

Spring 2007 Executive Board Meeting

Midwest Chapter / Medical Library Association
Friday, March 16, 2007
Ebling Library, University of Wisconsin-Madison
8:30 AM – 4:00 PM

1. Call to Order
2. Review Agenda
3. Review and Approve Minutes
 - a. Fall 2006 Executive Board Meeting
 - b. 2006 Chapter Annual Business Meeting
4. Reports
 - a. President
 - b. Annual Meetings Committee (Chair)
 - c. Archives (Archivist)
 - d. Audit (Auditor)
 - e. Awards and Scholarships Committee (Chair)
 - f. Communications Committee (Chair)
 - g. Finance Committee (Treasurer)
 - h. Governmental Relations Committee (Chair)
 - i. Membership Committee (Membership Secretary)
 - j. MLA Chapter Council (Representative and Alternate Representative)
 - k. Nominations and Elections Committee (Immediate Past President)
 - l. Professional Practice Committee (Chair)
 - m. State Liaisons Committee (Representative at Large)
5. Unfinished Business
6. New Business
 - a. Tabletop Exhibit Purchase
 - b. Web Site Redesign Special Committee
 - c. Committee Charges
 - d. Review and Approve Annual Budget
7. Review of Action Items
8. Adjourn

DRAFT

**Midwest Chapter / Medical Library Association
Fall Board Meeting 2006**

Saturday October 7, 2006

Marriott Downtown, Louisville, KY

Present: Michel Atlas, Donna Barbour-Talley, Allan Barclay, Rick Brewer, Beth Carlin, Frances Cockrum, Laura Davison, Carole Gilbert, Kellie Kaneshiro, Jim Lander, Deborah Lauseng, Clare Leibfarth, Sandra Martin, Tammy Mays, Ellen O'Donnell, Melinda Orebaugh, Marlene Porter, Pam Rees, Julie Schneider, Chris Shaffer, Elaine Skopelja, Eileen Stanley, Sheryl Stevens, Bette Sydelko, Mary Taylor, and Joan Zivich.

Guests: Nancy Allee, Mary Congleton, Brian Finnegan, Mary Markland, and Janet Stith.

Not Present: Linda Bunyan, Carol Galganski, Lora Gault, Ed Holtum, Stephen Johnson, Kathy Skahl, and Winn Theirl.

1. Call to Order: Eileen Stanley

The meeting was called to order by the President at 4:11 p.m.

2. Introductions & Review of Agenda: Eileen Stanley

Motion, approved: Accept the Fall Executive Board Meeting agenda as proposed. [Motion by Carole Gilbert]

3. Review and Approval of Minutes: Deb Lauseng

3.1. Spring Executive Board Meeting

Motion, approved: Accept revised Spring 2006 Executive Board minutes as corrected. [Motion by Chris Shaffer]

3.2. Chapter Annual Business Meeting

Reviewed corrections for Fall 2005 business meeting (vote to be taken during Monday business)

4. Reports from Officers -- *Note: All reports available from the Chapter web site.*

4.1. *Immediate Past-President: Sheryl Stevens*

Report: Have rough outline and draft of policies & procedures manual based on materials pulled from present Bylaws. Need to clearly specify the distinction between bylaws, policies, and procedures. Considering placing the Manual on the web with multiple sections (web pages) providing editing options for individual Board members. The online Manual can incorporate a link to the MLA Chapter Chair manual, a calendar of reporting dates, and an appendix of useful links. The goal is to have the Immediate Past President oversee the annual review and update of the policies and procedure manual.

Action Item: Sheryl to send out requests to all board members for any record (electronic or otherwise) of duties, responsibilities, or procedures that exist for each office. If there is no manual or documentation available, please let Sheryl know. (Any hand-written or original documents need to be sent to the Archives Chair.) All documentation needs to be submitted to Sheryl within one month. New Committee Chairs will be helping get this new manual in

DRAFT

place. The plan is to archive everything that exists now, and move forward with the new procedures manual.

4.2. President: Eileen Stanley

Announcement: Policies & Procedures Taskforce members will be Mary Markland, Sheryl Stevens, Eileen Stanley, Chris Shaffer, Pam Rees, and possibly the archivist.

4.3. President-Elect: Chris Shaffer

The Spring 2007 Board Meeting will be held at the Ebling Library, University of Wisconsin on March 16.

4.4. Treasurer: Marlene Porter

Revised Financial Statement dated Oct. 6, 2006 was submitted. Note slight change in the ending balance than in the report sent out Sept. 25, based on revised budget from Spring Board Meeting. Using the Chapter checking account for the Annual Conference, thus the temporarily high balance since Conference expenses have yet to be paid. Bottom-line, though the year's budgeted amount shows a negative projection of \$7,000.00, the Chapter still has a healthy account balance.

Action Item: Marlene will send reminders out about all budget requests for 2007 are due by Jan. 31st. The budget will be presented at the Spring Board meeting.

4.5. Secretary: Deb Lauseng

Informational, no action required.

4.6. Membership Secretary: Bette Sydelko

Informational, no action required.

Special note: Midwest Chapter has 21 student members this year plus another 10 new members.

5. Reports from Representatives-at-Large -- *Note: All reports available from the Chapter web site.*

Three incoming Representatives-at-Large in attendance: Nancy Allee, Mary Congleton, and Brian Finnegan. Other incoming Rep-at-Large is Nancy O'Brien.

Informational only, no action needed

5.1. Rick Brewer – outgoing representative

5.2. Ed Holtum – outgoing representative

5.3. Tammy Mays – outgoing representative

5.4. Erika Sevetson – outgoing representative

5.5. Mary Taylor – outgoing representative

5.6. Terry Arndt – note: resigned, moved out of Chapter

5.7. Beth Carlin

5.8. Stephen Johnson

5.9. Winn Theirl – note: on extended medical leave.

6. Reports from MLA Chapter Council Representatives -- *Note: All reports available from Chapter web site.*

6.1. Chapter Council Representative: Carole Gilbert

DRAFT

Motion, accepted: Moved to place into the Awards Committee budget for next three years funds for 4 people (2 by donation to MLA, 2 to Midwest Chapter members) to attend Chapter Sharing Roundtables at MLA. Awards Committee Chair to monitor funds. [Motion from Committee]

6.2. Alternate Chapter Council Representative: Ram Rees
Informational, no action required.

7. Reports from Standing Committees -- *Note: All reports available from Chapter web site.*

7.1. Annual Meetings Committee: Donna Barbour-Talley

Report: Ohio in the rotation schedule for 2009 meeting. Ohio is having difficulty pulling together a local Program group. Bette Sydelko will discuss options with Ximena Chrisagis, OHSLA President, during their upcoming fall meeting next week. Donna to also share what assistance is available for planning and hosting an annual conference.

Discussion: Michel Atlas, 2006 Program Co-Chair, raised the question of what was the purpose of having the Program co-chairs on the Board? Program co-chairs have provided the Board with important annual meeting planning information, particularly financial. They are not required to be at the Spring Board meeting as long as report has been submitted.

7.2. Archives Committee: Lora Gault

Reminder from Eileen: Board members need to regularly submit reports and other documents to the Archives. We still need to address how to document business conducted between Board meetings, particularly in electronic format.

7.3. Audit Committee: Rick Brewer

Informational, no action required.

7.4. Awards & Scholarships Committee: Elaine Skopelja

Report: Web site updated to reflect Jean Sayre Innovation Award.

Recommendation to Board: That the Awards Committee have representatives from both hospital and academic librarians.

Eileen encouraged everyone on the Board to put forth nominations for the various awards. It is much easier for the Committee with multiple applications to review.

7.5. Education Committee: Frances Cockrum

Report: Responsibilities and duties will be changing with the new committee.

7.6. Finance Committee: Marlene Porter

No report

Action item: Continue investigation of insurance options.

7.7. Governmental Relations Committee: Julie Schnieder

Informational, no action required.

DRAFT

7.8. *Membership Committee: Bette Sydelko*
Informational, no action required.

7.9. *Nominations & Elections Committee: Joan Zivich*
Report: Joan stated that this year her experience was delightful; everyone agreed to run and serve. Received much assistance from Bette Sydelko and couldn't have handled the electronic balloting without her. Received the recommendation to provide candidate biographies with the ballots.

7.10. *Publications Committee: Clare Leibfarth*
Report: MIDLine is moving to a blog format, which is much easier to produce. Also, looking for people willing to contribute to Annual Conference Blog.

Eileen gave kudos to Clare for creating and updating the Conference Blog
<<http://65.181.189.143/ConferenceCall/>>

7.11. *Technology Committee: Allan Barclay*
Report: Need to move Chapter web site off the present GMR office server due to reliability issues. Have already established a back-up copy of the web site. Does the Board want to consider a web site redesign—including the code, structure and design, while making the move to a new server?

Action Item: Allan to survey the membership. Consider open blog for members. Allan to work through proposed changes (code, structure, and design) and have ready by the Spring Board meeting.

