

## MIDWEST CHAPTER/MLA SPRING BOARD MEETING REPORTS

MARCH 7, 2008

### President's Report

Mary J. Markland

1. I worked with the various committees as they explored their new charges.
2. A Benchmarking Liaison, Beth Carlin, was appointed to the Professional Practice Committee.
3. I appointed a new member to the Communications Committee due to the workload of the committee. Jason Young has agreed to be an apprentice newsletter editor in anticipation of Clare Leibfarth's resignation.
4. I contacted Ray Naegele at MLA regarding making changes to the timing of budget approval.
5. I submitted the midyear report to MLA. It is attached below.

### Midwest Chapter Midyear Report

Submitted to MLA, January 2008

Mary J. Markland, President

#### Recruitment, Membership, and Leadership in the Profession

The Chapter has 415 members of which 400 are paid members. We offer free membership to students and our student membership stands at 15. We had 32 new members, down a bit from last year. Our membership numbers have remained constant being in the low 400s for the past several years. The Membership Committee drafted welcome letters for new and potential members. They also updated the membership brochure and distributed it to the state liaisons. To assist in local and state recruitment efforts, the Membership Committee purchased a new, portable display unit which can be borrowed by Chapter members. The Committee is also exploring the purchase and design of a free-standing vertical banner.

Peggy Richwine was named 2007 Distinguished Librarian of the Year. Along with her numerous professional activities within our region and nationally, Peggy was commended for being an outstanding mentor to many. One of the nomination letters was especially telling about Peggy's contributions saying, "...truly our hero. I can't imagine where our state and adjacent regions would be in terms of health information if we had not been the benefactors of her vision, work, enthusiasm & leadership."

Two annual meeting scholarships were given to new librarians: Brooke Billman and Elizabeth Bromley. These scholarships are given to students and new librarians for attendance at the annual meeting.

#### Life Long Learning

The Chapter continues to sponsor two Chapter Council Roundtables Luncheon Awards. This year our recipients were Bryan Vogh and Carol Jeuell. We also continue to sponsor two additional lunches through donation to MLA.

We established a new Professional Development Award for two members who have been working for more than 3 years and who have never attended a Chapter meeting. Unfortunately, we only had one qualified applicant this year, Brenda Fay.

The 2007 Annual Conference of the Midwest Chapter was a joint meeting with the Midcontinental Chapter. It was held in Omaha, Nebraska in October with the theme of License to Learn, License to Lead. The Iowa Health Sciences Roundtable was the co-sponsor. It received great reviews especially our keynote speakers: Dale Lea, NIH's National

Human Genome Institute; Fred Lee, author of *If Disney Ran Your Hospital*; Rivkah Sass, Director of the Omaha Public Library; Dr. Joann Schaefer, director of the Nebraska DHHS Division of Public Health and Chief Medical Officer. Other comments included, "Left conference feeling re-energized, speakers were excellent...all of 'em, everything flowed smoothly. Two chapters can work together, nice selection of papers, CE, and posters." The Midwest Chapter's Communication Committee was responsible for the meeting blog, Conference Call, which received high praise in several widely-read health sciences blogs. The slides and posters from the speakers, papers and posters are posted on the Conference web site. A drawing for a free registration for the 2007 Annual Conference was held at the Chapter Business Meeting.

### **Advocacy**

The Governmental Relations Committee updates the membership on legislative issues of importance to the health sciences community. They ask for input from our state liaisons regarding state health and information issues. In particular, they kept the membership abreast of the funding issues at NIH/NLM and the NIH public access policy.

### **Creating and Communicating our Knowledge**

Our Chapter released a redesigned web page at the Annual Conference. It features a new menu structure that makes it easier for members to find Chapter business and education information. We also feature two blogs, Conference Call 2007 and Connect Midwest in addition to the newsletter blog, Midline. The redesign special committee is still in place and is exploring the ideas of wikis and shared working space for our committees. The Michigan Meeting Planning Committee is using a wiki for their committee communication. We will be taking some of their ideas as we explore these features. Photo gallery software has also been added. Members have been asked to sign a waiver if they do not want their photos taken and posted. Our listserv also remains a key mechanism of communication.

The Professional Practice committee has been charged with exploring ideas for recognizing the research and publication activities of our membership. They will be looking at other chapters and brainstorming ideas to bring to the Fall 2008 board meeting.

### **Building a Network of Partners**

Our joint conference with the Midcontinental Chapter was a positive experience. I believe we all enjoyed networking with a new group of colleagues and seeing how other chapters do their business.

