

**Midwest Chapter/MLA Spring Executive Board Meeting  
Combined Reports  
March 25, 2011**

**Immediate Past President Report  
Elaine Skopelja**

- Worked with the Recording Secretary to make sure that all minutes, agendas and reports are complete and available on the Chapter website
- Updated the President's responsibilities regarding the procedure to determine the liaisons for each state on the wiki and finished the letter template addressed to state associations, which is located at: <http://midwestmla.pbworks.com/w/file/30057739/Letter-to-state-association-president%209-19-10.docx>
- Assisted the President with the Spring Board Meeting

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

**Membership Secretary/Committee  
Katherine Chew**

2011 Membership Committee:

Katherine Chew, Chair, 2011-2012

Frank Davis, 2011 (filling out second year of Dee Disardina's term)

Mary Pat Harneige, 2011 (filling out second year of chair's term)

Anne Beschnett, 2011-2012

Objectives

- Serve as Chair/Membership Committee
- Respond to all requests for membership information, including mailing labels as needed
- Confirm memberships for annual meeting registration
- Serve as listservs manager
- Maintain a list of new members, provides names for submission to Chapter newsletter
- Maintain a list of members who are interested in running for office and serving on committees, provides 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
- Provide printed membership brochures for distribution
- Attend Spring and Fall Chapter Board meetings
- Provide traveling membership poster to State Representatives and Chapter Members
- Attend Membership Committee meeting at MLA as Midwest Chapter representative
- Provide Membership and promotional materials to be displayed at Chapter Booth at MLA Annual Meeting
- Review and update membership information on the Chapter web site

- Use MLA list of Midwest area members to recruit additional members for the Chapter
- Maintain up to date and accurate membership records
- Mail out one follow-up notice for renewal in April 2011 and email reminders in May

#### Activities

- Mailed membership renewals January 2011
- Activated Acteva site for online membership for 2011
- Emailed membership renewal reminders 7 March 2011
- Updated membership renewal forms with new membership secretary information for web site posting
- Updated brochure with new membership secretary information
- Received membership renewals and passed checks on to Treasurer
- Updated the membership database and renewals were received
- Notified members of receipt of dues
- Prepared report for Spring Board meeting
- Responded to requests from members and potential members for information
- Provided membership display exhibit poster for local area events, included Kent State Career Night, OSU Career Day, Dominican & UIIC Career Day
- Created supplemental membership poster for times when there is overlap, such as St. Catherine's University (MN) and OSU Career Day
- Created draft of membership survey using Google Forms
- Membership stands at 261 as of 17 March 2011. The Chapter currently has 14 new members, 4 of whom are students. 70 members total have used Acteva for joining/renewing, 5 of which are new members. 4 students used Acteva for joining and 8 for renewing.

**This report is informational and requires not action by the Board.**

#### **Treasurer/Finance Committee Report**

See separate reports.

#### **Auditor Committee Report Barb Gushrowski**

The audit on the calendar year 2009 financial records of the Midwest Chapter was completed on Friday, March 18, 2011.

After a thorough review, all financial transactions affecting the Checking Account were documented. Requests for Payments had signature approval of the President(s), Deborah Lauseng or Elaine Skopelja, or Conference Finance Chair, Michael Douglas. 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.

The Ledger was maintained from January 1 – September 9, 2009 and accurately reflects the Chapter’s business for those months. I was unable to locate ledger entries for September 10-December 31.

The checking account statements were reconciled in a timely and exact manner. The Money Market statement for Nov 26-Dec. 23 was not found in the files.

**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) could be improved upon. At present, all receipts and expenses (paper) from conferences are filed together with all other Chapter business. It may be more efficient to maintain separate files for each of the conferences so that a clear picture of income and expenses for each conference can be found in one location, rather than across one, two, or even three annual reports.

While all transactions must be recorded (electronically) on the general ledger for accurate accounting of Chapter business, a separate spreadsheet (electronic) for each of the conferences is also advised. This will entail entering information twice, but will result in better, more accurate reporting.

