

**Midwest Chapter / Medical Library Association
Spring Executive Board Meeting 2007**

Friday, March 16, 2007

Ebling Library, University of Wisconsin-Madison

Present: Chris Shaffer, *President*; Mary Markland, *President-Elect*; Eileen Stanley, *Immediate Past President*; Marlene Porter, *Treasurer*; Bette Sydelko, *Membership Secretary*; Nancy O'Brien, *Representative at Large*; Deborah Lauseng, *Recording Secretary*; Carole Gilbert, *Representative to the MLA Chapter Council*; Pam Rees, *Alternate Representative to the MLA Chapter Council*; Sunny Worel, *Parliamentarian*; and Julie Schneider, *Governmental Relations Chair*.

Guests: Allan Barclay, *Communications Committee Representative*; Karen Hanus, *incoming Alternate Representative to the MLA Chapter Council*.

Not Present: Donna Barbour-Talley, *Annual Meetings Chair*; Sheryl Stevens, *Awards and Scholarship Chair*; Elizabeth Smigielski, *Communications Chair*; Alexia Estabrook, *Professional Practice Chair*; and Brian Finnegan, *Web Site Redesign Special Committee Chair*.

1. Call to Order: Chris Shaffer
The meeting was called to order by the President at 8:30 a.m.
Introductions
2. Review Agenda: Chris Shaffer
Following Introductions, the agenda was reviewed.
One piece of old business was added—Report from the Finance Committee regarding continued investigation of insurance options.
3. Review and Approve Minutes: Deb Lauseng
 - a. Fall 2006 Executive Board Meeting
Motion, approved: Accept Fall 2006 Executive Board meeting minutes with corrections.
[Motion by Carole Gilbert]
 - b. 2006 Chapter Annual Business Meeting
Corrections were made to the draft minutes of the Fall 2006 Annual Business meeting.
The revised draft minutes will be posted on the Chapter web site. Final approval will be voted upon at the Annual Business meeting.
4. Reports – *Note: All reports are available from the Chapter web site.*
 - a. *President – Chris Shaffer*
With the new Bylaws in place, there have been changes to the composition of the Executive Board along with new committees. The President is now responsible for recruiting and appointing committee members, with much of the recruiting occurring during the time as President-Elect. Part of the process also includes staggering the

rotation of chairs and members for greater continuity. A list of Committees and members is included with Chris's report. Chris indicated that everyone that had been elected as a representative-at-large prior to the bylaws change was offered an opportunity to serve on a committee.

One suggestion was offered up, have the President on conference call with the Committee Chair when approaching potential committee members. Another suggestion was made to have an aggregated list of who has served on which committees for the President to refer to when making committee member decisions.

Action Item: President to ask the Archivist, Rebecca Chapman, to establish an aggregated list of who has served on what committees, starting with the current years and then fill previous years from the archives.

Chris has appointed a Website Redesign Special Committee charged with evaluating, planning (including site architecture and visual design), implementing, and testing of a new Midwest Chapter website. Brian Finnegan is the chair of this Special Committee.

The Midwest Chapter 2006-2007 Mid-Year Report has been delivered to Chapter Council and presented to MLA.

b. Annual Meetings Committee (Chair) – Donna Barbour-Talley

The Fall 2006 Annual Meeting was the first experience with the Chapter's new policy and procedure for covering expenses directly versus having a separate checking account established by the Local Arrangements Committee. There were enough extenuating circumstances that we are not sure it was a true test. With the 2007 Meeting being a joint conference, it may not be until 2008 to know if this new procedure works. The Annual Meetings Chair and the Treasurer will need to work closely with the meeting planning committee. The Treasurer can pay directly for major expenses or handle as a reimbursement. There were a variety of problems in the past with establishing a separate checking account—frequent opening and closing of accounts, and issues of bad credit.

Questions were raised concerning the Michigan planning efforts for 2008. It was agreed it would be helpful to have the Annual Meetings Chair or the President or President Elect attend a MHSLA Board meeting or a Planning Committee meeting.

2007—Joint Annual Meeting with Midcontinental Chapter in Omaha, NE October 12-17.
Theme: License to Learn/License to Lead

2008—Annual Meeting in Troy, MI October 17-21. Theme: Vital Signs: Keeping You and Your Library Vibrant and Healthy

2009—Annual Meeting in Columbus, OH. Bette Sydelko has agreed to Co-Chair. The other Co-Chair has yet to be announced. The OHSLA board is meeting soon to decide if they want to approach it as a separate or joint meeting.

2010—Annual Meeting will be held in Wisconsin

c. Archives (Archivist) –Rebecca Caton

See submitted report. Rebecca requests that Chapter records be submitted to the archives, which are on file at UIC Special Collections Department.

d. Audit (Auditor) –Sue London

See submitted report. After a thorough review, Sue finds “the records of Treasurer Marlene Porter to reflect the financial condition of the Midwest Chapter.”

e. Awards and Scholarships Committee (Chair) –Sheryl Stevens

The Committee recommends the re-writing of the application for the Annual Meeting Scholarship Award to clarify the support of Midwest Chapter members who have never attended an Annual Meeting. Following discussion, the Board recommended that the Committee consider rewording the Scholarship Award to be specifically for students/recent graduates and to create a new award to promote first time attendance at the Annual Meeting for librarians already in the profession. There are enough funds in the treasury to accommodate two separate awards with two recipients each at \$500.00 per recipient.

