

MIDWEST CHAPTER



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Midwest Chapter of the Medical Library Association

Monday December 16, 2019

9:30-11:00 am ET/ 8:30-10:00 am CT

Agenda

[Action Items](#)

1. Call to Order and Welcome

Emily Ginier

The meeting was called to order at 9:33 am.

In attendance: Emily Ginier, Jacqueline Freeman, Merle Rosenzweig, Elizabeth Suelzer, Kathryn Mlsna, Laura Menard, Margaret Hoogland, Kerry Dhakal, Liz Weinfurter, LaTeesa James, Elizabeth Huggins, Mary Pat Harnegie, Karen Hanus

Absent: Hanna Schmillen, Chase Masters, Angela Tucker

Emily noted the difficulty with the chapter website hack that occurred and that we have a plan for moving forward.

2. Review Agenda

Emily Ginier

Committee Reports. No old business. 3 items of new business

3. Review and Approve Minutes from October 4, 2019 Board Meeting Jacqueline Freeman

Minutes were reviewed. No changes were made.

Merle Rosenzweig made a motion to approve minutes. Kathryn Mlsna seconded motion.

The Board voted unanimously to approve. The minutes from the October 4, 2019 Board meeting are approved.

4. Brief Committee Reports / Highlights

- President

Emily Ginier

- Wrote President's message for Midline
- Website hack: Communicated with Kate and Mary Langman from MLA; sent initial communication on behalf of Communications Committee reported to the chapter Board
- Wrote a letter of support for the nomination of our digital archive for the MLA Chapter Project of the Year Award

- Reached out to librarians in ND and KY about open Governmental Relations liaison position; they were unable to serve; Merle has volunteered and will work with MLA GR committee member from Taubman to reinvigorate activity with this committee
- Worked with Treasurer and Annual Meetings Chair on proposed procedures for contract signing

Immediate Past President/Nominating Committee

Merle Rosenzweig

- Put out a call for volunteers to serve on Nominations and Elections Committee. Received immediate response. Committee members are:
 - Merle Rosenzweig, Chair University of Michigan Taubman Health Sciences Library, oriley@umich.edu
 - Stephanie J. Schulte, Ohio State University Health Sciences Library, Stephanie.Schulte@osumc.edu
 - Carol Shannon, University of Michigan Taubman Health Sciences Library, cshannon@umich.edu
 - Jodi Jameson, Mulford Health Science Library, Jodi.Jameson@utoledo.edu
 - Paije Wilson, University of Michigan Taubman Health Sciences Library, wpaije@umich.edu
- The Committee will be using a group email: committee@umich.edu and Box for storage of documents.
- A call will go out in January soliciting nominations for Membership Secretary, Representative at Large, and President Elect.
- Google Forms will be used for the ballot

Discussion: Online membership registration is handled with Wild Apricot and via printed and mailed form. A decent number of people still register using the print option.

c. President Elect

Elizabeth Suelzer

No report. Looking over charge and ready to get started.

d. Treasurer/Finance Committee

Kathryn Mlsna & Karen Hanus

- Work has begun on reconciling the 2019 annual conference. Figures are not yet in the budget spreadsheet. Expenses and revenues are accounted for. Identifying the portion that is CE accounting versus meeting accounting is complex and is being finalized.
- At present, total profit on the meeting is \$11,846.17. According to the MOU, the profit is to be split 50-50 between chapter and local groups. SWISL? and WHSLA would each get a quarter. WHSLA will not take their quarter of the profit, thus Midwest will earn \$8,884.63 in meeting profit. This does include any CE profit.
- Final report is not yet finished. It is due 3 months after the meeting.

- CE expense reconciliation is complete. It is time consuming to go into each registration. Do we want to continue to pull out the CE separately?
Would it be easier if members of the finance committee aligned with members of the conference committee as they went along?
- Finance committee - 2 members have cycled off and 2 new members have joined (Melinda Orbaugh, Jim Bulger) plus Karen Hanus
- **Kathryn, Liz Weinfurter, and Emily will meet to think through how to streamline and modernize procedures around CE accounting and bring their recommendations to the February board meeting.**

e. Membership Secretary/Membership Committee

Laura Menard

- Holding steady at 230 regular members
- **Laura will send out reminders to members for renewal in January once website problems are resolved.** It was noted that Wild Apricot was not affected by the website hack, however, having members able to access the website when the reminders go out is preferable

f. Chapter Council Representative and Alternate

Margaret Hoogland & Kerry Dhakal

- Margaret is on the National Programming Committee representing the Chapter Council for 2021.
- A theme is being determined for the meeting in Washington, DC