- CD2 matured on November 24, 2009 and was deposited into the checking account.
- \$10,000 from the Money Market account was also transferred into checking.
- The Financial Statement as posted on the Midwest Chapter website for 2009 (see attached) reflects the financial picture of the Midwest Chapter as of September 9, 2009. The end-of-year Assets numbers are different – see table below:

**Midwest Chapter / Medical Library Association  
Marlene Porter, Treasurer  
Financial Statement  
March 18, 2011**

	<b>Beginning</b>	<b>Ending</b>	<b>Information from Bank Statements 12/31/2009</b>
<b>Assets</b>			
<b>110 Chapter Checking</b>	\$21,321.18	\$10,261.76	\$29,666.47
<b>110-2008 2008 Conference     Checking</b>	(\$16,324.38)	\$0.00	
<b>110-2009 2009 Conference</b>	\$0.00	\$17,417.14	

Checking				
120	Savings	\$11,084.54	\$16,085.45	\$6,086.35
130	Business Reserve Fund 1	\$6,679.50	\$6,726.86	\$6,750.64
140	Business Reserve Fund 2	\$12,587.73	\$12,587.73	\$0.00
<b>Total</b>		<b>\$35,348.57</b>	<b>\$63,078.94</b>	<b>\$42,503.46</b>
<b>Net (Ending - Beginning))</b>			<b>\$27,730.37</b>	

I am unable to verify any changes to the Income and Expense portions of the Financial Statement without an intense review and reconciliation of all actions taken after September 9, 2009.

**Midwest Chapter / Medical Library Association**

**Marlene Porter, Treasurer**

**Financial Statement**

**March 18, 2011**

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<b>Assets</b>			
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		Budgeted	Actual
<b>Income Accounts</b>			
210	Membership Dues	\$8,400.00	\$6,420.00
220	Annual Conference	\$18,915.19	\$750.00
220-2009	2009 Annual Conference	\$0.00	\$19,692.40
230	Interest	\$118.32	\$83.27
240	Contributions	\$0.00	\$0.00
	<b>Income</b>	<b>\$27,433.51</b>	<b>\$26,945.67</b>
<b>Expense Accounts</b>			
310	Board	\$11,450.00	\$5,534.18
320	Archivist (formerly Archives Committee)	\$2,030.00	\$1,980.00
330	Account Open (formerly Audit Committee)	\$0.00	\$0.00
340	Awards and Scholarship Committee	\$3,252.00	\$114.00
350	Professional Practice Committee (formerly Education Committee)	\$350.00	\$0.00
360	Finance Committee	\$548.00	\$622.53
370	Governmental Relations Liaison (formerly Governmental Relations Committee)	\$50.00	\$0.00
380	Membership Committee	\$2,300.00	\$1,445.92
390	Nominations and Elections Committee	\$50.00	\$0.00
400	Annual Meeting Committee	\$500.00	\$0.00
400-2009	2009 Annual Conference	\$0.00	\$2,590.81
400-2010	2010 Annual Conference	\$5,000.00	\$2,423.04
410	State Liaisons Committee (formerly Publications Committee)	\$100.00	\$0.00
420	Communications Committee (formerly Technology Committee)	\$1,450.00	\$408.60
	<b>Expenses</b>	<b>\$27,080.00</b>	<b>\$15,119.08</b>
	<b>Net (Income - Expenses)</b>	<b>\$353.51</b>	<b>\$11,826.59</b>

This Financial Statement was copied from the 2009 Treasurer's report found at:

<http://midwestmla.org/board/treasurer/index.html>

**Annual Meeting Committee Reports  
Donna Barbour-Talley**

**Committee Goals for 2011:**

- Plan and conduct chapter meetings with interesting content at affordable prices for members
- Prepare transition plan to new chair for 2012-2013

The Chapter currently has three annual meetings in the planning stages, one complete and one final report still outstanding:

**2009 - Columbus OH**

**Bette Sydelko & Marlene Porter, 2009 Conference Co-Chairs**

In spite of several reminders, a final report has still not been received. The chapter's procedures call for the reimbursement to the state to be held until the report is received, but this reimbursement did occur already.

**Sept 24-28, 2010 – Madison WI**

**Julie Schneider & Barb Sisolak, 2010 Conference Co-Chairs**

The final report was received at the end of December 2010. There have been significant delays in reimbursements from the Treasurer and posting of expenses on the conference ledger, but it appears that a substantial profit was realized. For details, see the summary final report also attached.

**Oct 7-11, 2011 – Indianapolis IN**

**Barbara A. Gushrowski, 2011 Conference Coordinator**

Plans are on target for this fall's annual meeting in Indiana. For details, see the attached report.