Motion, approved: Moved that the current Technology Committee chair develop for implementation a new Midwest Chapter web site on or before the Spring 2007 Board Meeting. [Motion by Chris Shaffer.]

8. Reports from Ad Hoc Committees and Special Appointees -- *Note: All reports available on Chapter web site.*

8.1. *Bylaws Committee: Melinda Orebaugh*
Report: Have received only a few comments on the proposed Bylaws, including congratulations on the excellent work. Planning on reading and addressing the Bylaws, article by article, at the Business Meeting. Bette Sydelko will have crew available to count attendees present to determine what a 2/3 vote would be. To encourage people to stay, agreed to do the Free Membership drawing at the end of Bylaws business, must be present to win.

Bylaws will be voted on during the Monday Business Meeting, starting at noon.

8.2. *AHIP Liaison: Frances Cockrum*
Informational, no action required.

Note: Shared request from MLA to complete AHIP survey. Information about survey was distributed and will be available at AHIP table.

8.3. *Benchmarking Chapter Enhancer: Linda Bunyan*
No report.

DRAFT

Discussion: The role of Benchmarking Chapter Enhancer was established by MLA mandate. There have been no activities, within the Chapter or from MLA. Eileen asked the Section Council Representative to find out if this appointment still needed.

9. Reports from Annual Program Coordinators -- *Note: All reports available on Chapter web site.*

9.1. Kentucky (2006): Michel Atlas/Laura Davison

Report: Welcome to Kentucky! Updates: predict will break even on conference expenses, have 215 total registrants including speakers, vendors, and exhibitors, have 83 CE registrants (9 not attending conference). The conference planners' wrap-up meeting will be Tuesday afternoon.

9.2. Omaha/Iowa (2007): Chris Shaffer and Ed Holtum

Report: 2007 joint meeting with the Mid-Continental Chapter scheduled for October 12-16 will be held in Omaha. The theme will be "2007 License to learn/license to lead". Attended joint planning meeting in April where much was accomplished. A copy of the joint report was distributed.

9.3. Michigan (2008): Ellen O'Donnell and Sandra Martin

Report: 2008 meeting will be held in Troy, Michigan at the Detroit Marriott, October 17-20. The theme will be "Vital Signs: Keeping You and Your Library Vibrant and Healthy".

10. New Business

10.1. Posting of pictures

Last year pictures from the conference were posted without names. Discussion followed about what level of information or sign-off is needed to post photographs publicly.

Action Item: The Publications Committee will investigate what others associations and MLA chapters are doing and bring back to the Spring Board meeting

10.2. Online voting

Again, MLA asking whether Midwest Chapter wants to participate with the online voting option. Response is to keep distributing the ballots electronically, but wait on the online voting particularly due to the cost.

11. Announcements

11.1. AHIP survey: Reminder to complete it.

11.2. MLA Annual Conference, 2008 is in Chicago. Jim Shedlock is looking for local arrangement assistance (and you don't need to live in the Chicago area).

12. Adjournment

The Fall Midwest Chapter Board Meeting was adjourned at 8:30 p.m. The Board will reconvene on March 16th in Madison, Wisconsin.

Respectively submitted, Deborah Lauseng, Secretary

DRAFT



Annual Business Meeting
Midwest Chapter/MLA
Louisville Marriott Downtown
Louisville, KY

Monday Oct. 9, 2006 12:30 p.m. – 2:00 p.m.

Announcements:

Extend our appreciation to the 24 vendors participating in this year's Midwest Annual Conference.

Available at the tables: A few copies of the agenda and the 2005 business meeting minutes, several copies of the Bylaws (current, proposed, and model), plus the continuing education survey.

Bette Sydelko, Membership Secretary, confirmed presence of a quorum in order to conduct business.

1. CALL TO ORDER -- Eileen Stanley

At 12:55 p.m. the 2006 annual business meeting of the Midwest Chapter, Medical Library Association was called to order.

2. INTRODUCTIONS -- Eileen Stanley

Acknowledge special guest present: Jean Shipman, President, MLA

3. 2005 ANNUAL BUSINESS MEETING MINUTES -- Deborah Lauseng

Motion, Approved: Accept revised 2005 Annual Business Meeting minutes. (Motion by Ruth Holst)

4. BYLAWS REVISION REVIEW & VOTE -- Melinda Orebaugh

Count of members present sufficient to proceed. Note, 2/3 of members in attendance are needed to vote on Bylaws amendments.

Thank you to Kelly Kaneshiro, Barb Bartkowiak, Sheryl Stevens, and Eileen Stanley for their invaluable assistance.

Background: Reason for bylaws review and revision is that our Chapter was out of step with other chapters and the MLA model bylaws. Our current bylaws are over 23 pages and include much procedural information. Therefore the goals of the Review Committee were to align the bylaws to the MLA model bylaws, reduce the size of the Board, streamline business procedures,

DRAFT

revise the representatives-at-large function, and remove policies and procedures into a separate manual.

Motion from Task Force (Committee): Move for adoption of proposed Bylaws.

Discussion:

Motion, approved--unanimous: moved to dispense with the reading of Bylaws articles by article and open Bylaws document to discussion as a whole. (Motion by James Shedlock)

Whole document open for discussion and amendment:

Holly Burt shared thanks for a very good work.

Frank Davis asked about rationale for changing the size of Board. Response: The Board with currently 35 members, including 9 representatives-at-large, is unwieldy; the size is non-conducive to handling business efficiently. Plus Representatives raised questions about what their role were. The proposed structure would have a committee of representatives with one representative as an elected member of the Board.

James Shedlock asked if our current structure was similar to other chapters? Response: Everything except the membership secretary, which we have separated from the recording secretary due to the large membership, and the use of the representatives-at-large.

There are four corrections that need to be voted on one-by-one:

1st: Index: Article IV—Insert Section 3 “Term Limits.” Sections 3-8 then renumbered Sections 4-9.

Motion, approved: Move to adopt amendment as stated (Motion from Committee)

2nd: Article 3, Section 3, Letter G: Strike coma and insert semi-colon.

Motion, approved: Move to adopt amendment as stated (Motion from Committee)

3rd: Article 4, Section 4, letter G: Duties of treasurer: strike “audit committee” and replace with “auditor”.

Motion, approved: Move to adopt amendment as stated (Motion from Committee)

4th: Article 7, Section 1, Letters B & C: Change order of paragraphs, re-label 1c to 1b and 1b to 1c.

Motion, approved: Move to adopt amendment as stated (Motion from Committee)

Vote on Motion from Task Force, Unanimous: Adoption of the bylaws as amended.
Results: Voting 96, affirmative members 96.

5. MEMBERSHIP SECRETARY -- Bette Sydelko

DRAFT

Have 443 members for 2006, 31 which are new to Midwest (21 of those are student members—thanks to new policy of extending free memberships to students). Acknowledged new members, student members, or first time attendees by having them stand.

5.1 MLA Membership Drawing

Official local drawing bucket (compliments of Kentucky Fried Chicken): recipient: Melinda Orebaugh.

Eileen gave special thanks to Bette Sydelko and the counters (members of Melinda Orebaugh's staff at Gunderson Lutheran) for tracking counts. Bette has done a wonderful job in keeping the membership records current and clean, particularly with limited technology available to her for this task.

Eileen extended a personal thank you and a certificate of recognition to Melinda for her work on Bylaws.

6. ADJOURN -- Eileen Stanley

Adjournment at 1:30 p.m., and reconvening tomorrow, October 10th at 11:30 a.m.

Tuesday Oct. 10, 2006 11:30 a.m.—1:00 p.m.

7. RESUME BUSINESS -- Eileen Stanley

Reconvene annual business meeting of the Midwest Chapter at 12:05 p.m.

Announcements:

Michel Atlas, 2006 Program Co-Chair: expressed many thanks to the many people involved in planning this year's annual conference. All committees and participants were named and asked to stand.

Review Minutes Highlights:

Deborah Lauseng reviewed Business Meeting minutes thus far, the Bylaws passing, the membership increase, and MLA free membership receipt.

Introductions of Board Members:

Eileen introduced all current and incoming Board Members

Acknowledge special guest present: Betsy Humphreys, Deputy Director of the U.S. National Library of Medicine.

8. TREASURER -- Marlene Porter

DRAFT

The December 31, 2005 Financial Statement (prepared by Chris Shaffer) and the October 6, 2006 Financial Statement (prepared by Marlene) were distributed on the tables for member review. The net balance, as of October 6th, is \$29,311.17. Marlene noted that there are still Conference expenses to be incurred since the Chapter checking account is being used to manage all Conference funds.

9. CHAPTER COUNCIL REPORT -- Carole Gilbert

Carole expressed thanks to Pam Rees for her role as Alternate Chapter Council Representative. As outgoing Chapter Council Representative, Carole encouraged the Chapter to keep communication going between MLA and the Chapter and the Chapter and MLA. She also reminded us that all chapters have input in MLA, and to make use of your representatives.

