

## **MiALA Board Meeting Notes**

### **Thursday, November 7th, 1pm**

Present: Mies Martin, Julie Garrison, Darlene Johnson-Bignotti, Katrina Rouan, Jessica Hronchek, Shelia Garcia Mazari, Ed Eckel, Samantha Minnis, Rebecca Tull, Gina Bolger, Mariela Hristova, Kalyn Huson, Kelli Herm, Denise Leyton (guest)

Absent:

**Call to Order:** The meeting was called to order at 1:01pm.

### **Board Business Meeting:**

1. Approval of Agenda
  - a. Moved to approve - Johnson-Bignotti
  - b. Seconded - Eckel
  - c. Motion passed by vote
2. Approval of [Minutes from October Meeting](#)
  - a. Moved to approve - Johnson-Bignotti
  - b. Seconded - Garrison
  - c. Motion passed by vote
3. Approval of Consent Agenda
  - a. Moved to approve - Johnson-Bignotti
  - b. Seconded - Hronchek
  - c. Motion passed by vote
  - d. Committee reports
    - i. Advocacy – Ed contacted Paul Gallagher (WMU) about potentially serving as the chair of this committee. He is already serving MiALA in another committee, so declined. This committee has no one who has offered to serve as chair. (Ed)
    - ii. Awards – No report. (Darlene)
    - iii. Conference Planning– The conference committee has planning well in hand. They have decided on the theme: **Driving Excellence: Navigating the Challenges & Opportunities.** They have a block of hotels at the Hilton (\$119/night) and will have alternate dorm style accommodations available for conference attendees at \$50/night. All facilities are secured and the welcome reception will be held at the Flint Institute of Arts. They are working to identify a plenary speaker and are planning to include lightning talks and workshops as part of the call for programs again next year.
    - iv. Communications and Marketing – Rebecca communicated with the committee about MiALA swag ideas and pricing for (the next?) conference. Please see link/document under New Business.
    - v. Executive – No Report (Mies)

- vi. IDEA – Dylan McGlothlin and Lee Parker are serving as co-chairs this year. Committee has 10 members not including Board Liaison. Next meeting is Tuesday, November 19th. (Katrina)
- vii. Membership – No meeting since last Board meeting
- viii. Nominating – A call for volunteers was posted in the November newsletter; waiting for responses.(Darlene)
- ix. Ad-Hoc Committees:
  - 1. Partnerships Committee (Ed, Mies, Katrina) - No updates. Waiting for results of the new strategic plan to help provide direction for potential partnerships policy or guidelines.
- e. Partner Reports- MMDP has reached out to MiALA to access funds for an event (See below) (Mies)
- f. Treasurer's Report – We are in the process of our annual financial review for last fiscal year's books.
- g. Interest Group Coordinating Council – The IGCC has approved two funding requests in the past month: (1) a request for \$200 for a speaker honorarium by the Instruction and Information Literacy IG for their event on Visual Literacy in Library Instruction; and (2) a request for \$400 for 4 speaker honoraria by the Librarian Scholarly and Creative Activity IG for their IRB panel presentation.
- h. Board Actions via Email – None

### **New Business (Part 1)**

- 1. Appointment of Kelli Herm to serve as Community College Representative. Kelli will be serving the remainder of Jennifer Mikesell's term. (Mies)
  - a. Motion to approve - Minnis
  - b. Seconded - Johnson-Bignotti
  - c. Motion passed by vote

### **Old Business**

- 2. Strategic Planning Committee updates & timeline for deliverables (Julie and Denise)
  - a. **November 7** - progress report to the Board
  - b. November 11 - reports from MCLS to Committee
  - c. November 22 - Visioning retreat
  - d. January - progress report to the Board January (Share the visioning docs and the reports from MCLS)
  - e. February - Draft plan presented to the Board for feedback
    - i. Open forum after meeting with the Board with all MiALA members
  - f. March - Progress update to the Board
  - g. April - draft presented to Board for discussion
  - h. May - final plan presented to the Board for approval

Leyton reviewed timeline.

Martin - Do we know how many non-members filled out the survey?

Garrison - We will not see the report until Monday.

Hronchek - Would you anticipate the strategic plan having an impact on the way we discuss the budget for FY26?

Leyton - I am hoping we will know themes by early February and those can start to impact budget plans. This could also help with the MCLS contract renegotiation.

Garrison - We are assuming the team will write the plan and the board will give feedback. There are discussions about sharing the report from MCLS with the Board and the MiALA membership.

Mies - We can share more about the strategic plan during our February all membership check-in meeting..

