

MI-ALA Board Meeting Minutes
August 9, 2016 @ 1:00 p.m.

Call to order: The meeting was called to order at: 1:03 p.m.

Present: Barbara Bolek, Stephanie Mathson, Rachel Minkin, Paul Gallagher, Beth Martin, Julia Eisenstein, Dawn Winans, Jessica Sender, Heather Ladiski, Kendra Lakes

Absent: Sandy McCarthy, Jill Morningstar

Board Business meeting: called to order at 1:02 p.m.

Consent Agenda items (agenda items I-VIII)

- I. Approval of July 1, 2016 Board meeting minutes.
 - Rachel made a motion to approve the meeting minutes and the consent agenda items on the agenda. Dawn seconded. The motion carried.
- II. Approval of agenda
- III. Committee Reports
 1. Advocacy
 - The Advocacy Committee hasn't met yet. Emily Hayes will be the chair.
 2. Communications & Marketing
 - There was no report.
 3. Executive
 - There was no report.
 4. Membership (filed at the end of the meeting minutes, under "Reports")
 5. Nominating
 - There was no report.
 6. Conference (filed at the end of the meeting minutes, under "Reports")
 - Are there any ideas or input on keynote speakers for our next conference? Are there parameters for speakers?
 - A wide array of people were discussed.as nothing is set in stone at this time.
 - Is the board sending out a welcome to MI-ALA communication that could also announce dates and theme of conference?
 - Stephanie is working on the welcome message to be sent out to MI-ALA members.
 - The Conference will be announced, but the committee should send out future communications. There is no theme yet. Location and dates still need to be worked out.
- IV. Section Reports
 - Administrative Section
 - There was no report. The one-day event in July was very successful.
 - Collections Section (filed at the end of the meeting minutes, under "Reports")
 - The section is perfectly welcome to hold an event.
 - Is there now an official form? Heather will create a proposal form using the Administration Section's request for funding as a template.
 - There is \$700.00 available for each section to use for conferences, meetings, workshops, etc.
 - There are registration forms available as well.

- User Experience Section (filed at the end of the meeting minutes, under “Reports”)
 - They are evaluating where they are at right now. They are not ready to come to the board yet but would like to be able to sponsor/provide travel grants for presenters to ACRL.

V. Partner Reports

- MCLS (filed at the end of the meeting minutes, under “Reports”)

VI. Procedures Manual Task Force Report (filed at the end of the meeting minutes, under “Reports”)

VII. Website Task Force Report (filed at the end of the meeting minutes, under “Reports”)

- Questions / concerns for the Board:
 - Someone needs to check on what the MI-ALA agreement with MCLS regarding the website entails. Who will do that? A member of the Board, the Communications and Marketing Committee, or the Website Task Force? Heather serves as the webmaster. Also in charge of the logistics. What happens if there is structural elements we want to change? It is up for discussion? There may be some system functionality that can't be changed. Who knows what the software is or isn't capable of? Heather is the contact and she can reach out to the software company.
 - There needs to be a contact person who would know what the web software is and is not capable of. Who would that person be or who should be designated to find out who that person would be? A member of the Board, the Communications and Marketing Committee, or the Website Task Force?
 - Would the board be open to a different web software altogether? The agreement doesn't say we are bound to the company that we are using. Some feel that what we are currently using is too limited. We need to know what we want it to do. The software would have to have good membership management tools.
 - There was discussion at the Board Retreat about having an MI-ALA member be a designated website administrator. Heather is doing a great job, but she is only supposed to be working a set number of hours per week for MI-ALA. Ashley and I think the website administrator(s) should be from the Communications and Marketing Committee. How will this be addressed? Can website administration be shared between Heather and someone else from Communications & Marketing? Yes, but there must be good communication between the two positions. Administration rights can be granted to someone else.
 - How many people should be on the task force? Five people will be on the task force.
 - Do charges need to be written (and approved by the Board?) for the Website Task Force? Their charges will be: 1. Reviewing the membership survey comments regarding the website. 2. Learning what MIALA is bound to by agreement with MCLS regarding the website. 3. Analyzing the current functionality of the website and recommending what is good about the website, what should be retained, what needs improving, and what needs to be eliminated completely. 4. Suggesting possible changes regarding the graphics and overall design of the MIALA website.