**Oct 5-9, 2012 – Rochester MN**

**Donna Barbour-Talley & J. Michael Homan, 2012 Conference Co-Chairs**

Committees are being organized for the 2012 annual meeting, although most activity will be delayed until after the MLA conference in Minneapolis in May 2011. J. Michael Homan, Director of the Mayo Clinic Libraries, has agreed to serve as co-chair. A preliminary budget is being submitted to the Treasurer this month to open the 2012 conference ledger.

## 2013 – Peoria IL

### Roy Jones, 2013 Conference Coordinator

The Health Science Libraries of Illinois have decided to host the 2013 annual meeting in Peoria. Roy Jones, Manager of the OSF Saint Francis Medical Center Library & Resource Center in Peoria, has been appointed to chair the conference coordinating committee. They will be working with Group To Go on site selection soon and they have been advised on the dates of the 2013 Jewish holidays for scheduling.

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

## Wisconsin Final Report



**The 2010 Annual Meeting of the Midwest Chapter of the Medical Library Association, in conjunction with the Wisconsin Health Sciences Library Association, was held on September 24-27, 2010, at the Best Western Inn on the Park, Capitol Square Hotel in Madison, WI.**

The theme was "Step Up Step Forward". Keynote speakers were Ruth Holst, MLA President, and Dipesh Navsaria, MD, MPH, MLIS. There were two forums, one titled "Librarianship as a Profession: from Student to Retiree" and the Tech Forum, which was completely handled by the GMR representative, Max Anderson on the topic of mobile technology.

Due to the economic downturn, we tried to do whatever we could to keep our expenses low because we had no good sense of what the attendance was likely to be. We based our rates on prior years and wanted to keep them about the same as the previous years' rates. We sought out local talent as much as possible to cut down on stipends, travel, per diem and other associated expenses with outside talent. We also tried to keep expenses within reason for our special event, and sought out as much sponsorship as possible for food and other costly areas.

There were 23 abstracts for paper presentations submitted and all abstracts were accepted. There were 27 poster abstracts submitted and all were accepted. Two withdrew their submissions for various reasons so the conference had a total of 25 poster displays.

Four continuing education (CE) classes were offered at the 2010 conference providing CE to a total of 37 attendees (one workshop for 8 hours and three workshops for 4 hours). Ten CE courses were offered in the registration packet, but due to low enrollments six of ten workshops were canceled. The

four CE workshops for the conference were all held on Saturday. All classes were well received with high scores on evaluations.

There were 20 paid exhibitors and 2 free exhibits. In addition there were 6 sponsorship gifts. The response was excellent and the vendor list was set by early August. We directly raised \$16,545 from exhibitor fees and sponsorships, which was on target for the conference budget.

In addition, the Ebling Library of UW-Madison paid for the printing of the conference program. The \$500 honorarium for Sunday Keynote Speaker (Dipesh Navsaria, MD) was used to support his Pediatric Early Literacy Project. Conference Co-Chair Julie Schneider applied for a Professional Development grant award from NN/LM Greater Midwest Region and served as the Principal Investigator. WHSLA paid the \$500 honorarium up front and was reimbursed thanks to the GMR. The NN/LM Greater Midwest Region also paid for travel expenses for the three speakers who participated in the Technology Forum. In addition, exhibitors donated a number of raffle prizes, which included 2 iPods, an Amazon Kindle and several \$100 gift cards.

The Local Arrangements Committee created a restaurant guide for the event and conducted four special events during the conference. A Saturday morning walk around the Dane County Farmer's Market on the Square drew no takers as people went on their own. A Sunrise Walk down State Street to the Memorial Union Terrace on Sunday morning drew six hardy librarians out into the dawning day. The Sunday night social event held at the Madison Museum of Contemporary Art. The event featured art, tasty hors d'oeuvres, and a harpist. Over 130 librarians attended this event. We originally planned three Monday night Dine Arounds. Because of low participation, we cut it down to one restaurant. Ten librarians gathered at Paisan's, an Italian restaurant close to the conference site.

The Publicity Committee designed the conference logo, produced the printed conference program, supplied the conference web master with material for the website, handled signage at the conference and took photographs. A postcard for pre-publicity was used at the 2009 Midwest Chapter meeting. E-mail notices about the conference were distributed through listservs and the state liaisons.

