

MIDWEST CHAPTER



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

Midwest Chapter of the Medical Library Association

Tuesday, August 18, 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, Karen Hanus, Elizabeth Suelzer, Beth Whipple (Fundraising), Laura Menard, Chase Masters, Kathryn Mlsna, Sarah Jane Brown, LaTeesa James, Jackie Freeman, Kerry Dhakal

Absent: Margaret Hoogland, Matt Regan, Hannah Schmillen, Liz Weinfurter, Elizabeth Huggins, Angela Tucker, Mary Pat Harnegie

2. Review Agenda

Emily Ginier

3. Review and Approve Minutes from June 8, 2020 Board Meeting

Jacqueline Freeman

Merle Rosenzweig made the motion to approve the minutes. Kathryn Mlsna seconded the motion. The minutes were unanimously approved.

4. Brief Committee Reports / Highlights

a. President

Emily Ginier

- Worked with Laura Menard on the IDEAC charter
- Worked with former chairs of the 2020 meeting on the rescheduling process to move contracts from Bloomington to the 2021 meeting (in progress)

b. Immediate Past President/Nominating Committee Merle Rosenzweig

- Slate of officers was sent to the membership prior to the ballot being sent on August 11, 2020. To date 66 votes have been cast. The ballot will be closed on October 5, allowing time to announce the winner.
 - Recommendation: Those not selected as membership chair could be asked to serve on the membership committee, so that the chair does not have to recruit members and to allow them to get up to speed on the duties of serving as chair.

There was no opposition to implementing this recommendation.

c. President Elect

Elizabeth Suelzer

No formal report. Saw many chapter members at virtual MLA conference. Looking forward to virtual MW conference. Thank you to Laura and Emily for starting on charter for Diversity and Equity committee

d. Treasurer/Finance Committee

Kathryn Misna

- All the finances for the annual conference will be handled by the Mid Continental chapter, using our Wild Apricot system for registrations (including for vendors) to collect payments. Jackie Hitner, Treasurer from Mid Continental, will require access to Wild Apricot. This will be more expedient than providing the updates she requires. Liz Weinfurter and Emily Ginier were part of this discussion.
 - Will need to set up Jackie's access to wild apricot.

Discussion

-Be careful about how many people have an account on the conference website in Wild Apricot. Details are unclear but having too many with access caused the conference website to need to be rebuilt. Best practice is to check to see who has access and roll off people who can be rolled off.

1) Make it part of the annual meeting wrap up process to review who has access from past conferences.

2) Add a procedure for how we vet who has access to Wild Apricot. Should access require Board approval?

AI: Liz Weinfurter & Emily Ginier

- Develop procedures for adding and removing access privileges for Wild Apricot
- Create documentation for access privileges

e. Membership Secretary/Membership Committee Laura Menard

At mid year there's not a lot to report. Back in the office occasionally to get mail. Members can use the office address to send items by postal mail. Questions about things that have been mailed can be sent to Laura.

AI: (Laura) Send message to Kathryn Mlsna asking for preferred address for sending membership-related correspondence.

f. Chapter Council Report Kerry Dhakal

- Participated in MLA Nominations Committee ballot; 6 candidates were submitted
- Margaret is on the National Planning Committee for MLA 2021; submission date and format for in-person or virtual has not yet been announced

g. Representative at Large/State Liaisons Hanna Schmillen

- Working on getting the updated state association meeting schedule on the website by early september. Hoping to have any edits to the workflow proposal from us incorporated by the next board meeting.
- Proposing quarterly updates to the list
- Rather than have the Rep at Large update the web page, the updates would be done by the communications chair and/or the web master.

Are there any changes we want made before we approve the workflow?

Discussion

-Does she feel that this is an inclusive list? Isn't Kentucky falling off our region? There has been no discussion of whether the chapter states will change along with the coming NNLM change. [Per Lisa Traditi of MLA, states remain members of their chapters until/unless a change is initiated by the chapter. Therefore, both North Dakota and Kentucky remain part of the Midwest Chapter.]

- There is a need for this on our website. Doesn't seem like it will be overly burdensome for someone to check these links quarterly. Seems very well thought out and easy to follow.
- Some meetings do not occur yearly, but do occur regularly and should be included
- Add a clause about how to decide what other meetings (quality control) for adding new items. This could be done by the committee
 - should groups be associated with MLA?
 - they should have an annual/regular meeting
- Most board members are comfortable approving the workflow now

Action Item: (Hannah) Draft criteria for inclusion and a schedule for reviewing meetings to be included on the list.

h. Annual Meetings Committee

Sarah Jane Brown

- Registration will open in a couple of weeks
- Have received a sizable number of submissions, proportionately distributed between the two chapters
- Website is coming along, registration is \$25; there are 3 scholarships
- How will we handle voting at the business meeting
 - Zoom assumes one computer, one vote. We need something on the order of one form/person, one vote
 - Qualtrics form for voting ahead of time?
 - one form, one vote

Discussion

-Sending the voting form before hand would save meeting time

-Who would receive the voting form? Members who have registered? With an in-person meeting, only those who attended would vote. There is a precedent of a person not present at an in-person meeting attending virtually.

-Can the form be made active at a certain time but hold the voting until a certain time? Needs to be investigated. Publishing the form at a specified time may handle this.

- **AI: Continue investigating voting mechanism (Sarah Jane & Liz W)**

Board President and Liz Weinfurter recognized Sarah Jane for her work on the virtual conference.

