

**Midwest Chapter / Medical Library Association
Fall Board Meeting
October 8, 2004
Renaissance Hotel
Springfield, Illinois**

Present: Kellie Kaneshiro, Melinda Orebaugh, Sheryl Stevens, Theresa Arndt, Bette Sydelko, Chris Shaffer, Pam Rees, Janice Cox, Karen Anderson, Eileen Stanley, Julie Schneider, Barb Bartkowiak, Joan Zivich, Sandra DeGroot, Logan Ludwig, Lora Gault, Rick Brewer, Gerald Dujsik, Carol Jeuell, Julie Schneider, Nancy O'Brien, Clare Leibfarth, Barbarie Hill, Frances Cockrum, Donna Barbour-Talley, Karen Douglas, Mary Markland, Laura Davison, Linda Bunyan

Not Present: Carole Gilbert, Doreen Bradley, Vicki Killion, Sunny Worel, Felicia Young, Judy Rieke, Janet Stith, Michel Atlas

1. CALL TO ORDER - Melinda Orebaugh

The meeting was called to order by the President at 1:12 p.m.

2. WELCOME, OPENING REMARKS, INTRODUCTIONS, AND REVIEW OF THE AGENDA - Melinda Orebaugh

Melinda welcomed the newly elected officers and thanked Barbarie Hill and Allan Barclay for posting Board reports on the chapter website. She invited everyone to the President's Reception on Saturday, October 9. Four items were added to the agenda under New Business: 13.1: Bylaws revision, 13.2: Discussion of LibCopy Exchange, 13.3: Proposal to fund an MLA Annual Meeting Award, 13.4: Review of Sunday Business Meeting Agenda. The report on the Springfield Meeting was moved to item 3A. The Annual Meetings Committee report was moved to item 9.1.

MOTION, APPROVAL: The agenda was accepted as amended. (Motion by Chris Shaffer)

3. PARLIMENTARIAN'S REPORT - Jan Cox

Jan Cox reported that a quorum of Board members was present.

3A. Springfield (2004) Program Coordinator Report - Karen Douglas

The 2004 annual meeting has 177 registrants and 24 exhibitors. The CE class "Virtually Ready: Planning, Implementing, and Training for Virtual Reference Service" was cancelled due to low registration. The bus trip was cancelled due to low registration.

4. REVIEW AND APPROVAL OF MINUTES

4.1. Minutes from the Spring Board Meeting - Theresa Arndt

The draft minutes distributed to the Board prior to the meeting were missing the MLA Chapter Council Representative report. A complete draft was posted on the chapter website. A typographical error was noted in the draft minutes.

MOTION, APPROVAL: The minutes of the Spring Board Meeting were accepted pending correction of typographical errors. (Motion by Barb Bartkowiak)

4.2. Minutes from 2003 Business Meeting - Kellie Kaneshiro / Sandra Martin

ACTION: The Board made suggested corrections to the 2003 Business Meeting minutes and referred them for approval by the membership at the 2004 Business Meeting to be held October 10th.

5. OFFICER REPORTS

5.1. Immediate Past President - Kellie Kaneshiro

Kellie recommended three individuals to serve on the Nominations & Elections Committee: Mary Congleton, Charniel McDaniels, and Pat Redman.

5.2. President - Melinda Orebaugh

Melinda reported on her attendance at the following state health sciences library associations: Minnesota, Indiana, Wisconsin, Illinois. She discovered that there are people in our chapter who do not understand that we are affiliated with MLA. More than one person in more than one state had this misunderstanding. Some librarians identify with their state organization and with MLA, but not with the chapter. Part of the problem may be that membership applications for MLA and the chapter are totally separate. The Board discussed ideas for additional communication activities to correct these misconceptions. An informal survey Melinda conducted indicated that networking and educational opportunities are the most valued benefits people perceive from chapter membership.

ACTION: Melinda Orebaugh will prepare a letter which can be read at state association meetings.

ACTION: Supply chapter membership brochures to state associations for distribution at their meetings.

5.3. President-Elect Sheryl Stevens

Melinda Orebaugh reported on a career fair that will take place at the Kent State University library school in February 2005, and asked Sheryl Stevens to handle it. Sheryl will seek volunteers to present on medical librarianship at the fair. Sheryl also confirmed that the Spring Board Meeting will be on March 18, 2005 at the Radisson Hotel and Suites in Chicago.

