

## **Notes** MI-ALA Interim Board Meeting

Friday 12/5/2014 2:15 pm

Attendees on call

- Margaret Auer
- Christina Radisauskas (notes)
- Rachel Minkin
- Stephanie Davis
- Mary Beeker (notes)

Call to order at 2:15 pm

Action: Agenda approved as amended [added "501(c)(3) business" and "MCLS contract"]

There was discussion of meeting notes, especially as regards what to call them on the website (i.e. "notes" versus "minutes"); these are more comprehensive than "minutes" usually are -- done for the benefit of making decision-making transparent; there was agreement to call them "notes" but leave the term "minutes" on the website; readers will understand

Action: Minutes of last meeting approved

### **Treasurer's Report** - Stephanie (for Cliff)

Institutional Fees

- Stephanie sent institutional fees spreadsheet yesterday
- Scott, Margaret, Cliff and Stephanie (director levels Board members) had conference call Monday Dec. 1
- Review of that meeting - don't know what our expenses will be so we can't be exact when planning a budget
- Major items of budget are: MCLS contract, website, advocacy, conference, insurance
- Agreement also to increase our estimated amount for conference
- Note: we're not trying to generate revenues from conference, as some other organizations do
- We'll do a bit of investigation before deciding what to estimate for conference budget
- We'll ask Scott to investigate other conference costs, so we can create an estimate for our budgeting; Christina will request LOEX costs to include in investigation
- Request: when Cliff gives Treasurers report at next meeting, ask for information about balance of funds in our account
- Question: Is MCLS sending invoices monthly?
- Suggestion: include vendors or individual members as items in budget
- Question: might there be other organizations that want to join/support us - perhaps consider what the fee structure would be
- Need to have Board's approval of fee structure - contact Scott and Cliff and ask whether they approve

Discussion of scale for institutional dues

- Implicit in scale: the larger the institution, the bigger the responsibility to support MIALA
- Scott is drafting a letter to library directors about institutional membership; he'll include the approved scale; letter will be sent after holidays
- Institutional dues for this first year will be half the regular annual amount

- Scott hopes to schedule 2 to 3 Q&A sessions using AdobeConnect so that any reservations, concerns, or questions can be addressed. We thought it would make sense to include the dates of these sessions in the letter.

## **Partnership Reports**

### LSTA Grant

- Rachel has been in contact with Karren Reish from Library of Michigan (Grant Coordinator)
- MI-ALA has been invited to submit for a LSTA (Library Services & Technology Act) grant from the State of Michigan for fiscal year 2015
- This is a possibility in helping us with future programming - grant is a few thousand dollars
- if we were doing a one-day pgm with MAME, we could
- Randy Dykhuis is interested in doing a program in spring on scholarly communications

Rachel also was invited to talk to the Michigan Cooperative Directors Association

- They are more public-library focused, but not exclusively so
- interested in having more librarians at programming, so wanting to target academic librarians
- these are more tangential to academic librarians
- their version of embedded librarianship - librarian on a city council
- sounds like a good way to find out what's going on in publics
- Stephanie: JCC is a member of Woodlands - worth it to hear information (eg active shooter) and we can be a conduit for sharing that information/passing it on

## **Old Business**

### Bylaws

- Margaret sent out documents Wednesday with bylaws and recommended changes from members
- everyone needs to look at them -
- error: in front of article 6 (right of indemnification) its not on copy we received
- do we agree with what Margaret did
- Margaret kept a running list of things that should go in procedures manual (Stephanie asked to have the list sent to her)
- Question to all Board members: are revisions acceptable?
- Send comments to Margaret by Friday 12/12
- Plan to vote on this draft by 12/17

### MCLS contract

- Margaret has found some things that need to be clarified in our MCLS contract and has shared them with the Interim Board
- Interim Board has decided to look it over carefully one more time after which Rachel will bring our concerns to Randy at MCLS for renegotiation.
- Deadline for IB to view contract language: December 12

### Website

- Rachel has comments from a few board members
- Deadline of Monday (12/8) for comments on preliminary design
- Rachel will bring suggestions/questions to Heather at MCLS

#### Election for Section Chairs

- IB has decided to invite anyone who expressed (self-nominated) interest in leading a section to answer the questionnaire that Rachel and Mary have designed
- Rachel will work on an email to send along with the questionnaire that we will vote on at our next conference call. She will send this for IB members to review by 12/12
- Jan 16 will be the deadline for submission of questionnaires

#### **New Business**

##### Insurance (Stephanie)

- It's recommended that we get Directors and Officers insurance.
- Stephanie was verbally quoted \$800-\$1000. She will ask Dave for a written quote.

##### 501(c)(3) status

Margaret noticed a few spots where the wrong section of our bylaws are referred to in the tax paperwork. She asks that we all do a thorough look through (by Friday, 12/12) to ensure that there aren't any other errors. (It's assumed that the lawyer who filled this out used the original version of the bylaws. The numbering has since changed)

Adjourned at 3:38

\*\*For next meeting, there's a suggestion that we put all the votable stuff at the beginning of the agenda as some of us may not be able to stay for the whole hour.