

## MIDWEST CHAPTER

### MEDICAL LIBRARY ASSOCIATION

#### SPRING BOARD MEETING MINUTES

MARCH 23, 2001

CHICAGO, ILLINOIS

Present at meeting (voting members identified by asterisk):

- \*Billie Broaddus - President      Sandra Martin - Parliamentarian
- \*James Lander - President-Elect Lora V. Gault - Archives
- \*Ellen Nagle - Past President      Rick A. Brewer - Audit
- \*Peggy Richwine - Treasurer      Rebecca Woolbert - Education
- \*Donna Barbour-Talley - Secretary      Phyllis Nathan - Program
- \*Sheryl Stevens - Membership Secretary      Mary K. Taylor - Publications
- \*Karen Anderson - Representative-at-Large      Carole Gilbert - Bylaws Revision
- \*Susan Hill - Representative-at-Large      Karen Hanus - 2001 Program Coordinator
- \*Sharon Kambeitz - Representative-at-Large
- \*Tammy Mays - Representative-at-Large      Felicia A. Young - 2003 Program Coordinator
- \*Nancy O'Brien - Representative-at-Large
- \*Carol Scherrer - Representative-at-Large
- \*Jill Van Buskirk - Representative-at-Large
- \*Barbara Knight - MLA Chapter Council Representative
- \* Pamela Rees - MLA Chapter Council Representative Alternate

1.0 CALL TO ORDER - Billie Broaddus

Broaddus called the meeting to order at 9:00 am using the Chapter's official gavel.

2.0 INTRODUCTION AND OPENING REMARKS - Billie Broaddus

Broaddus welcomed everyone to the meeting. She asked all those attending to introduce themselves, including some personal information as a means of getting acquainted.

#### 2.1 REVIEW OF AGENDA - Billie Broaddus

Broaddus reviewed the agenda, noting that questions and proposals from individual officers or committees should be deferred to the New Business portion of the meeting. She gave her estimated timetable for the meeting, including breaks and lunch.

#### 3.0 PARLIAMENTARIAN'S REPORT - Sandra Martin

Martin established that a quorum was present at the meeting and identified voting members.

#### 4.0 REVIEW AND APPROVAL OF MINUTES - Donna Barbour-Talley

The minutes of the September 22, 2000 Fall Board Meeting in Cincinnati, Ohio were approved with one correction:

In item 5.6 paragraph 5 the minutes should read: B. Hill noted that 17 registrants at this meeting thought they were members but were not.

#### 5.0 OFFICERS' REPORTS

##### 5.1 PAST PRESIDENT - Ellen Nagle

Written report submitted.

##### 5.2 PRESIDENT - Billie Broaddus

Written report submitted.

##### 5.3 PRESIDENT-ELECT - James Lander

Written report submitted.

Lander announced that he was seeking to reserve the same hotel for next year's Spring Board Meeting on March 22, 2002.

#### 5.4 TREASURER - Peggy Richwine

Written report submitted.

Richwine reviewed the Treasurer's Report in detail. She noted that the Chapter's income from the Cincinnati meeting was \$3,972.78.

There was discussion of the methods for documenting "in kind" expenses and contributions from members and their institutions. The Board approved the following resolution, proposed by Stevens and seconded by O'Brien:

Chapter officers and committee chairs should keep track of costs covered by their institutions or personally for items such as travel, copying, materials, postage or other unreimbursed expenses. These should be submitted to the Treasurer at the end of December each year.

The method for payment of reimbursed expenses was reviewed. The check request form is filled out. One copy is faxed or mailed to the President for approval; the receipts are attached to the original of the form, which is mailed directly to the Treasurer. When the Treasurer has received the documentation and the approval from the President, the check will be issued.

#### 5.5 SECRETARY - Donna Barbour-Talley

No report.

#### 5.6 MEMBERSHIP SECRETARY - Sheryl Stevens

Written report submitted.

Stevens added the Membership Count by State to her written report. The total membership of the Chapter stands at 291 members at present.

