

**MI-ALA Board Meeting Minutes
September 19, 2016 @ 1:00 p.m.**

Present: Barbara Bolek, Julia Eisenstein, Paul Gallagher, Kendra Lake, Beth Martin, Stephanie Mathson, Rachel Minkin, Jill Morningstar, Jessica Sender, Dawn Winans

Absent: Heather Ladiski, Sandy McCarthy

Call to order: The meeting was called to order at: 1:01 a.m.

Board Consent Agenda:

- A motion was made by Julia to approve the Consent Agenda. Jessica seconded. The motion carried; the Consent Agenda was approved..

Consent Agenda items (agenda items I-VIII)

- I. Approval of August 9, 2016 Board meeting minutes.
- II. Approval of agenda
- III. Committee Reports
 1. Communications & Marketing (report filed at end of meeting minutes under "Reports")
 2. Executive
 6. Conference
 - The Keynote speaker will be Emily Drabinski who was our first choice for speaker. The honorarium will be \$1500 plus travel/hotel expenses.
- IV. Section Reports *The Sections are hoping to do a mini-joint event some time in December (possible dates are December 2 or December 9).
 1. Collections Section (report filed at end of meeting minutes under "Reports")
 2. User Experience Section (report filed at end of meeting minutes under "Reports")
- V. Partner Reports
 - MCLS
 - MCLS will be assisting us in Heather's absence. Crystal and Megan will be available if we need them.
- VI. Procedures Manual Task Force Report (report filed at end of meeting minutes under "Reports")
- VII. Website Task Force Report
 - So far there are four people on this task force. We are looking for one more person to serve on it.
- VIII. Board Liaisons / Section Chairs Meeting. (report filed at end of meeting minutes under "Reports")
- VIII. Budget / Financial Report
 - There was nothing to report.

Old Business

- Core Values/Mission/Vision Statement
- The task force will have a conference call next Monday. There may be something going out for Board review before next Monday.
- Logo rollout (any update on this?)
 - No update at this time.
 - It is listed as a project for this year in the Communications report.

- The committee will be meeting together shortly to discuss this and other plans for the year.

New Business

- ACRL Travel Grant Proposal
 - User Experience put together this proposal. It is for two grants (regarding funding for 2 people's travel expenses to the ACRL annual conference). This would be two \$500 awards. They have designed a rubric for judging.
 - They also noted we don't have a scholarship for the MI-ALA Conference yet.
 - We like their proposal...it strengthened their case.
 - What is our financial status for something like this? We set aside \$4,000 in sponsorships for the MI-ALA conference specifically. We didn't think about travel grants to other conferences. Could we take it out of general expenses?
 - This could show the value of MI-ALA membership.
 - A motion was made by Dawn to approve the proposal as presented with the amendment that recipients must provide, within a month after their return from the conference, a few paragraphs summarizing their conference experience. Barb seconded the motion with the amendment. The motion carried.
 - How would it work? Receive the money on the front side or after? On the front side. They will need to provide the brief report after they attend. Their reports could be posted in the newsletter as a testimonial.
 - We will ask the Conference Committee to propose something similar for MI-ALA annual conference scholarships. We should also think about student grants for MI-ALA conference attendance.
 - Can an IG request funding for an event? Yes...via their Section.
- Small outreach/goodwill meetings.
 - We should take our show on the road.
 - Having Board meetings at different locations seems difficult. But the idea of outreach meetings/membership events could happen.
 - Each Board member could host one. We would need to partner with directors and deans to get a space, provide coffee and snacks, and invite people in the region. What about a webinar approach to this (WebEx or similar?).
 - Rachel, Jill, Paul, Barb, and Beth will meet on this. Kendra will look into webinar software.
- Board Strategic Planning Retreat ([outcomes document with status updates](#))
 - Is this useful? Yes it is useful...everyone should update it when needed. It will be added to our consent agenda.
- LOM Meeting update
 - Jessica explained our progress in the last year. There were no questions for MI-ALA.
 - MAME talked about the advocacy they have been doing.
 - Last election's millages were discussed.
- Guidelines for outreach to other groups (from last Board issue bin)
 - This was discussed at our last Executive Committee Meeting (see Executive Committee Meeting Notes, under VII).
 - We should 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 broach some of these conversations?
 - Any partnering should be mutually beneficial.

- Can we reach out and attend meetings of other groups to discuss what we are doing?
- We should let the Communications Committee handle these issues. Can communications do a little brainstorming on this? Maybe they could task one of their members with this work (external group communications).
- Some groups may wish to work with us on advocacy; if so, they should connect with the Advocacy Task Force.

The meeting adjourned at: 1:45 p.m.

Issue Bin / Future Agenda Items

- Core Values/Mission/Vision Statement (to be placed on each meeting agenda in 2016-2017)
- Communications Committee and outreach to other groups
- Outreach/Goodwill meetings

Upcoming Meeting Dates:

Next Executive Committee meeting

- Monday, October 10, 2016 at 9:00 a.m.

Next Board Meeting

- Wednesday, October 19, 2016 at 1:00 p.m.