Very fortunately, we were able to *borrow* much of the needed av equipment from local sources. There were no fees associated with this equipment, which included laptops, projectors, screens, wireless mice, slide advancers, laser pointers, SVGA cables, power supplies, surge protectors, extension cords, whiteboards, markers, etc. Telephone lines, wired internet connections, and equipment stands were obtained from the hotel.

Of the 151 paid registrants, 120 were members of the Midwest Chapter/MLA, 17 WHSLA members, 14 were one-day non-members (11 were additional vendor representatives, 3 on site registrations were non-members of either organization), 10 received complimentary one day registration for participation with either the GMR Tech Forum or the "Librarian Panel" session. The grand total was 161 attendees, not including 18 vendors. (There were probably more WHSLA members in attendance, but they may have registered as Midwest Chapter members.)

Conference bags and badge ribbons were located via the clearance section of Marco Promotions ([www.marcopromo.com](http://www.marcopromo.com)). I tried to keep the cost for these as economically feasible as possible due to the inability to accurately approximate the number of attendees. A plain red bag with no logo

embellishment was chosen. Swag, much like the conference bags, was also kept as economically feasible as possible. Vendor donations for the bags were extremely limited due to donations for conference raffle.

We decided to provide the mentor program again this conference. We had 9 people involved, which was an increase from 6 participants at the 2009 annual conference. Due to a previous request that this program be opened to everyone, on the registration forms I asked “I would like to have a mentor,” or “I would like to have a mentee.” This allowed anyone to be involved regardless of length of involvement within the Chapter.

Attendee response, both in person and via evaluation, was largely positive. We did a number of things right. We also had some areas that could have been improved on. We also faced a few situations which tested our flexibility.

Financial information from the Chapter Treasurer is not complete. Total income from the conference was approximately \$67,182. Known expenses total \$32,929, so it appears that a substantial profit has been realized.

<b>Committee</b>	<b>Chairperson(s)</b>
Conference Planning Committee	Julie Schneider, Barb Sisolak (UW Madison)
Continuing Education Committee	Tammy Mays, Ulrike Dieterle (UW Madison)
Exhibits and Sponsors Committee	Deborah Ruck (Medical College of Wisconsin)
Finance Committee	Robert Koehler (Meriter Hospital, Madison)
Local Arrangements Committee	Leslie Christensen (St. Mary’s Hospital, Madison)
Programming Committee	Brian Finnegan (Marshfield Clinic, Marshfield WI)
Publicity Committee	Michael Venner (UW Madison)
Registration Committee	Mary Hitchcock (UW Madison)
Technology Committee	Rebecca Holz (UW Madison)

<b>Registration Counts</b>	<b>Early</b>	<b>Late</b>
Full Member	105	4
Full non-member	1	2
Full student	10	-
One-day member	15	-
One-day non-member	11	3 (on site)
One-day student	0	-
One-day complimentary	10	-
Continuing Education only	1	1
Chapter meeting only	0	-

A breakdown of registrants by states in the Midwest Chapter/MLA (excluding vendors):

Illinois 24	Kentucky 9	Ohio 13
Indiana 11	Michigan 6	North Dakota 5
Iowa 16	Minnesota 13	Wisconsin 51

There was 1 paid attendee from South Dakota and 1 complimentary one-day attendee from Virginia (GME Tech Forum).

Total Registrations (paid & complimentary)	<b>161</b>
Total Expenditures (not complete)	\$32,929.51
Total Income	\$67,182.32
Profit (not complete)	\$34,252.81
Total CE offered	4
Total Keynote presentations	2
Total Contributed Papers	23
Total Contributed Posters	25
Total Thematic Forums	2
Total Organizational Update presentations	3
Total Business/Executive Board Meetings held	4
Total Provided Meals (excluding break snacks)	6
Total Receptions with hors d'oeuvres/drinks	3
Total Planned Hospitality Events	4
Total Exhibitors	22

#### Indiana Report

Barb Gushrowski, Conference Coordinator



#### Faster – Higher - Stronger

**Midwest Chapter MLA – 2011 Indianapolis, Indiana October 7-11.**

**Continuing Education** The committee has prepared the list of instructors and topics. They are now contacting instructors to obtain commitments.