3. Future conferences - Planning schedule and shifts in responsibilities (Julie, Jessica, Jennifer, Kalyn)
  - a. [Conference Planning Committee Timeline](#)
  - b. [Shift in Responsibilities](#)
  - c. [Draft RFP](#)

Garrison - We had a couple of meetings and talked through these items. Essentially, we are recommending removing more of the responsibility around securing a location and contract from the Conference Committee to MiALA admin. This can then be done earlier in the process and the Conference Committee can focus on the rest of the conference planning duties.

Hronchek - We want to avoid the delays we have experienced in recent years.

Garrison - Kalyn is willing to track her time and help us to understand if this shifts her level of responsibilities to the extent that impacts the contract.

Johnson-Bignotti - Are we prepared to discuss how utilizing conference centers or hotels will mean additional costs for upcoming conferences and potentially increasing registration fees?

Garrison - We know we may run into some unintended consequences. We will have to figure out how to be a bit more sophisticated around how we approach these contracts.

Hronchek - Having these things in place earlier will also be helpful when it comes to budget planning for future years.

The Board will need to take a more active role in chair recruitment. And this opens up options in terms of that recruitment.

Garrison - This actually will put us in stronger alignment with how our policies and procedures manual reads now.

## **New Business (Part 2)**

1. Introductions for Kelli
2. MiALA Conference (Julie)
  - a. [Conference Sponsorship](#) levels - Request for Board approval of recommended sponsorship levels

No concerns were voiced.

- b. Request for Board approval of [recommended registration rates for the 2025 conference](#) (based on last two conference cycles)

No concerns were voiced.

3. [MMDP Funding Request](#) (Katrina)

No discussion needed.

4. [MiALA Swag Ideas/Pricing](#) (Rebecca)
  - a. Audience for swag is current members?
  - b. Would these be conference giveaways?
  - c. What is the budget for swag?

Rouan gave an overview of the swag findings from the Communications and Marketing Committee.

Garrison - I think the nicer swag (mugs) is something we could use to thank committee members. Stickers and small things could be giveaways at the conference.

Johnson-Bignottie - I agree.

Garcia Marazi - This is also a great way to market to MLS students.

Eckel - I think the Communications and Marketing Committee should come up with a budget ask for what they would like and how many.

Hronchek - They might want to consider if we want to spend more now to save less later. Or do we want to build this into future budgeting?

Huson - MiALA does have space at MCLS to store items.

Rouan - I will follow up with Rebecca about this.

5. January meeting (Katrina) - Board agreed to move the meeting previously scheduled from January 2nd to January 9th.

6. [MCLS contract](#) renegotiation (Mies)

Rouan - Denise Leyton would be a good resource to help us with the Accounting Services Section.

Garrison - We may be getting a little ahead of ourselves and should start with an idea of what our hopes and wants are.

Johnson-Bignotti - I agree. I think the strategic planning process is going to help inform this more.

Garrison - Ultimately, having more of a conference coordinator role would be great. The current contract uses the word "assist" a lot and we could clarify those terms in the job description more.

Hronchek - We should consider pulling out responsibilities relating to event coordination into its own section.

Martin - I want to invite Scott to the December meeting so we could hear any potential concerns he has on his end.

Rouan - I think that is a good idea, given what is on our agenda for January and February meetings. There is a lot on our plate for early next year.

Martin - Let's start the conversation in December.

Garrison - I do think we may be talking about a position that is more than ½ time.

Rouan - We certainly want to think about the length of this contract given all the changes that may come out of our strategic planning process.

Hronchek - Are our needs more administrative roles? Or leadership roles? Are there multiple roles we need filled by different people?

Garrison - As the spouse of Scott, I want to acknowledge that conflict of interest. I will not be participating directly in the negotiations.

Johnson-Bignotti - We should also acknowledge that this is a contract for services from MCLS. And this is also not a review of Kalyn's job performance.

Martin - I'd like us to work on discussion points to share with Scott ahead of time. I will share a document to collect these thoughts before the December meeting.

**Issue Bin / Future Agenda Items:**

1. Student Liaison Position
2. Code of Conduct (Katrina) - December meeting
3. Committee chairs and committee appointment process (Hronchek, Minnis, Rouan)
4. Select conference locations and dates – 1st and 2nd choices - December meeting

Johnson-Bignotti made a motion to adjourn. Garrison seconded. Meeting was adjourned at 2:24pm.

**Upcoming Board Meetings:**

Thursday, December 5th, 1pm

Thursday, January 9th, 1pm