



**Midwest Chapter Medical Library Association
2015 Annual Board Business Meeting Minutes
Friday, October 2
5:00 pm – 7:30 pm**

Attendees: Janna Lawrence, Chris Childs, Deb Werner, Karen Hanus, Bette Sydelko, Clare Leibfarth, Barbara Platts, Stephanie Schulte, Mary Hitchcock. Attending by Google Hangouts: Amy Donahue, Patty Lunsford, Liz Weinfurter. Guest: Michele Atlas.

Mary called meeting to order at 5:18pm

1. Update on Midwest Chapter MLA from Local arrangements.

Michele Atlas

121 registered as of Monday; 25 vendors. The last time Midwest was hosted by Louisville was 1993 and it was also (like this year) at the Galt House. Our group had to make 250 room nights--no problem with that. All posters easels will be used. There will be: 4 sessions for 13 paper presentations, 29 posters, and 5 CE classes offered. Registration fees were kept the same as last year, such as \$275 for early bird registration. Michele noted that she thought it was important to have seed money from the chapter for the meeting because it gave local conference planners confidence that things would work out. They received \$1500 from the GMR and \$2500 from the Kentucky Medical Library Association to host the conference.

2. Mary taking a moment to send congrats to Stephanie Schulte for her induction into the NLM/AAHSL Leadership Fellows Program for 2015-2016.

3. Review/approve spring board meeting minutes

Beth Whipple

Bette moves to approve, Chris seconds. Spring Board meeting minutes will be posted on our website.

4. Review of action items from Spring/Summer 2015 meeting

ALL

ACTION: Amy will draft a policy on unbudgeted expenses for the regular chapter budget.
Update: Amy will still do it before Dec. 31. Will be a policy that the Board will need to approve.

ACTION: Amy needs to update signatories with financial institution.
Update: Amy still stuck with this. Amy may need to call the bank; this appears to be an ongoing frustration to update signatories because all involved have to be physically present. We decided to look ahead and add Deb (incoming President-Elect) and Chris (incoming President) to the account. Mary will help you figure this one out to get done ASAP.

ACTION: Mary will need to modify information in Annual Meeting Guide to reflect MOU change of seed money for annual meetings from \$5000 to \$2500.
Update: Mary has done this and posted it to our website.

ACTION: Bette will query chapters about conference meetings, annual meetings to get a better idea of how chapters handle annual meetings.

Update: Bette did this, but chapters aren't all responsive. Once she hears from more of them, she will compile a report and then will share. **STILL an ACTION item.**

ACTION: Mary will check with Katherine Chew to see if there are still items that need to be added to the wiki.

Update: Mary checked. Katherine did not think there needs to be anything added. Mary will double check with Katherine. There are things with admin access that aren't the same (Katherine can see some things that Stephanie can't see). Amy will check on that.

ACTION: Stephanie can look and give an assessment of things that may not be in the wiki.

Update: Strike because a lot of minutiae and hard to know.

ACTION: Mary will talk to Julie Schneider to further explain her rationale (in her report) for the governmental relations person to be folded under the Professional Practice Committee.

Update: Julie sent out updated report. Proposal is that the Governmental Relations liaison will still be a non-voting board position but folded under PPC.

ACTION: Chris will send out membership interest form to the Board

Update: Done.

ACTION: Kevin needs a better process for the electronic records (and items created and born digitally, such as photos), will get back to Mary on that.

Update: Mary chatted with him at MLA in May and he said he was working on this, but we are not sure where this stands. **STILL an ACTION item.**

ACTION: The Board gives permission to the Communications Committee to create the proposal by July 31, then submit to Board, then the Board will give permission to move forward.

Update: Allan will send a proposal of the steps for merging our website and blogs to the WordPress platform. **STILL an ACTION item.**

ACTION: Bette will look further into other chapters' membership rates for students

Update: Working but didn't finish. Some charge, some do not, some have student rates, some don't. We are doing this to figure out if it would be beneficial to do free membership or nominal fee. Almost done gathering the data, but this is **STILL an ACTION item** .

