



**Midwest Chapter / Medical Library Association
Spring 2010 Executive Board Meeting**

Friday, March 26, 2010

O'Meara Room, Marten House, Indianapolis, IN

7:30 AM EDT to 8:00 AM EDT Breakfast

8:00 AM EDT to 3:00 PM EDT Meeting

Minutes

Present:

Elaine Skopelja, President; Clare Leibfarth, President-Incoming; Deborah Lauseng, President-Immediate Past and Nominations and Elections, Chair; Charniel McDaniels, Recording Secretary; Sue London, Treasurer; Pam Rees, MLA Chapter Council Representative; Bette Sydelko, MLA Chapter Council Representative

Virtual Participants via DimDim

Becca Caton, Membership Secretary; Mary Hitchcock, Archives; Karen Hanus, MLA Chapter Council Representative; Ximena Chrisagis, Representative at Large; Karen Anderson, Communications Chair; Allan Barclay, Webmaster.

Not in Attendance

Donna Barbour-Talley, Annual Meetings

Sheryl Stevens, Awards and Scholarships

Julie Schneider, Governmental Relations Liaison

Janna Lawrence, Professional Practice - Chair

Candidate for Membership on the MLA Nominating Committee, 2010

Melinda Orebaugh

1. Call to Order 8:15

2. Review Agenda

3. Review and Approve Minutes

Fall 2009 Executive Board Meeting (to be reviewed via email)

Charniel McDaniels

4. Reports

a. President's Report

Elaine Skopelja

a. Filled vacant committee seats

b. Corrected Board Information on the website

c. Virtual trial meeting held in January via DimDim

d. Contributed MIDLINE Presidential message for fall & spring

e. Planned Spring Board meeting

f. Worked with State Liaison Chair to draft a letter to be sent to the presidents of the state health associations.

b. President, Immediate Past

Deborah Lauseng

a. Mid-Year report for Midwest chapter is recapped.

b. Deborah Lauseng reported that two reports were submitted to MLA covering activities to date. The final report will be submitted in April.

c. Preparation for nominations committee

c. Membership Secretary/Committee

Becca Caton

a. 13 new members joined thru Acteva - 286 current members

- b. Working on a post card to get more members
 - c. Created a Google calendar for the poster
 - d. One student member signed up after the career fair held
 - e. Numbers are up – last recruitment effort went out in January
 - f. Multiyear memberships are being investigated
- d. Treasurer/Finance Committee Sue London
- a. Issues with Acteva appeared
 - b. Money transferred was from CD's and Money Market account until Acteva issues were cleared
 - c. Sue has asked the board to approve the accounts to be replenished.
 - d. Accounts are on target with a slight increase.
 - e. Acteva has been responsive to our concerns.
 - f. Finance committee has not met as of yet.
 - g. Deposit for the Fall 2010 meeting has been placed.
 - h. Suggestion to have an annual audit prior to the spring board meeting.
 - i. The proposed budget will be done prior to the Fall board meeting.
 - j. Barbara Gushrowski has accepted her appointment as Auditor.
- e. Annual Meetings Committee Elaine Skopelja for D. Barbour-Talley
- a. Planning 3 annual meetings currently, 2010, 2011 & 2012. The upcoming meeting will be held in Madison, Wisconsin September 24-28, 2010. Its theme is Step Up, Step Forward. Barb Sisolak and Julie Schneider are Conference Committee Co-chairs.
 - b. Barbara Gushrowski is the Coordinator for Indiana in 2011. The new logo has been selected. The CE committee has already issued a call for classes.
 - c. The 2012 meeting will be held in Rochester, Minnesota.
- f. Archives Mary Hitchcock
- a. Set aside funds for a student worker
 - b. Heather Rush (student) is working with Kevin O'Brien in the Archives at UIC
 - c. They have requested items from the membership to enhance the archives' files.
 - d. A policy for photo submission is being drafted.
 - e. Question from the Archivist: Is there a restriction period needed for anything? No
- Action Item:** The text from the membership form should be added to the letter of agreement given to speakers. This would allow them to opt out of photos.
- Action item:** Reimburse Kevin O'Brien/UIC \$50.00 for archival supplies. Mary Hitchcock will send a request for the funds.
- Action Item:** Archives task force is working on the recent history of the association. The last 15-20 years. Sheryl Stevens and Mary Hitchcock will ask members for submissions. This is scheduled for this summer.
- g. Awards and Scholarships Committee Clare Leibfarth for Sheryl Stevens
- a. Updated the online versions for the awards
 - b. Publicity already sent for them
 - c. Wiki was also updated
 - d. Nominations are needed for Jean Sayre innovation award (self-select) & Distinguished Librarian.
- Action Item:** All committee members have been asked to submit names for these awards.
- h. MLA Chapter Council Pam Rees and Karen Hanus
- a. Bette Sydelko will be assuming the role of Representative to the MLA Chapter Council. Her term

begins after the MLA 2010 Annual meeting.

