

# MIDWEST CHAPTER



ILLINOIS • INDIANA • IOWA • KENTUCKY • MICHIGAN  
MINNESOTA • NORTH DAKOTA • OHIO • WISCONSIN

## Midwest Chapter of the Medical Library Association

Tuesday February 11, 2020

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

### 1. Call to Order and Welcome

Emily Ginier

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

Emily Ginier, Jacqueline Freeman, Merle Rosenzweig, Elizabeth Suelzer, Kathryn Mlsna, Laura Menard, Margaret Hoogland, Liz Weinfurter, LaTeesa James, Mary Pat Harnegie, Karen Hanus, Hanna Schmillen, Chase Masters, Angela Tucker

Not in attendance: Elizabeth Huggins, Kerry Dhakal

### 2. Review Agenda

Emily Ginier

### 3. Review & Approve Minutes- December 16, 2019 Board Meeting

Jacqueline Freeman

Two changes to the minutes were noted.

Merle Rosenzweig made a motion to approve the minutes. The motion was seconded by Kathryn Mlsna. The minutes were unanimously approved as updated.

### 4. Brief Committee Reports / Highlights

#### a. President

Emily Ginier

- Worked with Kathryn Mlsna and Liz Weinfurter to discuss the finance committee
- Responded to Mary Langman's request to have the chapter contribute to the Research Training Institute (RTI), explained chapter's financial situation and prioritization of building reserves; expressed gratitude for members who were able to attend RTI
- Provided support to Elizabeth Huggins for website recovery

#### b. Immediate Past President/Nominating Committee

Merle Rosenzweig

## **Report of the Nomination and Election Committee**

- The Committee met via Zoom on Tuesday, February 4, 2020. In attendance: Merle Rosenzweig, Chair; Stephanie J. Schulte, Carol Shannon, Jodi Jameson, Paije Wilson
- Reviewed the duties or the three positions needing to be filled:

### **President Elect**

The term of office of the President Elect shall be one year.

#### Duties

1. to serve as President whenever the President is not able to do so;
2. to serve on the Awards and Scholarships Committee;
3. To perform all other duties prescribed by these Bylaws and by the parliamentary authority adopted by the Chapter.

A vacancy arising in the office of President shall be filled by the President-Elect, who shall cease to be President-Elect, and serve out the unexpired term of the President, and shall continue as President for the full succeeding term to which he or she was elected.

### **Membership Secretary**

The term of office of the Membership Secretary shall be two (2) years. An individual may not serve more than two successive terms as Membership Secretary.

#### Duties

1. To maintain the Chapter's membership records, directory, and discussion lists;
2. To distribute membership renewal notices;
3. To chair the Membership Committee;
4. To advise the President and Nomination and Elections Committee on the eligibility of potential appointees and officers;
5. To confirm eligibility of members to vote in Chapter elections, for MLA positions, and on Chapter and MLA business;
6. To perform all other duties prescribed by [the] Bylaws and by the parliamentary authority adopted by the Chapter.

### **Representative at Large**

The term of office of the Representative-at-Large shall be two (2) years. An individual may not serve more than two successive terms as Representative-at-Large.

#### Duties

1. To chair the State Liaisons Committee;

2. To facilitate communication among and between Chapter members and the Chapter Executive Board;
3. To facilitate communication between the Chapter and library groups and library science programs within the Chapter;
4. To perform all other duties prescribed by [the] Bylaws and by the parliamentary authority adopted by the Chapter.

#### Discussion of the Election Timeline

- Jan to April - Develop a list of potential candidates.
- May/June - Recruit at least one candidate for each position up for election. Verify that each candidate is a member of the Chapter and of MLA. Each candidate should fill out a [Candidate Biographical Information Form](#). This form includes a "willingness to serve" statement that needs to be initialed and dated by the candidate. At the end of the form there is a space for candidates to provide statements of interest or aims regarding the position (optional).
- June/July - Notify Executive Board of election slate.
- July - Post each Candidate Biographical Information Form in PDF format to the Chapter's website here: [Elections - Biographical Information](#).
- July - Send [ballot](#) to [Membership Secretary](#) for distribution by email directly to Chapter members. The committee can also distribute the ballot themselves if they choose to do so. The ballot has to be distributed 60 days before the Chapter's annual meeting.
- August - Count ballots, notify candidates, submit [report](#) to Executive Board, announce results on midwest-members email list.
- September/October - Confirm elections at the Fall Executive Board Meeting.
- November - Send original blank ballot, candidate willingness to serve forms and results to the Archives.