- Paul made a motion to adopt these four charges for the Website Task Force and Julia seconded. The motion was approved.

VIII. Budget / Financial Report (filed at the end of the meeting minutes, under “Reports”)

- A company needs to be selected to audit last year’s budget. Heather suggested the company MCLS uses, Maner Costerisan, but she can also provide additional names.
- We need to know what the cost would be. This has to happen relatively quickly. Heather will get the cost for us or get an estimate of cost.
- The Board needs to pick a company.

Old Business

IX. Logo rollout

- We will leave it to Communications and Marketing to handle. Rachel will send them (the final logo designs) out to us again.

New Business

X. Mechanics of how an Interest Group changes over to a different Section (example: Mid-Level Leadership group would like to move from the UX Section to the Administrative Section...who approves this, what is the procedure?).

- We decided to leave it to the Interest Groups and the sections to figure out. This should be brought up at the Section / Board liaison meeting.

XI. MIX & MI-ALA

- General consensus seems to be that they would love to have financial support while remaining autonomous. Would absorption conflict with our interest groups, etc.? How would the mechanics work?
- Could non-MI-ALA members attend their conferences? Could MIX come on board as a pre-conference for our conference? They were looking at establishing structure/infrastructure.
- They need to get more specific with what they had in mind for a relationship. This could be a key opportunity for us. Should someone be selected to approach them on establishing some sort of formal relationship?
- We decided we should ask them to send us a proposal and then we could negotiate with them. Rachel and Beth could talk to Angie and begin discussions.

XII. Outreach to other library groups

- Should we put other group’s events on our calendar? We need to establish some guidelines.
- We may want to think of establishing other partnerships. How would we want to approach some of these conversations?
- Any partnering we do should be mutually beneficial.

XIII. Core Values / Mission / Vision Statement

- Theme for this year is “Shaping our Vision” -- conference theme. Next year’s conference theme should be Board’s theme for next year.
- Do we want to draft a formal mission statement or should we start with our core values first?
- Maybe we should find a venue to meet and dedicate some time to do this, or dedicate one call on this...maybe the October meeting? Or, enlist a smaller group of Board members to meet and get to work on this. Jessica, Julia, Kendra, Stephanie, and Dawn volunteered to work on this. They will look for a two-hour

block on the doodle poll. The ideas they come up with will then be presented to the board for larger discussion.

XIV. Charitable Contributions (raising funds to pay for conferences, scholarships, etc.).

- Could we have scholarship bashes? Yes.
- Is Jill a contact for working with Scott on this? If not she should be.
- Could we place something on renewal forms for accepting donations for this fund? Yes.

XV. Board Liaisons / Section Chairs meeting

- This has been scheduled for August 29th, 3-4 p.m.).
- This meeting is only for Board Liaisons and Section chairs.
- Paul will draft an agenda for the meeting and send it out to all involved.

The meeting adjourned at: 2:20 p.m.

Issue Bin / Future Agenda Items

- Core Values/Mission/Vision Statement (to be placed on each meeting agenda in 2016-2017)
- Guidelines for outreach to other groups.

Upcoming Meeting Dates:

Next Executive Committee meeting

- Monday, August 19, 2016 at 3:00 p.m.

Next Board Meeting

- Monday, September 19, 2016 at 1:00 p.m.

Board Liaisons / Section Chair Meeting

- Monday, August 29, 2016 3:00 p.m.

REPORTS

Membership Committee Report (from Jill)

I spoke with Corinne on the phone this morning, and we're going to work on editing individual membership letters to send to those who have renewed for the year. We want to focus on the success of the conference and leverage moving forward. We believe that our members want to know where their money is going so we plan to express that in the membership letter. Corinne will also work on a letter for institutional membership renewal to be sent out after Labor Day.