Board Liaisons / Section Chair Meeting

- Monday, October 17, 2016 at 3:00 p.m.

REPORTS

Communications & Marketing Committee report

Prepared 9/14/16 by Kendra Lake

The Communications & Marketing Committee has sent out the first newsletter of the year, and plans to send them monthly moving forward.

As of 9/7/16, the communications committee chair Ashley Blinstrub has added multiple members to her committee including: Jessica Shuck, Walter Cole Hudson, Laura Walton, Clayton Hayes, David Scott, and Michelle Strasz

Serving in the following roles:

1. Committee chair (Ashley Blinstrub)
2. Member responsible for Section Head/IG related communications
3. Member responsible for Social Media communications (David Scott)
4. Member responsible for website news updates/calendar updates
5. Member responsible for Conference Committee communications
6. Member responsible for communications with all other committees
7. Member responsible for external organization outreach & external partnerships
8. Board Liaison (Kendra Lake)

(Roles 5&6 may be combined if it is determined we don't need someone specifically in the conference communications role)

A first committee meeting is being scheduled soon, with the following items already on the agenda.

MI-ALA Communications and Marketing Committee Draft Agenda

1. Introductions
2. Board Updates
3. Chair Updates
 - a. Newsletter
 - b. Website Task Force
4. Year Projects
 - a. Logo Rollout Plan
 - b. Member engagement ideas
 - c. Guidelines for working with other organizations / outreach and goodwill opportunities / targeted partnerships

Notes from the Collections Section/Interest Group Meeting, August 25, 2016

*This (the questions and concerns portion of this document) was sent to the Board separately previously, as I wanted to provide responses to their questions right away to Mike Hawthorne. The only other missing pieces of information from the meeting are directly below (right before "Questions / Concerns...")

1. I provided the group with a summary on what the Board has been doing and talking about. Just to provide them with some information. They were very happy to receive the information from me.
2. The Section/Interest groups are interested in doing some sort of event either as a section, or as part of a "mini-MI-ALA conference with the other sections".
3. The IGs thought that maybe they'd consider planning a meeting sometime in the future (individual IGs) at MCLS since the space is free for meetings.

Questions / Concerns from Collections Section/Interest Group meeting August, 25, 2016

1. There was some regret expressed regarding the IGs not being able to have a meeting time at our Conference as some were hoping to use that time to organize there. It was strongly suggested that a formal meeting time be set aside at our next conference.

2. A number of people mentioned that they found the website hard to navigate and don't like having to log in for everything. This became more apparent when individuals were looking for where they could store Collections meeting documents. They think there are too many clicks to take to get there and it really isn't apparent how to get there (the text for that link...can it be made larger?) Here are the steps I outlined for them on how to get there (they would like to know if there is an easier way than this).

- When you log into the MI-ALA site:
- Scroll down to "**Member area features**"
- Under the category of "**Engagement**", click on "**Section/Interest Groups/Committees**"
- Scroll till you see "**Collections Section**" (**do not click** on "Collections Section"...in the text below the Collections Section header, you will see a link to click on that says: "**enter Sections/Interest Groups/Committees area**"...click on that link.

- Once there you will see an icon called "**Documents**". Click on that icon. The minutes are resting in there.
3. Could Heather send out the welcome information again to Collection Section and IG leaders (Interest Group Leader manual and anything else that helps with website navigation or reserving rooms at MCLS, etc.)?
 4. The opt-in for the IG message Board (to receive e-mails instead of having to go to the message board is problematic)...is there a work-around, or can it be made clearer that you have to opt-in to receive messages in your e-mail?
 5. An IG whose conference proposal was rejected wanted to know if conference planners could provide a little more information regarding what's expected for conference proposals (judging rubric, etc.?). They wanted to know more about judging criteria so they could hit the mark better next time around.
 6. What are the terms of office for IG contacts/leaders and Section leaders?
 7. They would like the Board to consider obtaining a platform that could be used to hold virtual meetings. Everyone is doing their own thing right now (phone conferences, web conferences, etc. and if there was a dedicated platform used by MI-ALA, it would help.

<p><u>User Experience Section Report</u> Board Liaison - Dawn Winans September 14th, 2016</p>	
<p>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.</p>	
<p>Chair - Christine Tobias - MSU</p>	<p>Chair-elect - Emilia Marcyk - MSU</p>
<p>Secretary - Katrina Rouan - WSU</p>	<p>At-large Representative - Karl Ericson - UDM At-large Representative - Jennifer Wright - U of M</p>

8/29/2016 - Mi-ALA Board Liaison & Section Chair Meeting

- The following people were in attendance: Paul Gallagher - Administrative Section Board Liaison, Julie Garrison - Chair of Administrative Section, Barbara Bolek - Collections Section Board Liaison, Mike Hawthorne - Chair of Collection Section, Dawn Winans - User Experience Section Board Liaison, Emilia Marcyk - Chair-Elect of User Experience Section, and Heather Ladiski - MCLS/Mi-ALA Board Administrative Support

