

MIDWEST CHAPTER



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Midwest Chapter of the Medical Library Association

Board Meeting Agenda

Friday, October 2, 2020

2-6 pm ET / 1-5 pm CT

1. Call to Order and Welcome

Emily Ginier

The meeting was called to order at 2:05 pm EST.

2. Review Agenda

Emily Ginier

Attending: Emily Ginier, Merle Rosenzweig, Karen Hanus, Margaret Hoogland, Caroline Allen, Elizabeth Suelzer, LaTeesa James, Hanna Schmillen, Elizabeth Huggins, Laura Menard, Liz Weinfurter, Kerry Dhakal, Jacqueline Freeman

Absent: Kathryn Mlsna, Angela Tucker, Chase Masters

3. Review and Approve Minutes from August 18, 2020 Board Meeting

Jacqueline Freeman

Merle Rosenzweig made the motion to approve the minutes. Elizabeth Suelser seconded the motion. The minutes were approved by general consent.

4. Officer & Committee Reports

a. President

Emily Ginier

- Shared the Inclusion, Diversity, and Equity Action Committee (IDEAC) Charter with the Webmaster and Communications Chair to be added to the Midwest Chapter MLA website
- Sent two calls for volunteers for members of the IDEAC. The first response was small and included people already serving on the board whose voices are already included. Second call had a stronger response; however the committee is still fairly homogenous.
 - Caroline Allen, who has experience on the Diversity and Accessibility Committee for MLA, will chair the committee and be a non-voting member of the Board.
 - Have some initial thoughts on ways to potentially foster more diversity on the committee and a better sense of community amongst chapter members. Needs to be discussed. Want to avoid appearance of a token committee.
 - Asked members whether they would be interested in serving two or three year terms in order to create a transition cycle to allow for continuity of committee members
- Submitted mid-year report to MLA, which included charging the new standing committee among the chapter's accomplishments
- Signed contract with Monroe Convention Center for the rescheduled meeting in Bloomington in 2021

Discussion

-Reminder to the new committee members to send documentation to the Archivist so that there is a record of their work and best practices.

b. Immediate Past President/Nominating Committee Merle Rosenzweig

- Final call for voting went out this morning to the Chapter Members
- Voting will close on October 5th at 12pm EST
- Information for hospital librarians using office computers was included
- The final call generated new responses; as of 11:18 EST today 91 votes have been cast.
- There are four candidates for Membership Secretary; at this time there is a clear winner. The other positions, Representative at Large and President-elect have one candidate each.

- At the last Board Meeting there was the recommendation that: “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.” The Committee would like to ask the Board if the Committee should present this option to those not elected as chair or this option suggest to the chair.

Discussion

-There was no discussion but the president expressed agreement with this plan.

c. President Elect
No activities to report

Elizabeth Suelzer

d. Treasurer/Finance Committee

Kathryn MIsna

No report.

e. Membership Secretary/Membership Committee

Laura Menard

- Membership numbers are holding steady: 155 active regular members, 11 retired members, and 7 student members
- A lot more renewals are due at this point than at the same time in past years. Might be due to "general chaos".
 - Send out a renewal reminder along with the joint meeting announcement

Discussion

-Midwest Chapter still has all the same membership states despite the changes to the GMR regions. Midwest and GMR regions also didn't match prior to the recent changes to GMR regions.

-North Dakota members aren't always recruited to volunteer for committees and projects. Consider reaching out to them when you have a need.

Action Item: Laura will send ideas for membership reminder to Elizabeth Huggins to be included on website, Facebook

f. Chapter Council Representative and Alternate

Margaret Hoogland

- Changing of GMR regions doesn't affect our Chapter: North Dakota and Kentucky are still in our Chapter.
- Working with Kerry Dhakal, who is probably going to take over the program planning part of the National Program Committee for 2021, since she is available for the meetings. Margaret will remain on the conference committee working group handling questions on immersion sessions, posters, papers, and lightning round proposals.

g. Representative at Large/State Liaisons Hanna Schmillen

Hanna presented questions to the Board regarding a proposal for workflow and outreach for the state conferences and association meetings webpage:

- Timeline for updating: Does it need to be specified more exactly? It currently reads: "quarterly"
- Does the Board have any further changes for the documentation?
- Does the Board have a preference for when/how the final plan is submitted? Does it need to be submitted during the next official meeting? Do further changes require Board approval?

Discussion

-Are you considering putting together documentation for the new rep, including how you initially made contacts and when you put out a call for meetings?

Action Item: Hanna will create an email list of contacts for the incoming rep

-Perhaps the incoming rep would like a more specific timeline and guidance?