ACTION: Membership Committee will further investigate a process for "reciprocal membership outreach"

Update: Beginning stages at finding out how this works. The Michigan Health Sciences Library Association is looking into this, and we are waiting to hear more info on their process. They have a meeting on Nov. 17 for their board (students, long distance). **STILL an ACTION item.**

ACTION: Membership Committee will write pilot procedure process for the Pilot Resume/Interview Practice Project

Update: Done.

ACTION: Mary will send annual meeting materials to Clare.

Update: Done.

ACTION: Clare will talk to Ryan Harris about the task force for the Mid-Atlantic Conference.

Update: More informal task force, but they are not looking as far out ahead. Done and DONE.

5. Brief Committee Reports / Highlights (as necessary)

a. President Mary Hitchcock
Multiple places closing, places losing staff--everyone going through same thing. Minnesota wanted representation at their student meeting. From MLA annual meeting, at the Chapter Treasurer meeting there was much talking about signatories for the chapter accounts, and many chapters are finding it difficult with banks now. There may be some ways that MLA could help us (chapters) more with financial issues. MLA sections are in the forefront of their mind.

b. Immediate Past President/Nominating Committee Liz Weinfurter
Timing of sending out the ballots was different this year (earlier), and it seemed to work well. Having the elections earlier also allowed for more overlap between incumbents and incoming officers. The Qualtrics balloting system worked well overall, with a 60% response rate (which is totally awesome). All voting was done electronically and we used a multimodal approach to make sure emails don't get trapped in spam folders. We discussed sending reminders to members that they need to be paid up to be a voting member; we might need to change language in the reminder emails in Wild Apricot. Be more solid about the dates next year.

ACTION: Past Pres (Mary)/Membership Chair (Stephanie) work together to come up with a firm timeline, firm dates to join by date X to be able to vote. By Dec. 15.

c. President Elect Chris Childs
Every vacant committee spot has been filled.

d. Treasurer/Finance Committee Amy Donahue
Amy will get the final treasurer report out by Thanksgiving. Chapter will continue to have a balanced budget. 2014 was first year, 2015 will be second year. Will submit 2016 balanced budget.

e. Membership Secretary/Membership Committee Stephanie Schulte
Will not maintain Wild Apricot AND Access database; just the Wild Apricot one. The current Access database is stored on a USB drive and will be sent to the archives.

f. Chapter Council Representative and Alternate Bette Sydelko
There was a dedication of a historical state marker honoring the founding of MLA in Philadelphia.

g. Representative at Large/State Liaisons Patti Lunsford
Nothing to add to report.

h. Archivist Mary Hitchcock
Nothing to add to report.

i. Governmental Relations Liaison Julie Schneider
Nothing to add to report.

j. Annual Meetings Committee Clare Leibfarth
Need to start dialogue for make an MOU for the Michigan 2017 (already have hotel contract) in Ypslanti. Janna provided a brief update for the 2016 joint meeting with the Mid-Continental Chapter. Des Moines was chosen because last joint meeting was in Nebraska (Mid-Continental) and people can easily fly to Des Moines.

k. Awards & Scholarships Committee Leah Osterhaus

Edith Starbuck is going to represent Leah at this meeting; she is also the incoming chair.

I. Communications Committee

Allan Barclay

The Committee is currently looking at WordPress as the foundation for blogs. They are currently trying to figure out how to merge sites. If this works, the website will be moved to WordPress (more people other than Allan will be able to make changes). On a committee note, there has been an almost complete rollover in committee members; they are figuring out different roles for the committee members. There was discussion of Wild Apricot being able to function as hosting our website and blogs. The conclusion was while Wild Apricot had been considered (and is good for membership functions), it is a bit clunky for this part. Additionally, WordPress is much more familiar (and used by many librarians) and more usual, so a better transition and option.

m. Professional Practice Committee

Heidi Nickish-Duggan

No meeting this year--no members at this meeting. Chris has volunteered to award research awards, and Bette and Deb volunteered to serve as judges. We had discussion about moving forward with this committee and the charge of the committee, since all current members are new, but maybe need some experience. We talked about a need to possibly restructure the committee and rethink its role. One idea was to assign each committee member a particular area (e.g., CE committee for annual meeting), and also possibly a previous committee member could act as a mentor for a chair.

