MiALA Board Meeting Minutes
February 8, 2017 @ 1:00 p.m.

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

Call to order: the meeting was called to order at: 1:02 p.m.

Board Business meeting:

Consent Agenda items (agenda items I-VIII)

I.   Approval of Agenda motion to approve made by Eisenstein and seconded by Sender. Motion approved.
II.   Approval of January 24, 2017 Board meeting minutes.
III.   Committee Reports
    a.   Advocacy
       • The committee will be meeting with MLA and Steve Bowers from DALNET. We will be given feedback on that.
       • Do we want Hayes to be elected to head the Advocacy Committee? We appointed him this year, but we do need to decide if this Committee should be part of the Election process?
       • There will be an update at the next Board Meeting
    b.   Communications & Marketing -- No Report.
    c.   Executive - There are no minutes. The February 1, 2017 meeting was cancelled.
    d.   Membership -- No Report
    e.   Nominating -- No Report
    f.   Conference -- No Report
IV.   Section Reports
    a.   Administrative Section -- No Report
    b.   Collections Section (**See Report at end of Meeting Minutes**)
    c.   User Experience Section -- No Report
    d.   Board Liaison Section Chair Meeting (have not met since last meeting)
V.   Partner Reports
    a.   MCLS
VI.   Procedures Manual Task Force Report
       • The procedures manual is ready to roll out soon.
VII.   Website Task Force Report
       • Website mockups (Mockups were shared with the Board)
       • Website task force recommendations (**See Report at end of Meeting Minutes**)
VIII. Treasurer's Report – No Report

Old Business

IX. Any follow-up questions or discussion on Reports?
- Collections Report:
  - o Should sections meet at annual conference? They could plan an informal get-together after at a place of their choosing. We will talk to them about this at the next Board Liaison Meeting. Can someone from Conference Committee attend? No. send requests instead to Radisauskas. IG meetings are on the second day at lunch. Needs to be some coordination on this.
- Website mockups/task force:
  - o Website mockups and task force recommendations were reviewed and discussed.
  - o The website color scheme did not change. We talked about moving away from the green in the logo, but opted not to. The color scheme looks fine.
  - o There should be bullets with easy to read items.
  - o The task force recommends that the annual conference should have a link on the webpage.
  - o They also think more things need to be outside of the login.
  - o They would like to have a scroll screen that has pictures of events scrolling. Would someone on the Communications be able to serve in a Webmaster role? Possibly, we will ask them. Maybe this webmaster would work in conjunction with Ladiski on site updates/redesign.
  - o There is definitely a place for this role in the Communications Committee. Someone who would always look at the content and make sure it is up-to-date, etc.
  - o We all agree this is the right direction to go. What is the next step?
  - o There will be associated costs to redesign the website. We may need a certificate (there may or may not be costs associated with that). We need to look into the costs involved with all this before we make a final decision on this. Ladiski will talk with website vendor.
  - o Thanks to the committee (under Julia's leadership) for all their hard work on this(Committee Members: Ashley Blinstrub, Julia Eisenstein, Cole Hudson, Joshua Sanchez, Julia Daniel Walkuski, Jenn Wright, and Jackie Wrosch).
- Should sections meet at annual conference? They could plan an informal get-together after at a place of their choosing. We will talk to them about this at the next Board Liaison Meeting. Can someone from Conference Committee attend? No. send requests instead to Radisauskas. IG meetings are on the second day at lunch. Needs to be some coordination on this.
X. Ad Hoc Membership Outreach Meeting

a. Discussion about Monday's virtual meeting with MiALA membership.
- We had 33 participants. With speakers, it was in the low 40s at one point. We had 56 total registrations.
- The recording of the meeting was sent out to membership.
- A survey was sent out and six individuals responded. Four respondents were highly satisfied. Overall it was well-liked.
- Thanks to the Outreach meeting team.
- We will keep looking at ways to build momentum.

XI. Procedures Manual
- Just about ready to roll it out to members. Very little content left to edit.

New Business

XII. Strategic Planning Retreat Committee Funding (See Report at end of Meeting Minutes)
- The Strategic Planning Retreat committee meets next Monday to finalize the event location and attendees list. We want to include more people for the Thursday session so we have to meet somewhere other than MCLS. East Lansing Community Center (Hannah) is one option. Friday, the Board could meet at MCLS.
- Do we want to commit funding to this project? What is our spending limit? For space and lunch. Last years was $340.00 for food and beverages. We decided we can spend up to $1,000 for this retreat.
- The date is still to be determined. Aug 10-11 is preferred and then the 17-18 or 24-25 are alternate dates under consideration.

XIII. Diversity/Minority scholarships
- Should we have a task force work on this? Yes. They should design how it would work and be set up. They should look at what other groups are doing with this.
- Should student internships be part of this discussion? Yes. This would be funding for graduate programs. They (student scholarship recipients) in turn would volunteer at the conference.
- Minkin may volunteer to lead this task force. Martin is interested in serving on this Committee. A suggestion was made to get J. Garrison involved.
- This task force will work on LIS student engagement, grants, scholarships, internships, and other possible volunteer opportunities.
- Maybe they should tap someone from one of the library schools to work on this.

