



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

Friday, March 27, 2009

Courtyard by Marriott O'Hare, Chicago

8:30 a.m. – 4:00 p.m. (Central Time)

MINUTES

Present:

Deborah Lauseng, President; Elaine Skopelja, President-Elect; Elizabeth Smigielski, Recording Secretary; Marlene Porter, Treasurer, and Ohio Annual Meeting Program Co-Chair; Rebecca Caton, Membership Secretary; Pam Rees, Representative to the MLA Chapter Council; Karen Hanus, Alternative Representative to the MLA Chapter Council; Charniel McDaniels, Potential MLA Nominating Committee Member; Mary Hitchcock, Archivist; Donna Barbour-Talley, Annual Meetings Chair; Karen Anderson, Communications Committee Chair; and Janna Lawrence, Professional Practice Committee Chair.

1. Call to Order (8:45 a.m.)
2. Review Agenda
 - a. Add under New Business: move "f. 2009 Chapter Budget" to "h. 2009 Chapter Budget"; add new "f. Hire library school student for archives work", and "g. Chapter Board Communication with State Organizations and GMR."
3. Review and Approve Minutes (Elizabeth Smigielski)
 - a. Fall 2008 Executive Board Meeting
 - b. Review Fall 2008 Business Meeting

Motion, Passed: Approve Fall 2008 Executive Board Meeting minutes and Fall 2008 Business Meeting Minutes. [Motion by Elaine Skopelja]
4. Reports
(complete reports available on Chapter web site at: <http://midwestmla.org/board/2009/SpringReports.pdf>)

- a. President Deborah Lauseng
 - i. Report includes midyear report to MLA; Annual Midwest Chapter report due in April.
 - ii. Deborah recapped a survey of Chapter Chairs on how their Chapter Boards conduct business between annual board meetings. Of the nine Chapters responding, 5 hold two in-person meetings per year, 3 hold web-based meetings, and 2 are investigating online meeting options.
- b. President, Immediate Past Deborah Lauseng for Mary

Markland

- i. Planning on holding electronic balloting with this year's election slate. Procedure questions to be discussed under New Business, item 7d.

c. Membership Secretary/Committee

Rebecca Caton

- i. 500 MLA members are eligible to be Midwest Chapter members, but do not belong.
- ii. 265 members have paid their dues so far this year. We have 20 new members; two students have renewed their memberships.
- iii. Rebecca has sent out the medical library poster to those staffing career nights at high schools and colleges.
- iv. Becca looked into 2009 Acteva pricing to manage membership dues. The processing fees for this service will cost more if credit cards are used. Payments can also be made by check. Estimated cost would be \$1,000.00.
Motion, passed: Use Acteva for membership dues in 2010. [Motion by Marlene Porter]

Action items:

1. New annual members' password will be distributed to the membership by April 6th.
2. Rebecca will work with the Communications Committee on updating a members' only section of the Midwestmla.org web site.
3. Marlene and Rebecca will work out the mechanics of setting up the Midwest Chapter Event with Acteva.
4. Membership Committee will pursue purchase of a table skirt or runner for use by the Midwest Chapter, cost not to exceed \$500.00.

d. Treasurer/Finance Committee

Marlene Porter

- i. Correction to Treasurer's report: change "...records for 2007" to "...records for 2008"
- ii. Motion, Passed: Approve transfer of money into Money Market account and purchase of new 13 month CD [Motion by Elizabeth Smigielski]

Action items:

1. Marlene will initiate and activate an account with Acteva so the Membership Secretary and 2009 Annual Meeting Registration chair can begin using the service.
2. Marlene will revise the 2010 Conference Memorandum of Understanding and obtain necessary signatures.
3. Marlene will work with Brian Finnegan, web editor, to replace all the current Treasurer Reports in Excel format with PDF files of just the approved budgets and approved finance statements.

e. Audit

Deborah Lauseng for Susan London

- i. Sue reports "the records of Treasurer Marlene Porter to accurately reflect the financial condition of the Midwest Chapter. "

f. Annual Meetings Committee

Donna Barbour-Talley

- i. Planning for 2009 meeting is on track and going well.

