

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

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

Absent: Heather Ladiski, Sandy McCarthy,

Call to order: meeting was called to order at 1:04 p.m.

Board Business meeting:

Consent Agenda items (agenda items I-VIII)

- I. Approval of Agenda
 - Sender made a motion to approve the consent agenda and Martin seconded. The motion carried.
- II. Approval of February 8, 2017 Board meeting minutes.
- III. Committee Reports
 - a. **Advocacy (See Draft Advocacy Statement at end of Meeting Minutes)**
 - I have a draft advocacy statement in support of school librarians and libraries that the Advocacy Committee would like the board to look at and comment on. Hayes wanted to ask the board if this is something the whole chapter would need to vote on to approve during the May membership meeting, or just the board, or is a vote needed at all? If only approval is needed, then the Advocacy Committee would like to share this statement at the annual membership meeting during the conference.
 - Additionally, the Advocacy Committee would like to put together an "Advocacy Packet" that would live on the MiALA website in order to assist members who wish to embark on library advocacy developments. The committee would like to lay the groundwork for the packet this summer and then to have it be a charge for next year's committee members.
 - b. **Communications & Marketing (See Report at end of Meeting Minutes)**
 - c. **Executive**
 - Notes from the March 6, 2017 Executive Committee Meeting
 - d. **Membership -- No Report**
 - e. **Nominating -- No Report**
 - f. **Conference -- No Report**
- IV. Section Reports
 - a. **Administrative Section -- No Report**
 - b. **Collections Section**
 - The Collections Section is sending out a survey to their membership.

- They've been looking for people interested in serving as Chair/Chair-Elect.
- They wanted to know if individuals could serve multiple terms?
- c. User Experience Section
 - Meeting today with community engagement and outreach and IGs to see if they want to be combined.
- d. Board Liaison Section Chair Meeting (**See Report at end of Meeting Minutes**)
 - Q: Time at conference for sections?
 - Q: When do ACRL webinars reset? We will get an answer to this one.
 - FYI: User Experience is leading the way to merge interest groups.
 - Sections would like to do a webinar for interest group leaders on sponsoring programs.
- V. Partner Reports
 - a. MCLS -- No Report
- VI. Procedures Manual Task Force Report (**See Report at end of Meeting Minutes**)
- VII. Website Task Force Report -- No Report
- VIII. Treasurer's Report
 - Membership is up once again. We are at 323 members now.
 - Our budget took a hit in January with major expenses so we're at about \$84,250 total.
 - I need board approval on when to send out renewal letters. S. Garrison would like to send out institutional letters sometime in April and Thompson would like to get individual member renewal letters out in May before the conference. I think I just need an okay by the board to go ahead with those timelines.
 - I also need approval for dues structures for this upcoming year. Thompson would like to keep it the same and possibly revisit it next year.
 - Lastly, I have a charge for the Budget Task Force. I have the language below and I'll need suggestions for editing and possible task force members to reach out to.
 - Charge: To develop a charge for a standing committee to review finances and proposals, develop an annual budget, and create a strategic plan. The task force will also decide on membership for the committee, length of terms for committee members, and an annual timeline.

Old Business

- IX. Any follow-up questions or discussion on Reports?
 - a. Advocacy statement: Discussion
 - Advocacy Statement (draft) Maybe we should clarify that the statement this is a statement regarding school media

specialists...not just a general advocacy statement. The third paragraph is more general and should be its own charge or statement. Everyone agreed. The statement should be renamed as a statement regarding School Media Specialists. They would like to include this along with other information on our website.

- The Advocacy Committee would like to give an update at the Annual Conference General meeting. Hayes will have a spot to speak at the General Meeting.
 - Met with MLA and it was an overall good meeting.
- b. Board Liaison/Section Chair Meeting
- Mathson has emailed Chase Ollis at ACRL office to inquire about timeframe for free webinar participation.
- c. Treasurer's Report
- The Board approved sending out the renewal letters, sending the institutional letters out in April and the individual member letters out in May. The deadline to renew will be the end of June or the beginning of July.
 - Thompson would like to keep our dues structure the same. The Board agreed. Who will be on the committee, how long will they serve. Email suggestions for those who should serve on this committee. Change create a strategic plan to financial plan aligning with strategic initiatives. 323 members currently. More people are joining and renewing and less are dropping.
- X. Strategic Planning Retreat document review (outcomes document with status updates). (subsequent review is being scheduled for the strategic retreat)

New Business

- XI. Institutional membership benefits
- What is the return on investment? Can we come up with some ideas to give S. Garrison for the Institutional member letter?
 - Professional development opportunities for staff.
 - We are now offering grants (annual conference grants and travel grants).
 - We will be looking at providing student scholarships.
 - The letters should be localized as much as possible to deans and directors as much as possible. For example, write about how many of their staff are members and have benefitted by presenting at conferences or by participating in the organization.
- XII. Strategic Planning Retreat updates/draft agenda (draft agenda for review) **(See Draft at end of Meeting Minutes)**
- a. Scheduled for Aug 10-11, East Lansing Hannah Community Center, and at MCLS.
- Thursday's session will be at the East Lansing Hannah center and Friday's session will be at MCLS.