5.4. Treasurer - Chris Shaffer

Chris reported that the Annual Meeting Finances Task Force will meet immediately following the Board meeting. They will report to the Board at the Spring Meeting.

5.5. Secretary - Theresa Arndt

Informational report requiring no action by the Board.

5.6. Membership - Bette Sydelko

The No. 95, Spring 2004 issue of Midline included a graph Membership trends by State since 2000. The chapter currently has 421 members, 87.2% of whom are also MLA members, and 27.4 % of whom are AHIP members. Membership increased by 24 members over last year. Work on developing a membership database for the website is ongoing.

Clare Leibfarth and Bette Sydelko distributed a rough draft of a multi-color trifold membership brochure. The final brochure will be printed on heavier stock. Board suggestions included revising text to emphasize the value of chapter membership for networking and education, and to clarify the association between the chapter and MLA.

ACTION: Clare and Bette will provide a PDF draft of the new brochure for additional Board comment.

6. REPRESENTATIVES-AT-LARGE

6.1. Karen Anderson

Karen deleted objective 4 from her report to the Board: "Communicate Midwest Chapter activities and Board actions to health sciences librarians in North Dakota". The remainder of her report was informational, requiring no action by the Board.

6.2. Julie Schneider

6.3. Barbara Bartkowiak

6.4. Joan Zivich

6.5. Eileen Stanley

6.6. Sunny Worel

6.7. Doreen Bradley

6.8. Vicki Killion

6.9. Sandra DeGroot

Reports from Representatives-at-Large were informational and required no action by the Board.

7. MLA CHAPTER COUNCIL REPRESENTATIVES

7.1. Carole Gilbert, MLA Chapter Council Representative

7.2. Pam Rees, Alternative MLA Chapter Council Representative

Carole and Pam submitted informational reports requiring no action by the Board.

In addition, Carole submitted this discussion item to the Board:

Would the Midwest Chapter be willing to provide one or more “free lunches” to chapter members attending MLA for the first time so that they can participate in Chapter-Sharing Roundtables?

The cost for 2004 was \$28. One Round Table is dedicated to chapter chairs and incoming chairs. Other round tables are very pertinent to chapter business. The following ideas and questions were raised in the Board’s discussion:

- since cost is low, consider sponsoring multiple participants
- how would the mechanics of sponsorship work? direct payment to MLA? reimburse individual?
- could potentially be handled by the Chapter Awards and Scholarships Committee
- could have drawing for Chapter meeting attendees to get a paid Round Table lunch
- how does the Chapter benefit from this? Is the purpose of the simply to fund MLA’s round table program via cost-shifting from Chapter funds?
- this could be framed as a potential benefit of Chapter membership
- repeat attendance is more of a concern than 1st time/new member attendance; many subsidies go to 1st time attendees, but then they cannot afford to continue attending MLA

ACTION: The Board decided that additional information is needed from MLA regarding the purpose/intent of the proposal and how the transfer of funds would be administered. Melinda Orebaugh and Carole Gilbert will investigate this further.

Carole submitted some additional information by email, which Melinda Orebaugh shared with the Board. In some chapters, individual members can pay to give recognition (awards, certificates) to another member. Various chapters and state library associations (e.g., Wisconsin, North Dakota) sponsor activities directed toward state legislative issues.

A Board member suggested that there be a legislative update at the Chapter meeting for those who do not attend the one at MLA, either because they do not attend MLA at all, or because the MLA legislative update is scheduled against multiple other programs. Someone shared that MLA had considered combining the legislative update with the plenary NLM update, but that in some years the Congress was not particularly active on relevant issues. It was also shared that at MLA 2005 the legislative update would be in a no-compete timeslot.

There was a discussion of the fine line between education and lobbying when it comes to legislative issues. Logan Ludwig suggested that the Chapter should concentrate on educating members about issues, and then members could individually choose to contact their congressperson. Board members expressed confusion regarding the rules surrounding lobbying and when education might cross the line into lobbying.

ACTION: Logan Ludwig agreed to write an article on the topic of lobbying for MIDLINE to help frame some of these complex issues for the Chapter membership.

