

**Fall 2016 Midwest Chapter/MLA
Combined Executive Board Reports
October 14, 2016**

President's Report

Chris Childs

Midwest Chapter Fall 2016 Board Report

Activities:

- Found a new Midwest Chapter Credentialing Liaison to MLA
- Forwarded a charge that was approved by the Board for the creation of the Annual Meetings Special Committee
- Upon approval by the Board, dissolved the Government Relations Committee
- Contributed two President's messages to different issues of MIDLINE
- Worked with Janna Lawrence (Co-Chair of the Planning Committee for the 2016 Joint conference) to make arrangements for the Fall Board Meeting and Business Meeting

This report is informational and requires no action by the Executive Board

Goal 1: Recruitment, Membership, and Leadership in the Profession

Chapter membership as of October 3, 2016 is 278.

- Dues for regular membership is \$30 and student and retired membership is free
- 43 new members, of which 10 are regular members and 33 are students
- 22 student members
- 13 retired members

The Chapter continues to use Wild Apricot as a membership management platform for 2016 that members can use to join or renew. 154 members used Wild Apricot for these purposes.

The Midwest Chapter sponsors several different awards for members. These awards were established to encourage and support involvement, innovation, excellence and personal growth not only in the Chapter, but in the profession as well. Due to the Chapter's current financial situation, it was decided at the Spring Board meeting that only one scholarship grant for each scholarship would be awarded and that monetary awards would not be given out for the Distinguished Librarian of the Year Award or the Jean Williams Sayre Innovation Award.

The awards include:

- Annual Meeting Grant: 1 for \$500 plus free conference registration
- Chapter Council Roundtables Luncheon Awards: 4 for \$34 each (2 given to Chapter members; 2 give to MLA)
- Distinguished Librarian of the Year Award: Certificate of Recognition
- First-Time Attendee Annual Meeting Grant: 1 for \$500 each plus free conference registration
- Jean Williams Sayre Innovation Award: Certificate of Recognition
- Student Annual Meeting Grant: 1 for \$500 each plus free conference registration

The Midwest Chapter Resume/Interview Practice Pilot Program was launched in 2015. The purpose of this program is to match students and recent graduates with professionals in the field who will serve as their mentors for a period of a few months. A total of 9 mentor/mentee pairs participated in the program on a voluntary basis.

An evaluation of the program conducted in April 2016 revealed that all respondents were extremely or somewhat satisfied with the program and that 71% of the meetings actually lasted between 30-60 minutes. There were also several suggestions made on how to improve on the program such as expanding the duration of the program to allow for a third meeting, providing an online resource site, etc.

Goal 2: Life Long Learning

The Midwest Chapter's Annual Conference is the major networking and educational event for members. The 2016 Annual Meeting of the Midwest Chapter of the Medical Library Association is a joint meeting with the Midcontinental Chapter. The meeting will take place in Des Moines, Iowa from October 21st to October 24th at the Galt House Hotel at the Des Moines Marriott.

More information on this conference will be given in the Midwest Chapter Spring 2017 Board Report.

Goal 3: Advocacy

The Midwest Chapter continues its advocacy efforts on behalf our members and professionals in the field of health sciences librarianship through the activities of the Professional Practice Committee.

Goal 4: Knowledge Creation and Communication

A Research Poster and Research Paper Award winner is named at the annual conference by the Chapter's Professional Practice committee. The purpose of these awards is to encourage knowledge creation and research within the membership.

More information on the award recipients at the 2016 conference will be given in the Midwest Chapter Spring 2017 Board Report.

The Communications Committee has started the migration process to consolidate the Chapter's website to Wordpress. Once the transition to the new platform is completed, the mechanisms used to communicate between chapter members and the process of digital content storage will be reevaluated.

Goal 5: Partnerships

The Midwest Chapter continues its long standing partnerships with each member's state health science libraries group. The annual conference continues to rotate between the states in the Greater Midwest Region and is always hosted by the state group for the state where the conference is being held. Any profits made by a conference are no divided evenly between the state group and the Chapter, due to the Chapter's current financial situation. Given that the 2016 conference is a joint meeting, any profits made will be divided evenly between the Midwest Chapter and the Midcontinental Chapter based on the number of conference attendees. The Chapter also partners with the Greater Midwest Region of the NN/LM to offer continuing education and funding.

MOTION

This report is informational and requires no action by the Board of Director.

