MiALA Board Meeting Minutes
January 24, 2017 @ 2:00 p.m.

Attendance: Barbara Bolek, Julia Eisenstein, Paul Gallagher, Kendra Lake, Stephanie Mathson, Jill Morningstar, Beth Martin, Sandy McCarthy, Jessica Sender

Absent: Heather Ladiski, Dawn Winans, Rachel Minkin.

Call to order: The meeting was called to order at 2:03 p.m.

Board Business meeting:

Consent Agenda items (agenda items I-VIII)

I.   Approval of Agenda
- Eisenstein made a motion to approve the agenda and Martin seconded. The motion carried.

II.   Approval of December 19, 2016 Board meeting minutes.

III.   Committee Reports
   a.   Advocacy – No Report
   b.   Communications & Marketing – No Report
   c.   Executive – No Report
   d.   Membership
- We have 6 new individual members bringing our total membership up to 314.
- Also, S. Garrison is working on a letter to send out to Deans/Directors at non-member institutions. He'll send that out soon.
   e.   Nominating
- The Committee has a full team.
- We are reaching out to members and will put out a call for nominations.
   f.   Conference (**See Report at end of Meeting Minutes**)

IV.   Section Reports
   a.   Administrative Section – No Report
   b.   Collections Section – No Report
   c.   User Experience Section – No Report
   d.   Board Liaison Section Chair Meeting (**See Report at end of Meeting Minutes**)

V.   Partner Reports
   a.   MCLS

VI.   Procedures Manual Task Force Report (**See Report at end of Meeting Minutes**)

VII.   Website Task Force Report (**See Report at end of Meeting Minutes**)

VIII.   Treasurer's Report (**See Report at end of Meeting Minutes**)

Old Business

IX.   Any follow-up questions or discussion on Reports?
- Treasurer's Report discussion (**see e-mail from Morningstar at end of meeting minutes**) Do we want to keep our target fund balance at 30,000? We will be around $38,000 at end of year. We will make $35,000 our goal.
  o Morningstar went over the draft 2018 budget with us. Institutional membership has come in $6,000 under our projection. We have to factor this into the 2018 budget and be a bit more conservative. Morningstar will make adjustments.
  o Do we want to start a budget task force/committee that can make budget recommendations? ALAO reviews their budget and aligns it to their strategic plan on a regular basis. We don't have a true strategic plan. We should put a budget planning task force or committee together at the strategic planning retreat or sooner. We decided we should start now and, if possible, try to have one person in this group who has a CPA.
- Conference Proposal Guidelines Draft
  o What presentation formats was Ladiski thinking of? Add a clause that first publication rights are open access.
  o The third bullet point should be struck from the document.
  o Should the primary speaker be a member of MiALA? Yes...this needs to be in the document. Under funding, start with "Librarian" and end with "by MiALA".
- Conference Scholarship Grant process
  o This document looks fine.
  o Keep it simple with a set amount, or, just waive the registration fee and pay for one conference hotel night. This should be done by reimbursement rather than providing funding upfront.
  o If they've already registered, we will waive registration fee.
  o We need to talk to Ladiski about number five in the document.
  o We will not reimburse mileage.
  o It should be stated that Board members and conference committee members do not qualify. Current Board members should not apply.
  o Individuals receiving scholarships can't re-apply until after five years.
  o Selection committee will be made up of current board members and current conference committee members.
- ACRL Travel Grants process document

- o Section chairs evaluated the applications. We should have them look over the form and help with rubric.
  - o What if the person receiving the grant does not attend? We need standard language for this (regarding returning funds to MiALA that don't get used for their intended purpose.
- Setting Conference registration fees (from Conference Committee Report)
  - o Radisauskas is getting questions regarding what the conference costs will be. Last year it was $125.00 for the whole conference $75.00 for one-day attendance.
  - o This year we decided it will be $150.00 and $75.00 for one-day attendance. The non-member rate will be $200.00 for the whole conference and $100.00 for one-day attendance.
  - o Cost for students will be $50.00 for the whole conference and $25.00 for one-day attendance.
  - o Can the day before opening reception be paid for separately, as a ticketed event? We can ask Ladiski about this.
  - o Next year maybe we can consider doing early-bird pricing.
- Event Recap (data to share) from the Pop-up Conference and Mini-MiALA. We paid out more than was taken in. Would like to keep these events cost neutral for sections and IG events. Will double check that in procedure manual. At the mini 3 members joined at the event offsetting some of the losses.

X. Ad Hoc Membership Outreach Meeting
- Tentative agenda is included. We will have a practice run the Friday before. Registration is up on the website, but need to check if it is working. May be now. Communications sent out the wrong link or the link was changed along the way. Tech issues are being investigated. Registration is working. Another notice about this meeting will be sent out. Check link with Ladiski.