The 2008 Conference, Vital Signs, is a joint conference with the Michigan Health Sciences Library Association. It is being hosted by the Metropolitan Detroit Medical Library Group and will be held in Troy, Michigan on October 17-20. The 2009 meeting is being held in conjunction with the Ohio Health Sciences Library Association and will be held in Columbus, Ohio from October 3-5. The 2010 conference is scheduled for Wisconsin.

### **Organization**

Due to our revised bylaws, our committee structure was modified. All of our committee charges have been rewritten and work is progressing on a new Policy and Procedure Manual.

### **Motion**

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

## Annual Meetings Committee

Donna Barbour-Talley, Chair

Midwest Chapter, Medical Library Association  
Spring Board Meeting, March 7, 2008

The Midwest Chapter has three annual meetings in the planning process.

### **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. The conference chair is Ellen O’Donnell. Detailed plans for the program, continuing education, and social events are well in hand.

### **2009 Annual Meeting – Columbus OH**

**Oct 2-6**

Marlene Porter and Bette Sydelko are serving as co-chairs of the Conference Coordinating Committee for 2009. The Hyatt at Capital Square has been selected as the conference hotel and an outline of the program for room requirements has been developed. Committees are beginning their work, with a meeting scheduled for Feb 29<sup>th</sup>..

### **2010 Annual Meeting – Madison WI**

Julie Schneider and Barbara Sisolak are co-chairing the Conference Coordinating Committee in Wisconsin. They are working with Group To Go to begin locating a hotel site for the conference.

The Annual Meetings Committee has submitted a budget request for \$1700 to purchase easels for use at the poster sessions. Finding a way to mount posters has been a problem for the last several years and this model of easel was used successfully in Omaha. The plan will be to purchase the easels for the Michigan meeting and pass them on to future meeting hosts.

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

## Michigan Planning Committee

Ellen O'Donnell, Conference Coordinator and Finance Chair  
Sandra Martin, Local Arrangements Chair



**2/27/08**

The 2008 conference will be a joint conference of the Michigan Health Sciences Libraries Association (MHSLA) and the Midwest Chapter / Medical Library Association. The Metropolitan Detroit Medical Library Group (MDMLG) is the local host group. Committees have been appointed and a date and site have been chosen. The conference will be held October 17-21, 2008 at the Detroit Marriott – Troy. This year's theme is "Vital Signs: Keeping You and Your Library Vibrant and Healthy". The planning committee has been meeting on a bi-monthly basis, alternating between the Detroit area and Lansing.

Significant accomplishments to date include:

- An estimated budget was submitted.
- A site for the special event has been identified (Detroit Institute of Arts) and the contract is near completion. There will be a Motown-themed welcome reception at the Marriott featuring some Michigan foods and beverages.
- The Education Committee has planned the schedule for CE and programming. Potential speakers and instructors have been contacted. The keynote speaker, Deena Ebbert from the "Fish!" leadership organization, is confirmed. The Plenary speaker will be Eugenie Prime.
- Ten CE opportunities are currently planned as well as contributed paper and poster sessions. The call for papers and posters has been posted to the listservs of the sponsoring organizations, as well as the conference websites.
- A "save the date" postcard for the conference was mailed in January.
- A logo has been designed and is available for downloading on the conference planning website and wiki.
- A conference planning wiki has been developed and is being used for sharing committee information. The URL for the planning wiki is: <http://midwestmla08planning.wikispaces.com/>
- Vendors have been contacted and as of February 28 we have commitments of \$9,000 in support. In addition, Ovid has expressed interest in a major sponsorship.
- Options for online registration have been identified.
- The official public conference website is up and linked from the Midwest Chapter website. Information is being added to the site on a regular basis. The direct URL for the website is: <http://midwestmla2008.blogspot.com>
- At our request, the hotel contract was renegotiated by Group to Go. The room guarantee has been decreased by 50 rooms and is now stands at 450 room nights. The food guarantee has also been decreased by about \$2000.
- Requests to purchase tabletop easels for poster displays have been submitted to the Midwest and MHSLA boards. The easels could be reused each year.





## Archives

Rebecca Caton, Archivist

### Activities:

1. Created list of previous board members and committee chairs from archived documents (attached Excel document)
2. Promoted membership in the Midwest Chapter.
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 archiving 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.

## Auditor

Sue London, Auditor

The calendar year 2007 financial records of the Midwest Chapter were audited on Thursday-Friday, February 21-22, 2007.

After a thorough review, all expense reports were documented including invoices, receipts and signature approval of the President(s), Chris Shaffer or Mary Markland. 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

- 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 (both paper and electronic) 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.