**Hospitality** The committee is planning the schedule to staff the table during the conference. Dine-arounds will be planned for Monday.

The Sunday night event is at the NCAA Hall of Champions and will be a Tailgate Party. Transportation to the event from the hotel is being arranged.

**Hotel** The hotel is the downtown Marriott. All rooms are verified and seating plan for each day/event is being drawn up. There is a lockable room for storage. Food choices will be made in spring/summer. Technology at the hotel is very pricey – the technology coordinator is working with all committees on ways to keep costs down to a minimum, yet not adversely affect the quality of the presentations.

**Program** The keynote speaker and a second plenary speaker are confirmed. Tech Forum is planned and Max is contacting the speakers. Call for papers and posters is being planned. Time and place for Board Meeting is scheduled. Time and place(s) for Board committees to meet is scheduled – they may need to share rooms.

**Publicity** Website is up and running - <http://midwestmla.org/conference2011/>. Content is being added as it is available. The committee will be email Save the Date notices to multiple email listservs to many state organizations as well as Midwest Chapter.

**Registration** The committee has drawn up their technology and supplies needs and is planning the contents of conference packets.

**Exhibits** The committee is compiling a list of vendors to contact and drafting invitation letters . These will go out in May. The committee is encouraging sponsorships as well as booth space.

**Finance & Budget** The committee has completed the budget, below.

### 2011 Midwest Chapter Conference Draft Budget

COMMITTEE	PROJECTED EXPENSE		PROJECTED INCOME	
<b>Continuing Education</b>				
2 days programming - Sat & Tues				
1 Full day – 12 attendees @\$180			\$2,160.00	
8 Half day – 12 attendees each @\$100			\$9,600.00	
Subtotal		\$ 12,550.00		\$11,760.00
<b>Exhibits</b>				
Booth/space rental			\$19,450.00	
Sponsorship			\$14,000.00	
Audiovisual Support				
Subtotal		\$ -		\$33,450.00
<b>Hospitality</b>				
Sunday Gala	\$15,000.00			
Subtotal		\$ 15,000.00		

<b>Hotel</b>				
Saturday Reception (200)	\$ 4,700.00			
Food (breakfast, lunch, breaks) (150)	\$30,320.00			
Audiovisual Support	\$12,000.00			
Other	\$ 4,000.00			
Subtotal		<b>\$ 51,020.00</b>		
<b>Program</b>				
Speakers	\$ 5,350.00			
Subtotal		<b>\$ 5,350.00</b>		
<b>Publicity</b>				
Programs	\$ 1,700.00			
Logo	\$ 200.00			
Advertising	\$ 922.00			
Subtotal		<b>\$ 2,822.00</b>		
<b>Registration</b>				
Online Registration using Acteva (150@\$300)	\$ 2,686.00			<b>\$45,000.00</b>
Name badges	\$ 210.00			
Conference Packets	\$ 800.00			
Subtotal		<b>\$ 3,696.00</b>		
		<b>\$ 90,438.00</b>		<b>\$90,210.00</b>
<b>TOTAL</b>		<b>-\$228.00</b>		

**Archives**  
**Mary Hitchcock**

2010 Activities:

- 1) The processing, arrangement, and description of the archival materials for the Midwest Chapter of the Medical Library Association house at the Library of the Health Sciences (LHS) at University of Illinois Chicago (UIC) have been completed. WooT!
- 2) Kevin O'Brien, Special Collections Librarian at UIC, and I presented a poster on the project at the 2010 Midwest Chapter-MLA conference in Madison.
- 3) Accepted material from the 2010 Midwest chapter Conference as well as previous annual conference & State Liaison committee records.
- 4) Wrote up a small news item for Midline about the Archives Project.  
<http://midwestmla.org/midline/?p=587>
- 5) Fielded a few questions regarding the history of the Midwest chapter Presidency in the 1970s.
- 6)

2011 Objectives:

- 1) Maintain permanent records for the Midwest chapter that will include, but not limited to: Executive Board meetings, committee minutes, financial information, membership, annual conferences, and various realia.
- 2) Communicate with past archives committee members to understand previous organizational structure and, if any, finding aids that may have been created for record retrieval or inventory.
- 3) Continue to complete previous archives objectives noted in past reports.
- 4) Update records of Board members and years served.

