



**Midwest Chapter Medical Library Association  
2015 Spring Board of Directors Minutes  
Wednesday June 24, 2015  
9:00 am-11:00am (CST)**

Call in information: 1-310-372-7549, access code 685049

1. **Call to Order and Welcome** Mary E. Hitchcock  
9:05 CST  
Attendees: Mary Hitchcock, Chris Childs, Clare Leibfarth, Amy Donahue, Bette Sydelko, Allan Barclay, Stephanie Schulte, Beth Whipple
  
2. **Review agenda** Mary E. Hitchcock  
9:06 CST
  
3. **Review and approve minutes from Fall 2014 Board meeting** Beth Whipple  
Amy Donahue moves to approve, Chris Childs seconds. Fall 2014 Board meeting minutes approved. 9:11 CST
  
4. **Review of Action Items from Fall 2014 meeting** Mary E. Hitchcock
  - a. Committee Chairs who would like a dedicated email on midwestmla.org site please contact Allan.  
**ACTION taken:** Email accounts have been set up for all Board positions. Allan will forward emails from Board positions (to the current people in those positions) and people can let him know if they want it forwarded to a different email. Allan will put standard email addresses on the website under Business, Board Roster.
  - b. Treasurer:
    - i. Will draft a policy on unbudgeted expenses for ~~conferences~~ **regular chapter budget**. If over 125%, approval must be obtained by the Board. NO action to date; still needs to be done.  
**ACTION:** Amy will draft a policy on unbudgeted expenses for the regular chapter budget.
    - ii. Update signatories with financial institution.  
**ACTION taken:** Amy has learned a bit about what the process entails, but the signatories still need to be updated.  
**ACTION:** Amy needs to update signatories with financial institution.
    - iii. Will post financial reports from 2012 onto Wild Apricot. Barclay will link from midwestmla.org site.  
**ACTION taken:** Reports posted
    - iv. When approving 2014-2015 budget at next meeting, need to reapprove MOU change of seed money from \$5,000 to \$2,500.  
**ACTION taken:** Janna is working on this on her (Iowa) end. Iowa and Michigan—Mary will be chatting with Michigan for the MOU on their end.
      1. Will need to Modify information in Annual Meeting Guide to reflect.

**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.

c. Membership secretary (Chew): ensure all documentation for Wild Apricot is on Midwest/MLA wiki for incoming Membership Secretary Schulte.

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

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

d. Archivist: Hitchcock will speak to Kevin O'Brien at UIC to see if he would oversee Chapter Archives until a new Archivist can be found.

**ACTION taken:** Completed.

e. Annual Meeting chair will recruit a group to explore possible future meeting scenarios. (Will discuss later) Initially begun w/Mary Marklund, but she is in a different location.

**Tabled until Fall 2015**

f. LizWeinfurter will create summary reports of dues and Annual Meetings surveys and will send them out to respective Task Forces for approval. Will share with the membership.

**ACTION taken:** Survey completed. Results presented to chapter at Annual Business Meeting in Bismarck (Fall 2014).

g. Linda Walton turned down Governmental Relations position since she was MLA President.

## **5. Brief Committee Reports / Highlights (as necessary)**

a. Treasurer/Finance Committee Amy Donahue

Updated 2015 budget; going forward we should be ok. The profit sharing between Midwest Chapter and the state associations hasn't given the chapter as much money as we thought it would. The expected profit from the Louisville meeting (Fall 2015) is a little higher than expected. Recommend not giving out more professional development awards this year to protect our budget at the moment.

Bette Sydelko moves to approve 2015 budget; Stephanie Schulte seconded. 9:31 CST

b. President Mary E. Hitchcock

Annual meetings chair is now Clare Leibfarth. Mary wanted to work on strategic planning for chapter; this may end up being an ad hoc group.

c. Immediate Past President/Nominating Committee Liz Weinfurter

Created slate w/great candidates. At least two people running for each office.

d. President-Elect Chris Childs

Working on membership interest form (committees one would be interested in serving on, making the form even more fabulous)

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

e. Membership Secretary/Membership Committee Stephanie Schulte

285 active members, subsets--15 retired, 21 students. Have reached out to some library schools. Hasn't led to anything yet, but a work in progress. Membership is a huge job. As a reminder, retired membership is free, but does need to be renewed every year.

f. Chapter Council Representative and Alternate Bette Sydelko

Bette was not able to attend MLA this spring; will contact Karen Hanus to share any information. Stephanie shared that this year Section and Chapter Councils met together for 1.5 hrs at MLA. Kevin Baliozin (MLA Executive Director), Michelle Kraft (MLA President), and Linda Walton (MLA Past President) explained expectations and

overarching changes of MLA. Kevin became the new Executive Director this year. MLA will have one unified system Socius (rolling out Summer 2015) for places of community, at least for chapters, and possibly eventually sections. Sections have to give goals for the year by August, and then fit in with the MLA strategic plan (instead of just a report). Chapters may have to do this as well.

g. Representative at Large/State Liaison Patty Lunsford

Patty is still looking for someone to represent Iowa. She has been contacting all the state presidents to keep in touch with all states.

h. Archivist Kevin O'Brien

**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.

i. Governmental Relations Liaison Julie Schneider

May require a bylaws change; need further explanation to the Board about why Governmental Relations should report under Professional Practice Committee.