Action Item: Awards and Scholarship Committee to revise the current Scholarship Award to reflect just student or recent graduates, maintaining current award amount of \$500.00 for two recipients. This revision to be handled in email prior to MLA and available for the Fall 2007 Annual Meeting.

Action Item: Awards and Scholarship Committee propose a new professional development award to support Chapter member who have never attended an Annual Meeting, for two recipients of \$500.00 each. The approval of this new award to be handled in email prior to MLA and available for the Fall 2007 Annual Meeting.

Motion, approved: Move that the Distinguished Librarian of the Year criteria be reworded to read: “The purpose of the Distinguished Librarian Award to recognize members who have made outstanding professional contributions to health sciences librarianship and the Chapter. Criteria used to evaluate nominees include but are not limited to: leadership, scholarship, publication, research, teaching, training, mentoring, professional activities, and meaningful and measurable service to the Chapter.” [Motion from Committee]

f. Communications Committee (Chair) –Elizabeth Smigielski

Newly formed Committee as of January 1, 2007. Though the committee does not have a formal charge yet, they do have a number of activities for this upcoming year including the Website Redesign Special Committee. The Webmaster and the MIDLINE Editor are members of this Committee.

Claire Leibfarth reported back concerning online publication of conference photos. The suggestion was to make use of a revised version of the MLA disclaimer and include it on

meeting registration. The disclaimer reads: “Photographs taken at the Midwest Chapter/MLA Annual Conference may appear in online chapter publications including the newsletter, blogs, and photo galleries. If you do not wish to have your photograph appear online, please contact the Midwest Chapter Communications Chair.”

Action Item: Refer to the Annual Meetings Committee, as a procedure, the suggestion to include a ‘do not wish photograph to appear’ statement on annual meeting registration.

Action Item: The Membership Secretary to incorporate a ‘do not wish photograph to appear’ statement on annual membership forms, and share responses with the Communications Chair.

g. Finance Committee (Treasurer) –Marlene Porter

Financial Statement as of December 31, 2006: Beginning balance of \$48,657.94 and an ending balance of \$68,625.39, for a net increase of \$19,967.45. This includes \$10,861.38 in 2006 conference profits yet to be disbursed to the Kentucky conference co-hosts.

There exists a \$537.90 difference between what was reported by the 2006 Annual Conference treasurer Neal Nixon, and Marlene’s figures. Neal has agreed through email to go with the Treasurer’s Conference ledger. Therefore the Conference books can be officially closed.

h. Governmental Relations Committee (Chair) –Julie Schneider

The question was raised about how to capture appropriate state-level information to communicate with the Chapter. Julie will work with the Representatives-at-Large Committee.

The question was raised whether the Chapter should write a letter of support for Federal Research Public Access Act (FRPAA). As of January, MLA was holding off. Julie will check with MLA Governmental Relations Chair Marianne Comegys. Chris would like to see the Chapter support legislative actions more than just report on them.

i. Membership Committee (Membership Secretary) –Bette Sydelko

Committee is sending letters to new members, and developing promotional materials and letter to potential members. Need to reprint the current promotional brochure (with current logo) with updates. It was agreed that Bette would handle this through the Committee’s budgeted funds.

Action Item: The Membership Secretary will add all Committee members to the Executive Board listserv.

j. Representative and Alternate Representative to the MLA Chapter Council – Carole Gilbert and Pam Rees

Reminder that MLA Chapter Council elections run on three year cycles from May to May. Thus for this Spring meeting, Carole is the Representative and Pam is the Alternate. At the Fall meeting, Pam will be the Representative and Karen will be the Alternate.

Chris mentioned that much information comes downstream from Chapter Council, and not much upstream. This will be an issue to look at during the Fall Board Meeting.

k. Nominations and Elections Committee (Immediate Past President) --Eileen Stanley
Eileen consulted with Chris to get a list of members who had volunteered to serve on committees but were not appointed. The committee is working toward this year's elections incorporating changes from revised bylaws.

l. Professional Practice Committee (Chair) –Alexia Estabrook
This is a new Committee that is still getting organized and awaiting charge. Sharon Kambeitz-Lumphrey will serve as the AHIP Liaison.

m. State Liaisons Committee (Representative at Large) –Nancy O'Brien
Also a new Committee. Nancy has been in contact with members and is ready to start working once they have a charge.

5. Unfinished Business

a. Investigation of insurance options by the Finance Committee
The Finance Committee is still investigating how other Chapters and MLA handle criminal liability insurance, for which our costs are quite high. Note: the professional liability insurance is handled separately.

Action Item: The Finance Committee to submit the insurance report at the Fall Board meeting, and the recommendation to be incorporated into 2008 Chapter budget.