**This report requires no action by the Board:**

Materials for archives should be sent to:

Midwest Chapter/MLA Archives  
c/o LHS, Special Collections  
University of Illinois Chicago  
1750 W. Polk Street  
Chicago, IL 60612

**Awards and Scholarships Committee**  
**Liz Fine, Chair**

Committee members:

Becca Caton (OH)  
Bette Sydelko (OH)  
Diane Hummel (MI)  
Janna Lawrence (IA)

## 2011 Goals and Objectives

- Administer Chapter's 2011 awards program:
  - Chapter Council Roundtables Luncheon Awards: 4 @ \$28 each (2 given to Chapter members; 2 given to MLA)
  - Annual Meeting Scholarship Awards: 2 @ \$500 each
  - Professional Development Awards: 2 @ \$500 each
  - Distinguished Librarian of the Year Award: 1 @ \$500
  - Jean Williams Sayre Innovation Award: 1 @ \$500
- Update description and application files for all Awards.
- Promote and actively solicit applications and nominations for all awards.
- Evaluate applications/nominations and choose recipients according to established selection procedures and timetables.
- Review application/selection/evaluation criteria for each award and consult with Chapter Board before implementing major changes.
- Present/announce/acknowledge recipients of all 2011 awards at Chapter's Annual Business Meeting on October 10 in Indianapolis, IN.
- Submit spring and fall reports to the Chapter Board.
- Review/revise/update Committee procedure manual at Chapter's PBWorks wiki site.
- Revise policies and procedures for Distinguished Librarian Award to ensure a recipient each year.

## 2011 Activities To Date

- Updated all award information except Distinguished Librarian award (which will be revised pending Board approval) and application files for 2011 and routed to Chapter webmaster.
- Assigned each Committee member an award to publicize.
- Began publicizing "Free Lunch" Award.
- Updated Committee's policies and procedures at wiki site with changes to date.

## Discussion/Action Items:

- **Approve modification of official Annual Meeting Scholarship Payment Policy** to remove option of Treasurer registering winner for the Annual Meeting and delivering the balance of the funds.
  - The official policy will be that the winner registers and pays their own costs in advance, and is given a check for the full scholarship amount at the annual meeting. This procedure has been followed unofficially for the past five years, with no winners requesting a different option.
  - New official policy will read: "After notifying Committee members of the results, the Chair subsequently notifies both recipients and non-recipients by the specified deadline. Winners pay their own costs in advance and receive a check from the Chair for the total scholarship amount at the Annual Meeting. The Chair submits a completed payment request form on behalf of each winner to the President prior to or at the Annual Meeting."

- **Discuss and approve modifications to the Distinguished Librarian Award** to more specifically define it as a service award
  - In the past, the committee has not received any nominations for this award from the membership. The committee feels the scope of the award is currently too broad and intimidating (“outstanding professional contributions to both health sciences librarianship and the Chapter”).
  - South Central Chapter has a “Distinguished Service Award,” which might serve as a good model for tightening the scope and focus of our award: “The Distinguished Service Award recognizes outstanding service to SCC/MLA. Recipients are selected on the basis of their contributions in measurable ways to Chapter achievement and effectiveness.”
  - It makes sense to charge the Awards and Scholarships committee (with ultimate responsibility falling on the Chair) with selecting a recipient each year. If no nominations are received, the committee should identify a deserving nominee and assemble the nomination materials, and follow the procedures for selecting the recipient.

**This report requires action by the Board.**

**Communications Committee  
Jean Gudenas, Chair**

### **Connection Midwest Blog**

Current Editor for 2011: Amy Donahue

Past year: 48 posts, 25 of which were 2010 Midwest Chapter conference related

#### Work accomplished:

- Jean, Amy, and Allan established a current ConnectMidwest Guidelines & Policies, which is available through the chapter’s wiki.
- The group discussed the best ways to encourage blog interaction and decided that the ability to comment would greatly increase usage. However, people have to create a specific WordPress account in order to comment on postings—even if they already have a WordPress account. Jean, Amy, and Allan agreed to create accounts for interested members by offering the option on the membership renewal forms. Working with Katherine Chew, soon this statement will be on the forms: ConnectMidwest, a blog by and for the members of the Midwest Chapter MLA, is a great way to interact with fellow members. If you are interested in participating, check YES and a Communications Committee member will create an account and promptly send you your username and password

#### Upcoming objectives:

- Post at least 4 times a month, preferably once a week.
- Discuss creating a readership survey about what chapter members want from the blog

### **Midline**

Currently, Midline does not have an active editor--both Jean and Elizabeth are serving as the temporary editors. Former editor Elizabeth Smigielski had to step down, although she is still helping with publishing the newsletter.

