



Midwest Chapter Medical Library Association

2016 Executive Board Meeting Minutes

Friday May 6, 2016

9:00am-12:00pm (CST) Conference Call

1. Call to Order and Welcome: Chris called the meeting to order at 9:08

Attendees: Chris Childs, Edith Starbuck, Debra Werner, Stephanie Schulte, Clare Leibfarth, Bette Sydelko, Karen Hanus, Xiaomei Gu, Elizabeth Kiscaden, Jen DeBerg (recording)

It was noted that a quorum was present.

2. Review Agenda, Chris Childs

Chris motioned approved agenda with Bette seconding, motion passed

3. Review and Approve Minutes from Fall 2015 Board Meeting

Bette mentioned one correction--- change in title: Executive board meeting minutes

Stephanie noted that statement about last time hosted was at Louisville in 1993 does not seem correct

Chris made motion to approve minutes with corrections, Debra seconded and motion passed

Action item for Jen: edit 2015 executive board minutes and send to webmaster

Action item for Chris: Chris to send out the minutes from Oct business meeting to board for review.

4. Brief Committee Reports / Highlights

a. President- Chris Childs: nothing additional to report

b. Immediate Past President/Nominating Committee- Mary Hitchcock: nothing to report per Chris

- c. President Elect- Debra Werner: will be sending out a call for volunteers for committees
- d. Treasurer/Finance Committee-Liz Kiscaden: deferred until 2nd ½ of meeting—budget discussion on agenda
- e. Membership Secretary/Membership Committee-Stephanie Schulte: Mentoring program seems to be going over well-- 9 pairs that went through program. An evaluation was distributed in April and it seems to be something to continue, though the program is somewhat challenging to promote to students and may need more discussion in future. Bette brought up that she did not see the report, and Chris will be sending out report to all board members and will add to report and send again to MLA. We did have one committee member drop out, and Debra asked if it needed to be filled sooner or during regular time. Stephanie reported there is not a need to try to fill it now.
- f. Chapter Council Representative and Alternate-Bette Sydelko & Karen Hanus: They are happy to have served and will be transitioning to Nancy Allee and Janna Lawrence. Karen working on chapter sharing roundtables. The Chapter Council chair will be exploring having the roundtable event being managed by NPC in future.
- g. Representative at Large/State Liaisons- Patricia Lunsford: Chris reported for her. She thanked communications committee and she asked for board to let her know if there were any areas she has neglected. Bette mentioned that she would like to see a more thorough report especially about conference planning discussions. **Action Item: Bette and Clare will be in touch with Patty for more information about her role in conference planning discussions.**
- h. Annual Meetings Committee- Clare Leibfarth: Chapter made a small amount of money in 2015 meeting in Louisville. There was good attendance, and it was a successful meeting. Memorandum of Understanding is in place for Michigan for 2017, and the 2018 Ohio meeting planners are in process of negotiating. No seed money will be offered to either of these groups because we cannot offer much. Stephanie asked question about whether Ohio can afford to do it without the seed money. Clare noted that the hosting group does not commit to spending any of their own money. The finances are handled completely by the chapter with a profit split if necessary at the end. The chapter incurs a loss should it occur with no loss incurred by the hosting group.

- i. Awards & Scholarships Committee- Edith Starbuck: 2 free lunch recipients for roundtable award, and the committee has publicized all awards. There are several applicants and grateful that deadline was extended.
- j. Communications Committee- Elizabeth Huggins: Chris reported for her. She mentioned that website is going to be migrated to WordPress in next few months, and will be working with Elizabeth Huggins (Chapter webmaster) as well as the board about changes to style. She will need volunteers to help with migration. Clare brought up that MLA was considering sharing association system with the chapters. Bette brought up that we should follow up with MLA about this and Debra will attend meeting at new Chapter leaders at MLA to do this. Stephanie brought up issues that NAHRS is having with transitioning to their system, because it has presented barriers (sign in for everything) and not all Midwest members are MLA members. Most seems to agree that we need a lot more information about cost and details before making any decisions. **Action item: Debra will obtain more information about chapters utilizing MLA website at annual meeting and will share with board**
- k. Professional Practice Committee, Xiaomei Gu. Nothing additional to report unless there are questions. None presented

5. Old Business

- a. Chapter Archivist- Chris Childs: Chris reported for Mary Hitchcock: Kevin O'Brien from UIC does not want to continue in this role, but Mary may be willing to step into role starting October 2016 if needed. Discussion followed about amount of work and type of archiving needed (mostly native digital materials) and also the type of expertise the person in this role should have. It was concluded that Kevin, Mary, Elizabeth, and Chris need to discuss strategies and priorities for archivist role. Deb brought up question about whether we need volunteers to fill this role and the answer is that no, it is appointed. **Action item: Chris will talk to Mary (and possibly Kevin) and Elizabeth about strategy for archivist priorities.**

- b. Special Committee Charge- Clare Leibfarth: At the fall meeting a board motion advised the president to charge this committee. Reviewed report submitted and the draft has submitted it to Chris (it has already been approved by board). Goal for this committee is to review data we already have about annual meetings and determine key points to utilize. Also another goal is to connect with other Chapters to find out more about their methods. Chris made a motion to appoint Clare and Bette as committee co-chairs. Edith seconded the motion and no opposition. **Action items: 1. Chris will ask Elizabeth Huggins to post charge for special committee charge on Chapter website. 2. Clare to talk to Wisconsin about planning for 2019. 3. Chris to send out call for volunteers, but before sending that out—Clare and Bette will check with membership volunteers first.**

More discussion followed about how data management librarians might be a good fit for the charge. Board members can also pay attention to members who have background/expertise for the charge.