## **Awards and Scholarships Committee**

Sheryl Stevens, Chair

### **2008 COMMITTEE MEMBERS**

Sheryl Stevens, Chair (2008-2009) / University of Toledo / Toledo, OH  
Doreen Roberts (2008-2009) / St. Luke's Hospital / Duluth, MN  
Kaye Crampton (2007-2008) / Gundersen Lutheran Medical Center / LaCrosse, WI  
Dottie Hawthorne (2007-2008) / Mayo Clinic / Rochester, MN  
Deborah Lauseng (2008) / University of Michigan / Ann Arbor, MI

### **2008 GOALS & OBJECTIVES**

- Administer Chapter's 2008 awards program:
  - Chapter Council Roundtables Luncheon Awards: 2 @ \$45 each
  - Annual Meeting Scholarship Awards: 2 @ \$500 each
  - Professional Development Awards: 2 @ \$500 each
  - Distinguished Librarian of the Year: plaque and \$500
  - Jean Williams Sayre Innovation Award: certificate and \$500
- Review application and selection criteria for each award and if necessary recommend appropriate revisions to Chapter Board.
- Provide updated description and application files to Chapter Webmaster to post at "Awards" page at Chapter Web site (<http://midwestmla.org/committees/awards/>).
- Promote and actively solicit applications and nominations, particularly for Innovation Award.
- 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 all 2008 awards at Chapter's Annual Business Meeting on October 20 in Troy, Michigan.
- Submit spring and fall reports to the Chapter Board.

- Review/revise/update committee procedure manual.

### **2008 ACTIVITIES TO DATE**

- Chair sent budget requests to Chapter Treasurer.
- Chair composed description of 2008 Chapter Sharing Roundtables Awards and routed PDF version to Webmaster, who posted at Chapter “Awards” page. No information about these awards had previously been posted at this page (not sure why).
- Chair reviewed and updated descriptions and application/nomination forms for all other Chapter awards, incorporating changes in applicant criteria Board approved at fall 2007 meeting. PDF versions of all files were routed to Chapter Webmaster, who replaced the 2007 Word versions.
- Chair wrote brief publicity blurb about 2008 meeting stipends and routed to appropriate person for posting at conference blog.
- Chair sent welcome/introductory e-mail to other 2008 Committee members and will be assigning each member one award to promote.
- Chair began updating Awards and Scholarship Committee’s written policies and procedures. Also, collected policy/procedure documentation for State Liaisons and Professional Practice Committees as part of work for Policies and Procedures Special Committee.

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

## Communications Committee

Karen Anderson, Chair

### Committee members:

Karen Anderson, Chair, 2008

Claire Leibfarth, Editor, 2007 2008

Allan Barclay, Webmaster, 2006 2007 2008 2009

Jason Young, 2008 2009

Mary Taylor 2006 2007 2008 2009

### Activities:

#### MIDLINE & Blogs

- Fall issue of MIDLINE was announced 11/19/2007; 16 stories.
- Winter issue of MIDLINE was announced 2/19/2008; 20 stories.
- The MIDLINE template has been updated for the Winter issue; 22 stories.
- In order to insure a smooth transition into the position of editor in 2009, Jason Young is now assisting in the production of MIDLINE.
- Conference Call 2007 was wrapped up 11/12/2007 with a total of 64 entries.
- 53 photos from the 2007 Joint Annual Meeting were posted to Flickr.

**ConnectMidwest blog** <http://midwestmla.org/ConnectMidwest> currently under development:

- Tagline: "Exploring social media in the Midwest Chapter, Medical Library Association." This tagline may change to a different name.
- A number of stories have been posted.
- The template design is still under development.
- Some Chapter conference blogging functions could be rolled into this blog for 2008.
- The blog is moderated. This means that you can post a comment and it will be put on the blog after it has been approved. Chapter members can contact Allan Barclay if they would like to be set up as an approved commentator. This means that the comment will be posted on the blog right away.

If members want to post on the blog, they can email the post to Clare Leibfarth, Allan Barclay, Jason Young or Karen Anderson and it will be put on the blog.

MIDLINE and other chapter blogs were upgraded to Movable Type version 4.1

which should allow Clare and Allan to install several plugins to do things they've been wanting to. Some are more administrative (like helping them with use statistics or keeping up with posts and comments); others add functionality or splash (like a Flickr photos plugin to display Midwest-related images, or online polls).