Midline is published quarterly with the help of frequent chapter contributors, including: Clare Leibfarth, Bette Sydelko, Stephanie Schulte, Mary Taylor, and many more

#### Work accomplished:

- Elizabeth Smigielski served as editor from February to December 2010.
- MIDLINE moved to a new blog editor, WordPress, which is simpler. The transition resulted in a new template for MIDLINE, which incorporated the masthead of the print newsletter.
- Two issues of MIDLINE were published in 2010.

#### Upcoming objectives:

- Find a new editor
- Create and adhere to a reasonable publication timeline
- Discuss creating a readership survey about what chapter members want from the newsletter

#### **Web Master**

Webmaster: Allan Barclay

Assistant Webmaster: Brian Finnegan

#### Work accomplished:

- Brian updated the 2011 Executive Board roster page and Elected Officers page.
- Deleted large number of older backup and archived folders from when the web site was redone. Brian was able to significantly reduce the file size of our web site.
- Allan moved Midwest Chapter web hosting from Webmaster to Developer account, to allow self-installation of software (like WordPress)
- Installed WordPress blogs for MIDLINE and ConnectMidwest, tested vs. old software (Movable Type), migrated blog content from both old ones to both new ones
- Allan tweaked/redesigned the blogs with input from Board, Communications Committee after migration
- Administrative work on Chapter wiki

#### Upcoming objectives:

- Look into TwapperKeeper for archiving tweets
- Update the state chapter websites
- Consider a paid Flickr account
- With conference photographs, discuss universal tags and whether to develop a policy on tagging

**Governmental Relations Liaison  
Julie Schneider**

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, AAMC, AMA and ANA.
3. Continued to participate in legislative advocacy at a state level on behalf of health science and other special libraries.
4. Continued to participate in legislative advocacy at a national level on behalf of health science libraries through the MLA/AAHSL Joint Legislative Task Force.

Objectives:

1. Attend MLA/AAHSL Joint Legislative Task Force legislative visits in Washington DC in Spring and Fall 2011.
2. Share briefing papers and common legislative issues (from the legislative task force) with Midwest Chapter membership.
3. Continue to communicate legislative concerns of the region to the Midwest membership (for those that are in line with MLA legislative actions).

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

**MLA Chapter Council Representatives Report  
Bette Sydelko, Chapter Council Representative  
Pam Rees, Chapter Council Alternate**

Activities since Fall 2010

- Pam attended the Midwest Chapter/MLA Board Meeting and annual conference of the Midwest Chapter of the Medical Library Association in Madison, Wisconsin in September, 2010.
- Bette and Pam sent messages to Midwest Chapter e-mail discussion list regarding MLA activities.
- Bette submitted an article to Midline about MLA2011 events - Chapter Sharing Roundtables and an open forum session on the MLA "Rising Stars" program.
- Bette and Pam joined in Chapter Council e-mail discussions.
- Pam carried out the duties of Chapter Council Vice-Chair and continued to serve on the CC Communication Committee
- Bette, as Co-Chair (representing Chapter Council) of the Joint Section/Chapter Council Task Force on Programming for MLA 2013, worked with Terry Jankowski (Co-Chair representing Section Council) to begin to complete the task force goals. Pam is a member of the task force. The task force will meet at MLA 2011 in Minneapolis.

- Bette served on the CC Continuing Education Committee.

Objectives for Spring and Summer 2011:

- Pam plans to mentor a first time attendee at the 2011 MLA meeting.
- Bette and Pam will complete Chapter Council assignments and monitor Chapter Council e-mail discussion list.
- Bette and Pam will keep the Midwest Chapter informed about MLA activities.
- Bette and Pam will attend the MLA Chapter Council meeting in May 2011.
- Bette will facilitate for a roundtable at the 2011 MLA meeting.
- Bette will collect news from MLA for the MIDLINE newsletter.
- Bette will submit Annual Report to Chapter Council.
- Keep Midwest Chapter Policies and Procedures updated for the Chapter Council Representatives.