Distribute the call in early March: Post on the webpage, Email to Membership, message sent to be posted on Midline. Anticipating the need for a second and third call in order to get sufficient nominees

- |    |                             |                   |           |
|----|-----------------------------|-------------------|-----------|
| c. | President Elect             | Elizabeth Suelzer | No report |
| d. | Treasurer/Finance Committee | Kathryn Mlsna     |           |

- Membership estimated last year at 260 memberships. Because the fee went up, the estimate has dropped to 225 @ \$40 ea (Laura Menard is in agreement with this estimate)
- Professional practice estimates are based on break even numbers
- Total of all income accounts is projected to be \$80,425

#### Expenses

- Board meeting - \$600 for the board to meet during the conference. Last year the president didn't need the MLA money so this was budgeted on the conservative side. Discussion: Kathryn recommends including the budget items for rooms.
- \$250 that the board approved to clean the website is reflected in the budget
- no expense this year for Wild Apricot because we prepaid last year to get the discount and avoid the price increase
- We had no shipping expenses last year but we kept \$90 in for this year
- Because membership fee increased, the Paypal fee also increased
- Miscellaneous: \$120 fee for Box for archiving
- Payment to SWHSL is not reflected in the budget
- Outstanding uncashed checks are not reflected in the ledger balance
- Advertising for 2021 conference will show in this budget

#### Discussion

- **Line 60 - 8620.00 is what the chapter is going to reap in profit. Should be 2873**
- **Line 15 and 23 should be 2020 projected**
- Budget shows projected ending balance of \$50,000, which is an improvement in the chapter's finances
- If the 2020 meeting has not set the registration fees, the amount that the award winners receive could change. The budget reflects an estimate only.

Vote on budget: Merle Rosenzweig made a motion to approve the budget. Laura Menard seconded the motion. The budget was unanimously approved.

e. Membership Secretary/Membership Committee      Laura Menard

- Renewal reminder email was sent out. Some have asked for invoices. Please let Laura know if the proper date and amount does not appear in your renewal message
- Because website was down in January, some lapsed memberships returning to active
- 5 new members in the last month
- There are a handful that renewed at \$30 while changes to the website were being made. This has been fixed going forward.

f. Chapter Council Representative and Alternate      Margaret Hoogland & Kerry Dhakal

- Margaret signed up to be on the jury for awards for 2021.
- Working on a logo for national programming that touches on diversity, going to DC
- First meeting at the end of the month

g. Representative at Large/State Liaisons      Hanna Schmillen

- Proposal to add other meetings in the midwest to the website

- Will talk to Matt Regan about options

Discussion: Is there a way to hand off the contacts list that Hanna is using to her successor? Hanna has created a list in Outlook of the current chairs and presidents of committees that can be shared. Could create a form for organizations that they could fill out. Will look into possibilities.

**Emily asked Hanna to come up with a process and way to display the other meetings information that a future rep at large could maintain. Hanna should implement the plan and present it to the board. The board will have the chance to suggest changes. The board has already agreed that presenting this information is a good idea and gives state reps a purpose.**

Merle suggested capturing the purpose and workflow (protocol) for the archive.

h. Annual Meetings Committee

Liz Weinfurter

- Accounting for 2019 is done and closed: Conference profit was \$8619
  - (50% + 25% that was donated back to the chapter)
- CE profit was \$2807.00
- Budget picture shows us climbing out of the hole
- 2020 planning is going really well:
  - Conference planners have a final draft budget
  - Bloomington has lower prices for food and facilities
  - Cost for registration is being determined. Might be lower than in previous years.
  - Draft conference website is ready. Waiting for a few pieces before publishing
  - Program planning has begun
- 2021 joint conference w/Mid-Continental Chapter - Kansas City - Oct 15-18, 2021
  - In negotiations with Marriott; going well
  - Finances will be run through Mid-Continental chapter, giving us a break from running the accounting

i. Awards & Scholarships Committee

LaTeesa James

- In the process of updating description and application documentation. Will be emailed to webmaster

j. Communications Committee

Elizabeth Huggins

- Board approved (by electronic vote) decision to pay Pair \$250 to sweep our website to remove last remnants of malicious code.
- 2015 and 2016 conference websites were inaccessible because login information was unavailable. Content was downloaded and is in the process of being restored

Discussion: Can we draft a letter of recognition on behalf of Elizabeth, Chase, and Matt about the work they did above and beyond their roles? **Action item: Emily will write a letter recognizing their efforts.**

k. Professional Practice Committee Angela Tucker

- Getting ready for Bloomington.
- Excited about \$2800 CE profit from 2019 and hoping to have a repeat of this success.

