

Midwest Chapter/MLA Spring Executive Board Meeting Combined Reports

March 26, 2010

President's Report Elaine Skopelja

1. Filled Committee vacancies and communicated with Committee chairs about their new members
2. Made sure that Board information was correct on the Midwest Chapter website
3. Initiated DimDim virtual meeting trial in January, 2010
4. Contributed MIDLINE "Presidents Message" for Fall and Spring issues
5. Planned Spring Board Meeting
6. Worked with the Communications Committee to establish the first partially virtual Board meeting
7. Worked with the State Liaisons Committee on the letter to state association presidents about appointing their representatives to the committee

Midwest Chapter Midyear Report Deborah Lauseng

Submitted to MLA, October 26, 2009

Deborah L Lauseng, Immediate Past President

Elaine Skopelja, President

Recruitment, Membership, and Leadership in the Profession

The Midwest Chapter has 359 members, as of Oct 5th; 54 of which represent new members. The Chapter continues to offer free membership to students; currently we have 11 student members. Our membership numbers are unusually low this year. With an online payment method established through Acteva, we are hoping membership renewal will be easier. We are also maintaining annual dues at the current rates.

We are pleased to award two annual meeting scholarships each year to members who are either attending library school or recent graduates. This year's recipients were Margaret (Peggy) Gross, University of Illinois at Urbana-Champaign, and Andy Hickner, University of Michigan.

Mary Markland, University of North Dakota School of Medicine and the Health Sciences, was named 2009 Distinguished Librarian of the Year. Mary was recognized for her contributions within the Chapter and throughout the library profession. A highlight of comments made about Mary's contributions to the profession include: "incredible enthusiasm for librarianship and her desire to provide, quality, up-to-date library services", "superb ability to initiate services that advance information-seeking skills", "real knack for finding the best way to bring people together to work on a project"—something that has been demonstrated time and again in her leadership as Midwest Chapter President and her earlier work as Co-Chair of the 2005 Midwest Chapter Annual Meeting in Fargo, ND.

Life Long Learning

The Chapter continues to support participation in the Chapter Council Roundtables Luncheon. In addition to sponsor two lunches through donation to MLA, we also have a Roundtable Luncheon award. This year Chapter recipient was Debra Werner, University of Chicago.

The Midwest Chapter's Professional Development Awards are given to two librarians who have been working in the profession for at least one year and had never attended a Midwest Chapter meeting. This year the Award went to Kacy Allgood, Indiana University, and Dee Disardina, University of North Dakota SW Campus.

"Seek, Explore, Discover" was the theme of this year's annual meeting of the Midwest Chapter held in Columbus, OH, October 3-6. Clifford Stoll, the keynote speaker, energetically presented "The Thin Book with Lots of Pictures". Lorcan Dempsey, OCLC, the plenary session speaker, challenged us to be innovative in moving beyond traditional boundaries. The meeting included a diversity of learning opportunities through 10 CE courses, 15 contributed papers, and 31 poster presentations. We were very pleased to have Carla Funk join us throughout the conference. We are also glad to have two Chapter members represented on the MLA Board, Ruth Holst as President-Elect, and Jane Blumenthal as MLA Board Member.

Advocacy

During the Annual Meeting, Midwest Chapter members shared their involvement with promotion of readily available health information and the role of medical librarians in facilitating access. Presentations included a report on the Vital Pathways Project, research collaborations in an academic setting, study of cancer survivor information seeking needs and behaviors, and collaboration with a local public school. Further advocacy information was provided through a variety of poster presentations.

Two separate panel discussions during the Annual Meeting encouraged attendees to understand 'what administrators want from libraries' and to stay current on issues within scholarly communication.

Creating and Communicating our Knowledge

ConnectMidwest (Chapter blog) and MIDLINE (blog-based quarterly newsletter) continue to be vital communication instruments within the Chapter. Throughout the Midwest Chapter Annual Meeting we had designated volunteer bloggers sharing about the various conference presentations and events to support members that were not able to attend.

The Chapter Board has integrated the use of PBwiki into our process for tracking procedures and policies. Additionally the Board is 'sampling' online meetings. Using DimDim, we had one member of the Communications Committee (Allan Barclay) attend while still in Wisconsin. In early 2010, the Board will be holding a completely distance meeting using DimDim.