Stevens requested direction from the Board regarding the refunding of duplicate payment of dues. The Board affirmed that duplicate checks should be returned rather than deposited. Stevens noted that better access to the membership database is needed to avoid duplicate record-keeping; this issue will be discussed under New Business.

The question of an electronic version of the membership directory was raised and discussed; this issue will be discussed further under New Business.

Stevens requested that the Board Responsibility and Procedures Matrix be revised to move the Membership Secretary's duties to the officers' section.

For the Chapter display at the Annual Meeting in Milwaukee, Stevens needs some photos from the Cincinnati meeting.

## 5.7 REPRESENTATIVES-AT-LARGE

### 5.7.1 Karen Anderson

Written report submitted.

Anderson reported that she is still looking into the costs and features of webcasts of meetings. The Electronic Communications Committee will be taking on the project and Anderson will join the committee for this issue. Rebecca Woolbert, chair of the Education Committee also indicated her interest in participation. Nagle noted that another consideration in webcasts would be obtaining the permission of presenters.

### 5.7.2 Jane Bryant

Written report submitted.

Rick Brewer presented her report in her absence. He noted that Bryant has assumed responsibility for the Representative-at-Large guide and distributed copies; any additions or corrections can be sent to either Brewer or Bryant.

Bryant's report included a suggestion that the Board consider ways to ensure representation from each state in the Chapter. Discussion ensued about the responsibilities of being an "at-large" representative rather than from a specific state constituency, with the Board endorsing the "at-large" practice. The Nominations & Elections Committee will be reminded of the need to ensure broad representation among candidates however.

#### 5.7.3 Pat Grundke

Written report submitted.

Gilbert noted that the Chapter should be referred to as "Midwest Chapter" rather than MC/MLA. The change was made several years ago because of confusion with the Mid-Continental Chapter.

#### 5.7.4 Susan Hill

Written report submitted.

Hill noted that OHSLA is sponsoring a continuing education program in Columbus on April 26th called "Proving your worth: professional, business and political skills" presented by Michelynn McKnight. Brewer noted she will also be presenting this program in Kentucky later in the year.

#### 5.7.5 Sharon Kambeitz

Written report submitted.

Kambeitz reported that she will be making a presentation at the Minnesota Rural Health Association meeting this summer because of her interest in underserved health professionals. She was urged to write about her experience in both MIDLINE and the Journal of Hospital Librarianship. Kambeitz also

noted that the Minnesota state group will be meeting next week, with recruitment of volunteers for committees to work on the 2002 Midwest Chapter meeting on the agenda.

#### 5.7.6 Tammy Mays

Written report submitted.

Mays noted that she has a new job at the Greater Midwest Region office in Chicago as Consumer Health Coordinator. She will be teaching a CE course on nursing resources on the Internet at our conference in Milwaukee. She also noted that the GMR has materials for health fairs sponsored by hospitals or public libraries.

#### 5.7.7 Nancy O'Brien

Written report submitted.

O'Brien mentioned that the Iowa state meeting is next week. Membership is down, partially because several positions have been eliminated; there are also some new grads in jobs who could be recruited to join the Chapter. She noted that she has encouraged her employees to participate in professional activities on a committee or project rather than ask them to just join.

#### 5.7.8 Carol Scherrer

Written report submitted.

Scherrer reported on her recruitment efforts among librarians at the University of Illinois at Chicago and at upcoming meetings. She suggested that we should all promote the scholarships available for the Annual Meeting as we recruit new librarians to the Chapter.

#### 5.7.9 Jill Van Buskirk

Written report submitted.

Van Buskirk also noted her recruitment efforts in Michigan.

## 5.8 MLA CHAPTER COUNCIL REPRESENTATIVE - Barbara Knight

Written report submitted.

Knight commented that both the Representative and the Alternate are expected to attend and participate in committees for the MLA Chapter Council. Some other chapters stagger the terms for the two offices so there is one person with experience on the team all the time and we might consider this as we revise our bylaws. Nagle added that the Chapter Council gives very important input into MLA decisions and plays a vital role in getting information to and from the members.