g. Archives

Mary Hitchcock

- i. Mary reviewed the Midwest Chapter archives at the University of Illinois at Chicago (UIC), where they are housed. A proposal for addressing some of work needed under New Business, 7g.
- h. Awards and Scholarships Committee Elaine Skopelja for Sheryl Stevens
 - i. Discussion of modification of awards under new business, 7c.
- i. Governmental Relations Liaison Julie Schneider
 - i. Changes regarding Governmental Relations policies and procedures were made to PBWiki.
- j. MLA Chapter Council Pam Rees and Karen Hanus
 - i. At the request of Mary Markland, Pam Rees reported that she surveyed other MLA chapters to see what kind of electronic voting procedures they used. Survey Monkey and voting on Demand were the two services being used by other chapters.
 - ii. Pam and Karen made changes on PBWiki to the duties of the Midwest Chapter Council representatives.
- k. Nominations and Elections Committee Deborah Lauseng for Mary Markland
 - i. Several chapters are using tools such as SurveyMonkey to conduct elections. Mary had questions about the procedures that should be followed for conducting electronic elections. See New Business 7.d. for decision.
- l. Professional Practice Committee Janna Lawrence
 - i. Beth Carlin has been recognized by MLA as our official Benchmarking Chapter Liaison
 - ii. Janna discussed a “Candyland” inspired poster that was developed by the South Central Chapter called “Road to AHIP”. It was suggested to get a copy of the poster file and print it for future use.

Action item:

 - 1. Professional Practice Committee will pursue obtaining pdf file of poster from South Central Chapter, the creation of poster, and the details for shipping the poster.
- m. Representative at Large/State Liaisons Committee Deborah Lauseng for Ximena Chrisagis
 - i. Board reviewed the rotation schedule for state liaisons. Decision: each state should appoint its own liaisons to the State Liaisons Committee. It would be best to have the states rotate the times of appointments so that everyone is not new to the committee at the same time.

Action item:

 - 1. Deborah will correct the Spring Board Meeting Reports to reflect the full listing of state representatives and have reposted to the Chapter web site.

Morning Break 10:00-10:20 a.m.

5. Unfinished Business (Action Items from Fall Board Meeting)

- a. Communications Committee—parameters for making photos available; best means of storage
 - i. It was decided to create a photo release to be signed by those whose photos will be identified. Identified photos will be available to members on the Chapter web site through password access.
 - ii. Everyone is encouraged to contribute to MidwestConnect blog. Clare Leibfarth is the blog editor. Jason Young is now the MIDLINE editor.
 - iii. In order to promote contributions to the blog, the question was raised if AHIP credit could

be awarded for contributions.

Action item:

1. The Communications Committee will draft a photo release form.
2. The Communications Committee will find out if contributions to the blog can count for AHIP credit.

b. Communications Committee- members only section of Chapter web site Karen Anderson

- i. Discussion ensued regarding having a members' only area, how to manage passwords, and what information would be restricted. Currently the only restricted information is the member directory. Instead of having a members' only section of the site, only certain restricted files or links will require a password, and will have an icon indicating such. Restricted information will include the photos and sensitive financial information.

Motion, passed: Establish a members only password for access to restricted content that is changed each year. [Moved by Janna Lawrence]

Action item:

1. The Communications Committee will restrict appropriate links/files on the website.
2. Membership Secretary will distribute members only password by May 1st.

c. Membership Secretary – possible change in dues Rebecca Caton

- i. Given additional online expenses that did not exist before, the question of raising dues was presented. Additional expenses include using Acteva or other online services for membership dues and voting procedures, paying for PBWiki to keep our policies and procedures updated; paying for mounting the chapter web site and listserv on one service, paying for archive upkeep and storage; fees associated with online meeting programs. Given the amount of funds in the treasury, it was decided to not raise dues at this time.

d. Immediate Past President—discuss costs and access to services options for PBwiki for Board Members Deborah Lauseng for Mary Markland

- i. We are currently using the free, limited feature, version of PBWiki. For a fee of \$499/yr, we can use the full-version of PB Wiki which will allow for unlimited users, full back-up, unlimited downloads and other features that are useful if many people are using the wiki. Note: PBWiki is now called PBWorks. Motion, passed: Purchase the full version of PBwiki. [Moved by Elizabeth Smigielski]

e. Board Members—update on procedures and policies sections in PBwiki Deborah Lauseng

- i. Reminder to continue updating the content of the Chapter's Procedures and Policies wiki.

f. Annual Meetings—designated committee meeting time during annual meeting added to Annual Meeting Planning Guide Deborah Lauseng

- i. Discussion confirmed that Committee Chairs were interested in holding Committee meetings during the Annual Meetings. A meeting space is being designated during the meeting in Columbus. Please notify Clare Leibfarth (cleibfar@kent.edu) to reserve a space at the Fall Meeting.

g. Immediate Past President and President—provide form to Committee chairs for submitting goals and objectives Deborah Lauseng for Mary Markland

- i. Unfinished action item, deadline moved to Fall Board Meeting.