-How do we want to define the included conferences? Will it only be things that are explicitly health sciences or also things that are relevant to health sciences librarians like data conferences in our region? Moving forward this could be something for the next rep to consider reaching out a little more.

- It was generally felt that any further additions do not require Board approval, since the activity falls within the roles and responsibilities of the office role for the Rep at Large.

Action item: Hanna will add a sentence outlining the original intention of the webpage and also stating the option to expand out further, such as to the Public Library Association

h. Annual Meetings Committee Liz Weinfurter

2020

- Lots of details for the annual meeting are falling into place: trainings for moderators and presenters are happening over the next week to ensure technology works
- Earlier in the week there were 10 vendors and 115 participants; registration is open until the Monday before the conference; cost is \$25 for everyone regardless of membership
- Acknowledged Sarah Jane Brown for her fantastic work on the conference
- Putting together conference evaluation including questions about 2021: Given the unknowns are you interested in attending an in-person conference in 2021? If not, would you be interested in a virtual conference? Data will only be as good as what people are guessing right now.

2021

- Contract in Bloomington is still in place for the first weekend in October 2021. We will eventually have another in person conference even if it is not in 2021. We can push this contract further ahead in time, if necessary.
- Deposit (just under \$6000) will be broken into 1/3s: (approx November, end of January, March).
- Hotel contract will be addressed as we get closer to the event
- Mid-Continental is still deciding what to do in 2021. 2021 is their in-person year. We have invited them to join us. It can only help us to have more attendees and low risk for them

Discussion

-It has been previously discussed having a virtual conference every other year. We should have a survey question going out to just Midwest members about how they feel about a virtual conference, since MidContinental already does this.

-Do we know how much the expenses are for the systems for the virtual conference? How many have registered from the Midwest Chapter versus the MidContinental Chapter?

- 2 months of the zoom membership: \$600 for up to 300 attendees.
- Speaker fees (the keynote speaker is donating her fees to purchase copies of her book for library students)

-What platform are you using for the conference survey?

- That's not completely settled yet. Looking for ways to streamline and standardize from year to year.
- Google forms seemed to work well for not picking up any PPI.
- Haven't completely decided whether it will be one joint survey or different ones for each chapter.

-What has been decided about voting mechanisms?

- Will work directly with Emily about voting. Each chapter will have a separate zoom meeting for the business meeting. No big issues for voting this year. In Zoom voting is done using polling. But if there is more than one person watching from a location then we need a separate Qualtrics survey that can be sent through chat.
- The business meeting will include approval of the 2019 minutes, and motion to adjourn
- At U-M there were accessibility issues with the Zoom instance where screen reader users couldn't cycle through the responses more than once.
- There is a chapter level method for administering conference surveys

i. Awards & Scholarships Committee LaTeesa James

- Awards page is fully updated
- Waiting for submissions; due date is extended until October 9.
 - Effort to apply for individual grants v. registration grants may be discouraging
- Created a plan for handling duplicate submissions

Discussion

-DLY had a tight deadline plus extensive requirements. Did any of the requirements shift? Working virtually likely had a big impact on these nominations

j. Communications Committee Elizabeth Huggins

- Acknowledged Matt Regan for his work during Elizabeth's leave
- Keeping Word Press sites updated
 - a couple of years were lost because they were not administered by communications committee or anyone that had credentials to access the materials
- Inclusion, Diversity, and Equity Action Committee webpage is up

- Awards and Scholarship page was updated
- Will work with Hanna and in-coming rep on states associations meetings page
- Worked with Chase to set up Google account for forms and other storage; discussed additional ways to upload and store videos and other communications
- Next: reorganizing the Wiki, which will help with transitions between chairs

Discussion

-The board appreciates Elizabeth's work this year.

-Thank you to the in-coming President for reminders about updating the website with information about conference information

k. Professional Practice Committee

Angela Tucker

- Conference planning is going well: 33 submissions, including 3 papers, 8 lightning talks, 17 posters
- Extremely limited how many papers and lightning talks could be accepted because of time constraints in trying to keep to a manageable amount of time on Zoom
- Judging for each region will be done separately

Questions for the Board:

- Typically only papers and posters are judged. This year there are lightning talks (to be consistent with MidContinental Chapter). Do we want to judge lightning talks?
- Do we want to offer small monetary awards this year?

Discussion

-Monetary awards would have needed to be in the budget.

-As long as we are assessing the papers and posters, we should also include the lightning talks.

-I don't know if it's appropriate to do [a monetary award].

