1. Call to Order and Welcome

The meeting was called to order at 1:02 pm ET.

Attending: Emily Ginier, Caroline Allen, Elizabeth Suelzer, Jacqueline Freeman, Karen Hanus, Carol Shannon, Elizabeth Huggins, Anna Liss Jacobsen, Merle Rosenzweig, Margaret Hoogland, Kathryn Mlsna, Simon Robins, Liz Weinfurter, Kerry Dhakal

Absent: LaTeesa James, Angela Tucker, Chase Masters

2. Review Agenda

Elizabeth Huggins moved to accept the agenda. Merle Rosenzweig seconded the motion. The agenda was accepted.

3. Review and Approve Minutes from October 2, 2020 Board Meeting

Jacqueline Freeman

Kathryn Mlsna made the motion to approve the minutes. Emily Ginier seconded the motion. The minutes were approved by general consent.

4. New Business

a. Correspondence from MLA regarding RTI: Moved to Finance/Treasurer report for discussion.

b. Proposal: Forgoing Renewal Fees for Current Members Affected by the 2020 Recession: Moved to Treasurer and Finance Committee reports for discussion
c. 2021 Annual Meeting Discussion – In person vs. virtual: Moved to Annual Meetings Committee report for discussion.

5. Brief Committee Reports / Highlights

a. President

Liz Suelzer
- Introduced herself to committee chairs. Asked if anyone needed help finding committee members. If there is a need, let Liz know.
- Received correspondence from MLA about the Research Training Institute (RTI) request for support from the Chapters
- Wrote a letter of support for the MLA Chapter project of the year (joint Midwest Chapter/Midcontinental Chapter Annual meeting and conference). Thank you to the members who submitted the project for consideration

Goals:
- Work with the Professional Practice Committee to find ways to provide additional opportunities to meet, network and collaborate as a chapter. Working with Angie Tucker on members only learning opportunities, including monthly or bimonthly sessions sharing demonstrations, and presentations
- Assist in making sure that newly formed Inclusion, Diversity, and Equity Action (IDEA) Committee is a meaningful and impactful addition to the Midwest Chapter

b. Immediate Past President/Nominating Committee

Emily Ginier
Elections Nominations Committee is to be seated in January. Putting out feelers for committee members. Would like to have a member of the Inclusion, Diversity, and Equity Action Committee serve. A request to that committee has been made.

-Caroline Allen will serve, as other committee members have too many other commitments.

c. President Elect

Carol Shannon
No report

d. Treasurer/Finance Committee

Kathryn Mlsna

Finance Committee Roster:

Treasurer/Chair: Mlsna, Kathryn <kmlsna@mcw.edu> (2nd of 3-year term)

Member: James R Bulger <James.Bulger@allina.com> (1st of 2-year term)

Member: Karen Hanus <Karen.Hanus@aurora.org> (2nd of 2-year term)

Member: Melinda Orebaugh <MGOrebau@gundersenhealth.org> (2nd of 2-year term)
Budget requests, Finance Committee:

a. Liability Insurance & Group Federal Tax Exemption-Form 990 Filing (MLA) $550

b. Wild Apricot $1,728 (for two year license. This will come up for renewal during CY 2021. Will require the chapter to decide whether to renew, as most chapters have done)

   Goal: Determine size of reserve chapter needs to build

   Update: We will have updated financial information available at February’s meeting, after Annual Chapter Meeting finances are reconciled.

Treasurer reported receiving check from Margaret Hoogland for funds raised from the sale of MW swag in the correct amount.

Discussion

-Billing and contact information is still set to the former treasurer, Liz Cascaden. However, correspondence does come to treasurer@. Credit card is functioning though it is still in Liz’s name. The server is also still in Liz’s name.

AI: Finance committee will think through alternatives to having a credit card that requires linking to personal finances.