An idea we had is to create letters for librarians who attended MI-ALA events but are not members so they will consider joining MI-ALA. We also want to get a list of ACRL members and compare that with MI-ALA members to see who else we can encourage to join MI-ALA.

One area we still struggle with is getting students to join the organization, so we will brainstorm additional ideas to increase student membership in the future. Corinne would also like to create a membership committee. She's aware that many librarians have already done outreach and she thinks there is plenty of work for a committee. This could help with getting more community college and student memberships for MI-ALA as well as institutions. She will send out a call for interest for committee members but she does have some point people in mind for these specific areas.

Conference Planning Committee Report (for August 9, 2016 Mi-ALA Board Meeting)

1. Met once already, looking for input from board on Keynote speakers
2. Dividing and conquering tasks-posters, programs, etc. Task Teams have been formed based on what tasks people have indicated they'd like to participate in
 - a. Wednesday evening program
 - b. Logo/name badges
 - c. Poster review group/presentation review group
 - d. Webinar or streaming possibilities
 - e. Vendors
3. Have created extensive timeline with deadlines and due dates for different tasks and purchases
. If interested in seeing, ask Jessica
4. Question for board: Is the board sending out a welcome to Mi-ALA communication that could also announce dates and theme of conference?
5. Meeting again 8/16

Collections Section Report --Barbara Bolek, Board Liaison August 9, 2016

I have been placed on the e-mail list for the Collections Section and invited to attend their Section Meetings (scheduled for the 4th Thursday of the month, from 11:00 - 12:00 p.m.). I was unable to make the July Meeting, but will be attending in August. Chair Mike Hawthorne made sure I was included in on getting the minutes to their July meeting.

It was indicated that Regina approved the Interest Groups from last year, but that was all that they did as a section last year. At the next meeting I attend in August, I will ask them if Regina made them an ALCTS affiliate member (I believe she had told me she was going to do that).

Mike has heard that the Collections IGs want to do more, but they want leadership from the Section Board as to what they can do. Mike will invite all the IG Leaders to meet with us to discuss what the Section can do to help them. He would like to see the IGs host at least two events per year. They are thinking about setting up a system for them to use for online events.

Mike is creating criteria for new IGs and the Section's process for reviewing applications. He mentioned that the MI-ALA Board would like to meet with section leaders on a regular basis. He mentioned that each section has \$750 they can use to events and that they should pass this information onto the IGs to use for events presuming it fits the Section's criteria.

They discussed the possibility of holding a mini MI-ALA conference which would allow IGs and sections a smaller-scale event to present new ideas in a less formal setting than the annual conference. Mike plans to talk to the Board about this possibility. He would like answers regarding this by the Section's next meeting in August.

Besides this meeting report, two new Interest Groups are being added to Collections: a Shared Print Collaboration Interest Group and a Resource Sharing Interest Group.

User Experience Section Report

Board Liaison - Dawn Winans

August 7th, 2016

Section Charge: The User Experience (UX) Section will be concerned with all the ways that libraries help users find research, library materials, and other information, whether it is located within the library, outside the library on campus, or in remote online repositories & databases. The UX Section board will be responsible for approving applications for relevant Interest Groups and coordinating their activities. Areas that would be part of the UX Section include website development, digital content stewardship, embedded librarianship, digital humanities, data mining, and information literacy.

Chair - Christine Tobias	Chair-elect - Emilia Marcyk
Secretary - Katrina Rouan	At-large Representative - Karl Ericson At-large Representative - Jennifer Wright

Status of Interest Groups

“According to survey, participation and engagement with many of the UX Section’s Interest Groups (IG) was generally rated “Low,” by respondents with a few exceptions. Critical Librarianship, Community Engagement, Education & Curriculum, and Instruction & Information Literacy IG’s were rated “Average.”