6. New Business

- a. 2015 Chapter Budget- Liz Kiscaden: We have about \$5000 in our account see ledger for exact amounts. We are behind where we were last year, our revenue is down as compared with last year. Amy mentioned that we broke even with conference last year. Clare mentioned that final conference ledger in 2015 treasurer files. Kentucky made a good bit of money but because of seed money and complications, we ended up not benefitting much (about \$500). Discussed payment in January to Galt House and Liz tried to negotiate paying this off gradually but unable. Liz reviewed all payments on ledger and reported that we need to get a preliminary budget for 2016 (which is late—was supposed to be submitted in Jan) and will be working on getting this finalized and sent out. Clare mentioned that MOU specifies that \$2500 goes to seed money but is not actual money transfer. When conference fees come in, they need to be separate and earmarked for expenses. Discussed use of Wild Apricot and whether use justifies expense. Reviewed preliminary budget draft for 2015. Discussed membership dues, reviewed expense accounts in detail. Talked about Paypal fees and Liz to provide more detail on how much we are paying for those. Clare offered feedback about conference expenses for 2017 and

2018 budget. Stephanie started discussion about whether in future, should we continue to offer annual meetings that we might not be able to afford. Discussion followed.

Discussed how to make preliminary budget clearer for 2016 and future. Decided to keep it pretty consistent in format but Clare and Liz will be continuing to discuss.

- i. Increasing Conference Registration Fees, Open Discussion—concern brought up by Mary: it has been \$275 for past 8 years, proposed for and could potentially put extra \$5000 in treasury. Clare clarified that conference registration fee is left up to conference planners—and it is set for 2016 (but open to future planners). Idea in past has been to break even and the problem is now we are operating with much less money due to losses from Acteva. Karen said that the budget should plan for membership revenue to pay for non-conference bills. Discussion about the future directions about how to plan for financial future and mission of the chapter in regard to conferences. Chris brought up issue that if Midwest Chapter is more involved centrally in planning then the issue of registration fees would be revisited, and if we decide that conferences should make money, the planning does need to happen centrally.
- ii. Are there other ways we can make money for our Chapter (Bette): At one time MLA discouraged chapters from trying to do fundraising on their own, particularly regarding vendor support. Bette is going to bring this up at Chapter Council at MLA. Bette wondering if anyone at MLA knows of financial difficulties. **Action item: Liz will supply Chris with information to share with MLA (Ray Naegele) to seek their guidance with generating ideas for strategies for revenue**
- iii. Suspending Scholarships & Research Awards, Bette (and Clare): We need to consider reducing scholarships and awards this year, even though call has already gone out (other than free lunches, none have been awarded). Discussion about this and how to proceed—the reality is that the awards need to be reduced. Plan for cutting several items: \$1000 for annual meeting committee dinner, board meeting fees (all except technology), travel expenses. Idea for annual meeting research award to be reduced and just to give

plaque or certificate. Originally, we were just going to offer one student award and one first time attendee award. Then after discovering that the annual meeting award was posted on the 2016 meeting site, Karen suggested that we should find a way to offer one of those awards as well. We all agreed that we should offer one of each of the three awards to attend the annual meeting rather than two of each. Some wording was recommended—but not finalized. The general idea was that we need to communicate clearly and be transparent: based on available funding, we are not able to offer full awards this year and that this is a temporary suspension, not a permanent change. Action items: 1. Chris to talk to MLA,

Ray Naegle, to seek advice for alleviating our financial situation... 2. Edith to send out information about changes to awards this year to board and send to Chapter webmaster to update on Chapter awards page (possibly just a note on this page about temporary suspension this year and explanation). 3. Chris to send out message to Chapter about our financial concerns and an update about the steps we are taking. 4. Chris to ask Trish (webmaster for conference website) to modify awards listed (1 instead of 2 travel grants)

Note: the exact order was challenging to determine, but agreed that #1 is definitely first and then #2,3,4 likely happening simultaneously

- iv. Revaluating Travel Reimbursements: It was brought up that we can all try to not submit reimbursement for this year, if at all possible. One of the reasons to reimburse was to allow spring meeting attendance, which is not an issue at present.

Action item: Liz will follow up to determine if there are options for lower level of service next year

- b. Conference Hotel Contracts- Clare Leibfarth: She communicated something she recently discovered, that if we cancel 1 year out or less, the contracts have huge penalties and it would bankrupt our Chapter. This information is not readily available, not in annual meeting planning guide.
- c. Government Relation Liaison- Julie Schneider: Chris reported for her that she does not feel that the committee works and that she is hoping to revise it so that it is a liaison position only, rather than a full committee. Discussion followed about this issue and what to do with committee. Chris made motion to

abolish governmental relations committee, Stephanie seconded, motion passed. **Action item: Chris to ask webmaster to remove the governmental relations committee from the Chapter website**

- d. Membership Secretary Role/Membership Charge- Stephanie Schulte: She reported that there are several charges that do not seem accurate and may need updating. Stephanie asked for historical perspective and advice on what might be able to be changed. She brought up concerns that it is a lot of work and might need to reconfigure role or add supporting roles. Discussion followed. **Action items: 1. Stephanie will consult with MLA membership secretary and other Chapter secretaries. 2. Chris to add this to next meeting agenda. 3. Stephanie will work up revised membership committee charge for board action**

7. Review of Action Items from today- Jen DeBerg

Read the highlighted list above and asked for corrections, additions.

8. Adjournment, Chris Childs made motion to adjourn. At 12:49 the meeting adjourned