XIV. Strategic Planning Retreat document review (outcomes document with status updates).
- Nothing new reported.

XV. Board/Executive Committee Meeting schedule for March – June. (accidentally included twice in the agenda. See XVII for discussion)

XVI.   Scholarship Grants
- Process document (**See Document at end of Meeting Minutes**)
  - o   The Annual Conference Scholarship process document was reviewed.
  - o   We decided we would waive conference registration fees and reimburse one night of hotel costs. There would be no mileage reimbursement and no room service reimbursement.
  - o   No current board members or conference committee members can apply.
- Student internships -- Ladiski posted links on what the GLRSC does with internships.

XVII.   Board / Executive Committee Meeting Dates (March-June 2017)
- Still working on an Executive Committee Meeting Date for March, all other meeting dates have been set.
- Still working on a June 2017 meeting date for the Board, all other meeting dates have been set.
- Advocacy Com will be meeting with MLA folks and Steve Bowers from DALNET. Will give feedback on that. Do we want Hayes to be elected for Advocacy? We appointed him this year, but we do need to decide if it should be part of the Election process? Next board meeting will be an update.

The Meeting adjourned at 1:59 p.m.

Issue Bin / Future Agenda Items
- Strategic Planning Retreat Document Review

Upcoming Meeting Dates:

Next Executive Committee meeting
- To be determined (may have to be scheduled after our March Board Meeting)

Next Board Meeting
- Wednesday, March 8, 2017 at 1:00 p.m.

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

Membership Outreach Ad Hoc Committee
- Thursday, February 23, 2017 at 2:30 p.m.

Reports and Documents for Meeting Discussion

Collection Section Meeting Report (January 26, 2017)

I was unable to attend the last Collections Section meeting because I had a staff funeral to attend that day. But here's a brief review of their meeting minutes.

They discussed the Mini MiALA Conference. 60 people attended and there were good reviews overall. Not providing morning coffee was a common complaint. A survey indicated people preferred an in-person Mini Conference over a virtual one. The section heads will put together a summary of the mini-conference to help future sections put on mini-conferences..

There are eight interest groups with varying levels of participation. They discussed how to approach inactive groups. They may look at talking to leaders of these groups and then merging inactive groups with other groups if appropriate. It was decided to first send out a survey to section members and ask them whether their group is active or inactive and why before deciding what action they should take.

Will there be time at the Conference for Section meetings? They would like to know.
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MiALA Website Task Force
Recommendations

January 26, 2017
Committee Members:
Ashley Blinstrub
Julia Eisenstein
Cole Hudson
Joshua Sanchez
Julia Daniel Walkuski
Jenn Wright
Jackie Wrosch

The MiALA Web Task Force was assembled in Fall 2016. Charged by the Board of Directors to evaluate the current state of the website, this group has sought to make recommendations that would result in a site that better supports the needs of the organization and its members. The task force reviewed the membership survey and reviewed current website analytics.
The task force's recommendations are grouped into three areas: design, organization/content, and administrative.

Design:
● Move the main menu from a sidebar to a menu in the header
● Add a search bar to the main menu
● Website font recommendations include Google Roboto, Arial, or other Sans Serif fonts
● See Style Guide for color recommendations
Organization and Content:
● Simplify the main menu to focus on main constituencies--the organization and its members. We recommend sections for current members, prospective members, organization information and news and events.

● Consider folding in together a number of pages found under the About Us section.
● Reduce the number of locked down pages; only member accounts, member directory, and election information need to be secured.
Administrative
● Creation of a webmaster role (within the Communications Committee) to oversee the implementation and further development of the new site
● Request that hosting provider implement HTTPS--for secure browsing and login
● Accessibility review should take place during and after site redesign

High fidelity mockups of the proposed new website are included below. They feature a new look for the site's front page and for secondary pages.

The Task Force would be happy to answer any questions that arise.
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MiALA Board Retreat Notes (as taken by Heather)
Logistical Review
-Location / room setups – Location is secured, agenda will be updated with meeting room names.
-Heather will bring name tags that attendees can fill out themselves.
-Paul will bring table tents for the board to use on Thurs and Friday.
-Paul will bring dry erase boards.
-Heather will bring a couple easels.
-Paul will bring flipboards and markers.
-Signage – decided that there really wasn't a need for specific signage as the reception staff at the Hannah center is helpful and all of the meeting rooms are on the same floor. planning committee members will also be around to assist.
-food – will order Thursday breakfast items from Panera, Thursday lunch from Qdoba, Paul & Heather will coordinate Thursday break items (Wayne State may sponsor break items). Friday breakfast items from Panera (MCLS will provide coffee).
-Keynote – Julia will contact Krista McDonald (sp?) confirming attendance, that we will be providing hotel options that she can either make reservation herself to be reimbursed or Heather can make reservation and prepay. Mileage will be reimbursed. Julia will request title, bio and picture for inclusion on website and in communication with attendees.
-Hotels – Heather and Jessica will research local hotels (provide rates and distance from Hannah center for inclusion on website and in communication with attendees and speaker)
Communications
-invites – Jessica will draft invitation. Heather will create simple RSVP form. Heather will send invitation using website communication tool.