- The Committee is looking for a keynote speaker (preferably someone willing to talk for free).
 - Thursday morning will include the keynote and the Five W's of MiALA. The afternoon will focus on strategy. About 56 people will be attending Thursday. Friday's session would just be the old and new boards.
 - Do the sections want some time on Friday to do their own planning?
- XIII. 2018 Conference Planning / Proposal
- a. Proposal
 - b. Crowne Plaza
 - c. Crowne Plaza Catering menu
 - d. Price comparison Chart (Crowne Plaza vs. Kellogg Center) **(See Chart at end of Meeting Minutes)**
 - Lansing costs are rather expensive.
 - Minkin's preference would be to use the Kellogg Center. There is the ability to walk to places. Alternative hotels (for those not wanting to stay at the Kellogg) are available.
 - Would people have to pay for parking at the Kellogg? Yes, you have to pay either way (whether you stay there or not).
 - We need to inspect those rooms before we commit to this. We have to give them an answer by the 15th. This is the only conference proposal we received.
 - Martin made a motion to have the conference at the Kellogg Center in Lansing on May 16-May 18, 2018. Bolek seconded the motion. The motion carried. Sender made a motion to approve Rachel Minkin as 2018 Conference Committee Chair. Eisenstein seconded the motion. The motion carried.
- XIV. Annual Conference General Meeting
- The agenda was discussed at the Executive Meeting. We did not see anything else we needed to add to the agenda.
- XV. Student internships (Example of Great Lakes Resource Sharing Conference)
- We tabled for now.
- XVI. Board / Executive Committee Meeting Dates (March-June 2017)
- Bolek is still working on finding a June Board meeting date. All other meetings till June have been scheduled.

The meeting adjourned at 1:48 p.m.

Issue Bin / Future Agenda Items

- Student internships (Example of Great Lakes Resource Sharing Conference)
- Student engagement

Upcoming Meeting Dates:

Next Executive Committee meeting

- Tuesday, April 11, 2017 at 1:00 p.m.

Next Board Meeting

- Wednesday, April 12, 2017 at 1:00 p.m.

Reports and Documents for Meeting Discussion

MIALA Communications & Marketing Committee Updates 3/6/17

- Procedures Manual Edits - Committee has updated and is submitting for inclusion in manual
- MIALA logo guidelines - Basic guidelines, feedback and edits? Can we make available to membership along with a copy of the logos for IGs & sections to be able to download and use?
- Backup webmaster - Jessica Schuck and Laura Walton (they are coworkers) will be the backup, supporting Heather when needed.
- Communications template next on the list of projects. Will likely be an online form accessible on the MIALA website.

DRAFT – MiALA Statement in Support of Michigan School Libraries

The Michigan Academic Library Association (MiALA) as an organization believes that Michigan's public, school, academic, and special libraries are connected, each serving Michigan's citizens at various points in their life. It is essential for libraries of all types to support each other, especially in times when outside support becomes more limited. In particular, school library media centers are an integral part of the K-12 education for the students in Michigan and provide a thirteen year foundation in teaching and learning.

Therefore, MiALA fully endorses the Michigan Department of Education and the Library of Michigan's support for school library media centers. In addition, MiALA recognizes that the employment of a full-time, certified, school librarian/Library Media Specialist is critical to the provision of an effective school library program. Vibrant, appropriately-staffed school libraries have direct impact on student achievement. Every student must be provided with the opportunity for equal access to resources and information, and all students learn critical literacy skills necessary for success in higher education as well as for life.

The Library Media Specialist is a credentialed educator and is highly qualified to teach the 21st Century skills our students need in order to be adequately prepared for college, careers, and lifelong learning. The Library Media Specialist is able to fully collaborate with classroom teachers in support of reading development, information and digital literacy skills, and curriculum development. MiALA supports efforts to ensure access for all Michigan students to fully-funded school libraries with appropriate resources, programing, and certified staff.

Section / Board Liaison Meeting Notes
March 1, 2017

Questions about providing the sections time at the conference:

- Do the sections want this time?
 - Mike would like this - transitioning into new leadership. Can some time be made available? Section chairs lay out their vision.
 - Christina, thinks would like this as well.
 - *Section members really like the face time, in person time.*
- IG election questions
 - How to fill, elect, procedures
 - Sections will follow up with IG's, but still mostly leave this to their own practices. Some are planning to hold larger elections, others more simple pass the hat approach.
- Discussion about a future IG Webinar, "how to sponsor activity"
 - Helpful to include information on how to use the website.... / how to document activities
 - *Have the sections host a webinar, closer to the conference.*
- Strategic retreat update
 - Section training, needs? Who to include?
 - Mike: I would not include the outgoing section chairs.
 - Bring the chair elects into this meeting. Agreed by all.
 - Website training?
 - How to use the tools more effectively at a high level.
 - Desire to have time during the second day of the strategic retreat, for both the standing section chairs and the IG heads.
 - Can MCLS accommodate this size of group?
- ACRL webinars, any future plans?
 - Christine, desire to fill another slot quickly.
 - *Can our chapter rep let us know when the clock resets, when do we get two more? (Stephanie)*
- IG's - merging, cancelling, etc.
 - CHRISTINE hosting merger meeting, will report back based on the questions, etc.
 - Two IG's are the same in purpose and scope, but different charges
 - See what happens.... If not strong feelings, just let it play out.
 - Mike, desire to reduce the collections IG footprint. Is planning to look at defunct IG's moving into the spring.

NEXT Meeting, invite the vice-chairs to start joining the call. Schedule for around later March.

MiALA Procedures Manual Task Force
March 2017 Report

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

Heather Ladiski

The Committee has finalized the MiALA Procedures Manual last month. Stephanie Mathson will promote the Procedures Manual in the MiALA March Newsletter as part of her President's column.

Thank you everyone for your hard work. Special thank you to Heather Ladiski for finalizing the PDF version.

Respectfully submitted,
Sandy McCarthy

MiALA Strategic Retreat

Hearing and learning from each other, and building directions for the upcoming year

Aug 10th - All Attendees - E.L Hannah Community Center

9:00 - 9:30 Registration, MiALA Meet and Greet

9:30 - 9:45 Welcome from the President, last year's accomplishments, retreat format
Executive Conference Room

9:45 - 10:45 "Secrets to Our Success: Thoughts from the Buckeye State on Leading an Academic Library Organization" - *Krista McDonald, President, Academic Library Association of Ohio, Executive Conference Room*

10:45 - 11:00 - *Break*

11:00 - 12:00 MiALA's Leadership Toolbox - *Executive Conference Room*

- *MiALA Procedures Manual* - Sandy McCarthy
- *Communications and Marketing* - Ashley Blinstrub
- *Section Involvement* - Mike Hawthorne, Christine Tobias, Julie Garrison
- *Section and Interest Group Chair Manuals* - Heather Ladiski
- *MCLS Services* - Heather Ladiski
- Questions and Answers

12:00 - 1:00 Lunch, Taco Bar Buffet - *Executive Conference Room*

1:00 - 3:00 Breakout Sessions

**Board Members,
Communications**

*Planning next year's agenda -
survey review*

Classroom

**Interest Group and Section
Chairs**

Coordinating programming for
the upcoming year

*One side of Executive
Conference Room*

**Communications,
Membership,
Advocacy,
Conference Chairs**

Atrium Boardroom

3:00 - 3:30 Break

3:30 - 4:30 Report out Roundtable - Ideas for the Next Year

Executive Conference Room

4:30 Adjourn

5:00 Dinner on your own

Aug 11th - Incoming, Outgoing, Standing Board Members, Incoming, Outgoing, Section Chairs, Incoming IG Chairs - MCLS Offices

Board and Committee Chair Agenda (MCLS Board Room)

9:30 - 10:00 Welcome, recognition of new appointees

10:00 - 11:45 Discussion:

Moving ideas to practice: what is the MiALA Board going to:

Accomplish Today

Accomplish in Three Months

Accomplish by the End of the Year

11:45 - 12:00 Business Meeting

Vote on motions from the three categories

12:00 Adjourn

12:00 Optional lunch, on your own

Section & IG Agenda (MCLS Classroom)

9:30 - 10:00 Welcome, recognition of new appointees

10:00 - 12:00 Setting goals and objectives for the upcoming year

I.e.: MiALA Mini Conference

12:00 Adjourn

12:00 Optional lunch, on your own

2018 Conference Planning/Conference Proposal Price Comparison Chart

5/16 evening through 5/18	Kellogg	Crowne Plaza
Location	Campus but close to 127	Right off of 496
Parking	Not free	free
Conf room costs	About \$3000	About \$7200 but \$200 waived for every 15 rooms we book
Hotel room costs (blocks of 75)	\$111- \$125 depending on room	\$139/ single or double
Dine arounds	Walk/ car	car
Food costs: Continental breakfast/ buffet	From \$12.75/ person- cont From \$21.50/ per - buffet	From \$10/ person – cont From \$19/ person - buffet

Food costs: morning break	From \$7.75, not counting beverages	From \$6/ person not counting beverages
Food costs: lunch	Plated starts @ \$19/ person Sandwiches or boxed @ \$17	From \$19/ person sandwiches, plated starts at \$19 as well
Food costs: afternoon break (coffee, tea, snack, flavored h2o)	From \$7.75, not counting beverages	From \$6/ person not counting beverages
Food costs: pre- set menu		\$41/ person
Food costs: Reception package	Offers hors d'oeuvres and reception pricing	
Hosting committee preference	xx	