-We could award a certificate, which could go on their CV and in their office. That would suffice.

-We did not offer monetary awards for our poster and paper sessions the previous year and didn't have it approved in this year's budget. Therefore, we could say that we're not offering monetary awards, but going to judge all three categories.

Action Item: Emily will follow up with Angie regarding her questions about lightning talks and monetary awards.

I. Fundraising Committee

Margaret Hoogland

- Committee made a decision to do year around recruitment for the silent auction in order to reduce the frenzy of activity proceeding a conference. Have one silent auction item for next year
- Now have an email account. All email now come to one location. Thank you to Elizabeth Huggins.
- Custom Ink is the vendor for Chapter swag; 32 items sold so far. Estimating a profit of around \$500-700
- Fundraiser ends October 23
- All funds will go to Awards & Scholarships (A&S)

Fundraising does really well by working toward a fundraising goal. If we can't raise the amount of money that goes toward A&S, they will do their best, but concerned that A&S budget is dependent on what Fundraising brings in. Asking Board to consider what they want the committee to do with the money and give the committee a goal.

Discussion

-I haven't seen a lot of advertising. Has it been advertised? Can we promote it?

Yes you can. We didn't want to overdue it. More messaging will come out next week.

-If fundraising had a bad year, we wouldn't necessarily offer less scholarships in the next year, it's just a matter of fiscal responsibility. Good to discuss with Kathryn. We lowered the A&S due to a lack of travel: it doesn't cost as much to travel to a virtual conference. We should clarify this and it could be part of what goes into the Wiki that Elizabeth Huggins talked about.

m. Inclusion, Diversity, and Equity Action Committee

Caroline Allen

- Committee has not met yet, but have communicated by email

- Group is pretty homogenous; all are committed to mission. If what is needed is anyone stepping down to make more space for diversity, members have indicated that they would be fine with stepping down to make space for others.
- Next steps: meeting next week

n. Archives

Chase Masters

- No changes since August meeting.
- Currently in Archive: 23 annual business meeting minutes; 1 budget; 1 committee report; 5 conference reports; 3 memorandums of understanding; 43 issues of Medline; 2 MLA group annual reports; 1042 photos; 2 training copies; 2 websites
- Reminder to everyone to continue to share documents, photos, and other files to the archive via the Dropbox link that is on the Wiki. There is a widget to assist you
- Refer questions to Chase; Chair of Communications acts as a back up to the Archivist

o. Governmental Relations

Merle Rosenzweig

No report

5. Old Business

6. New Business

a. Professional equity

All

-Avoiding overburdening certain people with always representing a particular identity on these types of committees makes it difficult recruit; want to avoid direct recruitment

-Sometimes these committees can be more "decorative". Past negative experiences might prevent people from joining. Can we do anything to earn trust? Perhaps that would help.

-A few people asked what past successes we have had. This is a new committee.

-Can we recruit members on an ongoing basis? Making it clear that we are accepting members outside of the appointment cycle could help.

-Will we have time for a discussion of the committee during the annual meeting?
Discussing the charter could be done during the meeting by Emily or Caroline. Giving advance notice of the item in the agenda may help. The business meeting is only 90 minutes long. A&S takes a good portion of the meeting.

- Could we have an anonymous suggestion box? A Google form could facilitate gathering suggestions and feedback.

-There is value to having the chair hold office for two years for continuity, but perhaps it may be helpful to have members rotate more frequently.

-Individuals may also be receiving invitations to participate in committees at their institutions and are balancing where to place their energy - at their institution or with their professional organization.

Action Item: Caroline will draft an informational meeting invitation so that people can find out about the committee, potential projects, and ways to get involved that include committee membership as well as project-level membership

-Do we know how many MLS students are members of our chapter?

We have 7 active student members

-If we happen to be doing something what's the best way to communicate that?

Send Caroline an email: Caroline-Allen@uiowa.edu

7. Review Action Items

Jacqueline Freeman

8. Adjournment

Emily Ginier

Liz Suelzer made a motion to adjourn the meeting. Liz Weinfurter seconded the motion. The meeting was adjourned at 3:45 EST.

Action Items

Hanna

- Create an email list of contacts for the incoming rep
- Add a sentence outlining the original intention and stating the option to expand out further

Emily

- Follow up with Angie regarding her questions about lightning talks and monetary awards.
- Talk to Liz and Sarah Jane Brown about business meeting logistics

Caroline

- Draft an informational meeting invitation so that people can find out about the committee, potential projects, and ways to get involved that include committee membership as well as project-level membership

Kathryn

- Clarify how Fundraising and A&S are connected through the budget