

**Midwest Chapter / Medical Library Association
Fall Executive Board Meeting 2007**

October 12, 2007

Omaha, Nebraska

Present: Chris Shaffer, *President*; Mary Markland, *President-Elect*; Eileen Stanley, *Immediate Past President and Chair, Nominations and Elections Committee*; Marlene Porter, *Treasurer and Chair, Finance Committee*; Bette Sydelko, *Membership Secretary and Chair, Membership Committee*; Deborah Lauseng, *Recording Secretary*; Nancy O'Brien, *Representative at Large and Chair, State Liaisons Committee*; Pam Rees, *Representative to the MLA Chapter Council*; Karen Hanus, *Alternate Representative to the MLA Chapter Council*; Donna Barbour-Talley, *Chair, Annual Meetings Committee*; Rebecca Caton, *Archivist*; Elizabeth Smigielski, *Chair, Communications Committee*; Sheryl Stevens, *Chair, Awards and Scholarships Committee*; and Sunny Worel, *Parliamentarian*.

Guests: Clare Leibfarth, *MIDLINE Editor and Member, Communications*; Ellen O'Donnell, *2008 Conference Coordinator and Member, Annual Meetings Committee*; and Sandra Martin, *2008 Conference Coordinator and Member, Annual Meetings Committee*.

Not Present: Karla Block, *Professional Practice Chair*; Brian Finnegan, *Web Site Redesign Special Committee Chair*; Melinda Orebaugh, *Potential Candidate for Nominating Committee, MLA*; and Julie Schneider, *Governmental Relations Chair*.

1. Call to order: Chris Shaffer, President
The meeting was called to order at 1:41 p.m.
2. Review agenda: Chris Shaffer
Removed the following two items from under Unfinished Business: Travel Reimbursement Policy and Distinguished Librarian Award.
3. Review and approve Spring 2007 Executive Board Meeting minutes: Deborah Lauseng
Motion, approved: Accept Spring 2007 Executive Board Meeting minutes with corrections. [Motion by Eileen Stanley]
4. Reports – *Note: All reports are available from the Chapter website.*
 - a. President – Chris Shaffer
Highlights of this year include: new committees structure and updating of committee charges, email elections, new Chapter website, new Professional Development Award, MIDLINE converted to blog format, and 32 new members.
 - b. Annual Meetings Committee – Donna Barbour-Talley
FYI...the program coordinators are invited to attend the Fall Board meeting and are not required to attend the Spring Board meeting.

The 2008 Michigan Co-Coordinators distributed a “Vital Signs” report. Of special note is that the planning committee has been using a wiki for their communications. There will be drawing for a free registration during the Business meeting. Midwest members can sign up at the 2008 Midwest Chapter Meeting booth.

The Co-Coordinators for the 2009 Ohio meeting are Marlene Porter and Bette Sydelko. The meeting will be held in Columbus at the Hyatt, Capital Square. The dates will be October 3-6, the theme is still under discussion. The co-coordinators are using Group to Go.

Action Item: Conference Coordinators' annual meeting reports will be included as an attachment of the Executive Board meetings minutes.

c. Archivist – Rebecca Caton

Rebecca shared an FAQ handout on MLA's Oral History Project and what would be involved in submitting our Chapter's oral history. [Handout-appended to reports?]

Action Item: Archivist will pull together lists of previous committee chairs and committee members and present at the 2008 Spring Executive Board meeting.

d. Auditor – Sue London

Note: Audit completed in February 2007, and approved at Spring Executive Board Meeting in March 2007.

e. Awards and Scholarships Committee – Sheryl Stevens

No applications were received for the Innovations Award. The Committee will be thinking of new ways to promote this and the other awards. Additionally the Committee will work closely with the State Liaisons in publicizing these awards.

The question was raised about the criteria for the Professional Development Award. The suggestion was made to reduce the number of years as a professional librarian required from the current three years or more of experience to one year or more of experience. Likewise, a proposed change to the criteria for the Annual Meeting Scholarship Award was put forth. To qualify the applicant must have graduated from library school within the past year (12 months) vs the current wording of "recent graduate."

f. Communications Committee – Elizabeth Smigielski

The Conference Call 2007 Blog is up and already in use for this joint meeting. Mark Funk, MLA President mentioned that the Midwest Chapter was the only chapter utilizing blogs through ConnectMidwest and MIDLINE. Elizabeth 'tipped her hat' to Clare Leibfarth for her energies with MIDLINE and the Conference Call blogs.

The 'do not use photograph' statement asked for on the web registration is not on the linked paper form. Also it is on the new membership forms but not on the online membership form. The Communications Committee and the Membership Committee will work to make this statement consistently available.

The Committee is continuing to explore various social media and it's applicability for Chapter members.

- g. Finance Committee – Marlene Porter
As of October 11, 2007 the beginning balance was \$33,435.03 and the ending balance is \$22,758.50. The difference, \$10,314.77 is due to a disbursement to the 2006 joint meeting hosts (the University of Louisville’s Kornhauser Health Sciences Library, the University of Kentucky’s Medical Center Library, and the Kentucky Medical Library Association).