Generally, the UX Section’s IG’s were rated as “Somewhat Active” or “Not Active”. The IG’s rated as “Not Active” included Community Engagement, Distance & Online Learning, Outreach/Liaison, STEM, and Web Development.” (UX Section notes from the MI-ALA Strategic Retreat - June 30, 2016)

Name of Interest Group	Contact Person	No. of Members
Community Engagement	Yes	29
Critical Librarianship	Yes	19
Distance & Online Learning	Yes	36
Education & Curriculum	Yes	30
Instruction & Information Literacy	Yes	87
Mid-Level Leadership	Mid-Level Leadership moved to Administration Section - July 2016	
Outreach/Liaison	No	55
STEM	No	26
Web Development, Design, and User Experience	Yes	22

The UX Section Board held a meeting/conference call last month and created the following goals for the new year:

- Continue to manage relevant Interest Groups by approving applications and coordinating their activities.
- Hold a mid-year Section event (possibly in conjunction with the Collections Section).
- Sponsor a travel grant to provide financial support for attendance and presentation at the ACRL 2017 conference in Baltimore. (They realize that this is an item that will require a proposal and board approval.)
- Sponsor a program (or track) at the Annual Conference.
- Hold a Section meeting at the Annual Conference.

The Section is keeping/sharing their documentation and meeting notes in a Google Drive Folder.

Next UX Section Board Meeting is scheduled for Wednesday, August 17, at 2pm. I will not be able to be in attendance.

MI-ALA Board Liaison/Section Meeting is scheduled for Monday, August 29, 3:00 – 4:00 p.m. I plan on attending. UX Chair Christine Tobias will be out of town so Chair-elect Emilia Marcyk will be in attendance.

MI-ALA Admin Report July 2016

Website

Updated website and project areas within members only area with current year leadership contact information.

Added Advocacy committee informational page and project area to website

Updating committee project areas with archival and planning information.

Membership

-Answering questions on renewals by members

-provided membership chair with update of membership (up to 7/27/16)

-Membership (as of 8/8/16) is as follows: 316 members

Broken down:

156 individual members have been invoiced and paid for their FY17 renewal

4 student members have been invoiced and paid for their FY17 renewal

52 new individual members since March (their membership carries over into FY17)

2 new student members since March (their membership carries over into FY17)

96 individual members have been invoiced for FY17 renewal but have not yet paid

6 student members have been invoiced for FY17 renewal but have not yet paid

(NOTE: 11 members from FY16 have self-dropped their membership at renewal (reasons include retirement, moving out of state, no longer working in a library, membership in other orgs, and since their library is an institutional member they no longer need individual membership))

25 institutions have been invoiced for FY2017 (including 2 new members, Western Michigan University and West Shore Community College)

22 institutions have paid (waiting on West Shore CC, Michigan State, and Madonna University)

A reminder was sent out in late July and another will be sent in late August. Those who do not renew by September 1 will be dropped from membership (in accordance to bylaws article IX section 3)

Administrative Duties

- Met with Scott and Jill for treasurer transition meeting
- Provided Christina and Stephanie with a document showing what happened within the conference planning committee last year.
- Processed payments for conference invoices

Interest Groups

- have 19 total interest groups (including 2 brand new IGs, Shared Print Collaborative and Resource Sharing)
- Provided new section leaders (and cc'd their board liaisons) with documents on new Interest Group start up process

Issue Bin

-Reaching out to interest groups? I'm not sure if they are communicating with their sections regarding their group leadership and/or meeting notes? To date, I have only received leadership information from 2 IGs when they started up (nothing from IGs since election time).

-Participating in committees/task forces...as the admin for the organization, the easiest way for me to be the steward of information within the organization is to participate in the committees. I feel like I can/should at least be available to provide historical information of what has happened in prior years, as well as be able to point leaders into taking advantage of the tools provided in our membership management system. As boards/committees members come and go, I can help provide some consistency.