Allan and Clare want to get the site feeds a little more prominent and maybe add some links to social networking sites like Digg, Del.icio.us, Reddit, etc. The plan is to make the current feed link more noticeable and possibly even replace it with something like a Feedburner feed so we can better track subscriptions and other things.

We also want to get a number of contributors for ConnectMidwest before publicizing it much. There are many ways to do that (and the Feedburner feed may help that a lot) but we don't want to promote ConnectMidwest till its a little more established. Get stable first, then promote :-). We want to offer blog accounts to any Midwest Chapter member so they can both post to the blogs or make comments without needing to be moderated (which is a big issue due to comment spam). And Clare proposes that rather than doing separate conference blogs we do our conference blogging at ConnectMidwest just using a category to separate out the conference posts from others.

We discussed whether the "social media" idea behind ConnectMidwest is too narrow and whether we want to create a third blog for shorter, more timely sharing among members or not. We can create as many as we want, and while we wouldn't want to have a ton of them it does make sense (and is probably more likely to succeed) if we have well defined missions for each, even if it's broad like "current news between the quarterly newsletters".

The Continuing Education page needs updating. The Reps-at-Large are going to get current information so we can update it.

**Website:**

We did the basic redesign and have updated it plus made a few tweaks. There is still some work to be done in terms of updating areas (esp. the education/professional development) and some remedial link checking (i.e. the MIDLINE archives and old conference pages).

The Board wants us to work on an intranet or members only area - we need more structured input or content created to be able to do much there. There's access to the website either via web forms or direct FTP access that Allan can set up for people if he knows they will need it. Alternately they could use other tools like shared documents or even a wiki to work on the content together and then give Allan the final results to upload to the live site.

We discussed the idea of training for some of these tools, either in person (at the Fall conference, which we could capture and make available to members on our site) or via online tutorial (using Captivate, Camtasia, Jing, etc.). We could also point to existing documentation for blogs or the website forms (which are pretty good).

We are looking for someone who could help check and fix links on the archives and the old conferences from migrating from the old server. We have old dating but need to recheck to make sure the links are there.

**Action:**

- 1. Can something be put into the *Annual Meetings Guide* to have the person in charge of the information for the web page for the annual meeting to contact the Midwest Chapter webmaster before they start working on it so they can work with him/her on the web page? Our committee wants to ensure that the web pages are on the Midwest server for archival purposes and/or hosting. We would also recommend that the web page be ready before the annual meeting that precedes their annual meeting takes place.**
- 2. Show demonstration of the ConnectMidwest blog.**

## Finance Committee/Treasurer's Report

Marlene Porter, Treasurer 2008-2009

### **Current Financial Statement**

The *Financial Statement for February 29, 2008* (attached) shows a beginning balance of \$54,030.74 and an ending balance of \$56,658.34 for a net increase of \$2,627.60.

### **Audit**

The Treasurer's records for 2007 were forwarded to Sue London, Audit Committee Chair, in February 2008.

### **2007 Annual Conference**

Any money from the 2007 have yet to be sent to the Treasurer. There were several emails received in February indicating that there will be a project for both the Chapter and state organization.

### **Accounts**

Marlene Porter and Chris Shaffer remain as signatory to the checking and money market accounts, per Chapter policy that at least two members should be signatories for each account. Note that it isn't possible to change the names on the business reserve fund certificates of deposit until they expire, unless we pay the penalty for early withdrawal. The CDs were both rolled over when they came due, one in April (\$6232.07) and the other in August (\$12440.19)

### **2008 Budget**

The *2008 Budget* (attached) was prepared based on expenditures for 2007 and expected changes to expenditures in 2008. The proposed budget projects a net loss of \$16,397.73, primarily because no profit was projected for the 2007 or 2008 conferences thus far. But the projected ending balance \$40,642.98 indicates a healthy treasury.

### **Web Site**

The Midwest Chapter / MLA web site was updated with accounts, reports, policies and forms at <http://midwestmla.org/business/treasurer.html>.

### **Finance Committee**

The Committee was to review the ideaware.org site but has yet to finish. A final report will be given at the Fall 2008 Board meeting.