**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.

j. Annual Meetings Committee Mary E. Hitchcock (interim); now Clare Leibfarth (as of 6/15/2015).

2016 is in motion; have received MOU. Ypsilanti for 2017 (Michigan). Need to start working on Ohio for 2018.

k. Awards & Scholarships Committee Leah Osterhaus-Tzrasco

Winners of grants have been notified; **something about non-compliance**. Need to start working on Distinguished Librarian materials. Leah is on maternity leave.

l. Communications Committee Allan Barclay

m. Professional Practice Committee Heidi Nickish-Duggan

Chris Childs moves to approve submitted reports; Allan Barclay seconded. Approved with changes unanimously at 10:08 CST.

## 6. Old Business:

a. Communications Plan moving forward

Allan Barclay

Last Board meeting, the Communication Committee proposed to merge the two blogs, and eventually take the main website and turn it into a blog. A new/possibly better solution came up, and the **new proposal** is to use Wordpress multisite; this will allow our web presence to have separate blogs that are all connected. The Committee wants to get Wordpress multisite first start with our static website and then pull in content (from our blogs). We would freeze Midline as an archive, but new information would be on the main website. This proposal could also save money with web hosting. Additionally, this proposal would also allow us to have separate website for annual conference each year (which we already do, but is hosting at a variety of places).

**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.

b. Annual Meetings Chair/group

Mary E. Hitchcock

i. 2015 Louisville

Mary Hitchcock, Michel Atlas, and Clare Leibfarthare meeting today (6/24/15)

ii. 2016 Iowa/Midcontinental Budget

Seed money dropped from \$5000 to \$2500, anticipated profit should be split 50/50 between the two chapters (Midwest and Midcontinental). For the Midwest Chapter, our "half" will be split in half again with Iowa.

c. Acteva lawsuit

Mary E. Hitchcock

The owner of Acteva has been subpoenaed and needs to provide financial records for himself and company. Bank and court will be able to levy any monies. He was arrested on 10 felony accounts. This is a long process and Mary Hitchcock wants to thank Amy Donahue and the Board for being patient. Maybe sometime we will get some of our money back!

## 7. New Business:

a. Annual Meetings Chair Mary E. Hitchcock  
New Chair—Clare Leibfarth

**ACTION:** Mary will send annual meeting materials to Clare.

b. Membership Stephanie Schulte  
i. "Reciprocal Membership Outreach" potential project

This would be a proposal for library school students in their state. When students they join their state health sciences association, could they automatically join their regional MLA Chapter, too? Discussion about online or distance students who may be in different MLA regions (not Midwest).

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

**ACTION:** Membership Committee will further investigate a process for "Reciprocal Membership Outreach"

ii. Pilot Resume/Interview Practice Project—newer librarians are having difficulties articulating their strengths to health sciences librarians positions. In the interview process, they need some pointers. Possibly have mentors to look over resumes (within a framework), practice interviewing, etc. If this moves forward, this could also be something the Chapter could submit to MLA for the Majors/MLA Chapter Project of the Year. <https://www.mlanet.org/awards/honors/chapter.html>

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

c. Annual Meetings Mary E. Hitchcock  
i. 2017 Michigan Ypsilanti

ii. 2018 Ohio—possible joint with Mid-Atlantic Chapter? Nothing set, just looking at possibilities. Ryan Harris is their organizer.

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

Additional discussion about annual meetings: possibly go to virtual meetings, joint meetings, and/or meet every other year. At this fall's annual meeting in Louisville, we will continue the format from last year's campfire talks to continue to talk about ideas for annual meetings, and chat about new ideas on how to move forward with annual meeting structure. For example, the Midcontinental is experimenting with doing 2 virtual meeting times, 8 hours of programming total.

## 8. Review of Action Items from today

**ACTION:** Amy will draft a policy on unbudgeted expenses for the regular chapter budget.

**ACTION:** Amy needs to update signatories with financial institution.

**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.

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

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

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

**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.

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

**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. (is this correct?)

**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.

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

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

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

**ACTION:** Mary will send annual meeting materials to Clare.

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

## **9. Adjournment**

Bette Sydelko moved to adjourn the meeting, Chris Childs seconded. Adjourned 11:09 CST.

Respectfully submitted,

Beth Whipple, Recording Secretary

DRAFT 13 JULY 2015