XI. Procedures Manual
- Met January 13 went through the entire document. Gave us another 30 days to verify what is there. By mid-February they will be finished. Hope to start communicating that it's out there and done by March or April 1st the latest.

XII. ACRL travel grants - This item was removed from our agenda.

New Business

XIII. Brainstorming ways to sell MiALA to Library Deans/Directors?
- Here are some ideas (below) we came up with at the last Executive Committee Meeting Is there anything more we can add?
  - o It's an Investment in institution's staff.
  - o We provide professional development opportunities and leadership opportunities that help to supporting promotions.

- o We are now providing scholarships to the ACRL Conference and the MiALA annual conference.
- o We are now supporting regional entities such as a contribution we made to the Great Lakes Science Boot Camp.
- o We now have funds in place to support events by sections and interest groups. We should get quotes from those individuals who received funding.
- o Let institutions know how many of their employees/members contributed to MiALA in some way. How many members are from these individual institutions (this personalizes the letters more).
- o We should ask S. Garrison if he could engage COLD directors.

XIV. ALA Midwinter Report
- Sessions and meetings were great.
- There was only one person who showed up to the MiALA get together.
- Hopefully there will be a better turnout at the ALA Annual Conference.

XV. ACRL Chapter Council Report
- They are having some growing pains.
- Communication is an issue.
- Best practices were presented but time was limited as officers' speaking took up much of the time.
- Entities like MiALA from around the country said that they only have individual member rates, not institutional member rates.
- What if we thought about changing policy so that employees of institutional members don't have to pay for an individual membership? Is that something that could encourage more institutional memberships? We will look at this idea further.

XVI. LOM Report (Minkin) - This was tabled for later.

XVII. ACRL webinars - webinar request form
- We should nudge sections to schedule a webinar

XVIII. Conference proposal guidelines (MiALA Annual Conference Location submission form and guidelines).
- The notice regarding conference location proposals for next year's conference will go out soon.

XIX. Diversity/Minority scholarships
- We will keep in the issue bin for now.
- This scholarship would be for a student's educational expenses.
- Maybe S. Garrison could help work on this.

XX. Strategic Planning Retreat document review (outcomes document with status updates).
- The Strategic Planning Retreat subcommittee will meet tomorrow.

XXI. Board/Executive Committee Meeting schedule for March-June.

- This is still to be determined.

The Meeting adjourned at 3:33 p.m.

Issue Bin / Future Agenda Items
- Diversity/Minority scholarships

Upcoming Meeting Dates:

Next Executive Committee meeting
- Wednesday, February 1, 2017 at 1:00 p.m.

Next Board Meeting
- Wednesday, February 8, 2017 at 2:00 p.m.

Board Liaisons / Section Chair Meeting
- Friday, February 17, 2017 at 1:00 p.m.

Membership Outreach Ad Hoc Committee
- **Membership Outreach Meeting:** Monday, February 6, 2016 at 1:30 p.m.

Team Reports

Conference Committee Update

1. Sessions and Posters
a. Those who submitted proposals should be notified by the end of the week
(January 20)
b. Call for poster submissions is out.

2. Finances
a. Christina has received estimates for printing name badges, and is planning to
send proposal info to the designer last week
b. Committee would like input from board on costs for non-members and students
(agenda item)

3. Vendors
a. Working on getting Aquinas to contribute the cost of printing the programs as a
sponsoring
b. 4 confirmed sponsors, 3,500 confirmed commitments
c. TechSmith has also offered an in-kind donation of their software as "door prizes"
and I am in the process of confirming that.
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- **Discussion about meeting with Carrie - ALAO IG Coordinator**
  - Each UX IG had representation on board, relationship to MI-ALA sections
  - Elected role for IG role, do this by section?
  - What counts as section activity,
  - Questions about elections:
    - **Elections**
      - Leave this to the IG's
  - Training:
    - How to use the website for this?
    - Integrate into the yearly strategic retreat

- **IG Leader meeting: Mike**
  - First year don't count -
  - Meet with IG leaders every quarter,
  - Do something model, reporting back ….
    - Coming back to the section board,
  - Inactive IG's - what to do?
    - Steps to move this ahead…
  - Members seem happy with direction / focused activities
  - **Amelia/Maureen presentation: RDA pop-up conference**
    - Invaluable to the IG leaders…. , what works, doesn't, online component
    - Repackage presentation for the website. Video clip 15 minute.
    - Could we do a webinar for this?
    -
  - IG Coordinator role for MI-ALA?
    - Would there be benefit here? How would this work with the section chairs and board liaisons?
    - Revisit in the spring, maybe as a duty for the section board members.
      - Chair election will be IG coordinator - duties
      - **Flesh out the job descriptions for spring events**

- **Section auditing, inactive IG's, and bylaws "tools".**
  - "Elections for the IG's elected positions will occur each spring"
  - "IG chair will be responsible for submitting minutes or reports of meetings to the section board"
  - "each Interest Group submit a report to the section board at least three times per academic year."
  - "If an IG does not meet or submit a report of its meetings for two consecutive years, it will automatically cease to exist"
- Money question
- Training concepts
  - Training for section chairs at the summer retreat
  - Training for IG's at the summer retreat

ACRL Travel Grant

Date for decision, right after the break…

Do we want to fund this more broadly? Sponsor two spots?