Discussion: Will you apply for another professional development grant from GMR? We hope to. It is still tentative. Deadline is pushed up.

l. Fundraising Committee Margaret Hoogland

- Met with Elizabeth Huggins. Elizabeth will create website presence.
- Will be sending recruitment for the silent auction in the next month or so
- Committee is also investigating Midwest swag - watch for a survey
- Committee is interested in having a separate Google drive and email account to facilitate move to year round recruitment of auction donations. It would hold all committee documents. Would still use wiki for overall proceedings. Is board okay with this?

Discussion:

Discussion and amiable disagreement about what other committees are doing. Some are using DropBox and others are using what works for them (Google Drive). There are no directives to guide committees on this.

Would you be using a free version of Google drive or an institutional license?

- Google's privacy and ownership policies are questionable - need to think about who owns the files and what access Google has versus some other companies where we might pay for cloud storage space versus getting it for free
- Dropbox storage limits in free version count against each individual who is a member of a group
  - Drop Box is getting full and we may need to buy more space or remove files
  - An individual who reaches their limit may inadvertently delete material from all group members
  - Privileging may allow some group members read only access so that deleting files doesn't occur. Committee chairs would want eventually to pass along their files to the archive and clear their storage capacity.
  - Drop box free personal version allows 2Gigs of storage. \$10/month is 2 terabytes plus other features.
  - As Drop Box fills, older files that are not part of current work could be moved to Box for archiving

What immediate solution is there for Margaret? There is precedent that other committees have used Google Drive. Discussion can occur over email if a decision needs to be made before the next meeting.

**Action Item: Margaret will look into Drop Box because of the need to use an online form for the silent auction donations instead of a paper form.** Will move to an email conversation to continue this.

**Action Item: Chase will research options to share with the Board, comparing costs and security, what you get for free versus paid versions, institutional pricing.**

m. Archives

Chase Masters

- Corresponded with Elizabeth Huggins regarding website.
- Received request from Claire to archive 2006 & 2007 conference calls from internet archive; likely still more to do
- Corresponded with Chris Childs about photographs from 2019 annual meeting (43 photos and descriptions)
- Trying to locate additional items that should be added to archive.
  - Send Chase an email or upload items using instructions on the Wiki
- Gave Emily editing access to the Wiki

Questions from Archivist:

Is there a need for a records retention schedule? Should we keep everything forever? One approach If we don't feel like we need to keep everything, we could have tags attached to items to indicate how long to keep them and when to discard: "forever", "4 years", etc.

- old bylaws is an example of something that we might not want to keep forever, when things do not work the way they used to.
- Could be helpful to think through the types of materials that could be useful for a limited number of years but not longer. In regards to finances, there are a number of protocols. Need direction on credit card statements, taxes, legal issues versus historical issues

**Action Item: Chase will research best practices for retention and present to board**

What is the best way to archive Midline? Is there something that can be done on the backend versus what Chase can do from the public side?

**Action Item: Chase will consult Elizabeth Huggins or Joyce McFadden who may know of an export option for Midline.**

n. Governmental Relations

Merle Rosenzweig

- Did the Governmental Relations Committee submit an immersion session? Was it accepted? **Action Item: Merle will investigate**
- They will be putting something together to present to the conference in DC, but may wait until after the conference in 2020 to decide the direction.

## 5. Old Business

## 6. New Business

a. Finance Committee and Annual Meeting accounting

Kathryn Mlsna

- Reconciliation was a lot of work. Proposing that we not split out the CE.
  - CE is not separated out by Wild Apricot. Each registrant has to be looked at individually and the timing of their registration v. cost has to be figured (there is a different cost if you register later).
  - In meeting with Emily and Liz, talked about changing percentage of split between chapter and local and having the CEs included.
- Why were CEs accounted separately in the past?
  - New this past conference. Idea came from Claire to acknowledge efforts of the professional practice committee which is a chapter committee (though the local committee had the work on the ground to also make the CEs go).
  - The time-cost is onerous. 36+ hours reconciling
- If we change the percentage of split
  - this would acknowledge that the chapter is going to take on the work of the CE
  - The split could change going forward based on how much the chapter is doing versus how much the local is doing

### Discussion

-(Merle): In 2017, the main function of the meeting was handled by the chapter. Local people on the ground did what needed to be done at the local level (hotel, etc).