The 2009 Jean Williams Sayre Innovation Award was presented to the Prior Health Sciences Library Center for Knowledge Management, Ohio State University, for their development of an Internet-based medical education portal. Pam Bradigan, Director, accepted the award on behalf of the staff.

Building a Network of Partners

The State Liaison Committee continues to build stronger connections with each state health sciences libraries associations. Each member of the Committee is appointed to serve by their local state association or organization. Committee members also gather and submit information about state level activities to the Chapter's MIDLINE newsletter.

Each annual meeting is an opportunity for the Midwest Chapter to work with the state organizations, Chapter members and potential Chapter members. This was very true with working with the Ohio Health Sciences Library Association on the 2009 Annual Meeting.

MOTION

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

Immediate Past President Report Deborah Lauseng

March 15, 2010

Activities:

Submitted in October 2009, the Midyear Chapter Report to MLA on behalf of President, Elaine Skopelja, given that the report on the previous six months of Chapter activities was due shortly after Elaine took office.

Reviewing the Policies & Procedures wiki and updating, or asking for updates, as appropriate throughout the year. Thanks to all who have been active in updating their sections of the Policies & Procedures Manual through PBwiki.

Nominations & Elections Committee—see separate report.

This report requires no action.

Respectfully submitted,

Deborah Lauseng, Immediate Past President.

Membership Committee Rebecca Caton

TO: Elaine Skopelja, President
FROM: Becca Caton, Membership Secretary
DATE: March 21, 2010
SUBJECT: Spring 2010 Report

2010 Membership Committee:
Katherine V. Chew, 2010-2011
Dee Disardina, 2010-2011

Becca Caton, Chair, 2009-2010

Objectives

- Serve as Chair/Membership Committee
- Respond to all requests for membership information, including mailing labels as needed
- Confirm memberships for annual meeting registration
- Serve as Listservs manager
- Maintain a list of new members, provides names for submission to Chapter newsletter
- Maintain a list of members who are interested in running for office and serving on committees, provides information to Chapter President and Nominations and Elections Committee Chair as needed
- Provide quarterly updates to the electronic Chapter membership directory on the Chapter web site
- Provide printed membership brochures for distribution
- Attend Spring and Fall Chapter Board meetings
- Provide traveling membership poster to State Representatives and Chapter Members
- Attend Membership Committee meeting at MLA as Midwest Chapter representative
- Provide Membership and promotional materials to be displayed at Chapter Booth at MLA Annual Meeting

Meeting

- Review and update membership information on the Chapter web site
- Use MLA list of Midwest area members to recruit additional members for the Chapter
- Maintain up to date and accurate membership records
- Mail out one follow-up notice for renewal in April 2010 and email reminders in May

Activities

- Activated Acteva site for online membership for 2010
- Mailed membership renewals January 2010
- Contacted Membership Committee members
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database as renewals were received
- Notified members of receipt of dues
- Prepared report for Spring Board Meeting
- Responded to requests from members and potential members for information
- Provided membership display exhibit poster for local area events, including Kent State Career Night, OSU Career Day and IACRL conference
- Created Google calendar locator for membership display exhibit poster and table runner.
(<http://www.google.com/calendar/embed?src=blogmn8dggq8239otjgoga4o1rg%40group.calendar.google.com&ctz=America/Chicago>)
- Created feedback survey for members using Acteva for membership renewal
- Created recruitment postcard for MLA members who are in our region but not part of the Midwest Chapter
- Provided list of potential candidates/committee members to the Nominations and Elections Committee
- Provided table tent information for incoming Recording Secretary

- Membership stands at 286 as of 3/21/2010. The Chapter currently has 18 new members, 4 of whom are students. 67 members total have used Acteva for joining/renewing, 13 of which were new members. All 4 students used Acteva for joining.

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

Treasurer/Finance Committee Report
Sue London

Spring Meeting, 2010

Prepared and Submitted by Sue London, Treasurer 2010-2011

Current Financial Statement

The Financial Statement for March 25, 2010 (attached) shows a beginning balance of \$50,092.43 and an ending balance of \$50,228.07 for a net increase of \$135.64. This unusually high balance is due to the transfer of funds from the Money Market account and CD2 account into the Checking account. The transferred funds will be reinvested shortly.

2009 Annual Conference

A late payment that had been overlooked was made from this account to Michael Rose for IT support for What Hospitals Want From Libraries presentation.

