



**Midwest Chapter Medical Library Association
2017-2018 Board Meeting 2
Thursday, February 8, 2018
1pm-2pm Central/2pm-3pm Eastern**

- 1. Call to Order, Welcome and Roll Call** Karen Hanus
Meeting called to order at 1:05 Central/2:05 Eastern
In attendance: Karen Hanus, Deb Werner, Merle Rosenzweig, Liz Kiscaden, Janna Lawrence, Patricia Lunsford, Clare Leibfarth, Edith Starbuck (recording), Janna Lawrence, Stephanie Schulte, Elizabeth Huggins, Megan Keller Young, Anna Beth Morgan

- 2. Review agenda** Karen Hanus
No additions

- 3. Review and approve minutes from Dec. 8, 2017 board meeting** Edith Starbuck
No changes. Merle made the motion to approve, Janna seconded. Minutes approved.

- 4. Review of action items from Dec. 8, 2017 board meeting and discussion regarding action item list** Edith Starbuck
Action item updates recorded in separate action item list.
Listing action items discussion:
 - Continue to list action items from previous meetings first
 - Color coding action items according to meeting dates is helpful
 - Number action items for an entire year.
 - Decided to start numbering with #1 for “this year” with the action items from the Fall 10/13/2017 Executive Board meeting.

- 5. Old Business**
 - **Creation of Fundraising Committee** Karen Hanus
 - Karen learned from Clare that it’s not necessary to change the bylaws to a standing committee.
 - Karen created the committee charge and asked for Edith’s feedback since she has been leading the fundraising effort for the last two years.
 - Edith will work with current volunteers for 2018. An ‘official’ committee will be appointed in the fall of 2018. Edith volunteered to work on committee procedures and to serve on the ‘official’ committee for 2019.
 - Several minor amendments to the charge were suggested.
 - Elizabeth suggested sending any information about the Fundraising Committee, formal or informal, to Matt to be posted to the Midwest MLA website.
 - Janna made a motion to accept the Fundraising Committee charge recommendation as amended and Merle seconded. The recommendation was approved.

- 2019 Annual Meeting MOU Clare Leibfarth
 - An MOU reflecting the chapter's current practice was offered to the two Wisconsin groups interested in co-hosting the 2019 conference
 - Split any profit 50% Midwest MLA; 25% between the other two groups
 - Sent profit and loss shares survey to Executive Board members just prior to this meeting.
 - Looking at 2020 as a possible implementation date for any changes to profit and loss shares.
 - No motion needed
- Communications Committee Reorganization Elizabeth Huggins
 - Combined Midline editor and general outreach into one position for outreach. Jennifer Herron will be in this position until 2019. Abby Thorne, the previous MIDLINE editor, discussed the process with Jennifer. Jennifer will also be managing the posts for the blog and Facebook.
 - Matt Regan is acting as "webmaster". Email him for website updates.
 - Lauren Robinson is taking the position of liaison to the annual conference. Elizabeth is training Lauren to work with Wild Apricot so she can support the website parts, such as the registration page structure (not content). Lauren will set up access for conference planners who need access for doing registration.
 - Elizabeth has updated the Communications Committee charge on the website to reflect these changes. Action item from 4/11/17 **DONE**.

6. New Business

- MLA Research Training Institute (RIT)-request for support Karen Hanus
 - After some discussion and clarification about when and how MLA requests chapter financial support for new initiatives, the board agreed to support the MLA RIT when the chapter is in a financial position to do so.
 - Karen will let MLA know that the chapter is unable to financially support the RIT this year. Action item 20 **DONE**.
- Approval of 2018 budget Liz Kiscaden

Beginning balance for 2018: \$20,000

 - Projected income \$5,000; profit sharing from 2017 - \$8,000; profit check for is cut in 2018 rather than 2017. Can tweak numbers.

Budget Discussion:

 - Financial goals of the conference:
 - Pay for conference
 - Set aside percentage of funds from profit for reserve; decide how much and work toward it
 - Possible goal: \$20,000 or \$50,000 (have had 50K in the past)
 - Reserve fund discussion:
 - Need reserve funds for emergencies such as cancelling a conference
 - Conference contract with hotel includes cancellation charge
 - Chapter cannot afford actual conference insurance
 - Will reserve fund impact quality of annual conference?
 - Can the chapter afford to hold conferences and have that much in the reserve fund?

- Will members resent not being able to benefit from the funds in reserve?
- Conferences needed to grow funds; members need conference for in-person networking; unlikely to stay members without the conference
- Can conferences be done differently, perhaps in another venue for less cost?
- Hotels give credit for things like meeting rooms; other venues will include additional charges as well. May be similar in cost.
- Karen will touch base with Ray about an appropriate reserve fund amount. Action item 21 **DONE**.
- Income/Expense discussion:
 - 257 members currently but membership renewals coming soon
 - Awards and Scholarships:
 - No MLA round tables this year
 - Provide one student scholarship this year since OHSLA awarding one student scholarship this year
 - Save \$600; Chair agrees
 - Communications:
 - New Wild Apricot charging structure
 - Annual cost confirmed as \$1750
 - Perhaps under Finance Committee
 - Committee travel:
 - No longer in-person spring meeting
 - Suggest reinstating travel for chapter representative and alternate to MLA if institution doesn't pay for travel; don't want to discourage potential committee members
 - Adding funds back for travel
 - Miscellaneous expenses:
 - Added funds for 2019 and 2020
 - Added funds for purchase of new poster easels for 2018
 - Karen will give budget back to Liz to amend with changes. Will approve by email. Action item 22 **DONE**.
 - Budget approved by email 2/28/18

- MLA '18 Talent Show
From post meeting email:

Karen Hanus

- Karen and Janna each contacted chapter members about volunteering to work on the organization of the Talent Show for the MLA '18 silver and goal networking dinner. Thanks to those who said they would help.
- There is an opportunity to have an act from the Midwest Chapter. The dinner seems to be highlighting chapters. From the program: The Silver and Gold Networking dinner will be about community and fun, with a regional theme highlighting MLA chapters and NNLM regions, and MLA's first international talent show.
- Let Karen know if anyone would be interested in getting us together as a chapter to contribute an act to the Talent Show.

- Brief Reports/Highlights in light of new meeting frequency
From post meeting email:

Karen Hanus

- Those unable to attend the first bi-monthly meeting sent Karen brief reports by email.
- The one hour meeting format did not allow enough time to go through all the email reports which prompted a discussion as to whether these reports should be emailed to Karen or the board list.
- Some felt that these reports need to be in the minutes so an action item was created for Karen to figure out how to handle emailed reports with this new meeting format.
- After some thought, Karen decided to have our committees send brief, written, mid-year and end of the year reports so the information can be used for the MLA report (usually due prior to the MLA meeting) and the October annual business meeting.
- Karen will request reports a few weeks prior to the April 2018 meeting and also prior to the October annual meeting. She will send out a reminder with a deadline so board members know when the brief reports from their committees are due.

7. Review of Action Items from today

Ran out of time

Edith Starbuck

8. Adjournment

Adjourned 2:25 Central / 3:25 Eastern pm.

Karen Hanus