Knight had a recent report on the February 1-2, 2001 MLA Board Meeting from Chapter Council Liaison MJ Tooley:

- MLA's vision statement has been updated to "Quality information for improved health"
- President-Elect Carol Jenkins outlined the priorities for her term with the theme "Investing in our future". Education is still high on the list.
- A task force has been appointed to develop an RFP for the Center for Excellence concept.
- MLA is in good financial condition, but the Board is investigating other models for institutional dues.
- The Books Publishing Task Force has completed its report.
- The "informationist" concept is being discussed as an enhancement of medical librarianship and a conference on the topic is under consideration.
- Current research initiatives include benchmarking, the value of information services and the Hay study.
- The name of the Bulletin has been changed to Journal of the Medical Library Association, effective in January 2002.
- MLA is exploring a joint venture with the Pew Internet and American Life Project on how librarians find information on the web.
- The 2006 MLA Annual Meeting will be held in Phoenix and the location of the 2005 Annual Meeting has been changed to San Antonio from Cleveland.
- The Membership Committee is reviewing the dues structure for both institutions and individuals, but any change is to be revenue-neutral for individuals.

- The Board approved a resolution that AHIP status can be retained by retirees without renewal.
- The public relations functions previously performed by PCI (MLA's PR firm) are being transferred to local members.

MLA Headquarters is considering the possibility of a central dues collection mechanism for chapters. They have indicated they would need to charge back \$ 2.35 per person for handling fees. One issue is that individuals have been able to join the regional chapter without being a member of the national organization. Richwine added that, from the Midwest Chapter Treasurer's perspective, the current arrangement has been working fine and we should proceed very carefully before changing it. It was noted that we are in better shape than several other chapters who have requested this.

MLA is a participant in the upcoming IFLA meeting in Boston. Nagle noted that IFLA does not come to North America very frequently and encouraged others to attend.

#### 5.8.1 MLA CHAPTER COUNCIL ALTERNATE - Pamela Rees

Written report submitted.

Rees reported on the MLA Chapter Sharing Roundtables at the Annual Meeting in Orlando. Facilitators and recorders are needed for each roundtable. Full information is available at the MLA website and the Board was encouraged to sign up for one to find out how other chapters are handling various issues.

### 6.0 REPORTS OF STANDING COMMITTEES

#### 6.1 ARCHIVES - Lora V. Gault

Written report submitted.

Arrangements for obtaining a full set of materials from the Board meeting for the Archives were confirmed. Gault raised the issue of archiving the electronic records of the Chapter; discussion was deferred to New Business.

#### 6.2 AUDIT - Rick Brewer

Written report submitted.

Brewer reported that all the financial records are in order and the Treasurer is doing an excellent job.

### 6.3 AWARDS - Cindy Cline

Written report submitted.

As the former Awards Committee Chair, Nathan commented that the Chapter's first Annual Meeting scholarship was given to Karen Anderson and has certainly sparked a very active member. The Chapter Project of the Year award has had no applications for several years; Nagel urged members to nominate themselves or others for this award.

### 6.4 EDUCATION - Rebecca Woolbert

Written report submitted.

Woolbert distributed an addendum to her report with a draft of an additional page on the Chapter website with links to CE opportunities within the region.

She also raised a general question about how committee members are named. It was confirmed that individual committee chairs recruit their own members. The Membership Secretary has a list of people who indicated willingness to serve on their membership form. A personal phone call was suggested as the best method of contact.

### 6.5 FINANCE - Peggy Richwine

No separate report (covered by Treasurer's report)

### 6.6 GOVERNMENT RELATIONS - Janet Stith

Written report submitted.

It was suggested that the Committee prepare a report for MIDLINE.

#### 6.7 MEMBERSHIP - Sheryl Stevens

No separate report (covered by Membership Secretary's report)

#### 6.8 NOMINATIONS & ELECTIONS - Doreen Bradley

Written report submitted.

#### 6.9 PROGRAM - Phyllis Nathan

Written report submitted.

Nathan reported that she had obtained an invitation from two of the consortia in Illinois to host the 2004 Annual Meeting in Springfield, Illinois; this will be addressed under New Business.