Carole will be serving as Liaison to MLA CE committee (ex officio member for 2007). Carole is also the Chair for 2008 CE Program for MLA. If you have ideas for development of new courses, please let Pam Rees or Carole know.

The Board voted to support attendees (4 total—2 by donation to MLA, 2 to Midwest Chapter members) to the Chapter Sharing Roundtables during MLA. The support will be for the next three years.

10. ANNUAL MEETINGS

2006 Louisville (Laura Davison, Michel Atlas)

There were 215 registrations for this year's conference, plus there have been a few walk-in registrations. Finance Chair expects to break even on the Conference.

2008 Michigan (Ellen O'Donnell, Sandra Martin)

The 2008 Conference will be held in Troy, Michigan, October 17th – 20th.

11. AWARDS & SCHOLARSHIPS -- Elaine Skopelja

Thank you to the Awards & Scholarships Committee members: Chris Shaffer, Pam Rees, and Amy Hatfield.

Chapter Sharing Roundtable Lunch Award (aka "Why I deserve a free lunch award") recipients were Ann Combs, University of Wisconsin-Madison, attended the Grey Literature Sharing Roundtable; and Jaime Blanck, Michigan State University, attended the Management and Leadership Sharing Roundtable.

Annual Meeting Scholarship Award recipients (\$500.00 to individuals) for this year are: Maria Melssen, UT Milford Library, and Emily Mazure, UM School of Information student. Both Maria and Emily expressed their thanks and appreciation for the scholarships.

DRAFT

Jean Williams Sayre Innovation Award: This newly named award (2006) honors individuals, groups, or libraries that have displayed creativity and/or problem solving skills that have resulted in innovative methods, projects, products, organizational enhancements or publications in the field of health information management. This year's recipients were members of the Allina Library Services Knowledge Consultant Group (Pam Barnard, Jim Bulger, Sharon Kambeitz, Kolleen Olsen, Sandy Tarman, and Anita von Geldern), who in the midst of budget cuts, took on a project creating nursing-centered library services.

Distinguished Librarian Award is given to an individual who has had a major impact on state and professional organizations. The 2006 Distinguished Librarian went to Carole Gilbert, Providence Hospital and Medical Centers. Elaine shared the numerous leadership positions Carole has held, including Past President of Midwest Chapter, MLA Hospital Section Chair, and others, as well as her involvement that has positively impacted medical librarianship. Chris Shaffer, 2005 Distinguished Librarian shared further comments honoring Carole and presented the award to her.

12. NOMINATIONS & ELECTIONS -- Joan Zivich

Nominations Committee members were Terry Burton and Frank Davis. Joan expressed thanks to everyone contacted by the Committee for their fabulous response and willingness to serve.

Election Results:

President-Elect, 2007—Mary Markland

Membership Secretary, 2007-2008—Bette Sydelko

Chapter Council Representatives, 2007-2010—Pam Rees—Representative, and Karen Hanus—Alternative

Representatives-at-Large (to be part of committee based on new Bylaws)—Nancy Allee, Mary Congleton, Brian Finnegan, Nancy O'Brien (chair, member of board), and Doreen Roberts

Note: With the newly revised Bylaws in place, the Executive Board held a special election to decide which member of the Representatives-at-Large Committee would be the Chair and member of the Board. The results named Nancy O'Brien.

Additionally, under the new Bylaws, a vote was taken to determine the new Potential Candidate to the MLA Nominating Committee. The results named Melinda Orebaugh.

13. NEW BUSINESS -- Eileen Stanley

New Conference blog, the "Midwest Conference Call," was established and is actively being used. Thanks to Clare Leibfarth and Allan Barley.

There is an AHIP Survey underway (copies widely distributed), MLA is looking for everyone's input.

DRAFT

14. RECOGNITION OF OUTGOING BOARD MEMBERS -- Sheryl Stevens

Rick Brewer, Representative-at-Large, 2005-2006; Audit Committee Chair, 2005-2006

Linda Bunyan, Benchmarking Chapter Liaison, 2005-2006

Ed Holtum, Representative-at-Large, 2005-2006

Tammy Mays, Representative-at-Large, 2005-2006

Erika Sevetson, Representative-at-Large, 2005-2006

Mary Taylor, Representative-at-Large, 2005-2006

Elaine Skopelja, Awards & Scholarship Committee Chair, 2005-2006

Francis Cockrum, Education Committee Chair, 2005-2006; AHIP Liaison, 2006

Bette Sydelko, Membership Secretary, 2005-2006

Joan Zivich, Nominations & Elections Chair, 2006

Claire Leibfarth, Publications Committee Chair, 2006

Carole Gilbert, MLA Chapter Council Representative, May 2004-May 2007

Pam Rees, MLA Alternate Chapter Council Representative, May 2004-May 2007

Michel Atlas, 2006 Program Co-Chair

Laura Davidson, 2006 Program Co-Chair

Kelly Kaneshiro, Potential Candidate to the MLA Nominating Committee, 2006

Sheryl Stevens, Immediate Past President, 2006

15. 2007 OMAHA INVITATION -- Jim Lander/Chris Shaffer

Invitation Skit presented by Jim and Chris. "2007 License to Learn, License to Lead" a joint meeting with the Mid-Continental Chapter in Omaha, NE, October 12-16, 2007.

16. TRANSFER OF GAVEL -- Eileen Stanley

New with the passing of Bylaws is that transition to new officers occurs at the close of the annual Business meeting. With this, Eileen concluded her presidency with the passing of the gavel to Chris Shaffer.

17. ADJOURN -- Chris Shaffer

Adjournment of the 2006 meeting of Midwest Chapter/Medical Library Association at 1 p.m. until the Omaha 2007 meeting.

Respectfully submitted by Deborah Lauseng, Secretary

President's Report
Spring 2007 Board Meeting
Midwest Chapter / Medical Library Association

- 1) Passage of the new bylaws resulted in the establishment of a new Executive Board along with new committees. The chapter president has the new duty of recruiting and appointing members for all committees. This allows us to ensure that committee membership represents a broad spectrum of chapter membership, in experience, library type and geographic location. Half the chairs and members rotate off the committees each year, providing continuity. Many thanks go to all the people who are willing to give of their time and energy to the chapter! I recruited and appointed members of the committees (attached).

- 2) I appointed a Website Redesign Special Committee, which has been charged with task of evaluation, planning, site-architecture and visual design, implementation, and testing required to relaunch the Midwest Chapter's website. Brian Finnegan, Rebecca Holz and Mary Congleton have graciously agreed to tackle this project, in coordination with the Communications Committee. Among the many goals of the website redesign are to:
 - Improve the visual presentation of the website to Midwest Chapter members and prospective members.
 - Facilitate the ease of navigation for all website users.
 - Incorporate the usage of various new technologies such as blogs and wikis.
 - Improve the functionality of the website in order to meet chapter business needs.

- 3) I submitted the 2006-2007 Mid-Year Report to the Medical Library Association (attached).

Committee Appointments

Executive Board

Chris Shaffer, President, 2007
Mary Markland, President-Elect, 2007
Eileen Stanley, Immediate Past President, 2007
Marlene Porter, Treasurer, 2006-2007
Bette Sydelko, Membership Secretary, 2007-2008
Nancy O'Brien, Representative at Large, 2007-2008
Deborah Lauseng, Recording Secretary, 2006-2007
Carole Gilbert, Representative to the MLA Chapter Council, 2004-2007
Pam Rees, Alternate Representative to the MLA Chapter Council, 2004-2007

*All members of the Executive Board are elected by the membership.

**At the MLA Annual Meeting in Philadelphia, Pam Rees will become Representative to the MLA Chapter Council, 2007-2010 and Karen Hanus will become Alternate Representative to the MLA Chapter Council, 2007-2010.

Other Officers

Sunny Worel, Parliamentarian, 2007
Rebecca Chapman, Archivist, 2007-2008
Sue London, Auditor, 2007
Melinda Orebaugh, Potential Candidate to the MLA Nominating Committee, 2007

Annual Meetings Committee

Donna Barbour-Talley, Chair, 2006-2007
Chris Shaffer and Jim Lander, Iowa, 2007
Sandra Martin and Ellen O'Donnell, Michigan, 2008

*Local meeting planning chairs serve on committee until their final report is submitted.

Awards and Scholarships Committee

Sheryl Stevens, Chair, 2007
Doreen Roberts, 2007
Dottie Hawthorne, 2007-2008
Kaye Crampton, 2007-2008
Mary Markland, President-Elect, 2007

*President-Elect serves on committee per bylaws, allowing for tiebreakers.

Communications Committee

Elizabeth Smigielski, Chair, 2007-2008
Clare Leibfarth, Editor, 2007-2008
Allan Barclay, Webmaster, 2007
Mary Taylor, 2007

Finance Committee

Marlene Porter, Chair, 2006-2007
Vicki Killion, Former Treasurer, 2007
Pat Redman, Former President, 2007-2008
Lisa Ann Urbatsch, 2007-2008

*Treasurer serves as chair. A former treasurer and former president serve on the committee.

