MI-ALA Board Meeting - Meeting Notes
June 19, 2015 3:30 to 5 pm
At MI-ALA Business Meeting, University of Michigan - Dearborn

Attendees
Rachel Minkin (chair)
Paul Gallagher
Stephanie Mathson
Scott Garrison
Sandy McCarthy
Scott Davis
Dawn Winans
Stephanie Davis
Christina Radisauskas
Margaret Auer
Mary Beeker (notes)
Barbara Bolek
Heather Ladiski

I. Call to order at 3:26 pm
II. Agenda approved

New Business
III. Introduction of all board members
IV. Board Member Responsibilities – S Davis
   ○ Job Description
     ■ Some information about responsibilities is in the bylaws
     ■ Davis is working on assembling information and will share
     ■ Question: how to determine Board members to be assigned to liaise with sections and committees -- keep this as a discussion for next Board Meeting
       a) Support communications and work of groups/sections/committee
       b) Board member can join the calls from their section/cmte
   ○ Incoming Board can read documentation on website
V. Tentative Meeting Schedule
   ○ Point of clarification: Section chairs will be invited to join board meetings as needed
   ○ Section reports, committee reports and budget reports will be included in Board meeting
   ○ Executive committee of the board is comprised of president, president elect, past-president, treasurer, and secretary
   ○ Date for having agenda in place is 5 days in advance (per bylaws)
   ○ Executive committee will meet once per month on off-week from Board meeting
Full board will meet every other week, in the past it has alternated between Wednesday and Friday afternoons

Proposal: use Doodle to identify what days and blocks of time tend to work for people

Beeker and Bolek will send Doodle polls to figure the availability of board members (board and executive committee) for summer months and for academic year

Board members should email Beeker and Bolek with any firm days that don’t work for their schedule and then the Doodle poll will be sent

Using Google Docs for agendas and meeting notes
  ■ Board will continue using Google Docs for agendas and meeting notes
  ■ Board members should email Beeker and Bolek their Gmail address for use in sharing with Google Docs

VI. MCLS contract (Davis)
  ○ MCLS provides administrative support, web hosting, Ladiski’s time assisting MI-ALA since we have no paid staff
  ○ Current contract ends June 30
  ○ Recommendation to the Board is to approve new 12-month contract
  ○ Suggestion: notify MCLS that we intend to renew, but empower new board to vote on it when they take office 7/1/2015
  ○ Next steps: Davis to manage the vote electronically among new board on July 1; board members should monitor their email that day

VII. Board Priorities for the year
  ○ Bylaws
  ○ Relationship with MLA
  ○ Procedure manual
  ○ Plan 2016 conference
  ○ MI-ALA Logo – inviting membership to get involved in design and approving a logo
  ○ Work with other groups
    ■ Innovative User Group
    ■ Other ACRL chapters, from nearby states
  ○ Question: If board members are liaisons, what does that entail
  ○ Question: If an IG wants to arrange training is there money from MIALA?
    ■ Suggestion: support IGs with technology to do training online
      a) MCLS can provide WebEx, but MIALA would be charged; there might be a free webinar services
      b) Ladiski: MIALA website might be able to host webinar recordings
  ○ Suggestion: Use consent agenda format for meetings going forward – eg treasurer report – send or share file in advance then acceptance of report becomes an item on agenda
  ○ Suggestion: Have a budget report at each meeting
Adjourned at 4:33
Next actions will be renewal of MCLS contract 7/1
Next meeting date is TBD after online poll

Issue Bin for Next Meeting
- (MCLS contract - document the online decision)
- Bylaws revision and approval
- Procedures Manual
- Meeting Schedule
- IG Formation
- Board Member Liaison Responsibilities