g. Representative at Large/State Liaisons

Hanna Schmillen

Report was read: Contemplating a state meeting page that would be added to the chapter website where information about chapter annual meetings would be hosted

h. Annual Meetings Committee

Liz Weinfurter

- 2020 planning is going along fine
- Claire is checking on a reduction in room cost before signing contract
- Site visits for Kansas City in 2021, including one this week
- The meeting is planned for weekend of October 16, with no conflicts so far with other conferences

i. Awards & Scholarships Committee

LaTeesa James

- Committee: Don Pearson, Merete Christianson, Theresa Kline, Annie Nickum
- Reviewing and updating awards information
- LaTeesa is currently liaising with Fundraising Committee, but later will name another member to this role

j. Communications Committee

Elizabeth Huggins

Website Hack:

- Spoke to Alan Barclay (Wisc.) and Chase Masters about ways to archive content
- Worked with Matt Regan on backing up pages - data was preserved
- Cleared current website off server; reinstalled new
- Tried to import old blogs and pages but error still persists. Was it introduced through comment on a blog post (injected code via a bott)?
- Deleted all admin and configure codes. It was not a caching issue
- Midline is fine because it is on a separate website. Has been archived
- Previous blog posts in Connect Midwest may be where the problem is
- Focusing on most important content
- Need to reach out to previous heads of the chapter for conference content. There is inconsistency in how conference websites were created and in credentialing.
 - All Wordpress sites need to be updated to current theme - required by Wordpress
 - back to 2016 has been updated.
 - seeking credential for 2009-2015. If unsuccessful in getting passwords to those sites, they will have to come down.
 - 2014 has an installation error rather than a credential issue. It's been installed incorrectly.
 - When conferences are over, we need a way to archive them so that we don't lose access

Q: Are we considering moving the chapter website to the MLA site? If yes, would now be the time to do it? R: It's not an option yet. It's a possible future direction. It's going to take a while yet considering the reorganization. Weigh pros/cons.

- They would likely have a more secure site
- We don't know what their restrictions are

Emily acknowledged Elizabeth's leadership around these website issues.

Elizabeth Huggins will speak to Matt Regan about taking on the website planning and oversight from May-August, 2020.

k. Professional Practice Committee

Angela Tucker

No report.

l. Fundraising Committee

Margaret Hoogland

- The committee has updated their procedure manual
- Working to establish an email to use for committee work
- Want to move to year around communication with membership (once a quarter) rather than all communication happening right before meeting; evaluate number of items for auction and any that might be held for future auctions

- Google form for silent auction info and photos

Qs: Is approval needed from the board to designate profits for specific purposes?

In the past the fundraising committee hasn't had a budget. Interested in creating a lanyard and sweatshirts to sell before the meeting.

R: Create a proposal for the expenditure. Decide what you want to spend and propose that to the board.

Discussion: Awards and scholarships expenditures are more than we bring in through fundraising. If we link fundraising with A&S directly, we would have to reduce what we give in awards and scholarships. If we have a reserve, we could improve what we offer.

A&S and Fundraising will meet to figure out goals. Then schedule a meeting with budget group to make proposal for February meeting.

m. Archives Chase Masters

No report

n. Governmental Relations Open

- Merle reported that an Immersion Session for the national Governmental Relations was accepted. GR is planning to present in DC in 2021.
- Merle is going to attend their meeting in Portland and will report out on their activities

5. Old Business

None

6. New Business Emily Ginier

a. Proposed procedures for signing contracts

Proposed Contract Procedures language

- Midwest Chapter of the Medical Library Association Officers and Committee Chairs may negotiate contracts relevant to their responsibilities as set forth in the Chapter Bylaws and Procedure Manual.
- Contracts with liability of \$1,000 or less will be entered into by the Executive Board member **or Annual Conference Planning Chair** negotiating the contract after consultation with the Treasurer.
- Contracts with liability greater than \$1,000 will be entered into by the President or another elected Officer after consultation with the Treasurer and approval of the Executive Board.
- In the event that a contract must be finalized prior to the next Board Meeting, the Executive Board may convene a Special Meeting or conduct the review and vote via email.