Action Item:

1. Immediate Past-President and President to provide Committee Chairs with form to develop goals and objectives at Fall Board Meeting.

h. Annual Meetings Special Committee—preliminary report on pro and cons of annual meeting

coordinating models

Donna Barbour-Talley

- i. Discussion ensued regarding changing the involvement level of the Annual Meetings Chair with the state-level annual meeting coordination, but this is less of an issue since the 2008 meeting ended in the black. Board needs to keep better track of the systems currently in place.

- i. Finance Committee—template for annual meeting budget

Marlene Porter

In response to a suggestion to create a standardized template for annual meeting coordinators to track meeting finances, it was explained that one was developed several years ago.

Action Item:

1. Donna, Annual Meeting Chair, will encourage meeting planners to fill in the spreadsheet.

- j. President—Special Archives Committee charge and membership.

Deborah Lauseng

- i. Plan for establishing Special Archives Committee on hold based on new business proposal for cleaning up the Archives Collection first.

Lunch Break 12:30-1:15 p.m.

6. Communications Committee Report/Old Business/New Business

Karen Anderson, Allan Barclay

- a. Allan Barclay demonstrated of DimDim online meeting software which would allow for virtual meetings. It was agreed to a lot up to \$500.00 for using DimDim during the current fiscal year.
- b. A Special Alternative Spring Board Meeting Committee was formed to investigate options for conducting Chapter business between annual Fall Board meetings instead of a face-to-face Spring Board meeting. One possibility would be to have virtual meetings in November, January and April to conduct business in a more timely fashion. The Special Committee members are: Elaine Skopelja (Chair), Karen Anderson, Allan Barclay, Charniel McDaniel, Janna Lawrence and Deborah Lauseng. Clare Leibfarth, ConnectMidwest Blog Editor is looking for people attending MLA in Honolulu to blog about the annual conference. If interested or know of people interested, please contact Clare.

7. New Business

- a. Conducting Chapter Business between Fall Executive Board Meeting

Deborah Lauseng

- i. Special Alternative Spring Board Meeting Committee was formed to investigate options for conducting Chapter business between annual Fall Board meetings instead of a face-to-face Spring Board meeting. One possibility would be to have virtual meetings in November, January and April to conduct business in a more timely fashion. The Special Committee members are: Elaine Skopelja (Chair), Karen Anderson, Allan Barclay, Charniel McDaniel, Janna Lawrence and Deborah Lauseng.

Action item:

1. The Special Committee will report at the Fall board meeting on options, cost and feasibility of having a virtual spring 2010 board meeting.

- b. Travel reimbursement policy—revise round-trip distance

Deborah Lauseng

- i. Deborah proposed that travel reimbursement for the Spring Board meeting to revise to better accommodate the travel needs of Board Members. It was recommended that the roundtrip mileage be reduced to 50 (vs. current 400 miles **roundtrip**). Reimbursement would remain up to \$250 with receipts.
- ii. **Motion, Passed:** Revise Section B. Part IV. of the Travel Reimbursement Policy to state travel distance of 50 miles or more round trip as eligible for reimbursement. Motion by: Marlene Porter

- c. Annual Meeting Scholarship Payment Policy—revise or rescind Elaine Skopelja for Sheryl Stevens
- i. It was decided that the Professional Development Award payment should be awarded at the annual meeting during the Chapter business meeting.
 - ii. Discussion on modifying or creating a new scholarship led to discussion of lowering annual meeting registration or programming costs.
 - iii. All were reminded that the newest annual meeting guide is on PBWiki, but it should be on the web site, too. There was a reminder that, when working on PBWiki, to save work often because one person can override the other if two are working at the same time.
 - iv. It was determined that the Chapter Treasurer should be on the state meeting finance committee for annual conference meetings.

Motion, Passed: to increase the Chapter grant for annual meetings to \$5000 in order to decrease programming costs to all members, effective the 2010 Wisconsin meeting.
Motion made by: Donna Barbour-Tally.

Action item:

1. Annual Meetings Chair will update the online Annual Meeting Guide to indicate that the Chapter Treasurer should be on the state meeting finance committee for annual conference meetings.

- d. Procedures for electronic ballots for Chapter elections Deborah Lauseng for Mary Markland
- i. Discussion ensued regarding electronic balloting procedures which are not established (see report for details). It was decided that the Nominations Committee should propose procedures for discussion at Fall meeting.

Action item:

1. Nominations Committee will propose electronic balloting procedures at the Fall Board Meeting based on their experiences with this year's election.

- e. Memorandum of Understanding template Deborah Lauseng
- i. An updated Memorandum of Understanding was reviewed by the Board. The template was accepted for use beginning with the 2010 Annual Meeting in Wisconsin. This means a new MOU will need to be signed with the Wisconsin Co-Meeting Chairs.