ACTION: Chris will ask Natalie Reed if she would be willing to mentor the chair.

ACTION: Chris will ask committee members if someone would be chair.

Have them brainstorm on how to move forward with the committee. Chair needs to plan on attending meeting in Des Moines.

6. Old Business

a. Finances update

Donahue/Hitchcock

Update on lawsuit against Acteva

Mary: in June, lawyers served papers to Gupta to show up in court Sep. 22. He did not show. We have done everything that we could; the Chapter may have to write this off (17K).

Policy around unbudgeted expenses

Mary: talked about earlier, Amy will create one for the chapter.

b. Committee service recruitment procedure-Qualtrics

Chris Childs

Chris: Qualtrics was fantastic. Very easy to use, used a previous form in Qualtrics. Open for 2 weeks, 26 respondents, 19 newly served members. Recommend using Qualtrics in the future.

ACTION: Chris create procedure for creating survey for committee service recruitment in Qualtrics

c. Grants to state organizations for annual meetings post 2015

Amy Donahue

Amy: The reasoning behind having the chapter give grants to the local state organization for where we are holding the conference is so that state orgs don't have to pay us back. Now, however, the chapter can't afford to just give the local state organization \$5K. We need to rebuild our chapter's money. We used to give seed money of \$2500 to the state organizational, and then at some time it was bumped it up to \$5K. Now some of it is seen as grant money, while some is loaned money (would need to be paid back to chapter).

ACTION: Clare will investigate the history of this seed money, work with Treasurers (Amy and Liz) and report back for Spring meeting.

d. Communications Committee Projects Allan Barclay
Already talked about.

ACTION: Allan moving things over--in process for our website.

7. New Business

a. 2015-2016 budget Amy Donahue

ACTION: Amy will have the 2015-2016 budget available this November. Board will be able to vote on it over email.

b. Resume Clinic Pilot Program Stephanie Schulte

Approve the pilot program moving forward. Discussion around conflict of interest statement. Do libraries have some wording for their interns/practicum students?

For pilot, will take out conflict of interest section for students, leave in for mentors.

Beth motions, Bette seconds. Passes unanimously.

ACTION: Stephanie will put into place for next year. (look at draft doc dates; Jan. 4, mentors in place by Dec. 1). Membership chair will present the pilot program at the business meeting and begin the process to implement it.

c. Merger of Gov't Relations Liaison into PPC Julie Schneider

Initial rationale for when it was created, the position is different now. Wants it to be part of the PPC for information to be better distributed.

Side note: Really need to look at our committee charges created in 2007 and see if these still work or need to be changed.

ACTION: Table the merger for next board meeting for Julie to further explain the rationale. Mary or Chris will initially talk with her.

d. New Archivist Mary Hitchcock

Need someone who is physically close to the archives (in Chicago), someone more familiar with items born digital. Can we find someone in the chapter whose library has archives? Getting it to them?

Move the archives? Mention at Chapter annual business meeting, highlight born digital, digital preservation. Might attract newer people.

ACTION: Mary will bring up the need for a new archivist at the Business meeting.

e. Annual Meetings recommendations Clare Leibfarth

Motion to change annual meetings committee membership makeup of members

Motion passes

ACTION: Webmaster will update the committee charges page on the chapter website to show these changes.

Motion to have executive board advise incoming president to appoint a special committee

Motion passes

ACTION: Chris will draft a charge and appoint an Annual Meetings Planning Special Committee by the spring 2016 Executive Board meeting.

8. Review of Action Items from today Beth Whipple

9. Adjournment Mary Hitchcock

Stephanie motioned, Beth Seconded, adjourned 7:50.

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