Respectfully submitted on October 14, 2016 by Chris Childs, 2015-2016 Chair, Midwest Chapter/MLA

Midwest Chapter Elected Officers and Appointed Officials, 2015-2016

Chris Childs, President, 2015-2016

Mary E. Hitchcock, Immediate Past President, 2015-2016

Debra Werner, President Elect, 2015-2016

Liz Kiscaden, Treasurer, 2016-2017

Stephanie Schulte, Membership Secretary, 2014-2016

Jennifer DeBerg, Recording Secretary, 2015-2017

Janna Lawrence, Representative to the MLA Chapter Council 2016-2019

Nancy J. Allee, Alternative Representative to the MLA Chapter, 2016-2019

Patricia Lunsford, Representative at Large, 2014-2016

Julie Schneider, Governmental Relations Liaison, 2015-2016

Barbara Platt, Candidate for Membership on the MLA Nominating Committee 2015-2016,
Midwest Chapter Credentialing Liaison to MLA 2015-2017

Clare Leibfarth, Annual Meetings & Special Committee Co-Chair, 2015-2017

Bette Sydelko, Annual Meetings & Special Committee Co-Chair, 2015-2017

Edith Starbuck, Awards & Scholarships Chair, 2015-2016

Elizabeth Huggins, Communications Chair, 2015-2016
Xiaomei Gu, Professional Practice Chair, 2015-2016

Immediate Past President Report/Nominations and Elections

Immediate Past President Report/Nominations and Elections
Fall 2016 Board Meeting, Des Moines, IA
Submitted by Mary E. Hitchcock

Fall 2016 Elections

The elections for the Chapter's open positions of President-Elect, Membership Secretary, Representative-at-Large, and Potential Candidate for MLA Nominations Committee was held from September 6th through September 19th. Four (4) positions were up for election this fall:

- President-Elect
- Membership Secretary
- Representative at Large
- Potential Candidate to the MLA Nominating Committee (to be forwarded to MLA in March 2017)
-

Multiple emails were sent prior to the elections to gauge interest from the membership for anyone interest as a candidate for these positions in June and July. Response was minimal with the exception of Representative at Large. In-person communication began in August to potential candidates for each position. While many thanked me for approaching them for specific positions, almost all declined the invitation. This accounted for the anemic ballot.

The ballot went to the 271 current Midwest Chapter members validated from the Membership Secretary Schulte via a link directly from Qualtrics, the University of Wisconsin's survey software. We received a total of 112 votes (41.3% response rate). To vote for the Potential Candidate for MLA Nominations Committee, the Chapter member also needed to be a current MLA member so that was a factor in the response rate.

Election results:

- President-Elect Karen Hanus (66/112)
- Membership Secretary Stephanie Schulte (2nd term)
- Representative at Large Patricia Lunsford (2nd term) (64/112)
- Potential Candidate to the MLA Nominating Committee (to be forwarded to MLA in March 2017)
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The committee would like to thank: Stevo Roksandic (46/112) and Merle Rosenzweig (46/112) who ran as candidates. There was 1 write in candidate for Potential Candidate for MLA: Liz Weinfurter.

Thoughts:

Mirroring Liz Weinfurter's comments from the 2015 elections report, I also sent an email from my personal email to the entire membership list alerting them that a ballot had been sent out and to contact me if they didn't get a ballot. Mount Carmel Health Sciences Library in Ohio did have trouble so I forwarded them the link again. However, this too did not work on their system and I sent a word document for them to fill out and email to me. I chatted with one of the staff members and we think the firewall denied the access to the Qualtrics as an unauthorized outside potential threat. This would account for the 5 listed bounce backs.

According to the report on the emails sent out from Qualtrics, only 116 of the 271 emails sent out were opened and 112 finished. I do not know how accurate that is, or how many people didn't bother opening it if they weren't a MLA member because they knew they had to be from the other messages about it, but if it's correct the number of unopened emails seems high. The response rate for the election is below historic percentages.

Recommendation:

I would recommend the Board of Directors to reconsider changing the bylaws surrounding the election process for our annual elections. While the need for candidates to be members of the Medical Library Association due to their integrated nature with MLA, requiring Midwest Chapters to be MLA members may account for the historically low voting numbers. There are members are actively choosing not to be members of MLA for personal/organizational financial reasons. Are we unconsciously setting a barrier?

ARTICLE III. Membership

Section 2. Rights and Privileges

A. Voting members of this Chapter shall consist of all members. However, only voting members of MLA shall be qualified to: move or to vote on recommendations to the Chapter Council regarding MLA policies or actions; vote on the selection of a candidate for the MLA Nominating Committee; or vote on the selection of the Chapter's Representative and Alternate Representative to the Chapter Council.

B. Officers of this Chapter shall be voting members of MLA and shall work or reside in the Chapter boundaries when elected.

CHANGE TO:

Section 2. Rights and Privileges

A. Officers of this Chapter, including the Potential Candidate for the MLA Nominating Committee, Chapter Council Representative and Alternate Representative, shall be voting members of MLA and shall work or reside in the Chapter boundaries when elected.

B. Voting members of this Chapter shall consist of all current members (dues paid) as of June 1st to be verified by the Membership Secretary.

This report requires action by the Board.

President-Elect Report – New Committee Appointments

Fall 2016 Board Meeting

Submitted by Deb Werner

This year there were nine vacancies on the Chapter's standing committees to fill, two of which were committee chair positions. I sent out a Qualtrics survey to the membership inviting volunteers for the committee appointments; I received 17 responses. Respondents were asked to identify their first, second, and third choice for committee appointments, and everyone who was appointed received their first choice. Appointments were based on a combination of priorities: 1) new to profession or new to service; 2) availability of first choice; 3) geographic distribution; 4) mix of institution types; and 5) experience. Additionally, the chair of the Annual Meetings Committee, Clare Leibfarth, requested reappointment for a second term, which I granted.