Correspondence from MLA regarding RTI

- MLA has received a second IMLS grant from the Laura Bush 21st Century Librarian Program to build upon, extend, and enhance the successful RTI program.
- Chapter support has provided more than 20 partial and full scholarships for 2018, 2019, and 2020 RTI Fellows.
- MLA has set $1,900 for a two year commitment ($950/year) fundraising goal for each chapter to support tuition and student resources for participation in the 2021 and 2022 institutes. There are add'l options for chapter support at lower levels.
- MLA would like response by Jan 20, 2021

Discussion

-History of chapter's financial losses was discussed. Despite recent successful conferences, still need to take great care with our finances and to consider every request carefully.

- It's the chapter's responsibility and obligation to MLA to build up our reserves so that we would not need to be bailed out by MLA. Theory on reserve: amount should be enough to cover all expenses that you've incurred without any revenue to offset them. Committee would come up with a dollar amount that represents this reserve. Once we've built up this reserve, then we would work toward money to give back to MLA.
At one point there was the option to give not the fixed amount but some smaller amount. In the future we could settle on a fixed amount that we give every year.

Like the idea of coming up with a set reserve amount as our goal. This would allow us to have clarity in talking about our goal.

Would it be worthwhile to reach out to the other chapter treasurers to see how they are approaching contributing to RTI/how they are thinking about contributing to MLA? Is it viewed as a reasonable request? None of the other chapters have our financial issues as they were able to act quickly and save themselves from what we experienced, so their situation is different from ours.

Would it be worthwhile to roll this question into another committee to look at similar requests for our support? For instance, the fundraising committee.

Fundraising committee is very interested in doing what they can to increase support for our members, who need us more now than they did in the past. If you want us to come up with a specific way to fundraise for the RTI, we would appreciate knowing up front that a specific fundraising mission was to be directed toward the RTI

Some feel that our fundraising should go toward the chapter's activities first, rather than MLA.

Even though our fundraising has been successful it isn't even close to paying for the scholarships we want to offer. Most of these funds are coming from membership.

Should we table this until we have more information about what our reserve fund number should be?

Some opposition to having a set amount we give each year. This should be up for consideration each year as a request when we review and approve a budget.

**AI (Elizabeth Suelzer): send message that our budget hasn't been finalized yet and we are awaiting numbers before we can make a decision**

e. Membership Secretary/Membership Committee

**Current Roster:**

Simon Robins, chair/secretary

Dawn Hackman, MS, AHIP

Paije Wilson, MLIS

**Proposal:** Forgo charging annual membership dues for library workers who can no longer afford them as a result of the current economic downturn.
Based on the honor system
Would decrease chapter revenue
We currently have 157 active members (non-students/retirees who are paying members). Assuming that all of them renew in January at the current rate—the projected earnings will be roughly $6,300 (157 X $40)

A draft of the proposal has been submitted for board approval.

Discussion

- Perhaps some fundraising efforts could be put toward offsetting this lost revenue. Can funds be earmarked for this purpose?

  - Kathryn: it's tough to earmark funds. Funds could go generally and get used where needed. We get very little in donations. It may not be worth the effort. We only have two streams of income: annual meeting and membership.

  - The unknown is how much uptake there would be. We don't want to have to do a lot with verification. Do not anticipate a huge uptake

  - Coming up with some other benefits of being a member will also be important

  - Could create a new category: student, retired, financial hardship, which would have a smaller cost. This would be a much simpler way to track and handle collecting the fee. This could be permanent, as this might not be the only time it is needed. You might be experiencing financial hardship even if you haven't lost your job.

  - Usually there is an uptick in membership from people who want to join to get a discount on conference fees. Since we did not charge for the conference, we did not get the uptick.

  - Perhaps a virtual conference in 2021 won't be free to everyone next year - a charge for attending or free to those who pay for membership

  - There is general agreement on financial hardship box. Small fee versus no fee? If you are having hardship, even $10 could be a hardship

  - Would there be some way to structure fundraising around supporting hardship funds in Wild Apricot? Ex: Check boxes for $40, financial hardship, or $40+ additional amount you choose to support hardship funds. Might take some testing.

  - People start paying right away. If we are going to make adjustments, it's helpful to have them done before we open membership renewals in order to avoid the problem we had last year that some people were paying the old fee.
- Paying by check is incredibly troublesome. Can we encourage more people to pay by credit card or Pay Pal unless their institution needs to pay by check? Kathryn has not received any checks for 2020 and thus none have been deposited.