8. POTENTIAL CANDIDATE, MLA NOMINATING COMMITTEE - Logan Ludwig

Logan submitted a report on the candidates standing for office for MLA. Logan’s report to the Board was informational and required no action.

9. REPORTS OF STANDING COMMITTEES

9.1. Annual Meetings - Donna Barbour-Talley

Donna’s submitted an informational report requiring no action by the Board.

The Board was reminded that annual meetings need to be planned several years in advance, so any suggestions/ideas, especially those which could result in an unanticipated expense, cannot be implemented immediately.

The Committee is working on revising and updating the annual meeting planning guide and timeline.

9.2. Archives Committee - Lora Gault

Lora's report was informational and required no action by the Board.

9.3. Audit Committee - Rick Brewer

Rick's report was informational and required no action by the Board.

9.4. Awards Committee - Gerald Dujsik

Following up on the Award payment process issue raised at the Spring Board Meeting, the Awards Committee accepted the following method suggested by the Chapter President:

The Midwest Chapter treasurer pays the recipients conference registration fees up front from the chapter treasury. The chapter treasurer then pays the balance of the scholarship to the recipients (without requiring receipts) at the conference. The scholarship recipients complete their conference registrations AND a Payment Request Form (downloadable from the chapter website) and forward to the president. The president authorizes payment and forwards to the treasurer. The treasurer cuts a check and mails to the appropriate folks handling registration for the conference.

Melinda Orebaugh pointed out that the Annual Meeting Coordinator also needs to be in on the communication in this process.

There were four applicants for two Annual Meeting Scholarships this year. Awards were given to Rebecca Chapman and Rebecca Tremaglio. Concern was expressed about the early deadline for the Annual Meeting Scholarship application. August 1st may be too early for applicants who have not yet started their Fall Semester of Library school. However, when the Chapter meeting is held in September, August can be too late for the Awards committee. It was recommended that the awards be advertised in the Spring to Library Schools.

9.5. Education Committee - Carol Jeuell

The Education Committee feels they could do more to assist the CE planning committees for the Chapter Annual Meetings. Currently, Education Committee simply provides a list of CE topic ideas. For example, perhaps they could help suggest instructors. CE committees' needs for assistance may vary from year to year.

ACTION: Carol Jeuell will provide some text for the Annual Meeting Committee's meeting planning guide offering the Education Committee as a resource for CE committees to call upon. Included will be some suggestions of ways in which the Education Committee might assist.

9.6. Finance (See Treasurer's Report) - Chris Shaffer

9.7. Government Relations - Julie Schneider

On September 3 the National Institutes of Health issued a call for public comment on their "Enhanced Public Access to NIH Research Information" proposal, NIH Notice Number: NOT-OD-04-064. An excerpt from the proposal reads:

"NIH intends to request that its grantees and supported Principal Investigators provide the NIH with electronic copies of all final version manuscripts upon acceptance for publication if the research was supported in whole or in part by NIH funding.... [NIH] will archive these manuscripts and any appropriate supplementary information in PubMed Central (PMC), NIH's digital repository for biomedical research. Six months after an NIH supported research study's publication—or sooner if the publisher agrees—the manuscript will be made available freely to the public through PMC."

The deadline for comments is November 16, 2004. MLA is submitting a comment in favor of the proposal.

ACTION: Julie Schneider will submit a comment from the Chapter consistent with the MLA comment.

9.8. Membership Committee - Bette Sydelko

Bette's committee report was informational and required no action by the Board. *See also: 5.6. Membership report under Officer's Reports.*

There was general brainstorming of ideas for recruiting of new members. Carol Jeuell offered information on the American Medical Informatics Association's "Get a Member" campaign offering a prize for recruitment. Currently, new Chapter members are asked to rise for recognition as a group at the Annual Business Meeting. They are not named individually, but could be if coordination could be done to cross the new member list with the conference attendance list.

9.9. Nominations and Elections Committee - Nancy O'Brien

Nancy submitted official results of the 2004 election of Chapter officers:

President-Elect Eileen Stanley

Membership Secretary Bette Sydelko

Representatives-at-Large Rick Brewer, Ed Holtum, Tammy Mays, Erika Severson, Mary Taylor
Return rate of ballots this year was 42%; past years have averaged a 46% return rate. Allowing for electronic distribution of ballots in the future may improve return rate. Two reminders to vote were given on the Chapter e-mail list. It was suggested that a list of candidates be placed in Midline just prior to the vote as well.