Here are the appointments for the 2016-2018 term:

New appointments are designated in blue; new chairs (but not new to committee) are in red.

Annual Meetings Committee (*no new appointments made in Oct 2016; waiting for recommendations of Annual Meetings Special Committee*)

- **Clare Leibfarth, Chair (Oct 2015-Oct 2017)**
- Bette Sydelko (Oct 2015-Oct 2017)
- Janna Lawrence, Iowa 2016 (co-chair with Melissa De Santis from Midcontinental)
- Merle Rosenzweig, Michigan 2017
- Mary Pat Harnegie and Mary Schleicher, Ohio 2018

*Local meeting planning chairs serve on committee until their final report is submitted.

Awards and Scholarships Committee

- **Nicole Theis-Mahon, Chair (Oct 2016-Oct 2017)**
- Abigail Goben (Oct 2015-Oct 2017)
- **Sheila Beale (Oct 2016-2018)**
- **Matt Hoy (Oct 2016-2018)**
- **Anna Beth Morgan (Oct 2016-2018)**
- **Karen Hanus, President-Elect* (Oct 2016-Oct 2017)**

*President-Elect serves on committee per bylaws, allowing for tiebreakers.

Communications Committee

- **Elizabeth Huggins, Chair, (Oct 2015-Oct 2017)**
- Abby Thorne, MIDLINE (Oct 2015-Oct 2017)
- Jennifer Herron (Oct 2015-Oct 2017)
- Shauna Bostian (Oct 2015-Oct 2017)
- [Lauren E Robinson \(Oct 2016-2018\)](#)
- [Matt Regan \(Oct 2016-2018\)](#)

(committee structure in transition)

Finance Committee

- **Liz Kiscaden, Treasurer* (Jan 2016-Dec 2017)**
- Caitlin Bakker (Oct 2015-Oct 2017)
- Tina Griffin (Oct 2015-Oct 2017)

*Treasurer serves as chair.

Membership Committee

- **Stephanie Schulte, Membership Secretary* (Oct 2016-Oct 2018)**
- Emily Johnson (Oct 2015-Oct 2017)
- Marlene Derrick (Oct 2015-Oct 2017)
- [Heather Healy \(Oct 2016-Oct 2018\)](#)
- [Margaret Hoogland \(Oct 2016-2018\)](#)

*Membership Secretary serves as chair.

Nominations and Election Committee

- **Chris Childs, Immediate Past President* (Oct 2016-Oct 2017)**
- [Merle Rosenzweig](#)
- [Amber Loos](#)
- [Noreen Mulcahy](#)

*Members appointed by Immediate Past President, who chairs the committee.

Professional Practice Committee

- **Angela Tucker, Chair (Oct 2016-Oct 2017)**
- Annie Nickum (Oct 2015-Oct 2017)
- Holly Burt (Dec 2015-Dec 2017)
- JJ Poinke (Oct 2015-Oct 2017)
- Mary Miles (Oct 2015-Oct 2017)
- Stevo Roksandic (Oct 2015-Oct 2017)
- [Bradley Long \(Oct 2016-2018\)](#)
- [Nancy O'Brien \(Oct 2016-2018\)](#)

I am particularly pleased to have been able to add two members to the Communications Committee, which is going through a structural reorganization, both of whom have web design and technology experience.

The chairs who are ending their two-year committee terms are Edith Starbuck of the Awards & Scholarships Committee and Xiaomei Gu of Professional Practice Committee. Both have recommended replacements from their existing committee members. I have recently offered both of the recommendations the position of chair, but neither has accepted yet.

Additionally, volunteers for the Annual Meetings Committee, which is not taking new members at this time as the Chapter examines how to best handle annual meetings in the future, were sent to Clare Leibfarth who is co-chairing the Annual Meetings Special Committee along with Bette Sydelko.

Volunteers for the Nominations and Election Committee were sent to Chris Childs for his consideration when making appointments.

This report is informational and requires no action by the Board.

Treasurer's Report

Midwest Chapter / Medical Library Association
Fall Executive Board Meeting, 2016
Prepared and Submitted by Elizabeth Kiscaden, Treasurer 2016

Current Financial Statement

The 2015 YTD Financial Statement shows a beginning balance of \$15,472.14 and a debt of \$12,581.43 on the organization's credit card. This balance on the credit card consisted of bills paid for the 2015 conference and the credit card was paid off in full on January 22nd.

There is \$1,000.17 in a money market account, a balance which has changed little since the beginning of the year.

The balance as of October 1st in the checking account is \$71,368.44, of which \$70,980.00 come from individual and vendor conference registrations.

2015 Audit

Elizabeth prepared the final 2015 financial statement (see Treasurer files), double checked all deposits and payments, and provided all necessary information to MLA for filing the 990 tax form.

We continue to operate at a deficit, a situation that needs to be rectified in order to properly steward our financial resources. In February of 2016 our checking account was down to little more than \$500. This situation is the result of running at a deficit for a number of years, as well as the setback from losing savings due to the Activa scam years ago.