The following items were discussed: ·

- Funded Events, Interest Group Event Proposal Form
 - If a Section wants to hold a mini event throughout the year the Board can provide \$700. The money would basically be for food.
 - Cost to Mi-ALA Member - None
 - Cost to Non-Members - \$20 (If they become a member the event would be free)
 - The Form to obtain funding for an event is located on Page 13 of the attached Mi-ALA Section Leaders Manual
- There is an interest in holding events online
 - MCLS has WebEx for hosting MCLS and MeL classes

- This is an option for hosting an event on a case-by-case basis for a minimal fee
 - Free Conference Call is now offering a video conference option that Heather Ladiski is going to investigate.
- Website: capabilities relevant to sections (Heather)
 - Heather is willing to hold training sessions with the Sections & IG Leaders over the tools available on the website. Request a training session from Heather at heather@miala.org
 - 3 Most Used Tools
 - Broadcast Emails to everyone in a Section or IG
 - Message Boards
 - Upload Files/File Archive
 - Is not capable of shared editing like Google Docs but is a good place to store essential documents for future leadership.
- Moving Interest Groups
 - The Sections and the IG know where they best align, just notify the Board.
- Board Liaison & Section Meeting schedule, frequency?
 - Quarterly or more often if needed. We will meet again in late October or early November.
- Other Information
 - UX - ACRL Travel Grant Proposal
 - The Board realized that they do not currently offer a scholarships to their own events, something to think about.
 - Former Mi-ALA Treasurer Scott Garrison is interested in fundraising for scholarships.
 - The Sections stated that they need more directions in regards to how to hold elections for officers.

9/13/2016 - The UX Section held a Board Meeting and I was in attendance. The following was discussed:

- MiALA/ACRL Travel Grant Proposal - The UX Section has completed the proposal and asked that I present it to the Board at the September 19th meeting.
 - Question - The UX section wanted to know how the grant would be distributed? Check to individual? Mi-ALA pay ACRL directly?
- Mini-MiALA Midwinter Conference Plans - The UX Section is working with the other sections to put together a 1 day mini conference.
 - Tentative dates for the conference are December 2nd or 9th.
 - Possible locations for the event mentioned were Oakland U, Wayne State, Washtenaw CC, and U of M - Dearborn.
 - There will be some workshops in the morning and IG breakouts in the afternoon.
- Question - Can an IG receive funding for an event?
- Discussed how they are going to provide guidance and support to their IG leaders.

Next UX Section Board Meeting w/ IG Leaders is scheduled for Tuesday, September 20th, at 2pm.

Next MI-ALA Board Liaison/Section Chairs Meeting is scheduled for Monday, October 17th, at 3 pm.

Next UX Section Board Meeting is being scheduled for the 3rd or 4th week in October.

MI ALA Procedures Manual Task Force

September 2016 Report

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

Sandy held a virtual meeting with Stephanie Davis on September 1, 2016 to gather background information about the Task Force. One outcome of the discussion was to add Heather Ladiski to the Task Force. Stephanie provided information about the sections to include in the Procedures Manual as well some past history. Sandy will also review the documents emailed to the Board from Heather Ladiski on August 29, 2016 MI-ALA Section Leader Resource Manual, MI-ALA Member Resources Manual, MI-ALA IG Leader Resource Manual, and MI-ALA Committee Leader Resource Manual. Are these separate manuals to be included in the Procedure Manual? Sandy will set up a meeting with Heather Ladiski.

The Task Force will meet virtually next month.

Respectfully submitted,

Sandy McCarthy

MI-ALA Board Liaison / Section Chair Meeting - August 29, 2016

Agenda:

- Introductions/meeting intent/context
- Funded events, Interest group event proposal form
- Website: capabilities relevant to sections (Heather)
- Moving interest groups
- Meeting schedule, frequency?

Attending: 'Julie Garrison - Western Michigan University' <julie.garrison@wmich.edu>; M Hawthorne <Mike_Hawthorne@wayne.edu>; tobiasc@msu.edu; 'Barbara Bolek - University of Michigan-Dearborn' <bbolek@umich.edu>; 'Dawn Winans - Kettering University' <dwinans@kettering.edu>; 'marcyk@msu.edu'; 'Heather Ladiski' <heather@miala.org>

Notes:

- There is planning for a **joint section “midwinter” event**. As Heather noted during the call, the information about the event proposal form is on page 13 of the section leader resource manual. If you need board assistance or questions answered, don't hesitate to reach out to your liaison – the board meets again on Sept 19th.
- I'll forward your comments about considering **conference section/IG meeting times** to the hands of the conference committee.
- There was definite interest in having **online programming capability**. Heather suggested the free options from freeconferencecall.com. If there is still a need a paid option from MCLS may be possible, although this comes with a fee that would have to be approved/worked out by the board.

- Heather is happy to provide **training sessions for the website to sections and IG's** – feel free to coordinate with her about what might work and how to coordinate forces to maximize her time (thanks Heather!)
- There is some good discussion about some **grant/scholarship options**, and it's a conversation well worth continuing. I did mention this to Scott and his hope to start some fundraising for this type of activity – and he is happy to collaborate as/if needed.

Next scheduled meeting, Monday, October 17, 3:00 – 4:00 p.m.