Governmental Relations Committee

Julie Schneider, Chair, 2006-2007
Daneen Richardson, 2007
Nancy Allee, 2007-2008
Ely Anderson, 2007-2008

Membership Committee

Bette Sydelko, Chair, 2007-2008
Kristina Howard, 2007-2008
Michael Venner, 2007
Camille Richmond, 2007

*Membership Secretary serves as chair.

Nominations and Elections Committee

Eileen Stanley, Chair, 2007
Pam Bradigan, 2007
Carol Galganski, 2007
Doreen Bradley, 2007

*Members appointed by the Immediate Past President, who chairs the committee.

Professional Practice Committee

Alexia Estabrook, Chair, 2007-2008
Sharon Kambeitz-Lumphrey, AHIP Liaison, 2007-2008
Robin Terebelo, 2007
Karla Block, 2007

State Liaisons Committee

Nancy O'Brien, Chair, 2007-2008
Beth Carlin, Illinois
Joan Zivich, Indiana
Elaine Hughes, Iowa
Ann Schaap, Kentucky
Pat Martin, Michigan
Sharon Kambeitz-Lumphrey, Minnesota
Mary Markland, North Dakota
Lisa McCormick, Ohio
Karen Hanus, Wisconsin

*Representative at Large serves as chair. Members appointed by state health sciences library associations.

Web Site Redesign Special Committee

Brian Finnegan, Chair
Rebecca Holz
Mary Congleton

*Special Committees are appointed by the president to fulfill specific tasks. The Web Site Redesign Special Committee will work under the guidance of the Communications Committee.

Midwest Chapter

This report covers the period from April 2006 through December 2006

Recruitment, Membership, and Leadership in the Profession

As of 9/25/06, the Midwest Chapter/MLA had 441 members, of which 424 are paid members. When last year's Fall Board Report was submitted on 9/09/05, the Chapter had 416 paid members. Student membership stands at 21, a noticeable increase (although not documented) from previous years due to offering free membership. We have 31 members (including the 21 students) who are new to the organization. The 2006 membership reflects good stability when compared with previous years: 416 in 2005, 421 in 2004, 397 in 2003, 422 in 2002. New member profiles were published in MIDLINE, the Chapter newsletter.

Carole Gilbert was named 2006 Distinguished Librarian of the Year. Carole has served the Chapter in many capacities, including Parliamentarian, President and Chapter Council Representative. She has been chair or president of nearly every organization of which she's a member, a leader in local, regional and national associations. In the Midwest Chapter, we know we can rely on Carole to get the job done.

A new promotional brochure was developed and distributed widely.

Two Annual Meeting Scholarships were awarded to encourage new librarians and library school students to participate in the activities of the Chapter. This year's recipients were Maria Melssen and Emily Mazure.

The Jean Williams Sayre Innovation Award was presented for the first time to recognize and encourage professional leadership and achievement. The award was presented to Allina Library Services Knowledge Consultant Group: Eileen Stanley, Jim Bulger, Sandy Tarman, Sharon Kambeitz, Kolleen Olsen, Anita von Geldern, and Pam Barnard; Library Services, Allina Hospitals & Clinics, Minneapolis, MN.

Life Long Learning

Two members received "free lunch" awards to attend Chapter Sharing Roundtables at the Annual Meeting in Phoenix: Ann Combs and Jaime Blanck. Two additional lunches were funded through donation to MLA.

The 2006 Annual Conference of the Midwest Chapter / MLA was held in Louisville, Kentucky in October. The speakers, overall were well-received, particularly Alane Wilson and Betsy Humphreys. The OCLC environmental scan from which Wilson based her report is available at: <http://www.oclc.org/reports/escan/toc.htm>. Her slides will be available on the conference web site shortly. The GMR Technology Forum received high praise. Many people marked it as the best thing about the meeting – "Dale was funny!" Another strong vote came in for the Career Clinic, which was deemed "excellent" by one attendee. Also new was the Technology Petting Zoo which also made someone's "best of" list. The meeting took place during the St. James Court Art Fair which was a hit. Many attendees hopped the shuttle and perused the 700+ vendors

on a blue-sky fall day. “It was great that conference coincided with St. James Art Fair!” The reception at the Kentucky Derby Museum, providing a taste of the bluegrass, was just what some were craving. “LOVED the Derby Museum.” Comments that made the meeting planners feel good. “Very informative. I will use this information in my work.” “Great job! I have lots to think about & work on.” “Really comfortable beds.” (We know what’s important.) Unfortunately, we took some hits, too. One of our downfalls: “What! No chocolate?”

Advocacy

The Government Relations Committee forwarded occasional legislative alert emails to committee members and chapter members (FRPAA, Orphan Works, NIH/NLM funding); sent out letters of support for FRPAA (Federal Research Public Access Act); and monitored support (and lack of support) for FRPAA from academic institutions, publishers, and NGO’s.

The Publications Committee transitioned the newsletter to a blog format, allowing for more dynamic reporting of issues of importance to the membership of the Chapter.

Creating and Communicating our Knowledge

At the 2006 Annual Conference, our contributed papers and posters received overall high marks, including these comments: “The panel discussion on 10/10 on liaison roles” was ranked as a “best of” and “the contributed papers were very informative.” The PowerPoint slides from many of the conference presentations are available from the conference website. Interestingly, two people responded that we should have more invited papers and that we need more diversity among papers. Among the new innovations at the meeting was the conference blog, which one person mentioned as the best thing about the conference. Congratulations to blog editor, Clare Leibfarth! Related to promotion, many liked the weekly conference e-mails, and, once again, the GMRLIST and the MIDWEST listservs remain the best way to get the word out, with MIDLINE a best source for detailed information.

Building a Network of Partners

The Chapter continued its long tradition of collaborating with state, regional and local groups to host its annual conference, and planning continues on the Chapter’s 2007 annual meeting, to be held in Omaha, Nebraska as a joint conference with the Midcontinental Chapter. The conference is co-hosted by the Iowa Library Association Health Sciences Subdivision and the ICON library consortium in Omaha. The conference theme is “Omaha 2007: License To Learn, License to Lead.” On the program are keynote speaker, Dale Lea RN, MPH, APNG, FAAN, National Human Genome Research Institute; Fred Lee, nationally recognized expert and consultant in patient relations and service excellence; and Dr. Loriene Roy, ALA President Elect 2006-2007. The 2008 Annual Conference will be October 17-20 at the Detroit Marriott in Troy, Michigan and is co-sponsored by the Michigan Health Sciences Library Association. The theme is “Vital Signs: Keeping You and Your Library Vibrant and Healthy” (Program Co-Chairs: Sandra Martin and Ellen O’Donnell).

Organization

Revised Bylaws Passed Unanimously! With minor last minute edits, the membership voted unanimously to accept the proposed Midwest Chapter Bylaws during the October 9th annual

business meeting. Melinda Orebaugh, Chair of the Bylaws Revision Task Force, expressed special thanks to Kelly Kaneshiro, Barb Bartkowiak, Sheryl Stevens, and Eileen Stanley for their invaluable assistance.

Motion

This report is informational and requires no action by the Board of Directors.

Officers

Alternate Representative to the MLA Chapter Council	Karen Hanus
Annual Meetings Chair	Donna Barbour-Talley
Archivist	Rebecca Chapman
Auditor	Sue London
Awards and Scholarships Chair	Sheryl Stevens
Communications Chair	Elizabeth Smigielski
Governmental Relations Chair	Julie Schneider
Immediate Past President	Eileen Stanley
Membership Secretary	Bette Sydelko
Parliamentarian	Sunny Worel
Potential Candidate for Membership on the MLA Nominating Committee	Melinda Orebaugh
President	Chris Shaffer
President-Elect	Mary Markland
Professional Practice Chair	Alexia Estabrook
Recording Secretary	Deborah Lauseng
Representative at Large	Nancy O'Brien
Representative to the MLA Chapter Council	Pam Rees
Treasurer	Marlene Porter
Chair, Web Site Redesign Special Committee	Brian Finnegan

**Midwest Chapter, Medical Library Association
Spring Board Meeting, March 16, 2007**

**Annual Meetings Committee
Donna Barbour-Talley, Chair**

The Midwest Chapter has three annual meetings in the planning process as well as the completion of the 2006 meeting to report.

2006 Annual Meeting – Louisville KY

The Final Conference Report for the 2006 annual meeting has been received from the planning committee and submitted to the Archives. Recommendations included in the report are being reviewed for inclusion in the Chapter's Annual Meeting Guide or for action by the Chapter. The finances were finalized in February 2007 with a total profit of \$21,722.76. Half of the profit (\$10,861.38) goes to the Chapter. The other half is divided among the three sponsoring agencies, University of Louisville Kornhauser Health Sciences Library, University of Kentucky Medical Center Library and the Kentucky Medical Library Association (\$3620.46 each).