2015 Annual Meeting

The 2015 annual meeting did not generate meaningful income, the total revenue gained being approximately \$500. The University of Louisville's share of income from the 2015

conference was \$4,480.90. This raises the question of whether or not the organization can continue to share profits from annual meetings in the future.

Accounts

In January 2016, Treasurer Elizabeth Kiscaden was established as a signatory for the accounts. Additionally, President Chis Childs and Past-President Janna Lawrence were established as signatories on the accounts. A new credit card for the organization was issued under Treasurer Elizabeth Kiscaden's name and will continue to be used for credit card payments.

The chapter credit account (limit is currently \$21,500) is still set up to automatically pay the balance on the billing date. This can be reviewed and changed as needed, especially during the conference season, but in the meantime, it ensures that small balances do not carry over to charge interest and has worked well to date. The credit card continues to have a cash rewards benefit (\$1 back for every \$100 spent).

2016 Budget

A preliminary copy of the 2016 budget is underway, and is to be approved by the executive board before January 2017.

Earlier this year, the Treasurer and board discussed these changes to reduce the deficit:

- Suspending awards and scholarships during 2016
- Investigating fundraising activities to support awards and scholarships going forward
- Discontinuing meals at board meetings
- Discontinuing profit sharing for annual meetings

Addition suggestions for cuts are certainly welcome. I encourage the board to consider the annual operating cost of the organization (roughly \$13,000) and the annual revenue brought in through memberships (approximately \$6,000). Without revenue from another source, this is not sustainable. Historically, our organization has relied on profits from annual meetings, but considering the scant profit made from the 2015 meeting, it is time to reconsider this practice.

Finance Tech: Web Site/Wiki/DropBox/PayPal/Wild Apricot/Acteva

Treasurer-related websites: financial documents for previous years have been uploaded to our Wild Apricot site for secure current member access via login.

DropBox continues to be used as a central place for keeping the Chapter's financial documents, providing an easy and secure way to share files with whomever necessary (e.g., the auditor).

PayPal and Wild Apricot continue to work well for managing and collecting membership dues and conference registration. Wild Apricot has increased its fee to \$1,480.90. As the fee for this software continues to increase, it may be best to consider alternative solutions.

There are no updates on our Acteva suit.

Finance Committee

Since January 2016, the finance committee has met twice. The members of the committee have been invaluable in supporting Wild Apricot and assisting with Treasurer files on DropBox.

Action Items

- Circulate draft of 2017 budget for amendments and get approval from board.
- Examine files and filing system for Treasurer documents on DropBox and add information to better identify items to allow for smooth handoff between Treasurers.

This report is informational and no action is required.

Membership Secretary Report

TO: Chris Childs, President

FROM: Stephanie Schulte, Membership Secretary

DATE: October 3, 2016

Subject: Fall 2016 Report

2016 Membership Committee:

Stephanie Schulte, Chair, 2014-2016

Andrea Kepsel, 2015-2016

Emily Johnson, 2016-2017

Activities since April 25, 2016:

- Membership stands at **278 as of 10/3/2016: (down 33 from 2015)**
 - 243 regular members (down 29 from 2016)

- 49 members who were members in 2014 did not renew in 2015, and did not renew again this year, and **81 members who were members in 2015 have not renewed for 2016**. This may deserve further investigation in the next year.
 - 13 retired (down 2 from 2015)
 - 22 students (down 1 from 2015)
 - Four students from 2015 opted not to renew for 2016.
- Of the 278, 43 are new or returning members: (up 19 from 2015)
 - 10 students (up 2 from 2015)
 - 33 regular (up 17 from 2015)
- 154 members used Wild Apricot and paid membership fees via PayPal. Several others (no count available) used Wild Apricot to renew, but mailed checks for payment. We still have a significant chunk of membership who are renewing by mailing in a print membership form and check.
- Wild Apricot Midwest Chapter account
 - Updated the membership database(s) and renewals as received
 - Notified members of receipt of dues
 - Automatic confirmation response for renewals. Receive copies of responses
 - Automatic emailed renewal notices went out in March and May 2016
- Received membership renewals and passed checks on to Treasurer
- Updated, added or deleted email addresses to the membership email discussion list as needed. Investigated bounce email issues as well as some members having trouble sending emails through the system.
 - Removed all 2015 lapsed members in preparation for annual election
- Responded to requests from members and potential members for information
 - Provided list of new members to Mary Taylor as requested
- Prepared reports for Spring Board call
 - Participated in Midwest Chapter Spring Board Meeting conference call in June 2016
- Provided printouts and updated letter-sized posters for display at MLA In Toronto (in lieu of full size poster due to shipping costs and cash flow issues at the time)
- Reviewed duties of Membership Committee with committee members. Gathered information from other membership units in other chapters via Janna Lawrence and Chapter Council email list. Drafting recommendations to be discussed at board meeting in Des Moines.
- Preparing to submit an application for Chapter Project of the Year

This report is informational and requires no action by the Board

MLA Chapter Council Representatives' Report

TO: Chris Childs, President, Midwest Chapter/Medical Library Association
FROM: Janna Lawrence, MLA Chapter Council Representative and Nancy Allee, MLA Chapter Council Alternative Representative
SUBJECT: Fall Report for Midwest Chapter Executive Board Meeting, October 21, 2016
DATE: September 30, 2016

