

MIDWEST CHAPTER



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Midwest Chapter of the Medical Library Association

Monday June 8, 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 9:34 am.

Attending: Emily Ginier, Merle Rosenzweig, Elizabeth Suelzer, Laura Menard, Margaret Hoogland, Hannah Schmillen, Liz Weinfurter, Elizabeth Huggins, LaTeesa James, Angela Tucker, Chase Masters, Kathryn Mlsna, Kerry Dhakal, Jackie Freeman, Karen Hanus, Mary Pat Harnegie, Matt Regan, Sarah Jane Brown

Motions will be approved by unanimous consent

2. Review Agenda Emily Ginier

3. Review and Approve Minutes from April 27, 2020 Board Meeting

Jacqueline Freeman

Merle Rosenzweig moved the motion to approve the minutes. Hanna Schmillen seconded the motion. The minutes were unanimously approved.

4. Brief Committee Reports / Highlights

a. President Emily Ginier

- The President sent the chapter's statement of solidarity against police brutality and in support of the Black Lives Matter movement. The President expressed gratitude for Laura Menard's invaluable contributions to co-authoring the statement and focusing on

action through the outlined commitments and to Hanna Schmillen for feedback. Thanked colleagues for their support and input.

- New business portion of the meeting will focus on the actions outlined in the statement. If needed a special meeting of the board may be called in July
- 2020 annual meeting planning message and survey were sent to membership to gauge interest in a virtual meeting
- Met with Awards & scholarships (A&S) Chair, President Elect, and Fundraising Chair to discuss changes that can be made to 2020 awards to support greater attendance at the meeting
- Reviewed updates from Annual Meetings Chair about virtual meeting and plans for 2021 and the MOU

b. Immediate Past President/Nominating Committee Merle Rosenzweig

- A reminder was sent to the Membership on June 2, 2020 requesting volunteers for the open positions. The [Home](#) page has the call for volunteers for the three open positions of President Elect, Membership Secretary, and Representative at Large with the duties listed for them.
- Email to the membership has generated three volunteers, all for the position of Membership Secretary. A response volunteered an individual for President Elect; the person is willing to serve. A Google form has been sent for the person to complete. No response yet.
- The timeline: May/June: Recruiting at least one candidate for each position up for election; June/July: Notify Executive Board of election slate

c. President Elect Elizabeth Suelzer

- Met with A&S and Fundraising committees on plans for 2020 conference.

d. Treasurer/Finance Committee Kathryn Mlsna

- Nothing to report of significance

e. Membership Secretary/Membership Committee Laura Menard

- Picked up physical mail (checks) from library and is processing them

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

- The National Programming Committee is planning for either virtual or an in-person meeting options for 2021. Working on affordability in light of furloughs

- g. Representative at Large/State Liaisons Hanna Schmillen
- Webpage representing all state chapters or local associations in the midwest is live. <http://midwestmla.org/annual-chapter-meetings/midwest-state-associations/>
 - Sending updates to Matt Regan in batches
 - Many changes expected due to Covid; message on webpage indicates that updates will be added
 - Writing up plan to maintain the website; will share with board. Lower priority right now due to other work for the chapter but can expedite if needed.
 - President gave okay to work on procedures for the next board meeting
- h. Annual Meetings Committee Liz Weinfurter
- Introduced Sarah Jane Brown, University of Minnesota. Sarah Jane will be the Midwest Chapter Chair for the joint virtual meeting. Sarah Jane has experience planning virtual meetings
 - Sent update to board week and a half ago on the status of the 2020 and 2021 meetings:
 - Joint virtual conference with Midcontinental Chapter will be official once [MOU](#) is approved
 - Dates: Oct 14-16. CEs on Oct 14; Zoom 12-5pm on Oct 15-16.
 - Notice will be sent to memberships
 - Sarah Jane will begin as chair, send out call for papers, etc.
 - Bloomington, IN (in-person meeting) Fall 2021
 - awaiting details before signing contract
 - preserving planning already completed to 2021
 - preserved deposits (approximately \$5700)
 - talking to Midcontinental about inviting them to participate in this meeting; numbers may be lower for both groups, so joining for a meeting may make sense
 - Midcontinental does a virtual meeting every other year, so they already had a boiler plate [MOU](#) in place.
 - Midcontinental will run the finances through their treasury
 - We will provide \$1000 in seed money - less than we typically do for an in-person conference - to cover upgrade to their platform, expanded meetings, speaker fees, etc.
 - \$25 registration. This should cover all expenses. Expect to break even or make a small profit that would be split 50-50.

Discussion

-\$25 is great, but would there be a way to allow people to attend if \$25 is a hardship? A: Could potentially offer more awards & scholarships than we could offer for an in-person conference. A&S and fundraising would be chapter-specific and administered separately.

-Who are the two members being put forward for the executive steering committee? Sarah Jane Brown and Liz Weinfurter. Sarah will be in the chair role. We also looped in key people from MidWest Chapter: Angie Tucker (CEs, papers, posters), Jessica Decaro (exhibitors), Margaret Hoogland (fundraising), LaTeesa (awards & scholarships), Kathryn (treasury).

- Emily can sign MOU on behalf of the chapter
- Liz will draft statement that Emily will send out on behalf of the chapter about the changes to the meeting, dates, tentative plans for 2021.
- After the message goes out Sarah Jane will take over in conference chair role

The President asked for a motion by unanimous consent to move forward with the signing of the MOU. Does anyone object to the signing of the MOU?

There were no objections. The motion is carried. The President will sign the MOU on behalf of the chapter.