The voting members of the Board elected the Potential MLA Nominating Committee Candidates:

MOTION, ACTION: A motion was made and carried to unanimously elect Pat Redman as candidate and Carol Scherrer as alternate candidate. (Motion by Logan Ludwig)

9.10. Publications Committee - Clare Leibfarth

The next deadline for Midline is October 15, but Clare indicated that submission deadlines have some flexibility since the newsletter is all electronic. Clare's goal is to be more proactive in producing Midline. A suggestion was made to review state association newsletters for items appropriate for Midline. The Board thanked Clare for the improvements she has made to the newsletter.

ACTION: All, please send comments of any kind on Midline. Also please send information on activities in your state which can be highlighted in the Chapter newsletter.

9.11. Technology Committee - Barbarie Hill

Barbarie's report was informational, requiring no action from the Board.

10. REPORTS OF AD HOC COMMITTEES AND TASK FORCES

10.1. AHIP Liaison - Frances Cockrum

Frances estimated that approximately one-third of MLA members are AHIP members, and that Chapter membership percentage in AHIP is in line with this proportion. Frances would appreciate comments on why eligible Chapter members are or are not joining AHIP. In the future, she would like to have a time slot during the Chapter conference when people can come to get AHIP coaching.

Linda Bunyan noted that she is mentoring AHIP provisional members, and was asked by MLA to mentor a person in Illinois, although she is not in that state. Mentors are assigned regionally, not by state. Linda is writing an article on the value of mentoring for the National Network newsletter, and she also offered to provide the article for an future issue of Midline.

10.2. Benchmarking Chapter Enhancer - Linda Bunyan

Linda noted that the Midwest Chapter has been a leader in the number of Benchmarking participants, and was tied with the North Atlantic Chapter with 49 participants each as of July 9.

11. REPORTS OF PROGRAM COORDINATORS

11.2. North Dakota (2005) - Mary Markland & Judy Rieke

The 2005 conference will run from Sept. 16 through 20. The Chapter Board Meeting will be on Friday Sept. 16. The hotel block in Fargo is available now, and members are encouraged to book early. Registration cost has not yet been fixed. Exhibitors are still being sought. There was a question about local ground transportation availability. A free shuttle is available from the airport to the hotel. Taxis are also available. Association insurance will NOT cover liability for use of personal vehicles for Chapter business. Informal ride-sharing is acceptable, with drivers' individual insurance covering any accidents.

11.3. Kentucky (2006) - Laura Davidson

The 2006 conference will run from Oct. 6 through 10 at the Marriott Louisville Downtown.

11.4. Joint Meeting with Midcontinental Chapter, Omaha Nebraska (2007) - Chris Shaffer

Co-chairs from Midwest Chapter are Chris Shaffer and Jim Lander. Co-chairs from Midcontinental Chapter are Teri Hartman and Jim Bothmer. The 2007 meeting will be in early October at the new Hilton Hotel. Logan Ludwig indicated that he can provide a sample memorandum of agreement for a joint chapter meeting. Any suggestions are welcome as planning is just beginning.

12. OLD BUSINESS

- 12.1. Melinda Orebaugh and Nancy O'Brien are still working on compiling library school links for the website.
- 12.2. Kelly is compiling information for an FAQ on chapter offices and committees; she will pull information from the bylaws for this.
- 12.3. The Annual Meeting Finances Task Force will meet this evening, following the Board meeting.
- 12.4. Melinda Orebaugh and Barbarie Hill are working to get information for officers on the web, including links for the Representatives-at-Large.
- 12.5. Follow-up on the Chapter Research Initiative. Eileen Stanley, incoming Chapter President-Elect, will be taking the lead on this. A progress report will be given at the Spring 2005 Board Meeting.
- 12.6. Follow-up on MLA - Midwest Chapter Priorities. Melinda Orebaugh distributed a handout summarizing the discussion which took place at the Spring 2004 Board Meeting. Sheryl Stevens will carry these goals forward during her term as Chapter President. For each item, we will need to clarify desired outcomes, timeframe, and delegate responsibility for action.