- Add a story in Midline and on the webpage to generate awareness among members about the new category

Simon will add a financial hardship box to the renewal form and a box for support funds. Simon’s committee will approve the changes.

Kathryn made a motion to pilot the financial hardship free membership and additional funds collection for one year and evaluate its impact on our finances. Emily seconded the motion. The motion was approved unanimously.

f. Chapter Council Representative and Alternate Margaret Hoogland & Kerry Dhakal
No report

g. Representative at Large/State Liaisons Anna Liss Jacobsen

* report was submitted before the meeting but was not discussed due to time limitations

Proposed workflow revision for Midwest State Associations webpage:

http://midwestmla.org/annual-chapter-meetings/midwest-state-associations/

To advertise state conferences, shall we do the following? (Communications Chair and President)

• Send the announcement out over the membership listserv

• Submit it to MIDLINE for the issue prior to the conference

• Submit it to the communications committee to post in the blog (homepage) at least a month before the conference date

When no future conference/meeting information is available, replace information on website with: Year TBD, e.g. 2021 TBD

Goals

1. Organize the first quarterly meeting in January to continue communication

2. Continue previous goals of increasing communication and transparency between Midwest Chapter of MLA and State medical, health science librarian associations
3. Continue to identify and implement outreach and engagement opportunities

h. Annual Meetings Committee

Liz Weinfurter

2020 Annual Meeting

- Final tasks from the 2020 Joint Virtual Meeting are almost completed; waiting on a few final financial documents to close the books.
- The meeting made approximately $5300; Midwest Chapter’s cut will be about $3300.
- Evaluation data from meeting attendees was very positive overall. There were many lessons learned, as well as constructive feedback from the conference evaluation, that will help us when planning other virtual events.
- The co-chairs submitted an application for the MLA Chapter Project of the Year Award.

2021 Annual Meeting

- Our contract for the Convention Center in Bloomington, IN is currently for October 2021.
- 2021 is still very uncertain. Because of the financial risk related to the high probability that many fewer people will be able to travel to a conference in October than originally planned when we booked that site, it seems irresponsible to plan an in-person conference in 2021.
- We planned the 2020 virtual conference in only about five months, and that was not ideal. We want as much time as possible to plan, so we would like to decide for sure what we’re planning by January. At this point planning a virtual conference for 2021 seems like the only reasonable decision.
- The current 2021 planning committee, which is connected with the Bloomington site, is amenable to again moving that conference forward a year, to 2022. The Convention Center is also open to letting us kick the conference ahead a year without penalty.
- Midcontinental Chapter is interested in doing another joint virtual conference in 2021.

Discussion items

- Decide about the 2021 conference – propose a joint virtual conference with Midcontinental Chapter in October 2021.
- Discuss best structure for planning the future of annual meetings. Our experience with the virtual conference has opened up a lot of possibilities for the future. Propose charging a working group with broad representation to develop recommendations.
- Talk about the structure of the existing Annual Meetings Committee. Given our moves toward centralizing conference planning and the integration of virtual conferences, a new committee structure might make more sense.

Current committee roster (acknowledging we’ve been in crisis mode with meetings for much of the past year, and therefore have been focusing on one meeting at a time and not so much as a broader-scope committee):

• Liz Weinfurter, Chair, Oct 2019-Oct 2021
Survey results from November 2020 survey of Midwest Chapter members. MidContinental did the same survey and results were almost exactly the same. Similar questions in the 2020 conference evaluation yielded the same bottom line.

Discussion

- What would happen to our hotel contract, are they willing to carry over to 2022? There is currently no hotel contract. We also have no catering minimums for the conference center. This lowers our financial risk. If this is the first post-pandemic in-person conference, this puts us in a good position to see what in-person will be like going forward.

- Should we talk to our membership about having virtual conferences until the vaccine is widely available and/or the every other year model that MidContinental uses?

- If we keep the price low and continue not to require membership to attend, we should consider promoting the conference more widely.

Today’s Vote: Do we want to have a joint virtual meeting in 2021 with MidContinental chapter?