### **Action**

**This report requires action by the board (approval of budget).**

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer

**Proposed Budget 2008**

	Itemized	Total
<b>Assets</b>		
<b>110 Checking</b>		\$18,880.34
<b>110-2008 2008 Conference Checking</b>		\$1,500.00
<b>110-2009 2009 Conference Checking</b>		\$1,500.00
<b>120 Savings</b>		\$16,083.04
<b>130 Business Reserve Fund 1</b>		\$6,489.60
<b>140 Business Reserve Fund 2</b>		\$12,587.73
<b>Beginning Balance</b>		<b>\$57,040.71</b>
<b>Income Accounts</b>		
<b>210 Membership Dues</b>		
420 @ \$20	\$8,400.00	\$8,400.00
<b>220 Annual Meeting</b>		
Omaha 2007	\$0.00	\$0.00
Michigan 2008	\$0.00	\$0.00
<b>220-2008 2008 Conference</b>	\$0.00	\$0.00
<b>230 Interest</b>		
Savings (16,100.00 @ .0007)	\$11.27	
Business Reserve Fund 1 (6,500.00 @ .0334)	\$217.00	
Business Reserve Fund 2 (13,000.00 @ .01)	\$130.00	
		\$358.27
<b>240 Contributions</b>	\$0.00	\$0.00
<b>Projected Income</b>		<b>\$8,758.27</b>
<b>Expense Accounts</b>		
<b>310 Board</b>		
Board Meetings	\$3,500.00	
President MLA Annual Meeting and/or Spring Board Meeting Travel	\$850.00	
President-Elect MLA Annual Meeting and/or Spring Board Meeting Travel	\$850.00	
President Fall Meeting Hotel Room	\$1,500.00	
President and/or President-Elect State Meeting Travel	\$500.00	
Chapter Council Representative Travel	\$850.00	
Alternate Chapter Council Representative Travel	\$850.00	
Elected Office and Appointed Official Spring Board Meeting Travel	\$2,000.00	
		\$10,900.00
<b>320 Archives Committee</b>		\$0.00
<b>330 Audit Committee</b>		\$0.00
<b>340 Awards and Scholarships Committee</b>		
Chapter Sharing Roundtable Sponsorship	\$180.00	
Distinguished Librarian of the Year	\$500.00	
Annual Meeting Scholarships	\$1,000.00	
Professional Development Awards	\$1,000.00	

	Jean Williams Sayre Innovation Award	\$500.00	
	Miscellaneous	\$100.00	
			\$3,280.00
<b>350</b>	<b>Education Committee</b>		\$0.00
<b>360</b>	<b>Finance Committee</b>		
	Incorporation/Tax Exemption Fee	\$8.00	
	Commercial Crime Policy insurance	\$0.00	
	Liability Insurance (MLA)	\$175.00	
	Office expenses	\$100.00	
	Bank Fees	\$100.00	
			\$383.00
<b>370</b>	<b>Governmental Relations Committee</b>		\$0.00
<b>380</b>	<b>Membership Committee</b>		
	Office expenses	\$600.00	
	Display Unit	\$0.00	
	Postage (includes shipping and handling of old display unit)	\$650.00	
			\$1,250.00
<b>390</b>	<b>Nominations and Elections Committee</b>		\$0.00
	Office expenses	\$100.00	
			\$100.00
<b>400</b>	<b>Annual Meeting Committee</b>		
	Program Chair(s) Travel for Planning Meetings	\$500.00	
	2009 Annual Meeting Grant	\$1,500.00	
	One-time purchase of easels	\$1,700.00	
			\$3,700.00
<b>400-2008</b>	<b>2008 Conference</b>	\$4,843.00	
<b>400-2009</b>	<b>2009 Conference</b>	\$0.00	
			\$4,843.00
<b>410</b>	<b>Publications Committee</b>		
	Office expenses	\$200.00	
			\$200.00
<b>420</b>	<b>Technology Committee</b>		
	Web site annual fee	\$500.00	
			\$500.00
	<b>Projected Expenses</b>		<b>\$25,156.00</b>
	<b>Projected Net (Projected Income - Projected Expenses)</b>		<b>(\$16,397.73)</b>
	<b>Projected Ending Balance (Beginning Balance + Projected Net)</b>		<b>\$40,642.98</b>

Midwest Chapter / Medical Library Association  
 Marlene Porter, Treasurer  
 Financial Statement  
 February 29, 2008

	Beginning	Ending
<b>Assets</b>		
110 Chapter Checking	\$18,870.37	\$21,497.84
110-2008 2008 Conference Checking	\$0.00	\$0.00
110-2009 2009 Conference Checking	\$0.00	\$0.00
120 Savings	\$16,083.04	\$16,083.17
130 Business Reserve Fund 1	\$6,489.60	\$6,489.60
140 Business Reserve Fund 2	\$12,587.73	\$12,587.73
<b>Total</b>	<b>\$54,030.74</b>	<b>\$56,658.34</b>
<b>Net (Ending - Beginning)</b>		<b>\$2,627.60</b>