13. NEW BUSINESS

13.1. Bylaws revision

MLA ratified revisions to national bylaws. Chapter bylaws need to be made consistent with national bylaws. The bylaws stipulate that national bylaws can take precedence over Chapter bylaws. This would allow us to begin distribution of ballots electronically, although voting would still be by mail.

MOTION, ACTION: Invoke Article III, Section 1 of bylaws so that MLA bylaws allowing electronic distribution of ballots will be followed until Chapter bylaws can be revised. (Motion by Julie Schneider)

The members of the Bylaws Committee to revise the Chapter Bylaws will be: Melinda Orebaugh (chair), Jan Cox (ex officio, non-voting), Sheryl Stevens (ex officio), Eileen Stanley, and Kellie Kaneshiro.

Chris Shaffer recommended that the Bylaws Committee consider abolishing the Finance Committee and giving the Treasurer position a 4 year term.

ACTION: All Board members are asked to review the Chapter Bylaws and make recommendations for any changes.

13.2. Discussion of LibCopy Exchange

Melinda Orebaugh brought the work of new member Leah Broaddus to the attention of the Board. Leah has developed a web-based materials exchange program. Melinda raised the issue of whether the Chapter should consider some involvement, for example hosting the website. Questions/concerns/issues raised during the Board discussion included:

- Should the Chapter promote this? Link to it from our website?

- Might this replace MLA Exchange? Note: MLA Exchange only available to institutional members, thus expense is involved in participation.
- Would this duplicate BackMed serials exchange list?
- Uncertain whether LibCopy is just for serials, or whether books are included.
- Advantages of LibCopy include web-based, immediate request processing
- Hosting by Chapter could be a problem due to need for tech support and maintenance
- Question about appropriateness of a single Chapter hosting a national service
- Is there enough of an audience/need for this service?
- Ownership/copyright/licensing issues. Right now Leah is offering at no-cost, but might she want to market this for a fee later? Or sell the programming to a company?
- Could chapter offer grant-support? Problem: the Chapter "Award for the Advancement of Health Information Management" is available only to associations, not individuals.

Consensus was that this is a very interesting project, but not appropriate to present at the Chapter Business Meeting. Suggested that Leah Broaddus be encouraged to submit a poster presentation at a Chapter conference and/or write a Midline article on her project.

13.3. Proposal to fund an MLA Annual Meeting Award

Sheryl Stevens proposed funding one or more members' attendance at the MLA Annual Meeting.

Questions/concerns/issues raised during the Board discussion included:

- Chapter budget is currently flush
- Many mid-career members have poor or no funding for attending annual meeting; many current scholarship sources are aimed only at new members or first-time attendees.
- Such an award could reinforce the tie of the Chapter to the national organization.
- Could send someone to both national and Chapter; have them report on the national meeting at the Chapter meeting.
- Could give a grant for meeting attendance to someone recently down-sized, to help them network for new employment. (Question: how many people in the region are in this situation?)
- One of the major reasons the Chapter has excess funds is because we've recently made money on our meetings. Our goal is to break even on meetings, and we may not have a surplus into the future. Thus might not be able to sustain a large award in the future. Also, implementing the Chapter Priorities may require funds leaving little or no money for a large new award.
- We should instead consider ways to make Chapter meeting attendance affordable for ALL 400 plus members, rather than provide full funding for an individual to go to national meeting.
- New awards should benefit larger numbers of people, rather than provide very large awards for a few.

There was no consensus reached on the specific proposal. Decision was to table this for now.

ACTION: Awards and Scholarships Committee and Annual Meeting Finance Task Force will consider the issues involved. The proposal will be re-visited at the Spring 2005 Board Meeting.

13.4. Review of Sunday Business Meeting Agenda - Melinda Orebaugh

In addition to a review of Board Meeting highlights, the Sunday Business Meeting will include a brief recognition of the 10th anniversary of HealthWeb, Treasurer's report, Chapter Council update, introduction of scholarship recipients, announcement of election results, thanks to outgoing officers and board members, invitation to the 2005 Fargo meeting, and transfer of the gavel to incoming President Sheryl Stevens.

14. REVIEW OF MINUTES/ACTION PLAN - Theresa Arndt

15. ADJOURNMENT at 5:15 p.m.