Liz Weinfurter moved that we plan to do a virtual joint meeting with MidContinental Chapter in October 2021. Kathryn Mlsna seconded the motion. The motion was approved unanimously.

Next steps: name conference chairs and sign new MOU (Liz Weinfurter and Liz Suelzer)

AI (Liz Weinfurter) will:

- Create announcement about the 2021 meeting and put out a call for planning committee members
- Create a budget for the 2021 meeting and send to Kathryn Mlsna

Awards & Scholarships Committee

LaTeesa James, Chair, Oct. 2020 – Oct. 2022

*Submitted prior to the meeting: Nothing to report for this month. No discussion.

Current Committee Roster:

LaTeesa James, Chair, Oct. 2020 – Oct. 2022
Theresa Kline, Oct. 2020 – Oct. 2022

j. Communications Committee

Elizabeth Huggins

Reviewed what’s on the listserv and what’s on the website for updates

- **AI: Committee chairs please check website to confirm members by January 5.**
  Send changes to Liz Huggins
- Minor changes will be made to clarify Simon’s and Kathryn’s positions on the website as voting members and chairs of committees
- Check subscribers list. This is for Executive Board members primarily to receive board communications
- If you’d like an email address to use for your committee, Elizabeth can create one. This eliminates needing to use your personal email address or from needing to update the website addresses as committee chairs change

k. Professional Practice Committee

Angela Tucker

*Submitted prior to the meeting. No discussion.

**Roster:**

Angela Tucker, Chair 2017-2019
Nancy Allee, Credentialing Liaison 2017-2019
JJ Pionke, Member 2017-2021
Stevo Roksandic, Member 2017-2021
Nancy O’Brien, Member 2018-2020
Mary Miles, Member 2017-2021
Annie Nickum, Member 2017-2021
Kathy Koch, Member 2017-2020
Rachel Hinrichs, Member 2017-2020
Chelsea Misquith, Member 2018-2020

Marilia Antunez, Member 2018-2020

- Still verifying committee membership for those who finish terms in 2020. This committee covers a lot of territory and is further divided into subcommittees for research papers & posters, continuing education, and mentoring.

**Goals/current areas of focus:**

- Committee’s final report for the joint conference (2020) was submitted. Planning for 2021 will begin soon.

- Coordinating with committee members and others to produce a short survey relating to continuing education courses for 2021 conference.

- Investigating the possibility of a chapter book group/club or journal club relating to librarianship. This could possibly include continuing education credit but the goal is more focused on lifelong learning and networking.

- Papers & posters subcommittee is preparing a proposal to add an additional program category to annual conference papers and posters. This will be brought forward for approval at a future board meeting.

- Mentoring subcommittee is looking at ways to mentor new conference attendees and help provide a richer conference experience for them, whether in person or remotely.

**Budget requests and potential earnings**

- This is difficult to determine because our primary expenses and earnings are related to the annual conference. The conference format will play a large role in determining a final budget.

I. Fundraising Committee

Margaret Hoogland

*report was submitted before the meeting but was not discussed due to time limitations

**Fundraising Committee Roster for 2021**

Jessica DeCaro

Heather Healy

Margaret Hoogland (Chair)

Kathy Koch

Erin Reardon
Edith Starbuck

Elizabeth (Beth) Whipple

1) Website: Ask for 2 volunteers to take point and coordinate questions/issues raised by Elizabeth Huggins and Communications Committee with Margaret.

2) Owl Logo Contest - March 2021 - 3 volunteers (Solicit logo designs in for 2-3 months, determine top 5 (at most) logos for Board Approval, determine 2 week increment for voting. If no clear winner is apparent. Do a second, final decision voting with top picks.

• Prizes for designer (Medium Hoodie in Navy, Navy Bandana, Medium Fitted T-Shirt, Medium Long-sleeve T shirt)

• Pay a $1 to vote - all money earned will be used by the Fundraising Committee to provide prizes to the Logo Design, Supplement Silent Auction Items, or purchase a special item for 2021.