Nathan also asked for clarification on the term of office on the Board of the Program Coordinator from each Annual Meeting host. The Program Guide and the Bylaws are inconsistent and vague. This will be clarified as part of the Bylaws revision.

#### 6.10 PUBLICATIONS - Mary K. Taylor

Written report submitted.

Taylor noted that all members of the Chapter are not on the Chapter listserv, so when electronic copies of the newsletter are sent via the listserv, not everyone gets it. She inquired if we could automatically sign members up on the listserv and give them the option of unsubscribing. Stevens confirmed that 100% of the membership has reported an e-mail address. The possibility of posting the newsletter on the website was mentioned, but it was felt that a membership benefit should not be placed where anyone can obtain it. If a "Members Only" section was available, this might be desirable.

Taylor inquired if the Chapter should be using nonprofit postage for mailing the print newsletter. Richwine confirmed that this has been investigated and rejected; it was found to be not much cheaper and made the receipt date considerably more variable.

## 7.0 REPORTS OF AD HOC COMMITTEES AND TASK FORCES

### 7.1 AHIP LIAISON - Lisa McCormick

Written report submitted.

McCormick's report included a plan to develop a list of Academy of Health Information Professionals (AHIP) experts by state. It was suggested that the Chapter collect this information on the membership form to greatly simplify the data collection process.

### 7.2 ELECTRONIC COMMUNICATIONS - Barbarie Hill

Written report submitted.

Broaddus noted that the committee is looking into the idea of webcasts of meetings which had been raised and begun by Karen Anderson.

### 7.3 BYLAWS REVISION - Carole Gilbert

Written report submitted.

Gilbert distributed a list of bylaws issues to be discussed. She will take the direction of the Board to draft the bylaws revisions. It was reiterated that specific procedures should be kept in the Board Responsibility & Procedures Matrix or other committee guides, not in the bylaws.

## 8.0 REPORTS OF THE PROGRAM COORDINATORS

### 8.1 2000 ANNUAL MEETING, CINCINNATI - Barbarie Hill

Broaddus noted that the final report from the Cincinnati meeting has been received and the check for the Chapter's share of the meeting profits has been deposited. The Cincinnati Committee was thanked for an excellent meeting.

### 8.2 2001 ANNUAL MEETING, MILWAUKEE - Karen Hanus

Written report submitted.

Hanus outlined the timetable planned for the Annual Meeting in Milwaukee. It was noted that the Board meeting is planned for Friday, October 5, 2001 from 1:00 to 10:00 pm and the Annual Business Meeting for Sunday, October 7, 2001.

### 8.3 2002 ANNUAL MEETING, MINNEAPOLIS/ST. PAUL - Sherry Anderson & Della Shupe

Ellen Nagle reported for Anderson and Shupe. A written report was distributed at the meeting. The committee is negotiating with several hotels for a site and exact dates for the conference. A theme is under discussion and organizing of committees has begun.

Kambeitz inquired how CE suggestions are usually obtained. It was suggested that a survey is often placed in the packet at the previous meeting and published in MIDLINE. Woolbert also offered to add something to the Education portion of the Chapter website.

## 9.0 OLD BUSINESS

### 9.1 PROGRAM COMMITTEE CLARIFICATION

Broaddus and Nagle noted that some confusion has existed about the responsibilities of the Program Committee versus the local committees which organize and host each Annual Meeting of the Chapter. It was decided that the titling is contributing to the confusion. It was agreed that the Midwest Chapter committee should be called the Annual Meetings Committee and the local committee should be called the Conference Coordinating Committee YEAR.

The chair of the local committee will be called Conference Coordinator YEAR and will attend the Midwest Chapter Board meetings for the two years prior to their conference and the year of their conference. The final report from the conference is due to the Midwest Chapter Board at the Spring Board meeting following the conference and the Conference Coordinator need not be present at that meeting.

The Annual Meetings Committee Chair position should be filled with someone who has experience as a Conference Coordinator if at all possible. The Annual Meetings Committee Chair will maintain the Program Guide, work with the Conference Coordinators and find a site for the next conference. The desirability of increasing the liaison with the local groups hosting the Chapter conferences was discussed. The Board approved the following resolution, which was proposed by Lander and seconded S. Hill:

A line item should be added to the budget to fund the Annual Meetings Committee Chair to travel to a Conference Coordinating Committee planning meeting.

