



**Midwest Chapter / Medical Library Association  
Fall 2009 Executive Board Meeting**

Friday, October 2, 2009

Hyatt on Capital Square, Columbus, Ohio

4:00 PM – 9:00 PM (Dinner break at 6 p.m.)

1. Call to Order – Deborah Lauseng
  
2. Welcome to incoming Board and Committee Members, and Visitors – Deborah Lauseng
  
3. Review Agenda - Deborah Lauseng
  
4. Review and approve minutes - Elizabeth Smigielski
  - a. Spring 2009 Executive Board meeting minutes
  - b. Review of Fall 2008 Business meeting minutes
  
5. Reports (Full reports are available on Chapter web site)
  - a. President – Deborah Lauseng
  - b. President-Elect – Elaine Skopelja
  - c. Treasurer/Finance Committee – Marlene Porter
  - d. Membership Secretary/Membership Committee – Becca Caton
  - e. Archives – Deborah Lauseng for Mary Hitchcock
  - f. Awards and Scholarships Committee – Sheryl Stevens
  - g. Communications Committee –Karen Anderson
    - i. Use of DimDim – Allan Barclay
  - h. Governmental Relations Liaison – Deborah Lauseng for Julie Schneider
  - i. MLA Chapter Council – Pam Rees and Karen Hanus
  - j. Nominations and Elections Committee – Mary Markland
  - k. Professional Practice Committee – Janna Lawrence
  - l. Representative at Large/State Liaisons Committee – Ximena Chrisagis

## 6. Unfinished Business

- a. Goals and objectives form for officers and committee chairs (Deborah Lauseng)
- b. Draft photo release form by Communications Committee (Karen Anderson)
- c. ConnectMidwest Blog post and AHIP points (Karen Anderson and Clare Leibfarth)
- d. Clarification of procedure for selection/appointment of State Liaisons – selected by each State organization or appointment by Chapter President; need for Bylaws change? (Ximena Chrisagis)
- e. Clarification of who is responsible for communication with State organizations  
Re: State Liaisons selection/appointment, recommended rotation schedule, etc.)  
– Chapter President or Representative at Large (Ximena Chrisagis)
- f. Recommendations for electronic voting from Nominations and Elections Committee (Mary Markland)
- g. Virtual Spring Board Meeting Special Committee—recommendations for conducting Board Business instead of face-to-face Spring meeting (Elaine Skopelja)
- h. Other?

## 7. New Business

- a. Procedures Manual –add policies? – how often create back-up? –use plugins for embedding videos and screencasts? –keeping historical notes? (Mary Markland)
- b. Procedures Manual –responsibility for updating wiki by Past President or Board Members? (Mary Markland)
- c. Member website password – change at ending/beginning of calendar year and remove old password at the beginning of June (Becca Caton)
- d. Recommendation from Membership Committee – establish Emeritus Membership status (Becca Caton)
- e. Modification of Professional Development Award criteria recommended to permit library science graduates who do not meet current requirement of 1 year of professional experience to apply (Sheryl Stevens)
- f. Contributor policies for MIDLINE and ConnectMidwest – members only? (Clare Leibfarth and Jason Young)
- g. Should the Representative at Large also serve as liaison for his/her state for the duration of his/her term of office? (Ximena Chrisagis)
- h. Other?
- i. Approve 2010 Chapter Budget (Marlene Porter)

## 8. Review of Action Items

## 9. Adjourn