3) Silent Auction/Virtual Fundraiser - We could use our website, if it is ready and/or set our goal for it to be ready. We could post a slide show of items. We would need to adjust the bidding so that we do not go crazy but also to keep track of bids. Maybe use a QR code to a “shareable” Excel Sheet? This could be an issue given the new security issues.

    Future Ideas:

1) Purchase your Owl Pin - Erin Reardon shared a ton of SCC info, which is very useful. This could be our Summer/Fall pre-conference activity (2 people)

2) Name the Owl – pay to vote $1

3) Nominations organized by Fundraising Committee:

• “Hoot, Hoot, Hooray!” did a great job – (similar to SCC Armadillo Accolades): $1

• Owl-ccolades: $10

• Wise Owl Award – Traveling Award/Plaque/Owl Hat/Figurine: $50

    Midwest Fundraising Committee Budget and Projected Earnings for 2021

$50

• feature item (ex. Owl Painting from 2018)

• rewards for logo designers

$350
• 100 Owl Pins

o Each pin costs between $3-3.50. Final cost per pin is determined, after the company sees the image.

o We will have members vote for whether we should have pins, fun ribbons, or both in future years.

**Total Budget Request: $400**

Projected Earnings for 2021: $1000 (in-person); $600 (online only or hybrid)

m. Inclusion, Diversity, and Equity Action Committee

    Caroline Allen

    **Current roster of committee members**

    Caroline Allen, Chair
    Merete Christianson
    Jessica Decaro
    Jodi Jameson
    Jacqueline Leskovec
    Lisa McGuire

    **Budget requests and/or projected earnings for 2021**

    Nothing to request at this time

    **Anything else your committee would like to share, including goals for 2021**

    a. Survey of members. The IDEA Committee would like to survey the Midwest MLA membership to help determine projects.

    Simon offered to look into whether the chapter has demographic data, on behalf of the committee.

    **Discussion**

    - Would we want Wild Apricot to have this information? Qualtrics at Caroline’s institution could be used to build a survey
- What type of demographic types would be collected - government types or free text for self identification?

- Are we okay with collecting this information?

- Need to consider the purpose for collecting this data. There will be no anonymity in providing this data

The group is looking to find out where to focus their efforts. To find out what the membership needs us to do.

- Some feel that the collection of this data is intrusive

- perhaps an open forum could allow the collection of this data rather than collecting demographic data. Need to take care around asking people to share their grievances in public

- Could refer back to statement of solidarity that lead to the creation of the committee and the next steps toward taking action

- Statement should be on website at all times. Talk to Elizabeth Huggins about putting on website

n. Archives

Chase Masters

No report

o. Governmental Relations

Merle Rosenzweig

* report was submitted before the meeting but was not discussed due to time limitations

On Thursday, December 10, I attended the Information Session on MLA’s 2021 Capitol Hill Meetings: Orientation.

At the Meetings we were invited to “conduct virtual meetings with their elected officials and their Congressional staff as part of a group advocacy effort of medical librarians across the United States.” In these meetings we are encourage to communicate to these elected officials about issues that are important to the “medical library community”. The MLA Government Relations Committee will be creating a 2021 Hills Meetings website with links to resources on relevant issues and topics.

6. Old Business

a. Professional Equity

All + Caroline Allen

7. Review of Action Items

Jacqueline Freeman
8. Adjournment

Kathryn Mlsna made a motion to adjourn the meeting. Merle Rosenzweig seconded the motion. The meeting was adjourned at 2:39 pm ET.

Action Items

Finance committee

- Think through alternatives to using a credit card that requires links to personal finances

Elizabeth Suelzer

- Send message to Susan Lessick that our budget isn’t finalized yet, and we are awaiting numbers before we can make a decision on RTI funding

Simon Robins

- Add a financial hardship support box and box for support funds to the membership renewal form; ask committee to test and approve language. Update board when completed

Liz Weinfurter

- Create announcement about the 2021 meeting and put out a call for planning committee members
- Create a budget for the 2021 meeting and send to Kathryn Mlsna

All committee chairs

- Send your budget requests to Kathryn Mlsna
- Check website and send updates on your committee members to Elizabeth Huggins by January 5.