ACTIVITIES since the Spring Report, May 2016

- Bette Sydelko and Karen Hanus rotated off Chapter Council after the MLA Annual Meeting, May 2016
- Janna Lawrence and Nancy Allee joined Chapter Council in May 2016
- Janna, Bette, and Karen attended the 2016 MLA Annual Meeting in Toronto.
- Bette attended the MLA Awards Committee meeting as the outgoing chair of the MLA/Majors Chapter Project of the Year Award Jury.
- Karen co-chaired the 2016 Chapter Council Presents Sharing Roundtables Committee and coordinated many aspects of the 2016 Roundtables. Both Bette and Karen took part in the 2016 Roundtables.
- Janna became Chapter Council Liaison to the MLA Continuing Education Committee, a role that Bette previously held. Bette and Janna both attended the CE Committee meeting at MLA 2016. Janna participated in CE Committee course decisions at the MLA Annual meeting and through conference calls and email correspondence. She has also promoted MLA webinars to Midwest Chapter and to other groups.
- At the request of Midwest Chapter Membership Secretary, Janna collected information from other chapters on how membership duties are handled
- Janna and Nancy joined in Chapter Council e-mail discussions.

OBJECTIVES:

- Janna will continue to serve as the Chapter Council Liaison to the MLA CE Committee.
- Janna and Nancy will respond to Chapter Council assignments and monitor Chapter Council e-mail discussion list.
- Janna and Nancy will keep the Midwest Chapter informed about MLA activities.
- Janna and Nancy will attend Midwest Chapter Board meetings and MLA Chapter Council meetings.
- Janna will submit the name of the new potential MLA Nominating Committee nominee to Chapter Council.
- Janna and Nancy will update PBwiki as appropriate for Chapter Council responsibilities.

This report is informational and no action is required.

Janna Lawrence, MLA Chapter Council Representative
Nancy Allee, MLA Chapter Council Alternative Representative

**REPORT TO MIDWEST MLA EXECUTIVE BOARD
REPRESENTATIVE-AT-LARGE/STATE LIAISONS COMMITTEE
October 2016**

The State Liaisons Committee shall serve as a conduit for communication between the chapter and state health sciences library associations, local library groups and library science educational programs. It shall serve as a mechanism for chapter officers and committees to distribute information and receive feedback at the state and local level. It shall promote chapter activities and membership through methods such as exhibits at state and local library associations, presentations, newsletter articles and email list messages. The committee shall make recommendations to the Executive Board on all policies relating to relations with state health sciences library associations. It shall document state liaisons policies and procedures on the chapter website and in other relevant publications. The committee chair shall prepare a report for each Executive Board Meeting and submit appropriate documentation to the chapter Archives.

Committee Members (State Representatives):

Illinois:	Daneen Richardson
Indiana:	Joan Zivich
Iowa:	Mindy Egeland
Kentucky:	Vida Vaughn
Michigan:	Iris Kovac-Gough
Minnesota:	Andrew Crow
North Dakota:	Dawn Hackman
Ohio:	Mary Pat Harnegie
Wisconsin:	Dora Davis

State Presidents:

Illinois:	Daneen Richardson
Indiana:	Kacy Lynn Allgood
Iowa:	Elizabeth Kiscaden
Kentucky:	Vida Vaughn
Michigan:	Merle Rosenzweig
Minnesota:	Andrew Crow
North Dakota:	Merete Christianson
Ohio:	Charlotte Sievert
Wisconsin:	Barb Ruggeri

Goals and Tasks

I spent the two years of my term as the Representative-at-Large **pontificating** about what I hoped and aspired to accomplish—lofty musings as well as everyday responsibilities—according to the Chapter By-laws and descriptions of what the Rep-at-Large and the State Liaisons Committee are commissioned to undertake. I still am pontificating, but cannot validly say a lot about what I have actually **accomplished**.

In a thoughtful email conversation back in early September, sent to me by our incoming Chapter President Deb Werner, she graciously pointed out several discrepancies posted on the Midwest Chapter MLA website, regarding both the **official name** of the State Liaisons Committee, as well

as the **procedure for appointing/volunteering state liaisons** (representatives) to this Committee.

I have always alluded to and believed that the formal correct name is the State **Liaisons** Committee—it has also been called the *State Representatives Committee* to avert prospective confusion (as I was coached when I became the Rep-at-Large in October 2014) that the *State Representatives*—who are either volunteered, volunteer themselves, or are appointed (which I have been advised is rare) by their *State Presidents*, are the *Liaisons of their states* to this committee.

In communicating with each State Representative and each State President, I have learned that often the position of the State REP changes each year, even within the year, based upon each State's annual meeting and the availability of reps—and in at least three of our states, the State President also serve as the Representative, because no one else can or will come forward to serve as the State Representative. So in my State Liaisons Committee communications, I include in my contact list BOTH the State Reps and the State Presidents and communicate with them as a collective group. In my nearly two years as the Rep-at-Large, I have not met any reps who were appointed by the Midwest Chapter President—they all were either volunteered—or selected—within their own states by the collective state organization or their own State President.