**2007 Joint Annual Meeting with Midcontinental Chapter – Omaha NE
Oct 12-17 – “License to Learn / License to Lead”**

The meeting website is up and running (<http://www.mcmla.org/2007/index.html>) with information about the program, speakers and attractions in Omaha. The deadline for contributed papers and posters is March 15. At least 12 CE courses will be offered, with two more in development. Announcements from the Publicity Committee are being made through the Chapter listserv and there was excellent coverage in the Winter issue of *Midline*. Jim Lander and Chris Shaffer are the co-chairs from the Midwest Chapter.

**2008 Annual Meeting – Troy MI
Oct 17-21 – “Vital Signs: Keeping You and Your Library Vibrant and Healthy”**

The 2008 Midwest Chapter/MLA Annual Conference will be a joint conference with the Michigan Health Sciences Libraries Association (MHSLA). It will be hosted by the Metropolitan Detroit Medical Library Group (MDMLG) and will be held at the Detroit Marriott Troy in Troy, Michigan, about 16 miles north of Detroit. An announcement was included in the Winter issue of *Midline*. The conference chair is Ellen O'Donnell.

2009 Annual Meeting – Columbus OH

A preliminary planning group of Ohio librarians has been working with Group To Go, Inc. on selecting a hotel for the 2009 meeting. They are considering hotels in Columbus with the meeting being held in early to mid-October. The appointment of a conference chair will occur within the next few weeks.

Annual Meeting Finances

The 2006 meeting was the first conference to operate under the Chapter's new policy and procedure for centralizing the annual meeting finances under the Chapter treasury. The Kentucky committee reported difficulties and frustration with the process at the meeting planners session at the end of the conference and in the final report. It appears that some of the complications arose from the fact that the Chapter is not recognized as tax-exempt in Kentucky; the planners chose to purchase a number of items through the hosting universities, which are tax-exempt, and then needed to transfer funds. The 2007 joint meeting is handling finances through the Midcontinental Chapter and the 2008 finances will be handled by the Michigan Health Sciences Libraries Association. In the future, the Annual Meeting Chair and the Treasurer will need to consult more closely with the meeting planning committee on procedures.

This report is informational and requires no action from the Board.



MIDWESTERN UNIVERISTY LIBRARY
555 31ST STREET
DOWNERS GROVE, IL 60515

TO: CHRISTOPHER J. SHAFFER, PRESIDENT
FROM: REBECCA A. CATON, ARCHIVIST
SUBJECT: REPORT FOR 2007 MIDWEST CHAPTER/MLA SPRING BOARD MEETING
DATE: MARCH 14, 2007

Activities:

1. Archive materials were received after Fall 2006 Annual Meeting from select board members.
2. Received inquiry regarding Midwest Chapter/MLA oral history. Archives accessed, but no oral histories were found.
3. Continue predecessors' search in chapter archives to expand the current listing of annual meetings. This list is located on the chapter website.
4. Continue predecessors' work on the chapter history.

Objectives:

- 📖 Maintain a permanent file of chapter records, such as meeting minutes, correspondence of lasting interest, program information and officers
- 📖 Promote chapter membership
- 📖 Recruit for careers in health sciences librarianship
- 📖 Attend scheduled board meetings and annual fall conference

Materials for the archives should be sent to:

Midwest Chapter/MLA Archives
c/o Library of the Health Sciences
Special Collections Department
University of Illinois at Chicago
1750 West Polk Street M/C 763
Chicago, IL 60612

This report is informational and requires no action by the Executive Board.



DATE: March 6, 2007
TO: President, Midwest Chapter, MLA
Executive Board Members, Midwest Chapter, MLA
FROM: Sue London, Chair, Audit Committee
SUBJECT: Audit Committee Report

The calendar year 2006 financial records of the Midwest Chapter were audited on Tuesday, March 6, 2007.

After a thorough review, all expense reports were documented including invoices, receipts and signature approval of the President, Eileen Stanley. All check disbursements matched the requested amounts and were processed in accordance with designated procedures. Membership and additional incomes were reflected accurately and substantiated with appropriate documentation. In addition, all bank statements and chapter records were reconciled in a timely and exact manner.

In conclusion, I find the records of Treasurer Marlene Porter to reflect the financial condition of the Midwest Chapter.

COMMENTS

- Incorporation expenses were incurred during fiscal year 2006. Tax Form 990 was filed with the MLA in March, 2006.
- Cash and checks were deposited promptly into the Chapter's bank account.
- The Payment Request Form was consistently used for distribution of all payments, providing an audit trail with detailed and descriptive information pertaining to transactions and accounts.
- Organization of accounts and spreadsheets were cross-referenced and easy to follow. Recorded information was easy to track as a result of the Treasurer's accounting system for managing funds.
- The Financial Statement reflects an accurate financial position of the Midwest Chapter.

This report is informational and requires no action by the Executive Board.



TO: Executive Board, Midwest Chapter/MLA
FROM: Sheryl Stevens, Awards and Scholarships Committee Chair
SUBJECT: Spring Board Meeting Report
DATE: March 2, 2007

2007 COMMITTEE MEMBERS

Sheryl Stevens, University of Toledo (Toledo, OH)
Kaye Crampton, Gundersen Lutheran Medical Center (LaCrosse, WI)
Dottie Hawthorne, Mayo Clinic (Rochester, MN)
Mary Markland, University of North Dakota (Fargo, ND)
Doreen Roberts, St. Luke's Hospital (Duluth, MN)

2007 GOALS & OBJECTIVES

- Administer Chapter's 2007 awards program:
 - Chapter Council Roundtables Luncheon Award: 2 awards, \$30 each
 - Annual Meeting Scholarship Award: 2 awards, \$500 each
 - Distinguished Librarian of the Year: \$500
 - Jean Williams Sayre Innovation Award: \$500
- Review application and selection criteria and if necessary recommend appropriate revisions to Chapter Board.
- Promote and actively solicit nominations.
- Review and if necessary refine/revise procedures used to select winners.
- Evaluate applications/nominations and choose recipients according to established selection procedures and timetable.
- Present/announce/acknowledge recipients of 2007 Annual Meeting Scholarship Award, Distinguished Librarian of the Year Award, and Jean Williams Innovation Award at Chapter's Annual Business Meeting.
- Submit spring and fall reports to the Chapter Board.
- Review/revise/update committee procedure manual.

2007 ACTIVITIES TO DATE

- Chair assigned responsibility for promoting each award as follows: Mary Markland / Chapter Sharing Roundtables; Dottie Hawthorne / Jean Williams Sayre Innovation Award; Doreen Roberts and Kaye Crampton / Annual Meeting Scholarships; Sheryl Stevens / Distinguished Librarian Award.
- Chair reviewed current Award descriptions and criteria, drafted revisions, and solicited comments from committee members on revisions. ***Input from the Board is requested before revised documents are posted at Chapter Web site. See below.***

ACTION ITEMS

The Committee Chair will be unable to attend the Board's 2007 Spring Meeting in Madison, WI. However, Committee member and Chapter President-Elect Mary Markland will be in attendance to bring the issues below up for discussion on behalf of the Chair.

- **Annual Meeting Scholarship Award criteria**

Current application criteria (<http://midwestmla.org/awards/schdes.html>) states that applicants may either be students, recent graduates, or *Midwest Chapter members who have never attended the annual conference.* However, the application materials requested – e.g., transcripts, a cover letter explaining the applicant's interest in health sciences librarianship – are not really appropriate or meaningful to request from an applicant who has never been to a Chapter meeting but has been a practicing librarian for several years.

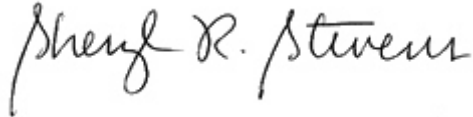
The Committee recommends limiting this Award to students or recent graduates only and clearly defining its purpose to foster and encourage interest in health sciences librarianship. Otherwise, separate application requirements need to be developed for applicants who are not students or recent graduates. For example, such applicants could be asked for a statement on why they are seeking funding through the Chapter rather than through their institution, how they might share information gained with their colleagues, etc. If the Board feels strongly about making this type of opportunity available to Chapter members who are experienced librarians, then perhaps a better solution would be to establish a new and separate Professional Development Award.

- **Distinguished Librarian of the Year criteria**

The Committee recommends re-wording of the purpose of the Award and its selection criteria so that specific emphasis is placed on either significant contributions to the Chapter, ***health sciences*** librarianship, or both. The current stated purpose of the Award is "to honor a Chapter member who has made outstanding professional contributions impacting librarianship." The current selection criteria states that "candidates should be individuals who have displayed exceptional leadership, collaborative skills, advocacy, organizational abilities, work ethic or mentoring efforts that have made an impact in either the Chapter or within their state's libraries, for a minimum of at least one year."