## 10.0 NEW BUSINESS

### 10.1 LETTER OF INVITATION ANNUAL MEETING 2003 - Felicia A. Young

The Board accepted the invitation of the Indiana Health Science Library Association and the Central Indiana Health Science Libraries Consortium to host the 2003 Midwest Chapter Conference in Indianapolis.

### 10.2 LETTER OF INVITATION ANNUAL MEETING 2004 - Phyllis Nathan

The Board accepted the invitation of the Health Science Libraries of Illinois, together with the Capital Area Consortium and the East Central Consortium, to host the 2004 Midwest Chapter Conference in Springfield.

The possibility of holding a joint meeting with an adjoining chapter was discussed. Nathan will explore the idea with neighboring chapters for 2005.

### 10.3 MEMBERSHIP CLARIFICATION ISSUES - Sheryl Stevens

Stevens raised the question of whether we want to make our membership directory available on the web. It was generally agreed that we would only place it there if a "Members Only" section is available. A printed version should still be available to members on request. Plans will proceed for production of a print directory in 2001 while options for an electronic version are investigated.

Stevens noted that the current methods for sharing membership information are cumbersome and require some duplication of effort. Currently the membership database is maintained by an outside vendor using Filemaker Pro software on a Macintosh computer; she charges us only for updating records. In addition, the Treasurer keeps a spreadsheet of dues payment and the Membership Secretary receives reports from both. It would be desirable to have a shared database that is web-accessible to the Membership Secretary, the Treasurer, and the database maintenance person. Stevens was directed to investigate the options with the current vendor and other vendors, as well as practices of other chapters.

All Midwest Chapter members will be automatically "subscribed" to the Chapter listserv. They will receive a message which includes the benefits to be obtained (including electronic distribution of the newsletter) and instructions on how to unsubscribe if they desire.

Some confusion has come up over the status of Midwest Chapter memberships when an institution has paid for the membership and the librarian has resigned from that position. A notice will be placed on the membership form that states "All memberships are personal and not transferable."

#### 10.4 INCREASE ANNUAL MEETING GRANT AND LOAN - Billie Broaddus

Broaddus led a discussion of the funding needs of local groups to host a Midwest Chapter meeting. It was noted that the amount of the grant and the loan from the Chapter has not increased in many years. The Board approved a resolution, proposed by O'Brien and seconded by Lander:

A loan of up to \$1000 can be requested by a Conference Coordinating Committee.

The question of how a financial loss is handled was also raised. The Program Guide currently states that in the event of a financial loss, the Board will consider the circumstances and act to share the loss if appropriate. This practice was reaffirmed by the Board as protecting the Chapter from irresponsible management and the hosting committee from circumstances beyond its control.

#### 10.5 ARCHIVING OF ELECTRONIC RECORDS - Billie Broaddus

Broaddus directed the Electronic Communications Committee to investigate means of archiving the electronic records of the Chapter in consultation with the Archives Committee.

#### 10.6 CHAPTER BENCHMARKING EDUCATOR - Billie Broaddus

Our Chapter needs a new representative to work on the Medical Library Association benchmarking project. He or she must be able to attend the 2000 MLA Annual Meeting to analyze data and develop a plan. Jill Van Buskirk volunteered to represent the Midwest Chapter. The Board thanked Louise Hass for her service in this position during its first year.

#### 11.0 REVIEW OF ACTION ITEMS AND MOTIONS - Donna Barbour-Talley

Barbour-Talley reviewed the action items and motions from the meeting.

#### 12.0 ANNOUNCEMENTS

Nagle noted that the Greater Midwest Region is sponsoring a videoconference on e-journals on March 30th.

Lander announced that the date for next year's Board meeting has been confirmed with the Radisson Hotel Chicago for March 22, 2002.

#### 13.0 ADJOURNMENT - Billie Broaddus

Broaddus adjourned the meeting at 2:50 pm.