- b. Chapter sharing is more expensive this year. The amount of the lunch has gone up.
- c. Melinda Orebaugh is sending in her form.
- d. Looking for applicants for chapter council.

i. Nominations and Elections Committee

Deborah Lauseng

- a. Kelly Kaneshiro and Nancy O'Brien are the current members. The Chair is seeking out a third committee member.

j. Communications

Karen Anderson

- a. Over 440 photos taken at Midwest 2009
- b. Posted a widget
- c. Spring objective to post twice a month
- d. Conduct an online survey
- e. Elizabeth Smigielski took over as the Midline editor November 15, 2009
- f. Brain Finnegan updated the site for the Madison 2010 meeting
- g. Done work on the Wiki to add DimDim procedures
- h. **NEW ITEM** for webmaster posted
- i. Testing DimDim software
- j. Goals finish procedures and give assistance w/annual conf procedures
- k. Add info for Midline & Connect Midwest
- l. Instructions on the web for holding DimDim meeting logon is on the wiki
- m. Found a toll-free company to support audio participation
- n. Hardwired internet connection may be needed for speakers and meetings
- o. **Action Item: Investigate other conference call options as the present company bills at \$159.00.**
Nominations, Communications and the State Liaisons committees would use a conference call system if offered by the chapter.
- p. Clare wants to survey the membership to gauge usage. She would like to gather information on which tools the membership are using and what their attitude toward them may be.
- q. Wiki access edits going forward well Chairs have access but members can be given access as needed.

Action Item: The Immediate past Chair will send an email twice a year to update the wiki procedures.

Action Item: Clare Leibfarth will survey the membership on communication methods and report back.

Action Item: Immediate Past President will become administrator on the wiki and ability to update. President will be given administrators rights on the wiki

Action Item: The following financial forms are to be placed in the wiki for easy access: Request for Payment, Travel Reimbursement and the Tax Exempt Form.

k. Professional Practice Committee

Elaine Skopelja for Janna Lawrence

- a. Nancy Allee is AHIP representative for the chapter.
- b. Carolyn Martin is CE Liaison to the 2011 conference.
- c. Nadia Lalla has become the benchmarking liaison.

l. Representative at Large/State Liaisons Committee

Ximena Chrisagis

- a. Major activities are listed in the report
- b. Asking the President to send an email each year requesting names for state liaison.

Action Item: The letter will be sent in the spring to the state emails will serve as follow up for the verification of state liaisons.

- c. Ximena will add the procedure to the manual and follow up with phone calls.

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

- a. Communications Committee

Secure a toll-free number to be used by remote attendees

- b. Awards & Scholarships

Increased budget for the Chapter Sharing Roundtable lunch. The price has increased to \$54 for each lunch. We financially support 4 awards - 2 are scholarships. We do want to continue to do this even though the cost of the event has gone up.

Motion: Increase the budget line item to \$216.00 for Chapter Sharing Round table lunch.

Motion Carried.

- c. Finance Committee

Motion: Sue London will secure two new CDs and replenish the money market account.

Motion carried

6. New Business

Communications Committee---Web Page Updates

Action Item: The Chair recommends getting a generic email address for Midline, Connect Midwest and the President, and also one for the treasurer, webmaster and the membership secretary. The generic email address will be placed on the web page and be monitored going forward at the time of elections. General contact information will be linked to the roster.

Action Item: Immediately investigate the numbers and present to the board. We need to secure improved software. Communications will consider migrating the blog from Moveable type to Wordpress. An email vote can take place to make an increase in the budget line item if needed.

Action Item: Permission requested for new pages. Blog editor and main chapter website contact pages will be developed.

Professional Practice Committee— is proposing the creation of an Ad hoc Advocacy Committee. Denise Rumschlaug made the initial proposal and Janna Lawrence as Chair of Professional Practice committee has agreed that this effort should go forward. There would be two tracks to serve hospital and academic libraries. They would like to provide professional print materials to support the effort. Special Committee for the year includes Becca Canton as Membership Secretary. Sue London has an example of a power point presentation to share as an example.

Motion made: Deborah Lauseng **moves** that we support a special committee for advocacy for the upcoming year. They will report at the fall board meeting. **Motion Carried**

Action Item: Investigate establishing this committee

Archives Committee

Action Item: Archival restrictions: should not extend beyond two years. If there is a need to restrict the minutes from the board meeting the Recording Secretary can submit two sets one in full and one with restrictions. The Archivist will continue to work on their section of the procedure manual.

Incoming President – Connie Schardt’s Initiatives were shared

Emerging leadership, lifelong learning, professional development, connecting members to the annual meeting and, distance education were among the topics. Clare plans to adopt the national presidential initiatives at the chapter level as her own going forward. This year a virtual meeting is being offered.

Do we as the board, want to have a virtual only meeting? We could spread the meetings out and make them shorter. 6 members participated via DimDim for this meeting.

Membership Committee

Emeritus status for members was discussed by the Membership Committee. The Committee needs additional information as to the wishes of the members.

Action Item: Membership committee will draft a membership survey based on benefits for the fall meeting. Becca Canton will ask for members input based on what the goals and objects should be. Questions on an emeritus membership status will be included in the instrument.

- 7. Review of Action Items projected and completed**
- 8. Announce Fall Board Meeting – Friday September 24, 2010 Madison, WI**
- 9. Ask for Motion to Adjourn /wait for second / call the time 3:00 PM Meeting Adjourn**