Accounts

The signatories for the checking and money market accounts have been changed to the current Treasurer, Sue London, and the President-Elect, Clare Leibfarth, per chapter policy that at least two members should be signatories for each account.

The Money Market account had a \$10,000 transfer to the Checking account on November 12, 2009. It is recommended that the same amount (\$10,000) be transferred back into the Money Market Account to bring the savings back in compliance with the Chapter's policy.

CD1 matured in December 2009 and was automatically rolled over. The next maturity date is October 11, 2010.

CD2 had matured and the money was not reinvested at that time. The total amount of the CD (\$12,970.73) was transferred into the checking account to cover expenses when a check from Acteva (used for online meeting registrations and dues payments) had a stop payment put on it. It is recommended that once the matter is resolved that the same amount be reinvested in a new 13 month CD. The current rate as of March 25, 2010 is 1.73% interest rate with an annual percentage yield of 1.75%.

Web Site

The Midwest Chapter/MLA web site, midwestmla.org/business/treasurer.html, will be updated by the Treasurer with accounts and reports by April 30, 2010.

Finance Committee

No report.

Activities

- Attended 2009 Midwest Chapter Business Meeting
- Met at bank branch with outgoing Treasurer and President-Elect to transfer signatories on accounts
- Met with previous Treasurer in December to receive physical materials/electronic files and get instructions on use thereof
- Participated in conference call to assess possibility of holding Spring Board meeting via call-in for those unable to attend.

Goals

- Attend 2010 Spring Board Meeting
- Prepare draft 2011 budget for Fall Board Meeting
- Attend 2010 Fall Board Meeting
- Purchase 13 month CD from checking account funds
- Transfer funds from checking account back into Money Market fund

Action

This report requires action by the board (transfer of money into Money Market account and purchase of a new 13 month CD).

Financial Statement

Midwest Chapter / Medical Library Association
 Susan London, Treasurer
 Financial Statement
 March 25, 2010

	Beginning	Ending
Assets		
110 Chapter Checking	\$29,666.47	\$29,904.32
110-2009 2009 Conference Checking	\$2,813.48	\$2,628.67
110-2010 2010 Conference Checking	\$4,847.08	\$4,847.08
120 Savings	\$6,085.90	\$6,085.98
130 Business Reserve Fund 1	\$6,679.50	\$6,762.02
140 Business Reserve Fund 2	\$0.00	\$0.00
Total	\$50,092.43	\$50,228.07
Net (Ending - Beginning)		\$135.64
	Budgeted	Actual
Income Accounts		
210 Membership Dues	\$8,400.00	\$5,073.30
220 Annual Conference	\$0.00	\$0.00
220-2010 2010 Annual Conference	\$0.00	\$0.00
230 Interest	\$18.15	\$7.55
240 Contributions	\$0.00	\$0.00
Income	\$8,518.15	\$5,080.85
Expense Accounts		
310 Board	\$11,450.00	\$0.00
320 Archivist (formerly Archives Committee)	\$50.00	\$0.00
330 Account Open (formerly Audit Committee)	\$0.00	\$0.00
340 Awards and Scholarship Committee	\$3,340.00	\$0.00
350 Professional Practice Committee (formerly Education Committee)	\$50.00	\$0.00
360 Finance Committee	\$750.00	\$0.00
370 Governmental Relations Liaison (formerly Governmental Relations Committee)	\$50.00	\$0.00
380 Membership Committee	\$800.00	(\$10.37)
390 Nominations and Elections Committee	\$50.00	\$0.00
400 Annual Meeting Committee	\$500.00	\$0.00
400-2010 2010 Annual Conference	\$0.00	\$0.00
400-2011 2011 Annual Conference	\$5,000.00	\$0.00
410 State Liaison Committee (formerly Publications Committee)	\$100.00	\$0.00
420 Communications Committee (formerly Technology Committee)	\$1,450.00	\$0.00
Expenses	\$23,568.00	(\$15.37)
	(\$15,049.84)	\$5,496.22

Annual Meetings Committee Donna Barbour-Talley

Committee Goals for 2010:

- Plan and conduct chapter meetings with interesting content at affordable prices for members
- Revise the website page on Annual Meetings

The Chapter currently has three annual meetings in the planning stages:

Sept 24-28, 2010 – Madison WI

Julie Schneider & Barb Sisolak, 2010 Conference Committee Co-Chairs

Activities:

1. The 2010 Midwest Conference will be combined as a joint conference with the Wisconsin Health Science Library Association. The conference will be held Friday, September 24 through Tuesday, September 28. The venue for the conference is the Best Western Inn on the Park in downtown Madison right on the state capitol square. The theme for the conference is Step Up, Step Forward. The logo is available on the conference website which is still under development and content continues to be added.
2. The planning committee has met a number of times and last met on March 5. All of the committees have done a lot so far.
3. The CME committee has finalized the roster of CE courses that will be made available at the conference. Those courses will be marketed once the final contracts are received from course speakers.
4. The local arrangements committee has scheduled a special event for Sunday evening and is continuing to explore options.
5. Two highlighted speakers have committed to speaking on Sunday and Monday mornings for all attendees. Those speakers will be marketed once contracts have been signed for those two.
6. Letters have been drafted and the vendor relations committee will be sending out letters by the end of the month to vendors.
7. A call for poster and presentation proposals has been drafted and will be sent out by the end of the month.
8. WHSLA and Midwest Chapter Board Meetings are scheduled for Friday afternoon with a joint dinner to follow at a gorgeous location in the hotel at the Top of the Park.

Objectives:

1. Finalize posters, presentations, vendors, extra events, food, marketing efforts, registration details, technology details, and having the co-chairs stay focused, organized, and sane.
2. Hold a fabulous conference with the attendees needs in mind at all times.

Oct 7-11, 2011 – Indianapolis IN

Barbara A. Gushrowski, 2011 Conference Coordinator

Theme: Faster – Higher – Stronger

Site: Indianapolis Marriott Downtown

Gala Event: NCAA Headquarters – lots of interactive games and a “Tailgating” theme

Publicity Committee has chosen the logo for the conference – and is awaiting the files from the design company. They will be in touch with webmaster on details for putting the website together.

CE committee has put together a list of topics for the CE programs and polled IHSLA members on areas of interest.

Program committee will be meeting soon to discuss keynote speaker(s) and begin to map out the conference program.

We are still seeking volunteers for the Exhibits Committee – but all other committees are fully formed and operational.



Oct 5-9, 2012 – Rochester MN

Donna Barbour-Talley, 2012 Conference Coordinator

The date of the conference has just been set, adjusted from the original proposal from Rochester to avoid the Jewish holidays. A contract with the Doubletree Hotel and the Rochester Convention Center is being negotiated, along with the Memorandum of Understanding between the Chapter and the Health Science Libraries of Minnesota. Data from the 2009 meeting in Columbus OH has been used to help project room usage and attendance.

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

**Archives
Mary Hitchcock**

To: Elaine Skopelja, President - Midwest Chapter of the Medical Library Association

From: Mary Hitchcock, Midwest Chapter Archivist

Subject: Report for the Spring 2010 Midwest Chapter Board Meeting

Date: March 23, 2010

Activities:

- 1) During the past year, funds were set aside to hire a student to undertake the processing, arrangement, and description of the archival materials for the Midwest Chapter of the Medical Library Association house at the Library of the Health Sciences (LHS) at University of Illinois Chicago (UIC).
- 2) Hired a student with previous archival experience, Heather Rush.
- 3) Heather worked primarily under the supervision of Kevin O'Brien at the Library of the Health Sciences (LHS) at University of Illinois Chicago (UIC).
- 4) A more concise and easily understandable finding aid has been completed and will be made available to the general public via the Special Collections Archives website

Objectives:

- 1) Maintain permanent records for the Midwest chapter that will include, but not limited to: Executive Board meetings, committee minutes, financial information, membership, annual conferences, and various realia.
- 2) Communicate with past archives committee members to understand previous organizational structure and, if any, finding aids that may have been created for record retrieval or inventory.
- 3) Develop a records processing and archival structure to gain better understanding o records. Current structure seems to be confusing and records seem to be scattered, incomplete, or missing in entirety.
- 4) Continue to complete previous archives objectives noted in past reports.
- 5) Finalize the finding aid for the chapter’s archival materials for UIC library website.

This report requires action by the Board:

- 1) Are there any materials that the Board knows of currently that may need a “access to records are restricted until (date)” note? Controversial figures, decisions, financial, etc?
 - a. Once the decision, as to any records requiring a restricted to access, has been decided, Kevin will place Midwest Chapter finding aid on website.
- 2) In the 2009-2010 Midwest Chapter budget, \$50 was allotted for use for Archives. May we transfer those funds to the Special Collections Department at the Library of the Health Sciences (LHS) at University of Illinois Chicago (UIC) to replenish storage materials used by the archives student?

