Karen and Clare will set up a meeting to begin making arrangements with Wisconsin—including profit sharing and establishing MOU. Further discussion about the benefit of having hosting group and local representatives followed. Clare stated that she plans to write up the request for proposal this summer.
- i. Awards & Scholarships Committee: Nicole Theis-Mahon
No changes to report. She noted that they will adjust based on the revised approved budget.
- j. Communications Committee: Elizabeth Huggins
Reported that Abbey Thorne is current Midline editor and encouraged board to send her news and items to promote.
Revised charge (in process) came from suggestions from other committees. She is hoping to continue with 4 members (currently has 5). She advocates for 4-5, moving forward: chair, webmaster, Midline editor, and outreach. **Elizabeth will update the charge to more clearly define role (action item #6).**
- k. Professional Practice Committee: Angie Tucker
No changes to report.

5. Old Business

- a. Annual Meetings Special Committee: Clare Leibfarth
Report submitted and reviewed, nothing else to add
- b. Website Migration and Design: Elizabeth Huggins
An overview of the plan for migration of the homepage and subpages was shared. The plan is to discontinue the Connect Midwest blog, but to continue publishing Midline as a blog. Elizabeth demonstrated the draft of the new website via screensharing, and noted the most significant changes to the structure. Changes have mostly been determined by the committee, which contains new members who have important input on use of the site. Much of the content will remain the same, with aim to improve better organization and usability. She has requested feedback from board and some feedback

given at this time. This will likely be completed sometime in fall. An idea to engage membership on color scheme was brought up and briefly discussed. Janna mentioned that her library has a graphic designer who could likely create a few images to consider. Karen brought up the question about whether we might consider a name change at the same time as we are working on logo redesign. According to bylaws it needs to say Midwest Chapter. Most agreed that the name “Midwest Chapter/MLA” is not ideal and often gets misused. Added to new business.

Elizabeth talked about role of Midline editor—she reported the plan to continue publishing as a blog but also creating a PDF file to further back up content. Brief discussion about that followed, but most seemed to agree with this plan. She asked board to consider need to set up password protection for information on our site. A discussion followed about that and the decision made to keep website open.

c. Fundraising: Edith Starbuck

Edith reported that \$259 was made during fundraiser at Des Moines conference, and it was difficult to obtain gaming license for this fundraiser. Due to small amount of \$ made and this difficulty, it was decided to try a silent auction for 2017 conference. An overview of details to consider in preparing for this was provided. She will have a planning meeting later this month and will be seeking contributions early next month. She is also exploring other ways to develop long term fundraising plans. Ideas from board on engaging other chapters for ideas were given.

6. New Business

a. Review and Approve 2017 Budget: Liz Kiscaden
Done earlier

b. Government Relations Liaison position: Karen Hanus

Julie is retiring this July and she has been in this position since 2004. Karen has been working on educating herself on the role and what is needed for the position. 7/12 chapters (excluding ours) have a liaison. Karen has also talked with MLA to clarify roles also. Karen suggests that we continue the position. Julie provided an overview of what she has been doing and some of the obstacles to provide the service. She has also been involved with Wisconsin library association and MLA at national level. Julie seems to be suggesting that informational service continue but that expectations are not for active engagement nationally.

It was decided to retain position. (action item here for Karen here to begin seeking replacement?)

c. Funding for Awards and Scholarships: Nicole Theis-Mahon/Deb Werner
Nothing further—already covered

d. Professional Practice Committee charge: Angie Tucker/Deb Werner

There is some confusion about the priorities for this committee; reviewed charge of professional practice committee. Discussed whether paper judging should be added to the charge and clarified that this is still a need. (action item here?) Discussed information on professional practice committee on wiki. Deb to share information on wiki with Angie, in order to provide clearer direction (action item #7)

e. Wild Apricot point person: Elizabeth advocated for a chairperson. Janna brought up idea of surveying other chapters to determine how others are doing this and if they have job description. More discussion followed about how to add this to our structure and where it would fit (finance, membership?) or separate. Stephanie brought up confidential information as an issue to consider when establishing this role. Janna will draft questions for a survey and share with board (action item #8).

f. Logo and name of our chapter: continued discussion about whether we should further discuss options for a name change with website redesign and logo redesign. It was brought up that in order to change the name, we would need approval from MLA board, which would require some time. In the interest of facilitating smoothest transition of website, it was decided to delay name change and logo change and to discuss more in future.

7. **Review of Action Items from today:** Jen DeBerg
Action items reviewed and clarifications made
8. **Announcement of Fall Board Meeting:** Deb Werner
Friday, Oct. 13, Ypsilanti, MI
9. **Adjournment (ask for motion/second/call the time):** Deb Werner
Meeting adjourned at 12:59.