I state the following goals and tasks—both for the Representative-at-Large, and for our State Liaisons Committee:

1. Regular and scheduled communications and/or E-meetings (via email) or conference call at various intervals through the year (recommendations?) with the entire Committee (heretofore I have sent out questions for conversation and for counsel—most of which has been wonderfully and graciously received and have perhaps sparked some lively conversations among us).
2. Scheduling times to meet through the year is a task at which I inwardly cringe (in terms of **my** initiating meetings—knowing how stretched everyone's life and work are—so I have always felt more at home inviting conversation via email at the members' ability and time to respond—and following up directly when a response is absolutely needed for a decision or task).
3. Study the Chapter By-laws and correct discrepancies or questions regarding the State Liaisons Committee and the Representative-at-Large.
4. Assist other committees and the officers with projects, tasks, membership, events—create more visibility for the State Liaisons Committee to truly become engaged with the members of their own states, as well as reaching across state lines and becoming more engaged with the Midwest Chapter.

I have also strived to include an article in *MIDLINE*, and will continue to do so. Thus far brief articles generally entitled “Ramblings from the Representative-at-Large” have been

included in the December 2015, February 2016, June 2016, and August 2016 issues of MIDLINE.

The articles focus on particular aspects of information-sharing, seeking input regarding our library practices, projects, how we “do-it-best“ questions, issues, or dilemmas—ranging from collaborating with our colleagues in other types of libraries, especially public and school (also academic and other special libraries), budgets, teaching, rounding on hospital units, clinical responsibilities, awareness and marketing---closing, moving, and renovating libraries...we have endless topics to discuss and ponder (and so little time)—all with the hope of sparking communication and collaboration.

Respectfully submitted,

Patty Lunsford
Medical Libraries and St. Elizabeth School of Nursing Library
Franciscan Health Lafayette
Lafayette IN

Midwest MLA Representative-at-Large (2014-2016)

This report is informational and no action is required.

Archivist Report

There is nothing to report at this time

Governmental Relations Liaison Report

There is nothing to report at this time

Committee Chairs

Midwest Chapter, Medical Library Association Annual Meetings Committee Report 2016 Fall Executive Board Meeting

Committee Members:

Clare Leibfarth (OH), Chair
Bette Sydelko (OH)

Conference Coordinators:

2016, Iowa: Janna Lawrence, Co-Chair with Melissa De Santis from Midcontinental Chapter

2017, Michigan: Merle Rosenzweig, Judy Smith, Carol Shannon

2018, Ohio: Mary Pat Harnegie, Mary Schleicher

The Annual Meetings Committee will facilitate the Conference Wrap-Up information sharing session for current and future meeting planners on Monday, October 24, 5:30-7:00 p.m. in the Davenport room of the Des Moines Marriott.

At the gracious invitation of the Joint Meeting planning group, Annual Meetings Chair Clare Leibfarth participated in the monthly conference call planning meetings in June, July, August, and September.

The activities of the Annual Meetings Special Committee are separately at the end of this report.

Annual Meeting Reports

October 21-25, 2016 – Des Moines IA**Joint Meeting with Midcontinental Chapter/MLA****“Merge & Converge: Sixteen in ‘16”****Janna Lawrence and Melissa De Santis, Conference Co-Chairs**

Conference Co-chairs Janna Lawrence (Midwest) and Melissa De Santis (Midcontinental) provide the following report on progress:

Planning for the 2016 Joint meeting of the Midcontinental and Midwest Chapters is almost completed. General info about the meeting:

- Will be held in Des Moines, IA on October 21-24, 2016 at the Des Moines Marriott Downtown.
- Theme: Merge & Converge: Sixteen in '16 (Sixteen is in reference to the 16 states that comprise our two Chapters.)

Below is a list of the activities that have taken place since October 2015.

- Seed money (\$2000) and Programming support (\$1500) was sent to the meeting treasurer from Midcontinental. A budget was created and the meeting is on budget. We have met our room block.
- The Program Committee has set up a full agenda of speakers, posters, and papers.
- The Technology Committee has worked with the hotel and local libraries to plan for the technology needs of the meeting.

- The Registration Committee is working with the Membership Committees of both Chapters to recognize and welcome new members and first time attendees. As of Sept 30 there are 161 people registered to attend the meeting (excluding vendors).
- The CE Committee surveyed members from both Chapters on topics of interest. They offered six half-day CE courses and all will be held.
- The Publicity Committee created a meeting website (<http://midwestmla.org/conference2016/wordpress/>) and coordinated multiple PR blasts using a variety of media channels.
- The Hospitality Committee has organized an off-site reception, planned meals at the hotel, and will staff a desk with Registration to answer questions about Des Moines.
- The Exhibits Committee has received registration for 22 vendor booths (29 people), including donations of items to be used for prizes.
- The two RMLs will host a Technology Forum.
- A conference planners wrap-up meeting will be held at 5:30 on the last day of the conference (October 24), so next year's planners can hear from this year's.