Materials for archives should be sent to:

Midwest Chapter/MLA Archives
 c/o LHS, Special Collections
 University of Illinois Chicago
 1750 W. Polk Street
 Chicago, IL 60612

***MIDWEST CHAPTER/MLA
 ARCHIVES GUIDESLINES TASK FORCE
 REPORT TO THE EXECUTIVE BOARD, SPRING 2010***

Sheryl Stevens, Chair (OH)
 Mary Hitchcock (IL) / Elizabeth Smigielski (KY)

2010 GOALS & OBJECTIVES

- Compile written guidelines on what Chapter materials (paper & digital) should be submitted to Chapter’s Archives.
- Update Chapter’s history at web site to include the past decade.

2010 ACTIVITIES TO DATE

- Obtained a copy of MLA’s archives guidelines. (Note: MLA’s archives are maintained by NLM.)
- Corresponded with Chapter Archivist about the existence of any Midwest Chapter guidelines for archives and to ask for assistance in updating Chapter history.
- Corrected/updated list of previous Chapter Presidents and sent to Chapter webmaster.
-

Awards & Scholarships Committee
Sheryl Stevens

REPORT TO THE EXECUTIVE BOARD, SPRING 2010

Sheryl Stevens, Chair (OH)

Elizabeth Fine (MN) / Barbara Gushrowski (IN) / Bette Sydelko (OH) / Clare Leibfarth (OH)

2010 GOALS & OBJECTIVES

- Administer Chapter's 2010 awards program:
 - Chapter Council Roundtables Luncheon Awards: 4 @ \$54 each (2 given to Chapter members; 2 given to MLA)
 - Annual Meeting Scholarship Awards: 2 @ \$500 each
 - Professional Development Awards: 2 @ \$500 each
 - 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 2010 awards at Chapter's Annual Business Meeting on September 27 in Madison, Wisconsin.
- Submit spring and fall reports to the Chapter Board.
- Review/revise/update Committee procedure manual at Chapter's PBWorks wiki site.

2010 ACTIVITIES TO DATE

- Updated all award information and application files for 2010 and routed to Chapter webmaster.
- Assigned each Committee member an award to publicize.
- Began publicizing "Free Lunch" Award.
- Updated Committee's policies and procedures at wiki site.
- Participated in Dimdim teleconference convened by Chapter President on January 28.

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

MLA Chapter Council Representatives Report
Pam Rees & Karen Hanus

TO: Elaine Skopelja, President, Midwest Chapter/Medical Library Association
FROM: Pam Rees, MLA Chapter Council Representative and Karen Hanus, Alternate Representative
SUBJECT: Annual Report-Midwest Chapter Executive Board Meeting, March 26, 2010
DATE: March 9, 2010

ACTIVITIES SINCE FALL 2009

- Pam and Karen attended the Midwest Chapter/MLA Board Meeting and annual conference of the Midwest Chapter of the Medical Library Association in Columbus, Ohio in October 2009.
- Pam is serving as Chapter Column Editor of MLA News.
- Karen is serving as co-chair of the MLA 2010 Chapter Council Presents Sharing Roundtables committee.
- Pam is submitting a column on MLA news to each issue of MIDLINE. Pam and Karen sent messages to Midwest Chapter e-mail discussion list regarding MLA activities.
- Pam and Karen joined in Chapter Council e-mail discussions.
- Karen has written or co-written several articles for MLA Focus, MLA News and Midline regarding the MLA 2010 Chapter Council Presents Sharing Roundtables event.
-

OBJECTIVES FOR SPRING AND SUMMER 2010:

- Pam plans to mentor another first time attendee at the 2010 MLA meeting.
- Karen and Pam will complete Chapter Council assignments and monitor Chapter Council e-mail discussion list.
- Karen and Pam will keep the Midwest Chapter informed about MLA activities.
- Karen and Pam will attend the MLA Chapter Council meeting in May 2010.
- Karen will co-chair the 2009 Chapter Sharing Roundtables committee and will coordinate many aspects of the event which will be held May 25, 2010.
- Karen and Pam will facilitate or record for a roundtable at the 2010 MLA meeting.
- Pam will collect news from MLA for the MIDLINE newsletter.
- Pam and Karen will assist Bette Sydelko in her new role as Chapter Council Representative. Pam will serve as Alternate Chapter Representative.
- Learn how to use DimDim for participation in Chapter Board meetings.
- Keep Midwest Chapter Policies and Procedures updated for the Chapter Council Representatives.
- Karen will mentor the incoming co-chair of the Chapter Council Presents Sharing Roundtables committee.