	Budgeted	Actual
<b>Income Accounts</b>		
210 Membership Dues	\$8,400.00	\$4,100.00
220 Annual Conference	\$0.00	\$0.00
220-2008 2008 Annual Conference	\$0.00	\$0.00
230 Interest	\$358.27	\$0.13
240 Contributions	\$0.00	\$0.00
<b>Income</b>	<b>\$8,758.27</b>	<b>\$4,100.13</b>
<b>Expense Accounts</b>		
310 Board	\$10,900.00	\$1,184.82
320 Archives Committee	\$0.00	\$0.00
330 Audit Committee	\$0.00	\$0.00
340 Awards and Scholarship Committee	\$3,280.00	\$0.00
350 Education Committee	\$0.00	\$0.00
360 Finance Committee	\$383.00	\$12.72
370 Governmental Relations Committee	\$0.00	\$0.00
380 Membership Committee	\$1,250.00	\$274.99
390 Nominations and Elections Committee	\$100.00	\$0.00
400 Annual Meeting Committee	\$3,700.00	\$0.00
400-2008 2008 Annual Conference	\$4,843.00	\$0.00
400-2009 2009 Annual Conference	\$0.00	\$0.00
410 Publications Committee	\$200.00	\$0.00
420 Technology Committee	\$500.00	\$0.00
<b>Expenses</b>	<b>\$24,656.00</b>	<b>\$1,472.53</b>
<b>Net (Income - Expenses)</b>	<b>(\$15,897.73)</b>	<b>\$2,627.60</b>

## Governmental Relations Committee

Julie Schneider, Chair

### 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. Contacted the Senators in the Midwest Chapter states about the NIH policy language in the appropriations bill. Not surprisingly, I heard positively from the two in Wisconsin. Surprisingly, I heard positively from a Senator in North Dakota. Way to go North Dakota!

### Objectives:

1. Work with the new Governmental Relations committee structure and try to 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. Also discuss the most effective way to share information with the membership and when to call for action.
2. Continue to communicate legislative concerns of the region to the Midwest membership.

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

## Membership Committee

Bette Sydelko, Chair

### 2007-08 Objectives

- Serve as Chair, Membership Committee
  - Membership Committee will work on recruitment banner
  - Membership Committee will identify potential new members
  - Membership Committee will conduct a review of the membership database
- Respond to request from Policies and Procedures Special Committee for membership secretary/committee procedures
- Mail out one follow-up notice for renewal in April 2008, email reminders in March and May
- 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(s) 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

- Investigate development of a database driven membership directory with webmaster and treasurer
- 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

**2007-08 Year-to-Date Activities**

- Contacted Membership Committee members
  - Barbara Platts
  - Camille Richmond
  - Kristina Howard
- Revised membership renewal forms to include opt-out statement about publishing members pictures in chapter publications
- Provided exhibit board for state meeting in Illinois
- Provided quarterly updates to membership directory for website
- Mailed membership renewal forms in early January 2008
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database as renewals were received
- Sent electronic confirmation of dues receipt, written confirmation to those without email addresses
- Migrated listservs from UIC to new Chapter host (pair Networks)
- Now have 3 listservs: chapter-members, chapter-board, chapter-committees
- Prepared reports for Spring Board Meeting
- Responded to requests from members and potential members for information
- Created mailing labels for B. Platts, 2008 Publicity Chair for Michigan meeting
- Membership stands at 260 on 2/22/08 as compared with 299 on 3/9/07 and 304 on 3/3/06. See attached for breakdown by state, MLA status, AHIP status and Institutional Affiliation. The Chapter currently has 11 new members, 2 of whom are students.

**MLA STATUS, AHIP STATUS, INSTITUTIONAL AFFILIATION  
MIDWEST CHAPTER MEMBERS  
February 2008**

<b>2008 (as of 2/22/08)</b>		
<b>MLA Status</b>	<b>No.</b>	<b>%</b>
Personal	154	59.2%
Institutional	43	16.5%
Not a Member	46	17.7%
Personal & Institutional	8	3.1%
Emeritus	3	1.1%
Student	3	1.1%
MLA Fellows	3	1.1%
<b>TOTAL</b>	<b>260</b>	<b>99.8%</b>

<b>2008 (as of 2/22/08)</b>		
<b>AHIP Status</b>	<b>No.</b>	<b>%</b>
Not a Member	181	69.6%
Distinguished	41	15.8%
Senior	24	9.2%
Member	7	2.7%
Provisional	2	0.8%
Unknown	5	1.9%
<b>TOTAL</b>	<b>260</b>	<b>100.0%</b>

