

**MI-ALA Board Meeting Minutes**  
**June 3, 2016 @ 2:00 p.m.**

**Attendance:** Mary Beeker, Barbara Bolek, Stephanie Davis, Paul Gallagher, Scott Garrison, Rachel Minkin, Stephanie Mathson, Christina Radisauskas, David Scott

**Absent:** Dawn Winans, Sandy McCarthy

**Call to order: 2:00 pm**

**Consent Agenda items**

- I. Approval of May 20, 2016 Board Meeting Minutes
  - Stephanie Davis made a motion to approve the minutes and Paul seconded. The motion carried.
- II. Approval of agenda
  - Scott made a motion to approve the agenda and Mary seconded. The motion carried.
- III. Committee Reports
- IV. Communications
  1. Executive
  2. Membership
    - The membership surveys have been sent.
    - Institutional solicitation letters have been sent.
  4. Nominating
    - The process continues and ends on Monday. We will send out a final reminder. The link should go out with the reminder e-mail.
  5. Conference
    - Stephanie was asked about location requirements list for next year.
    - The Library of Michigan showed Scott some spaces (including new rooms) they had available to hold our conference next year. There is some uncertainty that the space would be ready in time.
    - If we increase attendance will we need more concurrent sessions.
    - We received two volunteers who wish to be on the conference committee next year.
    - Mary and Christina will talk about the possibility of having the conference in Traverse City.
    - Member renewals need to go out soon.
- V. Section Reports
  1. Administrative Section
    - No report.
  2. Collections Section
    - No report.
  3. User Experience Section
    - No report.
- VI. Budget Report
  - Need the final confirmation numbers from Stephanie.
  - A June budget report will be coming.
- VII. Partner Reports
  - MCLS
    - Heather will be back on July 5.

- We are very happy with the work MLC has done for us while Heather was away.

#### VIII. Advocacy Task Force

- Stephanie Davis will be joining as the task force providing the group with a community college representative. The Task Force is excited about the strategic planning meeting.

### **Old Business**

#### IX. Board Retreat / Strategic Plan

- We are waiting for the announcement regarding who the new people on board are. After that announcement, a formal invite (asking for an RSVP) will go out. We will have lunch on Thursday (paid for by MI-ALA).
- The member surveys should be discussed.
- Do outgoing board members need to be there on Friday? Board members should plan to be there both days.
- Section, Advocacy Task Force and Committee Chairs need to be there only on Thursday. We will start at 10 a.m both days. There will be coffee available.

#### X. Logo rollout

- We will hold off on that till Heather is back at work.

### **New Business**

#### XI. Administrative Section program proposal

- The board approved \$700 for seed money for their event. There was some discussion regarding if and how much members should pay, and if nonmembers should pay.
- Members will be able to attend for free. Nonmembers will pay \$20.00.
- Should we give the same amount (\$700.00) to Collections and the User Experience sections? We thought the next Board should decide.
- Crystal and Megan will have to work on the registration form.
- We liked the Administration section's proposal and will model a funding request form based on their proposal's format.

#### XII. Procedures Manual

- We'd like to propose the following to the new Board
  - Assigning the updating of the Procedure manual to Heather and get a Board member to be a Board Liaison for the Procedures Manual.
  - Propose to the new board that each Section be made responsible for updating their part in the procedures manual?
  - This should also be discussed at the strategic planning meeting.
  - Maybe a manual review can happen at future board retreats.

#### XIII. MCLS Contract

- 2016-19 terms and conditions remain the same.
- We thought we should provide 120 day notice if we must withdraw from the agreement.
- Scott made a motion to accept the contract. Barb seconded the motion. The motion carried.

Looking for more participation from comm col members....can we open ig mailing list up to nonmembers? Is it possible? IG lists? Doesn't seem to be technically possible. Is there a workaround? We may need to change how website works. Should be in new boards hands.

The meeting adjourned at 3:18 p.m.

### **Issue Bin**

Rachel will talk with the administration section regarding their proposal.  
Rachel will talk with Randy at MCLS regarding contract corrections/changes  
Individual memberships

### **Upcoming Meeting Dates:**

#### **Next Executive Committee meeting**

- June 8, 2016 at 10:00 a.m.

#### **Next Board Meeting**

- To be determined.

#### **Strategic Planning Retreat**

- June 30 - July 1 in Lansing, at MCLS.