The Committee recommends re-wording the purpose and criteria statements for this Award to something like: "The purpose of the Distinguished Librarian Award is to recognize members who have made outstanding professional contributions to health sciences librarianship and the Chapter. Criteria used to evaluate nominees include but are not limited to: leadership, scholarship, publication, research, teaching, training, mentoring, professional activities, and/or meaningful and measurable service to the Chapter."

Respectfully submitted,

A handwritten signature in black ink that reads "Sheryl R. Stevens". The signature is written in a cursive style with a large initial 'S'.

Sheryl R. Stevens, Chair
Awards and Scholarships Committee
Midwest Chapter/MLA

Date: March 15, 2007

To: Chris Shaffer, President, Midwest Chapter, Medical Library Association

From: Elizabeth Smigielski, Chair, Communications Committee

Subject: Report for the Spring Board Meeting, Madison, Wisconsin,

This is the first report of the newly formed Communications Committee, established 1 January 2007. The formal committee charge is still pending, but the emphasis is on monitoring new means of communication that may be useful to the Chapter.

Committee members:

Elizabeth Smigielski, chair, 2007 2008

Claire Leibfarth, editor, 2007 2008

Allan Barclay, webmaster, (2006) 2007

Mary Taylor (2006) 2007

Web Site Redesign Special Committee

Brian Finnegan, chair

Rebecca Holz

Mary Congleton

Activities:

1. Published the Fall 2006 (No. 105) and Winter 2007 (No. 106) issues of MIDLINE using the Movable Type publishing platform on the new chapter server (<http://65.181.189.143/midline/>) with programming assistance from the Webmaster.

2. Produced a conference blog, Midwest Conference Call (<http://65.181.189.143/ConferenceCall/>), from the 2006 Annual Conference in Louisville using Movable Type with the assistance from a number of chapter member correspondents.

3. Investigated issues and procedures related to publishing member photos online. Report by Clare Leibfarth submitted to Board separately.

4. Website Redesign Special Committee submitted separately to Board by Brian Finnegan.



Memorandum

March 14, 2007

To: Chris Shaffer, President, Midwest Chapter/MLA

From: Clare Leibfarth, MIDLINE Editor

Subject: Online publication of conference photos

At the request of the Midwest Chapter Executive Board at their October 2006 meeting, I investigated how other library professional associations handle publication permission from subjects in the public online publication of photographs taken at association activities. I contacted MLA and SLA as well as two other smaller Midwestern library associations which have posted conference photographs online. ALA did not answer my inquiry. My association correspondents noted that at association activities, association photographers are clearly identified and that conference attendees are aware that they might be photographed. None of the associations currently have a stated policy regarding permission to publish photographs online.

Based on our discussions, Lynanne Feilen at MLA and I are suggesting to our associations that there be a photo permissions disclaimer included in conference registration materials.

I suggest that the Midwest Chapter adopt a policy of including the following photograph publication opt-out notice on conference registration materials:

“Photographs taken at the Midwest Chapter/MLA Annual Conference may appear in online chapter publications including the newsletter, blogs, and photo galleries. If you do not wish to have your photograph appear online, please contact the Midwest Chapter Communications Chair.”

Conference attendees who opt-out could then be identified on their badges so that chapter photographers would be aware of their revocation of permission to publish.

Please report these findings and suggested policy to the Executive Board at their March 16, 2007 meeting.

Thank you.



TO: Chris Shaffer, President
FROM: Marlene Porter, Treasurer
SUBJECT: Treasurer's Report for Spring 2007 Board Meeting at Ebling Library, University of Wisconsin-Madison, Friday, March 16, 2007
DATE: March 9, 2007

Treasurer's Report

Midwest Chapter / Medical Library Association
Spring Board Meeting, 2007
Prepared by Marlene Porter, Treasurer 2006-2007

2006 Reports

The *Financial Statement December 31, 2006* (attached) shows a beginning balance of \$48,657.94 and an ending balance of \$68,625.39, for a net increase of \$19,967.45.

Audit

The Treasurer's records for 2006 were forwarded to Anne London, Auditor, March 1, 2007.

2006 Annual Conference

Neal Nixon of the University of Louisville's Kornhauser Health Sciences Library reported that the 2006 Annual Conference profit totaled \$22,260.66 which is a difference of \$537.90 from what was recorded in the Treasurer's 2006 Conference ledger of \$21,722.76. This discrepancy will need to be resolved before the books are finally closed.

2007 Budget

The *2007 Budget* (attached) was prepared based on the 2006 budget and estimated profits from the 2006 annual conference. The proposed budget projects a net loss of \$1,673.82. This is due in part to estimated expenses in 2007 for the 2008 conference. The following changes were made:

- Expense Account 340 – Awards and Scholarships Committee was increased \$120.00. \$100.00 for miscellaneous expenses and \$20.00 for increase in price (\$25.00 to \$30.00) of Chapter Sharing Roundtable lunches.
- Expense Account 400-2008 – 2008 Conference Committee submitted a budget for estimated expenses that will be incurred in 2007 for \$4,843.00
- Expense Account 420 – Technology Committee was budgeted \$500 for an estimated annual fee for the Web site that is now hosted by pair Networks.

Financial Statement

The Financial Statement for March 12, 2007 (attached) shows a beginning balance of \$68,178.92 and an ending balance of \$69,087.78 with a net increase of \$908.86.

Bank Accounts

The Business Reserve Funds will be renewed at \$6,000.00 (August 2007) and \$12,000.00 (March 2007). The US Bank business check card expired in January and the bank was contacted to issue a new card under the current Treasurer's name.

Web Site

The Midwest Chapter / MLA web site was updated for the 2006 account and will be updated by the end of March 2007 with the 2007 account and previous reports for 2005 and 2006.

Finance Committee

The proposed 2007 *Budget* was emailed to the Finance Committee for review on March 8, 2007.

Tax Exempt Status

The Treasurer will complete and return the *Medical Library Association Inc. Chapter Group Tax Filing for Federal Form 990 Return of Organization Exempt From Income Tax* by March 30, 2007.

Action

This report requires action by the board.

GOVERNMENTAL RELATIONS COMMITTEE
2007 SPRING MEETING REPORT

TO: CHRIS SHAFFER, PRESIDENT, MIDWEST CHAPTER/MEDICAL LIBRARY ASSOCIATION
FROM: JULIE SCHNEIDER, GOVERNMENTAL RELATIONS CHAIR
SUBJECT: REPORT FOR SPRING BOARD MEETING
DATE: 3/26/2007

Activities:

1. Communicated legislative concerns to Midwest members through the Midwest listserv.
2. Continued to monitor legislative activities and notices from MLA, ALA, AMIA, SSP, AMA and ANA.
3. Continued to participate in legislative advocacy at a state level on behalf of health science and other special libraries.
4. Attended the Spring Board Meeting and annual Fall Board Meeting.

Objectives:

1. Attend the Spring Board meeting and annual Fall Board meeting each year.
2. Update and add content to the Governmental Relations web-presence on the Midwest website.
3. Work with the new Governmental Relations committee structure and meet virtually with committee members to discuss how to capture state legislative information of interest in states not represented and how to delegate responsibility for monitoring of the many legislative online resources.
4. Continue to communicate legislative concerns of the region to the MLA board.
5. Will monitor the progress of the FRPAA and other legislative efforts to open access of publicly-funded research and inform Midwest Chapter board of significant changes.

This report is informational and requires no action by the board.

MIDWEST CHAPTER/MLA
Board Meeting Report - Spring 2007

TO: Christopher Shaffer
President

FROM: Bette Sydelko
Membership Secretary

RE: Spring 2007 Report
Membership Secretary and
Membership Committee combined

DATE: March 9, 2007

2007 Objectives

- Serve as Chair, Membership Committee
- Membership Committee will create letter to welcome new members
- Membership Committee will create letter to be sent to potential members (with brochure)
- Membership Committee will conduct a review of the membership database
- Membership Committee will identify potential new members
- Mail out one follow-up notice for renewal in April 2007, email reminders in March and May
- Mail out membership renewal forms for 2008 in December 2007
- Maintain up-to-date and accurate membership records
- Respond to all requests for membership information, including mailing labels as needed
- Confirm memberships for annual meeting registration
- Conduct a review of membership database with assistance of membership committee members; purge inactive records
- Serve as Listserv manager
- Maintain list of new members, provide names for submission to Chapter newsletter
- Maintain list of members who indicate interest in running for office and serving on committees, provide information to Chapter President and Nominations and Elections Committee Chair as needed
- Provide quarterly updates to the electronic Chapter membership directory on the Chapter web site
- Use MLA list of Midwest area members to recruit additional members for Chapter
- Provide printed membership brochures for distribution
- Review and update membership information on Chapter web site
- Attend Spring and Fall Chapter Board Meetings
- Attend Membership Committee meeting at MLA as the Midwest Chapter representative; serve on New Members/First Time Attendee Breakfast subcommittee and Colleague Connection subcommittee at MLA Annual Meeting
- Provide membership and promotional materials to be displayed at Chapter Booth at MLA Annual Meeting and at the Midwest Chapter Annual Educational Conference

2007 Year-to-Date Activities

- Contacted Membership Committee members (as chosen by the president)
 - confirmed interest in serving
 - Michael Venner
 - Camille Richmond
 - Kristina Appelt
 - discussed two projects - compose welcome letter for new members, compose letter to send to potential members (with brochure)
- Mailed membership renewal forms in early January 2007
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database as renewals were received
- Updated listserv with new members
- Emailed a reminder to members from 2005 and 2006 to renew
- Prepared reports for Spring Board Meeting
- Sent all renewing members with email addresses electronic confirmation of dues receipt, those with no email received written confirmation
- Responded to requests from members and potential members for information
- Continue to serve as Chapter representative on the MLA Membership Committee; working with New Member/First Time Attendee Breakfast subcommittee and the Membership Recruitment Campaign subcommittee
- Membership stands at 299 on 3/9/07 as compared with 304 on 3/3/06 and 302 on 3/7/05. See attached for breakdown by state, MLA status, AHIP status and Institutional Affiliation. The Chapter currently has 4 student members and 6 new members for the year.