-CE, papers, posters, mentoring, AV are all things that would need to be accounted for. Local involvement saved money on things like AV.

-There is an annual meeting finances policy and MOU. Currently it says that the split is 50-50. Could it change depending on the situation? The policy ties your hands. The policy doesn't reflect that the chapter (professional practice committee) is doing some of the work.

-Has the MOU already been signed with Bloomington? Can it be changed? Can we do a revised MOU? Nothing says we have to split out the CE. Liz Weinfurter. Could update the policy and



propose a new split. Note: CE committee made a profit in part due to what the local people did to support it.

-This is old ground: A special committee was charged with looking at the way the annual meetings were done. They chose to not change the MOU. Maybe it needs to be looked at again. If board thinks that changes are necessary, it would be up to Liz Weinfurter to do that. If the annual meetings committee decides not to change the split from 50-50, worst case is that we do not separate out the CE and the profit from the CE would be split.

To consider: What to do in the event of a loss. Finances policy current says that the chapter accepts all of the loss and there is no split. This prevents the local group from incurring a large risk.

Board is in agreement that whatever happens, the work of the separate accounting for the CE is not acceptable.

-People doing accounting for annual meeting change every year, creating opportunities for mistakes. To make reconciliation easier, members of the finance committee could work with chairs of exhibits, memberships, and CE. these are particularly tricky to reconcile

**Action Item: Emily will set up a meeting with Kathryn Mlsna and Liz Weinfurter to talk about the annual meeting financing policy**

b. Responsibilities of Membership Secretary

Emily Ginier

Issue: The duties of the membership secretary are only briefly described, involve learning several different systems, and keeping track of which members have renewed. Looking for ways to elevate this burden or to be clearer about what's involved in role. Spoke with Laura Menard about her concerns, esp related to learning how to navigate the different systems.

Discussion

-Is there a membership committee? According to the Wiki there is supposed to be a committee appointed by the President. Last year there was no committee, just a chair. This year there was only one person.

-Members need training on Wild Apricot. Is there a place to get training? This is one of the hangups. There is a Wild Apricot suite of video tutorials.

<https://gethelp.wildapricot.com/en/articles/13-video-tutorials>

-Not all the committees have access to Wild Apricot and would need to in order to work with the Membership committee. Who grants permission for Wild Apricot? Chase.

-Should Laura create a document that includes more detail about the details of the Membership Secretary position? It was noted that all committees in professional orgs have the problem that

roles and responsibilities are not fleshed out, making it difficult to understand what the job involves.

-There is inconsistent information on who fills the committees: the President or the President Elect? It needs to be clarified who needs to do this and when. Makes sense that the President-elect should do it. The bylaws make it clear that there is supposed to be a committee and how many members there are supposed to be.

-Rep at large and membership are supposed to be working together on outreach and increasing membership. Hanna offered the comment that the rep doesn't have a lot of duties and could take a strong hand in helping the membership secretary in tracking active and lapsed membership.

## **7. Review of Action Items**

Jacqueline Freeman

### **Hanna**

- Along with Matt Regan, design a sustainable process and way to display a state meeting page on the Chapter website. Implement your plan and present it to the Board when ready.

### **Emily**

- Write letters of recognition regarding the exemplary work of Elizabeth Huggins, Matt Regan, and Chase Masters
- Set up a meeting with Kathryn and Liz W. to talk about the annual meeting financing policy
- Ensure that going forward we have adequate committee members and that committee charges are updated on the Wiki

### **Chase**

- Research options for committees to conduct and collect their work (i.e. Drop Box, Google Drive). Look into institutional/enterprise pricing
- Investigate records retention scheduling in light of what's in the archive. Consider record types, legal obligations to retain files, historical value, etc. Share findings with Emily prior to next Board meeting.
- Investigate with Elizabeth Huggins and Joyce McFadden how to export Midline content. Determine if blog content and comments in Midline will be included.

### **Merle**

- Find out if an immersion session from the Governmental Relations committee was submitted and accepted
- Add to ballot language a note that candidates will have a committee to work with

## **Adjournment**

Emily Ginier

Merle Rosenzweig moved to adjourn the meeting. Margaret Hoogland seconded the motion. The meeting was adjourned at 11:11 am.