<b>2008 (as of 2/22/08)</b>		
<b>Institutional Affiliation</b>	<b>No.</b>	<b>%</b>
Hospital	121	46.5%
Academic	116	44.6%
Other	13	5.0%
None	6	2.3%
Student	4	1.5%
<b>TOTAL</b>	<b>299</b>	<b>99.9%</b>

**MIDWEST CHAPTER/MLA  
MEMBERSHIP COUNT BY STATE  
(Comparison of February 2008, March 2007, March 2006)**

STATE	2007 (as of 3/9/07)		2007 (as of 3/9/07)		2006 (as of 3/3/06)	
	Number	% of Total	Number	% of Total	Number	% of Total
Illinois	56	21.5%	72	24.1%	61	20.1%
Ohio	54	20.8%	57	19.1%	65	21.4%
Wisconsin	25	9.6%	33	11.0%	42	13.8%
Indiana	22	8.5%	29	9.7%	28	9.2%
Minnesota	29	11.1%	31	10.4%	32	10.5%
Michigan	23	8.8%	26	8.7%	30	9.9%
Kentucky	21	8.1%	20	6.7%	21	6.9%
Iowa	21	8.1%	17	5.7%	13	4.3%
North Dakota	7	2.7%	10	3.3%	11	3.6%
Out-of-Region	2	.8%	4	1.3%	2	.6%
<b>TOTALS</b>	<b>260</b>	<b>100.0%</b>	<b>299</b>	<b>100.0%</b>	<b>304</b>	<b>100.3%</b>

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

### Nominations Committee

Chris Shaffer, Chair

The Immediate Past President invited committee members (to be confirmed)

- Jacqueline Leskovec, NN/LM GMR, Chicago, IL
- Natalie Reed, Midwestern University, Downers Grove, IL
- Chris Shaffer, University of Iowa, Iowa City, IA (chair)
- Joan Zivich, Community Hospital, Munster, IN

The following offices will appear on the ballot:

- President-Elect
- Membership Secretary
- Representative at Large
- Candidate for Membership on the MLA Nominating Committee

### Professional Practice Committee

Karla Block, Chair

#### Activities

- Alexia Estabrook resigned as chair/member in October 2007. Carolyn Martin was appointed to fill out her term for 2008. Karla Block was reappointed as a member for 2008-2009, and agreed to fill out the chair position for 2008.

- Requested updates to the information listed on the Continuing Education in Minnesota page (<http://midwestmla.org/education/minnesota.html>). For instance, the chair and contact information for Health Science Libraries of Minnesota was outdated. Sharon Kambeitz has been working to update the Minnesota page and list electronic and other educational opportunities. Discussed working with the State Liaisons Committee for additional updates for the other states.
- Clarified that we do not appoint a member to serve as liaison to the MLA Continuing Education Committee.
- Appointed Carolyn Martin to serve as a member of the CE Committee for the 2009 meeting. Her work with that committee is in the early stages.
- Added a 4th member as MLA requires we have a benchmarking liaison. Mary Markland appointed Beth Carlin as the benchmarking liaison in February 2008.
- Began to gather information about research awards and recognition methods used by other chapters. Discussed working with the Awards and Scholarship Committee about any research awards we may propose in the future.
- Karla Block and Sharon Kambeitz served on a four-librarian panel about health sciences librarianship for the College of St. Catherine MLIS program's "Insider's Perspectives" series in February 2008. Both mentioned the Midwest Chapter and other professional development opportunities.
- AHIP Liaison (Sharon Kambeitz)
  - Served as a member of the Subcommittee for MLA Credentialing. Purpose was to investigate the feasibility of awarding academy points as a librarian reviewer for Doody's Core Title Service.
  - As AHIP mentor, was interviewed by some librarians and library school students.
  - Worked on an AHIP question and answer session for the 2007 Midwest Chapter meeting (with Lynne Fox, who did the presentation).

### **Action**

**Update the committee's charge to include the benchmarking liaison and remove the sentence "A member of the committee shall be appointed by the chair to serve as liaison to the MLA Continuing Education Committee."**

### **Midwest Chapter Council Representative**

Pam Rees, Midwest Chapter Council Representative  
 Karen Hanus, Alternate Chapter Representative

This report covers the period between October 2007 and February 2008.

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

Prepared midyear report to Chapter Council.

Pam Rees served on the Hospitality Committee of the Joint Midcontinental/Midwest Chapter Meeting in Omaha, Nebraska. Both Pam and Karen attended the Midwest Chapter Board Meeting.