-Feel bad that I wasn't around to participate in the board retreat. It would have been a great opportunity to show the leadership what tools are provided in the membership management system as well as give a presentation on what, as admin, I should be doing in service to the board and organization.

Projects on my to do list

- Continue to add archival and planning/procedural information to committee project file areas
- Develop handy materials members/leaders on tools within the membership management system.
- Provide Jill with accounting firm information
- work with Stephanie Davis as she provides this year's nominations committee chair with documentation of last year's process.

MI ALA Procedures Manual Task Force

August 2016 Report

Members: Sandy McCarty (lead), Stephanie Mathson, Jessica Sender, and Christina Radisauskas

Sandy is in the process of determining the current status of the work previously completed by the Task Force last academic year. She will be meeting with Stephanie Davis on August 23 to gather background information about the Task Force.

Christina provided Sandy access to the Procedures Manual Google Docs from last academic year. The Task Force will meet virtually by the end of August to set an agenda for the current academic year to complete the Procedures Manual.

Respectfully submitted,
Sandy McCarthy

Website Task Force Report to the MIALA Executive Board

Ashley Blinstrub (Chair of the Communications and Marketing Committee) and I held a phone meeting Wednesday, July 27 to discuss the creation and purpose of the Website Task Force.

Regarding membership of the two groups, the task force isn't intended to be a subcommittee of the Communications and Marketing Committee. There should be little to no overlap between those on the Committee and those on the Task Force (with the exception of Ashley of course who will be on both).

We agreed that Ashley needs to fill out the Communications and Marketing Committee first using the list of volunteers that Heather distributed and the list of participants on Web Development Interest Group. When she is satisfied she has the right number of individuals for the committee, I will also utilize the Web Development Interest Group list of participants to populate the Web Task Force.

The primary purpose, as we see it, of the Website Task Force is to make recommendations to the Communications and Marketing Committee on how to improve the MIALA website. This would entail:

1. Reviewing the membership survey comments regarding the website.
2. Learning what MIALA is bound to by agreement with MCLS regarding the website.
3. Analyzing the current functionality of the website and recommending what is good about it and should be retained, what needs improving, and what needs to be eliminated completely.
4. Suggesting possible changes regarding the graphics and overall design of the MIALA website.

Several issues/questions came up in the course of my conversation with Ashley.

1. Someone needs to check on what the MIALA agreement with MCLS regarding the website entails. Who will do that? A member of the Board, the Communications and Marketing Committee, or the Website Task Force?
2. There needs to be a contact person who would know what the web software is and is not capable of. Who would that person be or who should be designated to find out who that person would be? A member of the Board, the Communications and Marketing Committee, or the Website Task Force?

3. Would the board be open to a different web software altogether?
4. There was discussion at the Board Retreat about having an MIALA member as designated website administrator. Heather is doing a great job, but she is only supposed to be working a set number of hours per week for MIALA. Ashley and I think the website administrator(s) should be from the Communications and Marketing Committee. How will this be addressed?
5. How many people should be on the task force?

Action steps:

Ashley will finish populating the Communications and Marketing Committee at which time I will populate the Website Task Force.

Charges need to be written (and approved by the Board?) for the Website Task Force.

Respectfully submitted,
Julia Eisenstein
July 29, 2016

**Financial Report (from Jill)
August, 9, 2016**

We need to select a company to audit last year's budget. I'm waiting to hear back from Heather on the company that MCLS uses. She suggested just going with that company but said she could provide me with additional names. The board just needs to pick a company and once we have one in place, I can let Heather know to get that going. We'd like to start the audit in September/October so that it will be completed around February. As soon as I get that information from Heather I will pass it along to you or the board (whichever works better).

I also had a comment about some of the conversations started on advocacy specifically involving MIX. Scott and I worked on the upcoming fiscal year budget, and we did set aside money for advocacy efforts. I don't have that exact number right now because I just realized I don't have the template for the upcoming budget so I will email Scott for that. I think we set aside about \$2000 if needed, so financial support is possible if we decide to take that route.