This report is informational and no action is required.

Nominations and Elections Committee

Deborah Lauseng

Nominations and Elections Committee Report

Deborah Lauseng, Chair

March 15, 2010

Committee Members:

Deborah Lauseng, University of Michigan, Ann Arbor, MI (Chair)

Kellie Kaneshiro, Indiana University School of Medicine, Indianapolis, IN

Nancy O'Brien, Iowa Methodist Medical Center, Des Moines, IA

TBD

This year's ballot will include the following offices:

President-Elect
Membership Secretary
Representative at Large
Potential Candidate for Membership on the MLA Nominating Committee

We will again be using an electronic balloting system for elections, mailing ballots only when necessary.

A full report will be submitted at the Fall Board Meeting.

This report requires no action.

Professional Practice Committee
Janna Lawrence

Professional Practice Committee
Janna Lawrence, Chair
Nancy Allee, MLA CE Liaison, 2009-2010
Nadia Lalla, Benchmarking Liaison, 2010-2011
Carolyn Martin, CE Liaison to 2010 Conference, 2009-2010
Natalie Reed, AHIP Liaison, 2010-2011

Credentialing/AHIP

The Professional Practice Committee sponsored a poster at the annual conference in October 2009. Originally developed by the South Central Chapter Credentialing Committee, it illustrated the “road to AHIP” in the form of a game. The poster was staffed during the poster session, and a number of members’ AHIP questions were answered.

Natalie Reed has assumed the role of Midwest Chapter liaison to MLA Credentialing Committee. She will represent the Chapter at the Credentialing Committee meeting at the MLA Annual Meeting in May.

Continuing Education

Carolyn Martin will be in touch with those planning for CE for the October 2010 meeting.

Benchmarking

Nadia Lalla is the interim Benchmarking Liaison. This position should be filled by a hospital librarian who is an MLA member, but there is no one on the committee who fits that description. Janna Lawrence has contacted the MLA Benchmarking Taskforce for more information.

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

Representative at Large/ State Liaisons Committee
Ximena Chrisagis

Ximena Chrisagis, Committee Chair and Representative at Large, 2009-2010

Committee Members (State Liaisons): Beth Carlin (Illinois), Joan Zivich (Indiana) Janna Lawrence (Iowa), Mary Congleton (Kentucky), Judith Barnes (*Interim*, Michigan), Donna Barbour-Talley (Minnesota), Karen Anderson (North Dakota), Ximena Chrisagis (Ohio), Michael Venner (Wisconsin)

Janna Lawrence was named the Iowa liaison in Dec. 2009, replacing Paula Whannell, who had been serving as interim liaison.

Activities (October 2009 through March 2010)

- E-mailed publicity announcements about the 2009 Chapter Meeting in Columbus (several)
- Attended 2009 Chapter meeting in Columbus (several) – no committee meeting
- Submitted meeting announcements and reports to *MIDLINE* (several)
- Formatted/edited state news and submitted to *MIDLINE* editor (Chair)
- Attended state association meetings (several)
- Exhibited at HSLI meeting, October 2009 (Robb)
- Typed draft minutes from August 2009 conference call meeting (Chair)
- Drafted letter to state association presidents to clarify options regarding the appointment of the state liaison/representative and submitted to President (Chair—an action item from Oct. 2009 board meeting)
- Exhibited at library school outreach events to promote the Chapter and health sciences librarianship (Special thanks to Clare Leibfarth, Mike McGraw, and Stephanie Schulte who exhibited for the Midwest Chapter/MLA at Kent State University's Library Careers Fairs in March 2010)

Other Activities as Applicable

- Whenever there is a new librarian in our state, welcome them (by email) to the state, offer them assistance if they should need any, and describe the state organization, the Midwest Chapter and MLA and discuss the many benefits of joining these groups (Zivich)
- Remind librarians of scholarships and awards given by the various organizations (Zivich)
- Whenever a new vendor calls, explain to them the benefits of exhibiting at the annual meetings of these groups (Zivich)
- Forward emails from MEDLIB-L which may not be read by some Indiana librarians (Zivich)
- Forward announcements about MLA teleconferences to Iowa librarians; Hardin Library always hosts them (Lawrence)

Ongoing Goals

1. Continue to attend and/or exhibit at state meetings and library school fairs as appropriate (Several states have March or April meetings scheduled).
2. Continue to serve as State News section editor for *MIDLINE* (Chair) as requested by *MIDLINE* editor.
3. Continue to submit relevant state news, meeting announcements, and meeting reports to *MIDLINE* (all).