President expressed her excitement and gratitude to Liz and Sarah Jane for the work to bring the virtual conference together.

i. Awards & Scholarships Committee LaTeesa James

The Chair met with Margaret, Elizabeth, and Emily:

- Budget currently funds 3 awards at \$850 each
- Proposing a reallocation of funds since there are no travel costs for the 2020 meeting registration is expected to be only \$25
- 3 awards for registration + CEs
 - Remove requirement for letters from supervisors
 - Use online submission form.
 - Makes these changes for 2020 only or permanently?
- Registration lottery award
 - People could submit names in lottery style award where all current members eligible

Discussion

-What platform would you use for online submission? We considered using a Google form.

-Lottery is a fantastic idea so anyone can feel like they can participate

-Are there parts of the proposals that we would take beyond 2020? Yes, taking away letter requirement and using online submission form.

-Since fee for registration is so reasonable, do we need to put funding behind it? Want to keep in mind growing the chapter's financial reserve

-Can we say if you have financial hardship and not call out furlough, perse? We are not necessarily calling out furlough, it's just hardship.

-How much did fundraising bring in last year? Approximately \$750

-Getting applications is a perennial problem. In support of online submission as a policy. Also in support of scholarships for anyone who needs it as a bridge to attendance for an online conference.

-What's the middle ground? So that we don't fund everyone from the chapter that wants to go.

-We need to look at what the CE will cost.

-Due to the hole we crawled out of, we need to be parsimonious with our funds.

-What about funding a half day of CE? Good idea. It would seem worth applying for along with registration costs.

-Should lottery be only for those with hardship? Should go to someone that \$25 would make or break their attendance. This would require someone to put it out there that they can't afford \$25. "Please leave this fund for people who couldn't pay it" was proposed

-In some regions there is a lottery that is a perk of membership. Is there another name for free memberships that is more appropriate?

-Is there an amount and/or a number of registrations that we want to cover? This would be dependent on the cost for the half day of CEs, which hasn't been set yet. We could set an amount up to a certain amount. We don't know how many CEs will be offered yet. Likely to offer two. Pool to choose from are things that can be taken online.

-\$150 CEs plus \$50 registration fee x 3. Leaves \$1900 for people who want assistance with cost of registration. (Under the current budget of \$2550 for A&S)

-Cut the A&S budget to around \$1000 and see what we can get out of that; this is around what fundraising tends to bring in.

Motions:

1. Change three awards such that they fund registration + half day of CE; and create "registration assistance random selection fund" for 2020.

Angie Tucker moved the motion. Kerry Dhakal seconded the motion. There are no objections. The motion is carried.

2. Reduce the Awards & Scholarship budget to \$1000 for 2020.

n. Governmental Relations

Merle Rosenzweig

Nothing to report

5. Old Business

6. New Business

a. Professional equity

All

Statement of solidarity Commitments

- Creating inclusive and anti-racist spaces, policies, and events for our members
- Centering the perspectives and experiences of our underrepresented colleagues
- Actively recruiting and supporting health sciences librarians of color in our profession

MLA has a diversity and inclusion group. Do we need one? We have a governmental relations committee and there is also one duplicating that committee at MLA. It would be a great way to show our commitment. It would be a great idea to have a couple of representatives. To form a committee we would need to work on its charge and think through whether it is appointed or an elected officer role.

Discussion

-It would be difficult to elect to this role. Appointed would probably be better, as long as they agreed to take on the role. Elected roles also have stipulations as to how long they can serve in the role whereas appointed people who are passionate can serve with more flexibility.

-If we have an appointed role, we could work together on a committee together in the future

-A new committee and chair role would focus on inclusion and ways that we engage with our members. Person could help facilitate each of the commitments and be the point person

-We have talked about reaching out to library programs and underrepresented librarians groups, for instance. This person would direct these efforts.

-Look at bylaws with this lens to make sure there aren't systematic issues within the bylaws

-Can the language be more inclusive? Race is a big issue right now - if we talk about other kinds of biases and stigmas and sexualities - very inclusive language - don't mean to dilute this issue -So other things could fall in there if they come up and we feel they need addressing. We won't need to rewrite the charge. We could make the charge really inclusive and come up with action items that address particular needs.

-I think it's really urgent for us as a community to come up with action items that show that we're affirming our black members. So maybe for like a next month that's what we really focus on and then we start adding other action items that are more intersectional

-Should we bring this to our membership to get their ideas?

-MLA was very late to issue a statement. Waiting and deciding what we are going to do may not be a good idea

-Let's continue to have an open conversation about what our actions are going to look like in general for inclusivity but immediately for the Black Lives Matter issue.

-Include action in the title for the committee name and charge. Important to remember that we can't fight systemic problems with an event or a single conversation

Homework for all: Look to committees and events we have attended for ideas to seed committee. Some ideas shared at the meeting:

- 3 questions conversation approach: What's your experience of this? What does it mean to you? What can you do about it?
- Human library. One-on-one conversation to learn about people who are different from you. Goal: un-judge each other

- Where will the documentation for these ideas live? Box?

Emily and Laura will draft a charge for the proposed DEI action committee

7. Review of Action Items

Jacqueline Freeman

Action Items will be sent via email

8. Adjournment

Emily Ginier

Merle Rosenzweig moved to adjourn the meeting. Kathryn Mlsna seconded the motion. The meeting was adjourned at 10:57am.

Action Items

All

- Provide feedback to Chase on document retention schedule and expanded use of Box by June 30
- Share events, discussions, ideas to seed (as yet unnamed) DEI committee

Emily and Laura

- Draft a charge for a (DEI) committee

Kathryn

- Send seed money to Midcontinental

- Talk to annual conference planning committee about possibility of including event that addresses civil unrest and race

Liz Weinfurter

- Draft statement about annual meeting planning changes, which Emily will send to the membership