October 13-17, 2017 – Ann Arbor MI

Joint Meeting with the Michigan Health Sciences Library Association

“Pure Information”

Merle Rosenzweig, Judy Smith, and Carol Shannon, Conference Co-Chairs

Visit the 2017 meeting publicity table in the Exhibits to check out the conference logo and pick up promotional gifts! The invitation to the meeting will be presented at the chapter business meeting on Monday, October 24 and will feature a basket raffle. Judy Smith and Carol Shannon have joined Merle Rosenzweig in serving as Conference Co-Chairs. Chairs have been appointed for most planning committees. Merle Rosenzweig made a site visit to the Ann Arbor Marriott Ypsilanti at Eagle Crest Resort on July 17 to firm up meeting room arrangements. Annual Meetings Committee Chair Clare Leibfarth participated in the MHSLA Executive Board meeting conference call on July 19 to clarify financial arrangements with them.

October 5-9, 2018 – Cleveland, OH

Host organization: Ohio Health Sciences Library Association

“Shake, Rattle, and Roll”

Mary Pat Harnegie and Mary Schleicher, Conference Co-chairs

Mark your calendars! The 2018 Midwest Chapter annual meeting will be held at The Westin Cleveland Downtown, October 5-9. The final contract was negotiated and signed by both parties in late May. The theme of the meeting will be “Shake, Rattle, and Roll.” Chairs have been appointed for many of the planning committees. The OHSLA Executive Committee will consider the MOU at their spring meeting.

This report is informational and requires no action by the board.

Respectfully submitted: Clare Leibfarth, Chair
September 30, 2016

**Midwest Chapter, Medical Library Association
Annual Meetings Special Committee Report
2016 Fall Executive Board Meeting**

The Annual Meetings Special Committee charge was posted on the chapter website in May: <http://midwestmla.org/committees/special/annual-meetings.html>. Clare Leibfarth and Bette Sydelko are serving as co-chairs of the committee.

As co-chairs of the Annual Meetings Special Committee, Clare Leibfarth and Bette Sydelko have been recruiting members to serve on the Special Committee, with special attention to reflecting the geographic and other diversity within the chapter. A final slate of committee members will be submitted to President Debra Werner for appointment in early October. The process of outlining the work tasks that the committee will be doing to study the chapter's annual meeting planning is ongoing. The Special Committee will be examining the results of the 2014 Annual Meetings Survey, meeting evaluation survey results, and the final reports of recent annual meetings. Additionally, committee members will be surveying key informants in the other MLA chapters regarding their meeting planning activities.

Special Committee members attending in Des Moines will meet from 5:00-6:00 p.m. on Sunday, October 21 to discuss workflow and the division of investigatory tasks to be completed over the winter.

It is anticipated that the Special Committee will present their findings and propose recommendations for action to the Midwest Chapter Executive Board at their fall 2017 meeting.

This report is informational and requires no action by the board.

Respectfully submitted: Clare Leibfarth and Bette Sydelko, Co-Chairs
September 30, 2016

**Midwest MLA Awards and Scholarships Committee
Fall Report – October 2016
Edith Starbuck, Chair**

Members: Martha Airth-Kindree (WI), Jessica DeCaro (OH), Abigail Goben (IL), Nicole Theis-Mahon (MN), Edith Starbuck (OH), and Debra Werner (IL), President-Elect.

2016 Goals and Objectives:

- Administer Chapter's 2016 Award program:
 - Chapter Council Roundtables Luncheon Award: 4 @ \$30 each (2 given to Chapter members; 2 given to MLA)

- Annual Meeting Grant: 2 @ \$500 (plus free registration)
- Student Annual Meeting Grant: 2 @ \$500 (plus free registration)
- First-Time Attendee Annual Meeting Grant: 2 @ \$500 (plus free registration)
- Distinguished Librarian of the Year Award: 1 @ \$500
- Jean Williams Sayre Innovation Award: 1 @ 500
- Update description and application files for all awards.
- Promote and actively solicit applications and nominations for all awards.
- Evaluate applications/nominations and choose recipients according to established selection procedures and timetables.
- Review application/selection/evaluation criteria for each award and consult with Chapter Board before implementing major changes.
- Present/announce/acknowledge recipients of all 2016 awards at the Chapter's Annual Business Meeting in Des Moines, Iowa (October 21-25, 2016)

Spring 2016 Activities and Accomplishments to Date:

- Reviewed and updated all award descriptions and applications
- Reviewed and updated Committee policies and procedures on Chapter Wiki
- Committee members have chosen an award to promote
- Publicized, selected, and notified the "Free Lunch" Award recipients.
- Reviewed and updated the State Listservs list
- Publicizing the Annual Meeting Grant, the Student Annual Meeting Grant, and the First-Time Attendee Annual Meeting Grant has begun or soon will begin.
- Reviewed the Awards and Scholarships Committee Charge.
- Submitted Spring Report.