2021 conference updates

- Convention center contract has been revised for the same weekend in Bloomington in 2021
 - If we think 2021 won't work for an in-person meeting, we think we can reschedule to hold an in-person conference in Bloomington at some future point. This will preserve the work of the initial conference planning committee
 - However, with the transition from annual meetings chair from Claire to Liz, and with changes to conference committee chairs, we didn't actually pay the deposit (approximately \$5300) to the convention center. They agreed to take it in smaller increments on a payment schedule ($\frac{1}{3}$ by November 30, $\frac{1}{3}$ by January 30, and $\frac{1}{3}$ by March) to hold the convention center for our chapter.
 - We could theoretically walk away from this obligation. Since they have been so flexible this might not be a good move.
 - We didn't pay immediately because it wasn't required. We do have the money. It's a matter of how early we obligate it. Paying incrementally holds back some of our losses if something happens.

Decisions: How would we like to pay? Traditionally the treasurer just pays it. How we structure the payment is not something we need to vote on.

Kathryn acknowledged Liz Weinfurter's leadership providing comfort, ease, attention to detail (echoed by Emily) in this time of transition.

i. Awards & Scholarships Committee

LaTeesa James

- All descriptions and applications have been updated for the scholarships and registration grants; waiting to get this information updated on the webpage
- 3 scholarships: Annual meeting grant, first time attendee meeting grant, and student meeting grant, plus some number of registration grants

Discussion

-Are we not giving the Librarian of the Year? Budget cut did not allow for DLY

-CE is included free for everyone in cost of registration, therefore, DLY is again possible

-We defunded the DLY but still gave the plaque

-The plaque or certificate for the DLY could be shipped directly to the recipient

- Met with Elizabeth Huggins to discuss archiving Midline
 - Exporting Midline as XML format allows reimporting into Word Press and provide a backup of the data.
 - Down side is that it's not easy to read (not visual), it's code.
 - Solution: Export as XML when she backs up Word Press for an update, which is pretty regularly. Plus, annually will export PDF for easy to view/share/read archive. This takes more work and more time, which is why it will only be done annually.
- Asked Merle to talk to Mary Hitchcock about older archives at UIC
 - These are paper copies of a portion of Midline from 1977-2001
 - This transitioned to posting PDF copies on the Midwest site from 1998-2008. Have link to download all 43 archived files. These have been uploaded to Box.
 - May 2009-May 2020 everything is digital only and archived in Box
 - Everything that was digital has now been archived in the Box account

n. Governmental Relations

Merle Rosenzweig

No report.

5. Old Business

6. New Business

a. Inclusion, Diversity, and Equity Action Committee Charter All

The President acknowledged Laura Menard for her work on this charter.

- Looking to have at least 4 members on the committee appointed for two year terms by the Midwest Chapter President
- Chair will serve as a non-voting member of the Board, similar to some of the other committees
- Goals and actions and purpose are outlined in the charter. Foci:
 - defining documents
 - vision and mission
 - programming
 - recruitment and support of members from diverse backgrounds

Midwest Chapter/MLA Inclusion, Diversity, and Equity Action Committee (IDEAC) Charter

The Inclusion, Diversity, and Equity Action Committee consists of a chair and at least four members, appointed for two-year terms by the Midwest Chapter/MLA President. The IDEAC Chair will serve as a non-voting member of the Midwest/MLA Executive Board. The committee will be responsible for formulating action items relevant to the goals outlined below and communicating them to the appropriate parties for execution.

The Committee will evaluate and improve Midwest/MLA practices as they relate to diversity, equity, and inclusion in areas such as:

- Midwest/MLA defining documents, including vision, mission, values, and code of ethics statements;
- Midwest/MLA programs, including but not limited to the Annual Meeting and CE course offerings;
- engaging members in a constructive discourse on sensitive issues when appropriate
- encouraging members from underrepresented demographics to be involved in Midwest/MLA's leadership structure;
- actively recruiting and supporting Midwest/MLA members from diverse backgrounds;

in order to:

1. build activities and programs that create and sustain diverse, inclusive, equitable, and welcoming cultures and practices;
2. ensure that members, volunteers, and staff are able to engage meaningfully with issues related to diversity, equity, and inclusion;
3. ensure that what we do as an organization, and how we do it, affirms and includes all our members;
4. attract a diverse community of members that reflects the profession and communities we serve;
5. apply the existing best practices of professional associations with regard to diversity, equity, and inclusion.

The committee will communicate with members, coordinate efforts with existing Midwest/MLA entities such as conference planning committees, and make recommendations to the Board.

Discussion

- Add emphasis on accessibility without asking specifically about disability. Addressing needs for inclusion. Ex: using tools that test for web accessibility
- Can we do anything in partnership with library schools to help build a pipeline?

Elizabeth Suelzer made a motion to approve the charter for the Inclusion Diversity, Equity Action Committee. Kathryn MIsna seconded the motion. The charter was unanimously approved.

AI: Emily will put a call out for a Chair and four members.

7. Review of Action Items

Jacqueline Freeman

8. Adjournment

Emily Ginier

Merle made a motion to adjourn the meeting. Kerry seconded the motion.

The meeting was adjourned at 11:00 am EST.

Action Items

Liz Weinfurter & Emily Ginier

- Develop procedures for adding and removing access privileges for Wild Apricot
- Review current access privileges and set for those needing privileges for 2020 conference

Liz Weinfurter & Sarah Jane Brown

- Investigate voting mechanisms for conference Annual Business Meeting

Emily Ginier

- Put out a call for a chair and members for IDEAC

Laura

- Send message to Kathryn MIsna asking for preferred address for sending membership-related correspondence.

Hannah

- Draft criteria for inclusion and a schedule for reviewing meetings to be included on the state meetings list