Background and Discussion:

- Treasurer had expressed concern previously about responsibility for assessing liabilities for the chapter and signing contracts. Relevant bylaws, procedures manual, and annual meeting guide were reviewed.
 - Could another elected official be responsible for signing contracts?
 - Is there a certain amount of liability that would require an elected official's signature versus another appropriate person
- Bylaw IV, Section 2A. President's Duties - represent chapter at all times not in conflict with another officer's duties interpreted to include signing contracts
- Proposing new language for everyone to react to. Requires creation of a new section and updates to relevant officers' information
- President is the recommended official but could potentially be another officer.
- Some concern over the frequency of the meetings in the case that approvals need to happen sooner. In the event that a special meeting cannot be convened, email could be used.
- Is Liz Weinfurter considered an executive board member? No - she is not an elected board member.
- Most contracts entered are related to the annual meeting and are not negotiated by an executive board member. Does the proposed language hamper these negotiations? Is there a difference between who negotiates and who signs?
- For tax exempt purposes and other contract issues, many orgs want one officer of the org to sign big contracts.
- Smaller contracts are the main issue
- The treasurer is okaying that the money is available and the expense is accounted for in the budget. There are other elements of the contract that the person negotiating the contract is responsible for.
- Added Annual Conference Planning Chair to the language as a person who can sign small contracts.

Motion to approve amended contract procedure language: Liz Weinfurter made motion to approve amended contract procedure language. Margaret Hoogland seconded the motion. A voice vote of the Board was unanimous in favor of approving the language.

Emily will add to the contract procedure language to the chapter Wiki and to archive.

The board thanked Emily for her leadership on this issue.

b. Proposed state meeting page on Midwest/MLA website

Hanna Schmillen

Discussion:

- Hanna Received feedback that it would be prudent to not allow additional people to edit website
- When Hanna steps off, the next person might not be willing to put in the same effort to maintain content
- Will we want to present info on competing meetings?

- Purpose of the page is to provide a central place for meeting information that is time consuming to gather
 - May helps to avoid scheduling conflicts
 - May create awareness of other meetings
 - May encourage cooperation and attendance
 - What is the time cost in keeping it updated?
 - link to information on another site rather than updating the information on our site? Shifts responsibility to each org
 - Communications committee would not find this burdensome. Most burdensome for Hannah or whoever took over her work. If they reach out to state committee and they don't respond, outdated info. (by end of the year) would be taken down. The website would reflect the information that we have accurately.

Emily will ask Hanna to work with Matt Regan to work out process and provide update at February meeting

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|----|---|--------------------|
| c. | Review of committee charges and procedures
Move to February meeting | All |
| 7. | Review of Action Items | Jacqueline Freeman |
| 8. | Adjournment | Emily Ginier |

Merle. Margaret. 11:03a.

ACTION ITEMS

Kathryn, Liz Weinfurter, Emily Ginier

- Meet to think through how to streamline and modernize procedures around CE accounting and bring their recommendations to the February board meeting

Laura Menard

- Send out reminders to members for renewal in January once website problems are resolved
- Membership committee will explore ways to reach out to public librarians

Elizabeth Huggins

- Speak to Matt Regan about taking on the website planning and oversight from May-August, 2020

LaTeesa James, Margaret Hoogland, Kathryn MIsna

- Meet to figure out goals and a budget proposal for February meeting

Emily

- add contract procedure language to the chapter Wiki and to archive.

Emily Ginier, Hanna Schmillen, Matt Regan

- Ask Hanna and Matt Regan to work out process for adding state meetings to website and provide update at February meeting
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Rollover Action Items

Laura Menard

- Investigate options for promoting mentoring program and membership

Angie Tucker

- Suggest the number of committee members needed, make recommendation for revising the wiki and designation of specialty areas (ex: CE, research judging, mentoring). This should not need a change in the charge.
- Follow up on taking on role of first time member recognition for 2019 meeting.

Elizabeth Huggins

- Updating Midwest Chapter wiki
- Two surveys of the membership. One regarding the new website and one regarding the blog.

Chase Masters

- Work on a records retention schedule
- Ask Clare Leibfarth for the annual meeting programs that she has to the Archive

Emily Ginier

- New logo color hex code and new font and give Matt Regan the information for the website
- Make arrangements for the Executive Board Meeting on Friday, October 2, 2020 at another location
- Add discussing whether to continue to require a list of state representatives or if a list of presidents will suffice
- Follow up with Matt to see that the website is updated to reflect the new Executive Board officers
- Add discussing whether the chapter is able to provide monetary awards for judged posters and papers as a future agenda item

Merle Rosenzweig

- Ask someone to create a style guide and help with accessibility

Margaret Hoogland

- Create a Chapter fundraising presence on the website
- Ensure that the Committee documentation is added to the Chapter wiki and to the conference-planning document after the conclusion of the 2019 conference

Committee Chairs

- Send lists of member first and last names and duration of appointment to Elizabeth Huggins

Chase Masters, Elizabeth Huggins

- Make procedures for managing our internal communications through the wiki and its relationship to our website

Emily Ginier, LaTeesa James

- Look at changing the criteria for the Jean Sayre Innovation Award

LaTeesa James

- The 2020 Awards Committee will review all award criteria and recommend changes to the Executive Board.