Fall 2016 Activities and Accomplishments to Date:

- During the process of publicizing the Annual Meeting grants, the Chapter Executive Board met to discuss chapter finances. One outcome of the discussion was that the number of scholarship grants were reduced to one for each scholarship and that there would be no monetary awards associated with the Distinguished Librarian of the Year Award or the Jean Williams Sayre Innovation Award.
- The Scholarship and Awards Committee chair updated committee members on the changes.
- The Chapter Website and the Conference Websites were revised to reflect these changes.
- The Award information and applications were also revised to reflect these changes and the information was resent via various listservs to chapter members and potential applicants.
- Award/Scholarship applications had already come in and it was challenging to choose just one recipient for each scholarship. But the committee did select recipients for the following awards:
 - Student Annual Meeting Award – Stephanie Hendren (WI)
 - First-Time Attendee Award – Karlene Campbell (IL)
 - Annual Meeting Grant – Noreen Mulcahy (OH)
 - There were no applications for the Distinguished Librarian of the Year Award or the Jean Williams Sayre Innovation Award.
- There was some confusion on the part of the award recipients as to when they would receive the monetary scholarship so with the approval of the Chapter President and Executive Board,

the award description wording was clarified on the chapter web site and in the award instructions. The information was changed to "One \$500 award will be presented during the 2016 conference that will reimburse the recipient for conference registration and other expenses."

- A scholarship fundraiser was suggested by Clare Liebfarth as a way to help fund future chapter scholarships. The Awards and Scholarship Committee Chair was asked to spearhead the fundraiser for the 2016 Des Moines, IA Conference. A separate fundraiser report is included below.
- Submitted fall report.

This report is informational and requires no action by the Executive Board.

**Midwest MLA Fundraiser Initiative
Fall Report – October 2016
Edith Starbuck, Sharon Purtee, Clare Leibfarth, Co-chairs**

The financial situation of the Midwest Chapter / MLA and reduction in scholarships/grants awarded prompted Clare Liebfarth to suggest trying a fundraiser during the 2016 conference. The Chair of the Awards Committee was asked to spearhead this initiative and with the blessing of the Chapter Executive Board, planning got underway.

Fundraiser Goals and Objectives:

- Explore the feasibility of doing a fundraiser during the Midwest MLA annual conference
- A 50/50 raffle was suggested
- Get buy-in from the Midwest and Midcontinental conference planners
- Work out how to best manage the ticket selling transaction with the Midwest chapter treasurer
- Determine a schedule and locations for selling raffle tickets
- Determine what supplies were needed
- Advertise via lists and during the conference
- Find volunteers to sell raffle tickets during the conference

Activities and Accomplishments to date:

- Considered doing a silent auction in addition to a 50/50 raffle but chose to try the raffle first
 - How a 50/50 raffle works: Tickets are sold (\$1/each; \$5/for 6; \$10 for 15) and the winner of the raffle drawing gets 50% of the total sales and 50% goes to the Midwest Chapter / MLA.
 - Participation in the raffle is completely voluntary
- Received buy-in from the Midwest and Midcontinental conference planners
- Determined that the raffle drawing will take place during the shared luncheon on Monday of the conference.
- Received guidelines from the Midwest Chapter treasurer on how to manage the ticket selling transaction, how to handle the proceeds and the award.
- Purchased a cash box, cash aprons, and raffle tickets for the fundraiser.

- Started promoting and seeking volunteers via newsletters and listservs
- Working on the final details; how to promote during the conference, where and who will sell tickets, and clarifying how the raffle is different from the other prizes and drawings during the conference.
- Submitted report.

This report is informational and requires no action by the Executive Board.

Communication Committee Report

Communication Committee Members:

Elizabeth Huggins, Chair

Abby Thorne, MIDLINE editor

Jennifer Herron, Webmaster

New members starting November: Matthew Regan & Lauren Robinson

Activities:

- Winter 2016 and Summer 2016 MIDLINE issues have been published
- Continuing website updates
- Started website migration project:
 - The new website will be hosted on wordpress
 - Assessment of the current site has been completed
 - Identified dead and out of date links -- these will be removed from the current website in the coming months
 - Restructuring of the website structure and design of the new website appearance are next steps
 - The committee will examine alternative menu structures for organizing and arranging the content

Future activities:

- Review the new website structure and design with the board
- Consolidate ConnectMidwest into a blog roll and retain MIDLINE as a quarterly publication
- Develop a strategy for regular posting to the website (communication strategist would probably be involved)
- Two new members found and added to the committee; their roles will commence in November
- Plan to work with other committees to establish guidelines and streamline content updates

Committee membership:

Elizabeth:

I've started the the migration of the Midwest Chapter. We've begun by assessing the current website and a new structure is one the way. I've moved many of the webmaster details to Jennifer Herron.

Jennifer: Jennifer is a valuable member of the team and has taken over much of the webmaster duties. She will be in charge in making small changes (updating committee members, changing information, etc) moving forward.

Abby:

Abby is doing well as the editor of MIDLINE. Please send her content for quarterly MIDLINE.

Please contact Elizabeth at ehuggins@luc.edu with updates or changes to the website. In the email, please include the link of the page(s) of the change, the information that needs to be changed, and any timeline.

This report is informational and requires no action by the Executive Board.

Professional Practice Committee Report

The committee has finalized a new grading rubric for the search award judging, and I'm in the process of coordinating the on-site judging at the annual meeting.

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This report is informational and requires no action by the Executive Board.