Discussion Points

- Discussion requested regarding responsibilities of Membership Committee versus State Representatives
- Need to print more brochures - are we ok with what we have (after updates reflecting change in committees)

Respectfully submitted,

Bette S. Sydelko
Membership Secretary/Chair of Membership Committee

**MLA STATUS, AHIP STATUS, INSTITUTIONAL AFFILIATION
MIDWEST CHAPTER MEMBERS
March 2007**

2007 (as of 3/9/07)		
MLA Status	No.	%
Personal	178	59.5%
Institutional	59	19.7%
Not a Member	42	14.0%
Personal & Institutional	13	4.3%
Emeritus	2	0.7%
Student	4	1.3%
Unknown	1	0.3%
TOTAL	299	99.8%

2007 (as of 3/9/07)		
AHIP Status	No.	%
Not a Member	208	69.6%
Distinguished	53	17.7%
Senior	21	7.0%
Member	12	4.0%
Provisional	2	0.7%
Unknown	3	1.0%
TOTAL	299	100.0%

2007 (as of 3/9/07)		
Institutional Affiliation	No.	%
Hospital	140	46.8%
Academic	130	43.5%
Other	19	6.4%
None	6	2.0%
Student	4	1.3%
TOTAL	299	100.0%

**MIDWEST CHAPTER/MLA
MEMBERSHIP COUNT BY STATE
(Comparison of March 2007, March 2006, March 2005)**

STATE	2007 (as of 3/9/07)		2006 (as of 3/3/06)		2005 (as of 3/7/05)	
	Number	% of Total	Number	% of Total	Number	% of Total
Illinois	72	24.1%	61	20.1%	65	21.5%
Ohio	57	19.1%	65	21.4%	59	19.5%
Wisconsin	33	11.0%	42	13.8%	36	11.9%
Indiana	29	9.7%	28	9.2%	33	10.9%
Minnesota	31	10.4%	32	10.5%	32	10.6%
Michigan	26	8.7%	30	9.9%	27	8.9%
Kentucky	20	6.7%	21	6.9%	21	7.0%
Iowa	17	5.7%	13	4.3%	18	6.0%
North Dakota	10	3.3%	11	3.6%	10	3.3%
Out-of-Region	4	1.3%	2	.6%	1	.3%
TOTALS	299	100.0%	304	100.3%	302	99.9%

MIDYEAR REPORT

March 2007

Midwest Chapter CC Representative

This report covers the period between October 2006 and February 2007.

The following activities are related to the MLA Strategic Plan:

Goal 1. Recruitment, Membership, Leadership

The Midwest Chapter provided a scholarship to MLS students or new grads who have not previously attended a Chapter meeting.

Membership in Midwest Chapter has increased.

Twenty-one library students took advantage of the free membership offered by Midwest Chapter this year.

Goal 2: Life-long learning

The Chapter sponsored several continuing education classes at the annual Chapter Meeting in Louisville, KY .

Goal 3: Advocacy

Approved Midwest Chapter allocation for three years for 4 people to attend Chapter Sharing Roundtables at MLA. Two allocations are reserved for Midwest Chapter members, and two will be part of the MLA Annual Meeting pool.

Various awards and scholarships presented to Midwest Chapter members at the Midwest Chapter meeting in Louisville.

Goal 4: Creating and Communicating Knowledge

Chapter is encouraged to sponsor classes that improve professional practice and support life-long learning. Many state groups within the Chapter also sponsor classes.

The Chapter annual meeting program provided Midwest Chapter members opportunities for poster presentations and contributed papers\

Compiling list of Chapter-sponsored CE Courses to be presented at Chapter Council meeting in Philadelphia.

Goal 5: Building a Network of Partners

Looking forward to the combined Midwest Chapter/Midcontinental Chapter meeting in Omaha in 2007.

Compiled list of Chapter CE chairs and submitted it to MLA for inclusion on the MLA web site.

As Chapter Council Representative from the Midwest Chapter, I have participated in the following activities:

Serve as Chapter Council Representative to the MLA Continuing Education Committee and participated in list serv, discussions.

Attended MLA CEC meeting in Chicago February 1-2, 2007

Prepared midyear report to Chapter Council and to CEC Committee

Attended Midwest Chapter Board Meeting and conference in Louisville, KY.

.Forwarded requests for information and input from CC members to Midwest Chapter members and Boards as appropriate.

Forwarded requests for information and input from Midwest Chapter members and Boards to Chapter Council

Responded to Chapter business as requested, including that on the Chapter Council listserv.

Prepared midyear report for Midwest Chapter board meeting

Currently working with CEC on class selection for 2008.

Submitted chapter goals to Chapter Council and prepared midyear and annual report.

Recommended candidates for Midwest Chapter Committee chairs.

Preparing for meeting of Chapter Council Chairs at MLA.

OBJECTIVES

To attend Midwest Chapter Board meetings

To be an effective member of Chapter Council, representing Midwest Chapter by participating fully in Chapter Council business.

To represent Chapter Council on the Continuing Education Committee and attend meeting at MLA in May 2007.

To work on the CEC “tally” team at MLA 2007.

To attend Chapter Council meeting in Philadelphia in May 2007.

To serve as Chair of Education/Program Committee for 2008 Midwest Chapter Meeting in Troy, MI.

This report is informational and requires no action by the Midwest Chapter Board

Carole Gilbert
Midwest Chapter Council Representative

Alternate Chapter Council Representative Activities

As Alternate Chapter Council Representative from the Midwest Chapter, I have participated in the following activities:

Attended Midwest Chapter Board Meeting and conference in Louisville, KY.

As Chapter Council Liaison to the MLA Membership Committee, I attended the mid-winter Membership Core Committee meeting in Chicago in January 2007. A phon-a-thon was conducted where lapsed MLA members from 2006 were contacted. The committee discussed ways to improve the New Members/First Time Attendees breakfast and how MLA can do more to acclimate and welcome new members in the registration area at MLA as they arrive. The committee will also encourage the participation of the New Member SIG in these endeavors and other Membership Committee activities. The committee will look into how MLA can attract and keep institutional members since institutional membership has dropped. Another area that will be explored is the place of paraprofessionals in MLA.

Updated the 2006-2007 directory of MLA Chapter Membership Committee Representatives from each chapter and corresponded with them.

Served on the Hospitality Committee and give input to the planning committee for the Midwest Chapter annual meeting in Omaha, Nebraska for 2007

Prepared mid-year report as Chapter Council Liaison to the MLA Membership Committee for the Chapter Council Chair.

Gave a preliminary draft of the MLA Chapter Meeting Planning Guidelines to Carla Funk at the MLA office for review.

Responded to Chapter Council business on the Chapter Council listserv.

Participated in teleconferences of the Hospitality Committee for planning food and other hospitality events for the 2007 combined Midwest Chapter/Midcontinental Chapter Meeting to be held in Omaha, Nebraska.

Wrote a draft copy of the responsibilities of the Chapter Council representatives for the Midwest Chapter.

OBJECTIVES

Assist with the Membership Committee activities at MLA including Colleague Connection, First Timer's/New Members' Breakfast and other activities for new members.

To attend the Midwest Chapter Board meetings

Work with new alternate representative Karen Hanus to keep the Midwest Chapter informed about MLA activities

To be an effective member of Chapter Council, representing Midwest Chapter by participating fully in Chapter Council business.

To represent Chapter Council on the Membership Committee and attend meeting the Chapter Council Meeting at MLA in Philadelphia in May 2007.

To serve on the Hospitality Committee for the 2007 combined Midwest Chapter/Midcontinental Chapter Meeting to be held in Omaha, Nebraska.

Complete the Chapter Meeting Planning Guidelines project.

This report is informational and requires no action by the Midwest Chapter Board.