New Goals

1. Send finalized letter to state association presidents to clarify the state liaison appointment options (State Liaisons Committee Chair and Chapter President).
2. Assist Membership Secretary with identifying potential new Chapter members from our respective states.
3. Begin brainstorming a list of activities that liaisons could potentially pursue besides just attending meetings. (This is a suggestion that Karen Anderson made during the August 2009 conference call). Potential exhibit venues (*e.g.*, annual meetings and career fairs that we may have learned about too late) could also be included. (This idea resulted from Beth Robb's providing a list of venues that she had learned about too late this year so that they could possibly be pursued by the Illinois liaison in the future).

Committee members could contribute their ideas to this list and if continued, it could perhaps be added to the Policies and Procedures Wiki and evolve over time.

Letter to State Association Presidents

Date

Name, President/Chair

State Association Name

Address

Re: State Representatives to the Midwest Chapter/MLA State Liaisons Committee

Dear _____

We are writing on behalf of the Midwest Chapter/MLA Board. As you know, the Midwest Chapter/MLA has a standing State Liaisons Committee which consists of one appointed or elected representative of each state in our Chapter. The charge of the state liaisons committee is documented on the chapter web site at: <http://www.midwestmla.org/committees/charges.html>

The business of the State Liaisons Committee is conducted via e-mail, by telephone conference call (a maximum of two calls per year), and at the Annual Conference of the Midwest Chapter/MLA. No special travel is required.

Every two years, during the Midwest Chapter/MLA Annual Conference in the fall, the newly elected Midwest Chapter/MLA State Representative at Large becomes the Chair of the State Liaisons Committee. It is sometimes problematic for that person to determine whether or not the state associations have appointed a new liaison or are retaining their current liaison.

Therefore, we are proposing the following measures to ensure that the work of the State Liaisons Committee flows smoothly from year to year (regardless of whether there is a new chair that year). We also propose and

encourage that the appointment process be formalized in the written procedures of individual state associations to ensure that this task is performed each year.

1. At some time before the beginning of each calendar year, the sitting President of each state association may either choose to extend the appointment of the current state liaison or to select a new liaison at his/her discretion.

- Each state association may choose the term of office of their liaison and the method by which liaisons are selected. For instance, the President or Executive Board may appoint the liaison, or a statewide election might be held to determine the liaison. *The important thing is that each state has a viable representative ready to serve on the State Liaisons Committee at the beginning of each calendar year.*
- Although the original intent was to have each liaison serve a two-year appointment, the sitting president/chair of each state association has the option to determine the term of office and/or extend the appointment of the state liaison for as long as each state association's board is satisfied with the liaison's representation, *and* provided that the liaison is also willing to continue serving.
- We recognize that in some past cases, presidents of state associations have themselves served as state liaisons. This arrangement is acceptable to the Midwest Chapter/MLA Board provided each state association's board concurs and the president is also active in Midwest Chapter/MLA.

2. In order to fulfill the duties of the state liaison, the Midwest Chapter/MLA board asks only that the appointed liaison should be a current and active member in both his/her respective state association and the Midwest Chapter/MLA.

3. At the beginning of each calendar year, the sitting President of each state association will receive an email from the Midwest Chapter President asking for the name of the representative from their state. This information will then be provided to the Midwest Chapter/MLA Board.

Here is an example of the email that each state president will receive:

- *Our records indicate that _____ is currently serving as your state's representative on the State Liaisons Committee.*
- *Please contact Midwest Chapter/MLA President Elaine Skopelja to let her know whether _____ will be continuing as your liaison in 2010 **OR***
- *Please list the name of the new liaison for 2010 _____*

Thank you for your assistance in this matter.

Sincerely,

Elaine Skopelja, President

Ximena Chrisagis, Chair, State Liaisons Committee, 2008-2010