We continue to operate with under the requirement of two chapter members as signatories on the checking and money market accounts.

A 2008 proposed budget was distributed. Voting on the budget will wait until the first Executive Board meeting of the new fiscal year (based on the Bylaws). Standard expenses occurring before the next Board meeting will be covered based on the current budget allocations.

The revised travel reimbursement policy was handled at the Spring 2007 Board meeting.

Action Item: Finance Committee to review electronic payment methods and report to the back at the 2008 Spring Executive Board meeting.

Report on liability insurance action item: Since Midwest Chapter is a self-standing organization with its own articles of incorporation, there is no need for professional liability insurance. With criminal liability insurance, only the Chapter assets are liable. Considering the cost (\$500.00), this insurance was dropped. We will continue paying for general liability insurance through MLA.

- h. Governmental Relations Committee – Julie Schneider
Written report submitted, no action required.
- i. Membership Committee – Bette Sydelko
The Chapter has 415 members, down a bit from last year. There are 15 student members and 32 new members (of which 10 are students). The Committee drafted welcome letter for new members and draft a separate letter for potential members. They also updated membership brochure and distributed to the state liaisons.
- j. Nominations and Elections Committee – Eileen Stanley
The Committee learned through this year’s electronic ballot process the importance of sending a reminder. Eileen will be sending Chris the procedures.
- k. Professional Practice Committee – Mary Markland on behalf of Karla Block
The Committee is still getting going. Mary appointed Karla Block as the new chair following Alexia Estabrook’s resignation.
- l. Representatives to MLA Chapter Council – Pam Rees and Karen Hanus
Pam reviewed the composition of Chapter Council, and the new CC assignments for herself and Karen.

- m. State Liaisons Committee – Nancy O’Brien
Nancy reported that the State Liaisons had been informed of their duties. The members have been active during this first year—helping recruit new members, promoting the Omaha joint meeting, and assisting with meeting registration activities.

[BREAK]

5. Unfinished business

- a. Confirm email votes – Deborah Lauseng
 - i. Professional Development Award
Decision to reintroduce and vote
Motion, Passed: Move that the Executive Board approve the new Professional Development Award to be awarded at the Fall 2007 Annual Business Meeting. Criteria and application attached. [Motion from Committee—Awards and Scholarships]
 - ii. Revised Budget
Revised budget was approved April 5, 2007 by email vote of Executive Board.
- b. Web Site Redesign Special Committee report and review of new web site – Chris Shaffer
New Chapter web page went live today, October 12, 2007. The Web Site Redesign Special Committee to continue for another year to address a number of details with the new web site.

The Board reviewed the new web site and offered various suggestions to the Special Committee. Thanks to Allan Barclay, webmaster, for getting the site up in time for the Annual Meeting.

- i. Membership Database
Priority for next year
- ii. Intranet
Priority for next year
- c. Review and approve committee charges – Chris Shaffer
The Board reviewed the draft committee charges. Some additional changes were made. Chris will update the document. The question was also raised about whether an elected officer can also serve as a Committee. According to Roberts Rules of Order, an officer can be on a Committee though not serving as the chair.

Action Item: Executive Board to meet at Sunday, October 14 at 5:30 p.m., in the Merchants Room, to review and approve the committee charges.

- d. Policies and procedure manual (President) – Chris Shaffer
Chris will establish a “Policies and Procedures Special Committee” to pull together materials that were included in the previous Bylaws, plus materials from committee

chairs. The Special Committee will establish templates for maintaining policies and procedures and consider formats for documenting. Chris will have a draft charge available additional Executive Board Meeting, Sunday at 5:30 p.m.

Action Item: Chris will draft a charge and appoint a Policies and Procedure Special Committee for the Executive Board by Sunday, October 14 at 5:30 p.m.

6. New business

- a. State and Committee meeting rooms during conference – Chris Shaffer
The Midcontinental Chapter arranges specific times for state and committee meetings within the Annual Meeting/Conference. This is something to consider for our own future Annual Meeting.
- b. Review 2006 Annual Business Meeting Minutes – Deborah Lauseng
No further edits or corrections were noted. The Business Meeting minutes will be brought to the membership on Monday, October 15 for approval.
- c. Payment systems – Marlene Porter
Marlene and the Finance Committee will investigate methods for handling Annual Meeting expenses for the hosting state. For 2008, Michigan will continue with current arrangements.
- d. Liability insurance – Marlene Porter
Informational only. As discussed under the Finance Committee report, the Chapter will continue paying for general liability insurance and will drop professional and criminal liability insurance.
- e. Membership promotion and verification related to annual meetings – Bette Sydelko
The issue of people paying Annual Meeting registration fees at the member rate without having Chapter membership was discussed. The recommendation to the Annual Meetings Committee is to review the wording concerning this issue in the Annual Meetings Guide.

