

## 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 fo 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