Pam Rees
Midwest Chapter Alternate Chapter Council Representative

Date: February 27, 2007
To: Chris Shaffer, President, Midwest Chapter/Medical Library Association
From: Nancy O'Brien, State Liaisons Committee/Representative-at-Large
Subject: Report for the Spring Board Meeting, Madison, March 16, 2007

Objectives:

- Chair and coordinate activities of the State Liaisons Committee.
- Promote Chapter activities and facilitate communication with members and the Board.
- Coordinate membership promotion activities with Membership Secretary.
- Promote benefits of Chapter Membership to new librarians, potential new members and to previous members who have not renewed their membership.

Activities:

- Made initial contact with Membership Committee to see how the two committees can work together and not duplicate efforts.
- Contacted all new State Liaisons for input into the new charge of the position.
- Worked on Registration activities for the Omaha Meeting.

This report is informational and requires no action by the Board

**Midwest Chapter/Medical Library Association
Website Redesign Special Committee Report
Spring Board meeting March 16, 2007**

Midwest Chapter/Medical Library Association President Chris Shaffer appointed the Website Redesign Special Committee. The first task of the committee was to formulate its official charge. A draft was sent to president Chris Shaffer for his review and acceptance.

The second task was to develop a survey tool that would gather input from Midwest Chapter/Medical Library Association membership. Since committee members had experience with SurveyMonkey, this tool was chosen. As of Friday March 16th, there are 106 survey responses.

Based upon this gathered membership input, website design will begin in earnest. The initial goal is to present one or two design prototypes to the Spring Board meeting in order to gather input from the Midwest Chapter/Medical Library Association Board members. Additional site edits will be made based upon the board's feedback.

A web site usability group is being formed. This group will consist of interested chapter members. Their task will be to review the new site with a criteria in mind to determine if the new site meets expected goals in areas of: navigation, color scheme, ease of use, and overall impressions.

The Website Redesign Special Committee is made up of: chair, Brian Finnegan, Marshfield Clinic, Marshfield, WI; Mary Congleton, Southern Kentucky AHEC, Mt. Vernon, KY; Rebecca Holz, UW Madison, Ebling Library, Madison, WI; with technical coordination by Allan Barclay, UW Madison, Ebling Library, Madison, WI.

Respectfully submitted,
Brian Finnegan
chair, Website Redesign Special Committee

Midwest Chapter / Medical Library Association
 Marlene Porter, Treasurer
 Financial Statement
 December 31, 2006

	Beginning	Ending
Assets		
110 Chapter Checking	\$12,571.89	\$9,993.52
110-2006 2006 Conference Checking	\$1,500.00	\$23,441.51
120 Savings	\$16,045.76	\$16,071.63
130 Business Reserve Fund 1	\$6,100.10	\$6,295.54
140 Business Reserve Fund 2	\$12,440.19	\$12,823.19
Total	\$48,657.94	\$68,625.39
Net (Ending - Beginning))		\$19,967.45
	Budgeted	Actual
Income Accounts		
210 Membership Dues	\$8,400.00	\$8,660.00
220 Annual Conference	\$0.00	\$0.00
220-2006 2006 Annual Conference	\$63,550.00	\$39,350.00
230 Interest	\$505.00	\$604.31
240 Contributions	\$0.00	\$0.00
Income	\$72,455.00	\$48,614.31
Expense Accounts		
310 Board	\$10,100.00	\$6,062.28
320 Archives Committee	\$0.00	\$0.00
330 Audit Committee	\$0.00	\$0.00
340 Awards and Scholarship Committee	\$2,100.00	\$2,128.00
350 Education Committee	\$0.00	\$0.00
360 Finance Committee	\$983.00	\$985.02
370 Governmental Relations Committee	\$0.00	\$0.00
380 Membership Committee	\$1,000.00	\$735.67
390 Nominations and Elections Committee	\$100.00	\$0.00
400 Annual Meeting Committee	\$2,000.00	\$1,000.00
400-2006 2006 Annual Conference	\$62,889.00	\$17,408.49
410 Publications Committee	\$200.00	\$0.00
420 Technology Committee	\$1,000.00	\$327.40
Expenses	\$79,372.00	\$28,319.46
Net (Income - Expenses)	(\$6,917.00)	\$20,294.85

Midwest Chapter / Medical Library Association
 Marlene Porter, Treasurer
 Budget 2007

	Itemized	Total
Assets		
110 Checking		\$12,671.89
110-2008 2008 Conference Checking		\$1,500.00
120 Savings		\$16,071.63
130 Business Reserve Fund 1		\$6,232.07
140 Business Reserve Fund 2		\$12,440.19
Beginning Balance		\$48,915.78
Income Accounts		
210 Membership Dues 420 @ \$20	\$8,400.00	\$8,400.00
220 Annual Meeting Louisville 2006 Ohmaha 2007	\$10,861.38 \$0.00	\$10,861.38 \$0.00
220-2008 2008 Conference	\$0.00	\$0.00
230 Interest Savings (16,000 @ .0008) Business Reserve Fund 1 (6,000 @ .0075) Business Reserve Fund 2 (12,000 @ .035)	\$12.80 \$241.20 \$556.80	\$810.80
240 Contributions		\$0.00
Projected Income		\$20,072.18
Expense Accounts		
310 Board Board Meetings President MLA Annual Meeting and/or Spring Board Meeting Travel President Fall Meeting Hotel Room President and/or Vice President State Meeting Travel President-Elect MLA Leadership Seminar Travel Chapter Council Representative Travel Alternate Chapter Council Representative Travel Officer and/or Representative Midwest Chapter Board Spring Meeting Travel	\$3,500.00 \$850.00 \$1,500.00 \$500.00 \$850.00 \$850.00 \$850.00 \$1,000.00	\$9,900.00
320 Archives Committee		\$0.00
330 Audit Committee		\$0.00
340 Awards and Scholarships Committee Chapter Sharing Roundtable Sponsorship Distinguished Librarian of the Year Annual Meeting Scholarships Jean Williams Sayre Innovation Award Miscellaneous	\$120.00 \$500.00 \$1,000.00 \$500.00 \$100.00	\$2,220.00
350 Education Committee		\$0.00

360 Finance Committee			
	Incorporation/Tax Exemption Fee	\$8.00	
	Commercial Crime Policy insurance	\$500.00	
	Liability Insurance (MLA)	\$275.00	
	Office expenses	\$100.00	
	Bank Fees	\$100.00	
			\$983.00
370 Governmental Relations Committee			\$0.00
380 Membership Committee			
	Office expenses	\$600.00	
	Postage	\$400.00	
			\$1,000.00
390 Nominations and Elections Committee			\$0.00
	Office expenses	\$100.00	
			\$100.00
400 Annual Meeting Committee			
	Program Chair Travel for Planning Meetings	\$500.00	
	2008 Annual Meeting Grant	\$1,500.00	
			\$2,000.00
400-2008 2008 Conference		\$4,843.00	
			\$4,843.00
410 Publications Committee			
	Office expenses	\$200.00	
			\$200.00
420 Technology Committee			
	Web site annual fee	\$500.00	
			\$500.00
	Projected Expenses		\$21,746.00
	Projected Net (Projected Income - Projected Expenses)		(\$1,673.82)
	Projected Ending Balance (Beginning Balance + Projected Net)		\$47,241.96

Midwest Chapter / Medical Library Association
 Marlene Porter, Treasurer
 Financial Statement
 March 12, 2007

	Beginning	Ending
Assets		
110 Chapter Checking	\$33,435.03	\$34,341.78
110-2006 2006 Conference Checking	\$0.00	\$0.00
120 Savings	\$16,071.63	\$16,073.74
130 Business Reserve Fund 1	\$6,232.07	\$6,232.07
140 Business Reserve Fund 2	\$12,440.19	\$12,440.19
Total	\$68,178.92	\$69,087.78
Net (Ending - Beginning))		\$908.86

	Budgeted	Actual
Income Accounts		
210 Membership Dues	\$8,400.00	\$2,840.00
220 Annual Conference	\$0.00	\$0.00
220-2006 2006 Annual Conference	\$0.00	\$0.00
230 Interest	\$810.80	\$2.11
240 Contributions	\$0.00	\$0.00
Income	\$9,210.80	\$2,842.11
Expense Accounts		
310 Board	\$9,900.00	\$0.00
320 Archives Committee	\$0.00	\$0.00
330 Audit Committee	\$0.00	\$0.00
340 Awards and Scholarship Committee	\$2,220.00	\$0.00
350 Education Committee	\$0.00	\$0.00
360 Finance Committee	\$983.00	\$0.00
370 Governmental Relations Committee	\$0.00	\$0.00
380 Membership Committee	\$1,000.00	\$214.50
390 Nominations and Elections Committee	\$100.00	\$0.00
400 Annual Meeting Committee	\$2,000.00	\$0.00
400-2006 2006 Annual Conference	\$4,843.00	\$0.00
410 Publications Committee	\$200.00	\$0.00
420 Technology Committee	\$0.00	\$0.00
Expenses	\$21,246.00	\$214.50
Net (Income - Expenses)	(\$12,035.20)	\$2,627.61