**This report is informational and no action is required.**

**Nominations and Elections Committee  
Elaine Skopelja, Chair**

The following Midwest Chapter members have agreed to serve on the Nominating Committee.

Committee Members:

- Elaine Skopelja, Indiana University School of Medicine Library (Chair)
- Max Anderson, Greater Midwest Region, National Network of Libraries of Medicine, Chicago
- Mary Hitchcock, Ebling Library, University of Wisconsin, Madison
- Stevo Roksandic, Mt. Carmel Health Sciences Library, Columbus, OH

**This report is for informational purposes only and no Board action is needed.**

**Professional Practice Committee  
Deborah Lauseng, Chair**

**Chair Vacancy:**

With the election of Janna Lawrence as President-Elect for 2011, Deborah Lauseng was appointed to fulfill the vacancy in the Professional Practice Committee Chair position for the 2011 year. Note: A new Chair will be appointed for 2012-2013.

**Current Members:**

Deborah Lauseng, 2011 – Chair  
Diane Hummel, 2011-2012 (Benchmarking Liaison – see note below)  
Nadia Lalla, 2010-2011  
Heidi Nickisch Duggan, 2011-2012 - MLA CE Liaison  
Natalie Reed, 2010-2011 – AHIP Liaison

## Benchmarking

Diane Hummel, Spectrum Health, has accepted the designation as MLA Benchmarking Chapter Liaison. A request into MLA Headquarters (Kate Corcoran) to update our Chapter contact from Beth Carlin to Diane is currently unanswered.

Note: according to a message from incoming MLA President Jerry Perry to AAHSL Leadership, apparently the Benchmarking Network Editorial Board has been disbanded. This leaves in question what role, if any, a Benchmarking Chapter Liaison has. Jerry indicated he would be pursuing benchmarking as part of his presidency.

### **Goals:**

- Draft letter, in conjunction with Midwest Chapter President, to MLA Credentialing Committee regarding temporarily displaced health sciences librarians and AHIP renewal options. Send letter to MLA Credentialing Committee by May meeting.
- Review current recruitment materials and formats available to determine if additional formats or items are appropriate for use by the Chapter representatives at various information fairs, open houses, state meetings, etc. Complete the review and have recommendations for the fall Board Meeting, including budget implications.
- Follow discussions at the MLA level concerning benchmarking.

### **Actions Required:**

**Confirm Board's interest in drafting letter to MLA Credentialing Committee regarding AHIP renewals for librarians temporarily displaced from health sciences related positions.**

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

Committee Members (State Liaisons) (as known on 3/18/2011): Irene Williams (Illinois), Joan Zivich (Indiana), Eileen Hansen (Iowa), Carla Townsend (Kentucky), Mike Simmons (Michigan), Donna Barbour-Talley (Minnesota), Lila Pederson (North Dakota), Stephanie Schulte (Ohio), Michael Venner (Wisconsin).

### **Activities October 2010 through March 2011**

- Attempted to identify and contact members of the state liaisons committee.
- Attended state association meetings
- Gathered and submitted news items for the State Associations Report for the December issue of *Midline*.
- Submitted article to OHSLA Newsletter about Midwest Chapter meeting in Wisconsin and also promoting 2011 conference in Indianapolis
- Contacted Clare Leibfarth about distributing letter to presidents about formalizing process for appointing state liaisons. This has not been done.
- Exhibited at Kent State Library Career Fairs in Kent, Ohio, on February 28, 2011, and at Columbus, Ohio, on March 15, 2011 (Clare Leibfarth and Stephanie Schulte, respectively).
- Exhibited at St. Catherine's School of Library and Information Science Information Fair on March 14, 2011 (Donna Barbour-Talley).

### **Ongoing Goals**

1. Send finalize letter to state association presidents to clarify the state liaison appointment options using draft included in Spring 2010 executive board report.
2. Continue to promote Midwest Chapter through various state association meetings and library school fairs.
3. Continue to serve at State News section editor and submit relevant news, announcements and reports for *Midline* as requested by the editor.

#### **New Goals**

1. Review charge of state liaisons committee to provide clarity about expectations for state liaisons.
2. Related to the distribution of letters to state association presidents, identify a streamlined method of tracking new state liaisons and presidents to aid in maintaining contacts between the Representative at Large and the state liaisons.

**This report is informational and no action is required.**