The question was raised about whether poster and paper presenters should be Midwest Chapter members. Also, should the speakers and presenters be registered for the meeting? The decision was to leave these questions to the local meeting coordinators to address as they feel appropriate. It was recommended that everyone register, whether they pay the charges or not.

The Membership Committee continues to promote membership, and will be developing ways of promoting membership in connection with the annual meeting.

- f. Recognition of outgoing officers and committee members – Chris Shaffer
Part of the Immediate Past President's procedures is to recognize the outgoing officers and committee members, including the conference coordinators, at the annual business meeting.

- g. New officers and committee members – Mary Markland
Mary reviewed the list of new officers, and committee chairs and members.
- h. Spring Executive Board Meeting – Mary Markland
The Spring 2008 Executive Board meeting will be held March 7, 2008 in Minneapolis, MN at Marquette Hotel, downtown. Mary distributed packets of information about the hotel and the city. Only executive board members and committee chairs are required to attend. Travel reimbursement funds are available.
- i. Review Business Meeting agenda – Chris Shaffer
No changes were made to the draft Business meeting agenda.
- j. Review and approve 2008 budget – Marlene Porter
At the 2007 Spring Executive Board meeting it was agreed to approve the 2008 budget at the Fall meeting. Since the Bylaws state that the budget approval will be done at the first Executive Board meeting of the year, the proposed budget will be held until the March meeting.

Action Item: The Parliamentarian and Finance Committee, working with Robert's Rules of Order, to determine the appropriate way of funding the Chapter's activities prior to the first Executive Board meeting of the year.

Motion, Passed: Moved that the Chapter continue with the 2007 budget until the new budget is approved at the 2008 Spring Executive Board meeting. [Motion by Marlene Porter]

- k. Professional Development Award, change criteria – Sheryl Stevens
Suggestions were put forth to change the criteria for the Professional Development Award to increase the number of applicants. (See discussion under reports.)

Action Item: The Awards and Scholarship Committee will review the criteria of the Scholarship and Professional Development Awards and bring suggested changes to the 2008 Spring Executive Board meeting.

- l. Majors/MLA Chapter Project of the Year Award
During the meeting it was proposed that the Chapter may be a good candidate for the Majors/MLA Chapter Project of the Year Award based on our incorporating blogs into our communications (MIDLINE and Conference Call Blog) and within the web site redesign.

Action Item: Elizabeth Smigielski will lead a small group (Eileen Stanley, Nancy O'Brien, and Rebecca Caton) to review Majors/MLA Chapter Project of the Year Award and submit application by Nov 1, 2007.

- m. Payment of Distinguished Librarian Award
Motion, Passed: Eileen move to approve increase of miscellaneous line item of Awards & Scholarships Committee from \$100 to \$200 for the 2007 Budget. [Motion by Eileen Stanley]

- n. Membership banner -- Bette Sydelko
The Membership Committee would like to have a banner designed to use at state meetings and other promotional opportunities.

Action Item: Membership Committee to seek student member volunteers to assist with design of Midwest Chapter/MLA promotional banner for use by state liaisons.

- o. Timing of the 2008 Fall Executive Board meeting – Ellen O'Donnell
After brief discussion, it was decided to have the Fall 2008 Executive Board meeting scheduled for the late afternoon over dinner into the evening. Note: the Chapter pays for the Board meeting related expenses, including dinner.
- p. CE assistance (planning for 2009 Annual Meeting) – Bette Sydelko
In preparation for the continuing education opportunities for the 2009 Annual Meeting, Bette asked how previous CE sessions were being documented. Also, has there been any CE needs assessment? Who is tracking this information? It was proposed that we experiment with the model where the Chapter provides the list of previous CE sessions with appropriate information.

7. Review of Action Items – Deborah Lauseng

Action Item: Conference Coordinators' annual meeting reports will be included as an attachment of the Executive Board meetings minutes.

Action Item: Archivist will pull together lists of previous committee chairs and committee members and present at the 2008 Spring Executive Board meeting.

Action Item: Finance Committee to review electronic payment methods and report to the back at the 2008 Spring Executive Board meeting.

Action Item: Executive Board to meet at Sunday, October 14 at 5:30 p.m., in the Merchants Room, to review and approve the committee charges.

Action Item: Chris will draft a charge and appoint a Policies and Procedure Special Committee for the Executive Board by Sunday, October 14 at 5:30 p.m.

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8. Recess

The Executive Board Meeting is recessed until Sunday, October 14, 2007 at 5:30 p.m. in the Merchants Room.

9. Follow-up Business, October 14, 2007

Committee Charges: **Motion, passed.** Moved to approve charges of all committees as revised. [Motion by Marlene Porter.]

Policy and Procedures Special Committee Charge. The new Special Committee will be announced at the Business Meeting Monday, October 15, 2007.

10. Adjournment

The Fall 2007 Midwest Chapter Board meeting was adjourned at 6 p.m. The Board will reconvene on March 7, 2007 in Minneapolis, MN.

Respectfully submitted by Deborah Lauseng, Recording Secretary.