Pam escorted 2 dine-around groups to dinner at the Midwest Chapter meeting.

Pam served as a coordinator for the MLA Web cast "Scholarly Publishing and Open Access" on November 20, 2007.

Pam served on the Majors/MLA Chapter Project of the Year Award Jury Committee as a representative from Chapter Council.

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

Pam responded to the MLA Benchmarking Committee in October that our chapter has not yet appointed a Benchmarking Liaison

Pam and Karen responded to Chapter business as requested, including that on the Chapter Council listserv.

Karen sent out a notice to the Midwest Chapter listserv about MLA Grants and Scholarships available to apply for.

Karen responded to requests for information from other chapters regarding annual meeting procedures in the Midwest Chapter.

Pam and Karen submitted an article to MIDLINE on Chapter Council and MLA activities and responsibilities.

Pam and Karen prepared a midyear report for the March 2008 Midwest Chapter board meeting

#### 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 attend the MLA Chapter Council meeting in Chicago in May 2008.

Submit the name of the Midwest Chapter's Potential Candidate to Chapter Council for the MLA Nominating Committee for 2008

Publicize free lunch awards from the Midwest Chapter for Chapter Sharing Roundtables at the 2008 MLA meeting in Chicago.

Submit an article for Midline

Finish the MLA Chapter Sharing Guidelines Project – Pam

Chair the Majors/Jury Committee next fall – Pam Rees

Participate in Chapter Sharing Roundtables at MLA

Serve on the Chapter Sharing Roundtables Committee - Karen

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

#### **State Liaisons Committee/Representative-at-Large**

Nancy O'Brien, Chair

#### Objectives:

- Chair and coordinate activities of the State Liaisons Committee
- Promote Chapter membership and activities to state library groups
- Receive and share feedback from local librarians to the Board
- Provide current information to the Web Design team for state contacts
- Draft procedure manual for committee

#### Activities:

Welcomed Barbara Knight to the committee as the North Dakota Representative  
Welcomed and informed new medical librarians about the Midwest Chapter and benefits of joining  
Distributed membership brochures to state health sciences groups

**This report is informational and requires no action by the Board**

## **Web Site Redesign Special Committee**

Brian Finnegan

At the Fall 2007 board meeting, the updated chapter web site redesign was shared with the board. We do appreciate the comments and feedback that were received from the board members. The web site redesign committee was reappointed for another year to continue working through the changes, and to develop a members-only section, an intranet, and a membership directory.

Board members and committee chairs were recently asked for content for their specific areas. This content will be updated shortly.

Some of the issues identified by the webmaster as we work through the site:

We have installed wiki and blog software for possible use, but they may just not be the right tools for group collaboration. We might look into others like Google Groups (free) or Basecamp (not free but not expensive).

The website has access via web forms, which can be set up for groups or individuals. They can use this to update pages on the live site, or we can give them direct FTP access if they would like.

At the last board meeting the board discussed making either board members or committee heads responsible for updating or creating content for the site. We could really use help with the Professional Practice group or maybe Reps at Large updating the educational or other areas of the site.

We could really use some help in checking for (and ideally repairing) bad links on the site - mainly in the Midline archives and, to a much lesser extent, the old Chapter Meeting pages.

The membership directory was supposed to be a database driven application rather than the manual lists created now. We will approach Bette about this issue.

The members only and intranet stuff would be easier since its just webpages + access control. But we need to know what the group wants. We will contact Chris Shaffer about this as he was doing some work on that on his own.

The Communications committee recently met and also mentioned the need for training to use some of these tools (i.e. blog, maybe wiki, web control panel). Allan mentions that he and a colleague may schedule a training session at the Fall meeting if there is an identified need.

## Policy and Procedures Manual Special Committee

Chris Shaffer, Chair

The committee members began collecting current policy and procedure documents from the web site and current/former officers and committee chairs. Each committee member was assigned specific officers and committee chairs:

Chris

- President (and President Elect / Immediate Past President)
- Communications Committee
- Finance Committee (and Treasurer)
- Auditor

Eileen

- Nominations and Elections Committee
- Membership Committee
- Representatives to MLA Chapter Council (shouldn't be much, most will be MLA procedures)
  
- Parliamentarian

Rebecca

- Archives
- Annual Meetings Committee
- Governmental Relations Committee
- Recording Secretary

Sheryl

- Awards and Scholarships Committee
- Professional Practice Committee
- State Liaisons Committee

Additional work of the committee will be completed over the summer, with the goal of finishing work by the Annual Meeting.