- f. Hire library school student for archives work Mary Hitchcock
- i. The proposal is for Mary to hire a library school or archives student to work as an intern under her to begin work on the Midwest Chapter archives at UIC. Hiring will be done through UIC. The cost will be roughly \$2000 for 180 of work during the spring and fall semester.
- Motion, passed:** to budget no more than \$2,000 to cover the cost of a student to work on the archives. Motion by Deborah Lauseng

- g. Chapter Communications with State Organizations and GMR Deborah Lauseng
- i. Concern has been raised about communication between the Chapter Board and state organizations, and between the GMR and Chapter members, and the role of the State Liaisons. Given that the state organizations are independent organizations (not affiliated with MLA), and that not all Chapter members belong to state organizations, it was agreed

that open communication is important and that no formal protocol was necessary. It was also agreed that redundant communication is acceptable, even when done through the GMR, since there are chances important information may miss individuals not covered by direct Chapter communications. For example, notifications of scholarships opportunities could be sent to the Chapter listserv, sent to state organizations through State Liaisons, as well as sent through the GMR.

Action Item:

1. Deborah will speak with Ximena Chrisagis, State Liaison Committee Chair, clarifying the Board's support and open communication through multiple channels to reach all members and potential members, and maintain good communication with the state organizations.

h. 2009 Chapter Budget—finalized and approved

Marlene Porter

Proposed budget was discussed and approved with the following revisions:

- i. \$1890.00 was added to the Archivist line in order to hire a student worker to organize the Midwest Chapter archives
- ii. \$300 was added to the Professional Practice Committee line to purchase a credentialing display
- iii. Additions to the Membership Committee line included \$1000 for an event on Acteva, \$500 to purchase a Midwest Chapter table skirt. Postage was reduced from \$650 to \$250
- iv. Increased the grant amount for the 2010 meeting from \$15000 to \$5000 to help in reducing member registration fees.
- v. Additions to the Communication Committee line included \$400 for PBWiki Professional software upgrade and \$500 for videoconferencing software (DimDim).

Motion, passed: Approve proposed budget with itemized changes [Moved by Rebecca Caton]

Action Item:

1. In addition to posting the approved 2009 budget to the Chapter website, the Treasurer will distribute the budget to the Board.

8. Review of Action Items

1. New annual members password will be distributed to the membership by April 6th.
2. Rebecca will work with the Communications Committee on updating a members' only section of the Midwestmla.org web site.
3. Marlene and Rebecca will work out the mechanics of setting up the Midwest Chapter Event with Acteva.
4. Membership Committee will pursue purchase of a table skirt or runner for use by the Midwest Chapter, cost not to exceed \$500.00.
5. Marlene will initiate and activate an account with Acteva so the Membership Secretary and 2009 Annual Meeting Registration chair can begin using the service.
6. Marlene will revise the 2010 Conference Memorandum of Understanding and obtain necessary signatures.
7. Marlene will work with Brian Finnegan, web editor, to replace all the current Treasurer Reports in Excel format with PDF files of just the approved budgets and approved finance statements.
8. Professional Practice Committee will pursue obtaining pdf file of poster from South Central Chapter, the creation of poster, and the details for shipping the poster.
9. Deborah will correct the Spring Board Meeting Reports to reflect the full listing of state representatives and have reposted to the web site.
10. The Communications Committee will draft a photo release form.

11. The Communications Committee will find out if contributions to the blog can count for AHIP credit.
12. The Communications Committee will restrict appropriate links/files on the website
13. Membership Secretary will distribute members only password by early May.
14. Immediate Past-President and President to provide Committee Chairs with form to develop goals and objectives at Fall Board Meeting.
15. Annual meeting chair will create a spreadsheet of Annual Meeting Data.
16. The Special Committee will report at the Fall board meeting on options, cost and feasibility of having a virtual spring 2010 board meeting.
17. Annual Meetings Chair will update the online Annual Meeting Guide to indicate that the Chapter Treasurer should be on the state meeting finance committee for annual conference meetings.
18. Nominations Committee will propose electronic balloting procedures at the Fall Board Meeting based on their experiences with this year's election.
19. Deborah will speak with Ximena Chrisagis, State Liaison Committee Chair, clarifying the Board's support and open communication through multiple channels to reach all members and potential members, and maintain good communication with the state organizations.
20. In addition to posting the approved 2009 budget to the Chapter website, the Treasurer will distribute the budget to the Board.

9. The Fall Board meeting will begin at 4:00 eastern time on Friday, October 2nd, in Columbus, Ohio.

10. Adjourn (by 3:40 p.m.)

Minutes respectfully submitted, Elizabeth Smigielski, Recording Secretary.
10/6/2009