Chair elect

Pull them into the conversation

Include in April

Send email and invite the chair elects / doodle poll for moving into the summer months

- Upcoming events – online membership engagement event (Feb 6, 1:30-2:30)

Next meeting scheduled for Feb 17, 1:00 - 2:00 PM

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MiALA Procedures Manual Task Force

January 2017 Report

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

The Committee meet virtually on January 13, 2017 to review the draft manual and answer any remaining questions about all sections.

The Committee reviewed the document and noted the few sections that need to be updated.

Members agreed that all revisions are to be completed by February 15, 2017.

The Committee will meet one more time after February 15 to finalize any changes.

It is expected that the MiALA Procedures Manual will be ready by end of February. The Committee plans to publicize the Manual in the MiALA March or April Newsletter.
Link to MiALA Procedures Manual

Respectfully submitted,
Sandy McCarthy
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Web Site Task Force
Meeting Minutes
January 11, 2016

Meeting convened at 1pm
Present: Cole Hudson, Julia Daniel Walkuski, Joshua Sanchez, Jenn Wright, Ashley Blinstrub, Julia Eisenstein

1. Analytics
a. Much interest in conferences
b. Also elections

c.   Even interest groups, though we know they aren't as active as they could be
d.   We need to keep it easy (make it even easier!) for people to access this information they value most

2.   Content Review
        About Us
                Maybe we cannot get this down to one page, but we can do two pages?
                It helps that the bylaws link out to a PDF download rather than a page

        Current members
                Only thing to be locked down: my account, member directory, election
                information (which only comes up once a year anyway)
                        All the rest of this can be public (yes, including interest groups)
                        This lets people know that these groups are active and engaged
                Member Directory and Member Name Search = redundant
                        Just stick with the directory
                Contact MiALA and Help mail-to links also redundant

        News/Events
                Small Calendar always displayed, clickable onto a whole new calendar
                Page
                We should have a link to conference information both from the home page as
                well as from the news and events page
                        Because we know from analytics that this is what people look at
                Where are we putting news?
                        On the News and Events landing page (not on its own page, no--
                        right there on the landing page)
3.   Colors?
a.   Julia W. will have her graphic designer mock up some color recommendations and return to us with the results

4.   Font?
a.   Roboto still sounds good

5.   Mock-Ups?
a.   Sure, once we have colors, says Joshua
b.   He can put together some more high-fidelity versions than those we have now

6.   Next Meeting: 11AM January 26
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Treasurer's Report Discussion

Hi All,

At our meeting on Tuesday, I will present a brief mid-year update on our finances. I attached our current fiscal year budget that also contains tabs on our proposed FY17 budget that Scott created, and a draft FY18 budget I put together. Please look it over and be ready to discuss/modify the proposed budget.

A few questions to keep in mind:

1. What is our target fund balance? Last year we ended at about $33,000. So far this year we're projected to end with about $38,000. Do we want to keep it around $30,000? More or less?

2. You'll notice in the 2018 budget that a few expense lines were added as well as possible revenue. This covers Mini Miala (which we will receive in the January budget report), sponsorship opportunities under Advocacy, non conference program expenses (pop up conferences), and the ACRL travel grant. Since we'd like to spend more of our money, I added suggested amounts to these lines based on this year's expenses so far and what we've talked about for the future. How else should we spend our money? More sponsorships, additional travel grants/scholarships (possible diversity scholarship), other non-conference programs, reduction in registration fees, outreach activities, etc.? Let me know if there's anything else you'd like to see.

3. Paul mentioned creating a task force to review the budget and create a strategic plan moving forward. Here's how ALAO handles their budget planning: http://alaoweb.org/procmanual/policies.html#budget. I think that's a great idea, and if we have time, I would like to discuss how to implement this task force/committee for MiALA. Is this something we should do ASAP or wait on?

January will be an expensive month for us so that $38000 will likely go down, however, Scott is working on increasing our institutional members, so that could possibly go back up over the next few months.

I'm happy to take any questions before Tuesday, but I will provide more of an explanation of what the numbers mean during our meeting.