6. New Business

a. Committee Charges (and some procedural info)
All the committee charges need to be reviewed in light of the recently revised Bylaws. Distinctions between the charge and procedures need to be made. The procedures will be pulled out into a separate procedures manual. The goal is to write charges so Chairs and their committees have a clear understanding of what they are responsible for. Since the charges are no longer within the Bylaws, they can be living documents open to appropriate revisions as needed. Chris be working in conjunction with discussions from today and with the Committee Chairs to finalize the charges by the Fall Board meeting.

Action Item: President to finalize committee charges by the Fall Board meeting.

State Liaisons Committee:

- Serve as conduits for communication between various state associations and Midwest Chapter (including but not limited to legislative activities, Chapter business and activities....)
- Representative-at-Large report to State Liaisons Committee summary of Board Meetings. Work with Membership Committee to promote health sciences librarianships and Chapter membership at library schools, career fairs, etc.

- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Professional Practice Committee:

- Promoting professional development within the Chapter.
- Serve as mentors for Chapter members, particularly those seeking AHIP.
- Support annual meetings and continuing education activities of the Chapter.
- Support and promote advocacy and marketing of libraries/librarianship.
- Committee Member (normally Chair) serves on MLA Continuing Education Committee.
- Committee Member designated as MLA AHIP Liaison.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.
- Supporting and promoting advocacy and marketing libraries/librarianship.

Communications:

- Manage technology related to website, listserv, and other communication tools.
- Communicate business, news and issues of interest to the Chapter with membership in a timely manner.
- Publish the MIDLINE newsletter on at least a quarterly basis.
- Investigate new technologies (liaison with MLA technologies?).
- Manage website content to assure currency and accuracy, and maintain list of those responsible for information.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.
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Nominations & Elections:

- Conduct nominations and Chapter elections as needed.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Membership:

- Promote and maintain membership (recruitment and retention).
- Committee Member (normally Chair) serves on MLA Membership Committee.
- Manage membership exhibit.
- Advise Membership Secretary on policies and procedures.
- Maintain and update relevant information on Chapter website and other publication venues.

- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Governmental Relations:

- Serve as conduit between MLA and Chapter membership on governmental relations issues.
- Committee member (normally chair) serves on MLA Governmental Relations Committee.
- Monitor and share legislative issues of interest to Chapter membership.
- Assess MLA in building an advocacy network and encourage advocacy activities.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Finance:

- Advise Treasurer on policies and procedures.
- Assist Treasurer in preparation of the Chapter annual budget.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Awards & Scholarships:

- Promote awards and scholarship, encourage applications, review applicants, select awardees, and manage awards.
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

Annual Meetings:

- Provide assistance to local Annual Meeting planners (template for contracts, etc).
- Maintain annual meetings guide
- Report to Board on Annual Meetings
- Maintain and update relevant information on Chapter website and other publication venues.
- Submit appropriate chapter records, including electronic information, to the Chapter Archive.

b. Tabletop Exhibit Purchase

The Membership Committee is investigating design and purchase options for a traveling Chapter exhibit to be used at State conferences, library school recruitment, etc. Funds for shipping the exhibit to the various events should be included in the Committee's budget. A suggested amount was \$250.00.

Action Item: The Membership Committee will use \$1,000.00 of the Committee's budget for the design and purchase of a traveling exhibit.

c. Web Site Redesign Special Committee Report

Chris, as President, has appointed a Web Site Redesign Special Committee to work under the Communications Committee. Allan Barclay presented the report on behalf of Brian Finnegan (Chair of the Special Committee).

The goal of the Chapter web site is to serve both the Board and the membership. Presently the site is moving to a new server which will permit much more flexibility in use of the site. Input from the survey to the membership (113 responses so far) as well as the Board is giving the Special Committee a clearer understanding of what is wanted on the web site. Some of the features under consideration are: creating basic templates for the main areas, use of blog technology, and adding links to other sites. The Board was interested in having a public site separate from a password protected member business site, creating workspace for committees and every elected office for sharing of documents, and the ability for Board members to directly upload files.

Action Item: Have the new Chapter web site in place by the Fall Business Meeting.

d. Review and Approve Annual Budget

Reviewed the proposed Chapter budget for 2007 and noted a number of changes. As a procedures change, Chris is moving the approval for the proposed budget for the following year to the Fall Board meeting.

Action Item: Treasurer to submit a revised Chapter budget by the end of March 2007 for email approval by the Board.

Motion, approved: Revise travel reimbursement policy "Section B, Item 4: **All other elected officers and appointed officials** are eligible for reimbursement up to \$250 to attend Spring Board Meeting if the distance traveled is 400 or more miles round trip. Allowable expenses are all those defined in Section A, Paragraph 1." [Motion by Eileen Stanley.]

Action Item: Treasurer to revise wording on the Travel Reimbursement Policy document by the end of March 2007.

7. Review of Action Items

Action Item: President to ask the Archivist, Rebecca Chapman, to establish an aggregated list of who has served on what committees, starting with the current years and then fill previous years from the archives.

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8. Adjournment

The Spring Midwest Chapter Board Meeting was adjourned at 3:15 p.m. The Board will reconvene on October 12 in Omaha, Nebraska.

Respectfully submitted by Deborah Lauseng, Recording Secretary.