

**MI-ALA Board Meeting Minutes  
January 29, 2016 @ 2:00 p.m.**

**Attendance:** Barbara Bolek, Paul Gallagher, Scott Garrison, Rachel Minkin, Mary Beeker, Christina Radisauskas, David Scott, Heather Ladiski

**Guests:** Attorney Lindsay N. Dangl, Terrence O'Neill (Communications Chair), and Corinne Thompson (Membership Chair)

**Call to order: The meeting was called to order at 2:02 p.m.**

**Board Business meeting:**

**Consent Agenda items**

- I. Approval of December 18, 2015 meeting minutes.
  - The December 18 meeting minutes were approved.
- II. Approval of agenda
  - The meeting agenda was approved..
- III. Committee Reports **\*Discussion for agenda items III-VI tabled, unless time permits.**
- IV. Communications
  1. Executive
  2. Membership
  4. Nominating
  5. Conference (included at the end of these meeting minutes under "Reports")
- V. Section Reports
  1. Administrative Section
  2. Collections Section
  3. User Experience Section
- VI. Budget Report (Midyear)
- VII. Partner Reports
  - MCLS (included at the end of these meeting minutes under "Reports")

**New Business**

VIII. Meeting with Attorney Lindsay N. Dangl (re: bylaws and legal opinion)

The Board discussed with Lindsay our proposed bylaw changes and language that Lindsay added to our bylaws that kept us in compliance with current state guidelines for 501(c)3 organizations. All proposed changes will be sent out to membership at least one month before a vote is taken at our business meeting at the Spring Conference.

IX. Meeting with the Committee Chairs (Terrence O'Neill (Communications) and Corinne Thompson (Membership))

- Membership Chair Corinne Thompson and Communications Chair Terrence O'Neill were invited to attend this Board meeting to share information with us and discuss any concerns they have. They were also asked how the Board might be able to assist them with the work they are doing.

- Terrence wanted feedback, and wanted to know how well do the newsletters fit.
- Corinne--just finished going over the institutional member survey and the survey suggested institutional members wanted more communication.
- A communications plan/calendar should be created.
- Submissions to the newsletter should be encouraged.
- What about social media? Can we seek out LIS student help with this? We do have social media accounts set up.
- Terrence will work on a communications calendar. Christina will collaborate on this.
- Who should handle social media? (Possibly Heather)
- Corinne said that the institutional member survey indicated that people are really excited and very positive about MI-ALA so far. They believe we should keep up our partnership with ACRL. They would like us to continue to serve needs of their staff. The Board would like to see a more detailed report of specific recommendations and to see all results compiled. Corinne will forward her spreadsheet to us.
- Can we use quotes from this survey for publicity to help promote new Institutional memberships? We could probably do this.
- Both Corinne and Terrence were asked if they felt their jobs were manageable enough for one person to handle, or if they needed a committee to help out. Terrence sees value in a Communications committee if the people who serve have defined roles, and a board liaison is important. Corinne does not think a committee is needed this year for membership, but going forward a committee or a volunteer or two might be needed to help out with membership work.
- The question was raised as to whether there will be other meetings like this with the board? Going forward, the Board would like to meet with both Committee and Section Chairs on some semi-regular basis (at least once in the fall and once in the spring if possible), but Corinne and Terrence were told that if they ever needed to talk to us, to ask to be invited to an upcoming Board meeting.

#### X. Board Retreat

- Paul and Christina are working on this meeting which will deal with creating a strategic plan for MI-ALA. They have some dates in mind in June. There will be further discussion on this at upcoming meetings.

#### XI. Extra meeting date in February?

- Do we need an extra Board Meeting to cover any business we did not cover today or can it wait till our meeting February 19? We will schedule another Board meeting in February, date/time to be determined. Barb will check the doodle poll that went out in December for a good date.

#### Issue Bin

- retreat
- Strategic plan
- Logo
- Next year's budget (on February or March agenda)
- Procedures manual

#### Upcoming Meeting Dates:

#### Next Executive Committee meeting

- February 10, 2016 at 10:00 a.m.

### **Next Board Meeting**

- We will schedule another Board meeting for early February, date/time to be determined.
- February 19, 2016 at 2:00 p.m.

### **REPORTS**

#### **Conference Committee Report – January 29, 2016, MI-ALA Board Meeting**

The MI-ALA Conference Planning Committee continues to move forward.

Committee member Kendra Lake is collaborating with Terence O’Neill and the Communications Committee on publicity, and Heather Ladiski is maintaining the website. Heather is finalizing online registration forms, which the Committee members will test out before registration goes live at the end of February. The exact date is TBD. We will hold 21 breakout sessions (instead of 20) due to an acceptance mix-up and late response. Teague Orblych (UM-Dearborn) and Mike Hawthorne (WSU) have done a wonderful job as Program Co-Chairs.

Sponsorships continue to come in—the deadline is March 1<sup>st</sup>. To date, eight libraries and three vendors have sponsored the conference. Fred Sweet (Cornerstone) is doing a fantastic job as Sponsorships Chair.

Poster Proposals are due January 31<sup>st</sup>. Kristen Maps will assemble a jury to review the proposals and make notifications by February 26<sup>th</sup>.

Thanks to its generous donation, Ferris is underwriting the nametag/program-at-a-glance badges and lanyards. This item will be the conference “giveaway.” A graphic design student at GVSU will design this item for us; it remains to be seen if we’ll have an approved MI-ALA logo in time to print the badges.

**Discussion item: Should we offer one or more LIS student scholarships for the conference? If so, how many and for how much?**

Many details—including menus and conference programs—have yet to be worked out, but I will keep you posted!

The next Conference Committee Conference Call will be February 17, 2016. However, we all keep in regular contact via email.

Respectfully submitted by Stephanie Mathson.

### **MI-ALA Admin Report Jan 2016**

#### **Website**

Handling support regarding poster proposals

Updating website with conference information as requested

Created registration form for conference (to be shared with committee shortly)

#### **Membership**

-Membership (as of 1/29/16) is as follows: **283 total members**

Broken down

258 individual members have been invoiced and paid  
8 student members have been invoiced and paid.  
3 additional individual members have been invoiced but not yet paid  
2 additional student members have been invoiced but not yet paid

23 institutions have been invoiced and have submitted payment for FY2016.

**Administrative Duties**

Working with Scott on financial reporting tools  
Working with Stephanie D and Christina on procedure manual  
Interest Groups  
-have 18 total interest groups

**Issue Bin**

**Projects on my to do list**

Help with procedure manual  
Help where I can with conference planning committee  
Develop handy materials for Interest Group leaders