-Webpage - Heather created a landing page
http://www.miala.org/2017_strategic_planning_retrea.php where information can be posted.
-attendee list – Paul will share attendee list. heather will fill in open spaces after election.
Agenda
review: https://docs.google.com/document/d/1YLdQlUbERvbuNV0_QKSpaObwUlYm2RkUnCT-18KYTpk/edit?usp=sharing
		Update Keynote speaker information
		Determine who will speak about the 5Ws (Sandy on Procedure Manual, if not available, maybe Jessica or Stephanie; Ashley on website and communications tools, if not available,

maybe Kendra; Julie, Mike, and/or Christine on Section/IG information; Heather to speak on MCLS services as well as Section/IG manuals)

-Board activity / survey – Paul will draft a survey to send to board members regarding their goals/expectations for the future. These can help determine the board member breakout session agenda. Jessica suggested flipping the classroom format for the session.

For Friday, suggested that incoming committee chairs should be invited as well and would participate with the incoming/outgoing/standing board member meeting.

Should be communicated clearly to all that the brainstorming that happens on Thursday during the breakout session is to be used on Friday to determining the game plan for the upcoming year.

-Budgetary review https://docs.google.com/spreadsheets/d/10Tr4lJN4HzInqt4lgMApimNW8qHThsg3Aqyu GtW5xHk/edit?usp=sharing

Anticipated costs will be more than the $1000 currently approved by the board. Jessica will bring this up at the executive committee meeting and Paul will bring it up for discussion at the June board meeting.

Paul will clean up agenda document on google drive and share with group.

Paul will provide group with doodle poll for next meeting. Other communication will be handled by email.

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Scholarship Grant Process <DRAFT>

MiALA provides a scholarship program to enable association members to pursue educational opportunities available through the MiALA Annual Conference. The following policy is approved and enacted by the MiALA board of directors to ensure consistent/fair application for all candidates.

The MiALA scholarship is set at <insert $>. It is intended to cover the cost of full conference registration and travel costs including up to 1 night of hotel (room and tax only). Up to four scholarships will be provided annually (the BoD may adjust this number at its discretion) (Would we want to award a set amount to be paid to the winner prior to registration opening? Or do we want winners to register/reserve their housing/pay and then submit receipts for reimbursement?)

All prizes are non-transferable. If a member is selected and cannot attend, an alternate will be selected from among eligible entries. Prizes/awards obtained from other MiALA programs that cover conference registration fees may not be used in conjunction with the MiALA scholarship and are non-transferable.

Eligibility
To apply for the MiALA conference scholarship program, an individual must meet the following criteria:
1. Be a current member of MiALA in good standing
2. MiALA annual dues must be current and paid
3. Must be a member of MiALA for a minimum of six months

Selection Committee

The scholarship selection committee shall consist of MiALA officers. The officers will moderate the selection process and utilize the selection criteria below to identify four scholarship recipients and two alternates. The decisions are final and there is no appeal process.

Timeline
February 1 – announce grant opportunity
February 10 – secure evaluation committee (1 member from each section to be designated by the Section chair)
February 15 – deadline to submit application
February 16 – submissions are sent to the committee for evaluation
February 28 – committee meets to determine winner
March 1 – winner information is shared with MiALA admin to prepare for award payment
March 1 – winner is contacted
March 1 – winner is announced in newsletter/social media
March 5 – check will be processed and mailed to award winner prior to registration opening or May 30 – check will be processed and mailed after registration/housing receipts received

Application
<link>

Evaluation Rubric
The Selection committee will factor in the following criteria as a guide in making their selections:
- Applicants that are new to library employment/library school
- First time attendees to the annual conference
- Have financial hardship due to budgetary restrictions of their institution
- Volunteerism within MiALA
- Other information provided as appropriate

Greater preference will be given to applicants that are brand new to the library field (whether in employment or in their education), have never attended a MiALA annual conference, and/or are experiencing financial hardship. Other information shared within their application may also be taken into consideration including the effort put forth in completion of the application as well as other factors

Award Payment Process
(Depends on how the BoD would like to administer this award, see 2nd paragraph) After the award notification, MiALA admin will contact winner to find out if the check should be made to the award winner or their institution. A payment approval form will be filled out and sent to the President and Treasurer for signature. Once approved, a check will be processed by the MiALA admin. The President or Treasurer will need to sign the check. Upon check signature, the check will be mailed to the award winner.

Important Notes
Applicants are eligible to apply and receive a scholarship in successive years.
Applicants may not serve on the selection committee