1. Call to Order and Welcome

The meeting was called to order at 3:31 ET/2:31 CT.

A copy of the minutes of the 2019 Annual Business Meeting were sent for review

Highlights

- Midwest Chapter MLA is celebrating its 70th anniversary. Thank you to Karen Hanus for investigating this piece of our history.
- Thank you to the Annual Meetings Chair, Liz Weinfurter, for helping us navigate our options and the unknowns; and to the 2020 Conference Co-chair, Sarah Jane Brown, and to Professional Practice Committee Chair, Angela Tucker, for shepherding us in our transition to a virtual meeting
- Thank you to the original 2020 conference planners, who put a lot of time and effort into planning the in-person meeting in Bloomington, IN. This work will be used in the future.

Challenges

- Hacking of the website (Fall 2019) through the insertion of malicious code. Thank you to Communications Chair, Elizabeth Huggins, and Webmaster, Matthew
Regan, for their removal of the malicious code, saving as much of our content as possible, and for their calm and concise messages and for shoring up identified weaknesses.

- Executive Board charged a new standing committee (August): the Inclusion, Diversity, and Equity Action Committee. On-going discussions about inclusiveness and diversity of committees, two-year service terms, new mechanisms for volunteering for shorter-term projects through subcommittees and working groups are occurring.

Members interested in volunteering in any capacity with the chapter are invited to contact Emily Ginier who will share her experiences on the Board for the Midwest Chapter and the Michigan Health Sciences Library Association and connect you with members who have served in roles that might be of interest to you.

2. Approve minutes from 2019 Business Meeting  Jacqueline Freeman

Margaret Hoogland made a motion to approve the minutes; Janna Lawrence seconded the motion. The minutes were approved.

3. Membership Secretary Report  Laura Menard

- 177 active members: 157 regular members; 11 retired members; 9 student members
- Membership is slightly down, likely due to economic uncertainty, furloughs, & layoffs
- Will address this through outreach to lapsed members

4. Treasurer’s Report  Kathryn Mlsna

- Meeting is not yet reconciled
- Bottom line as of end of August: $41,000. A deposit on the location for next year’s annual conference has come out of our checking account yet.
- Have gained ground in financial position. Getting back to solid footing and a growing reserve

Comment: Thank you to everyone that helped us climb out of the hole and to Kathryn as our Treasurer

5. MLA Chapter Council Representative & Alternate Report  Kerry Dhakal

Beginning this month, Kerry Dhakal will become the chapter council representative to the National Planning Committee (NCP) for the MLA annual conference 2021
MLA 2021: Immersion sessions and paper abstracts are due Oct 21 at 6pm CT; poster and lightning round submissions can be submitted December 11, 2020 - January 22, 2021
questions about the NCP 2021 can be directed to the NCP conference committee working group email [.........] or to Kerry Dhakal or Margaret Hoogland

6. Representative at Large Report  
Hanna Schmillen
- Reached out to the in-coming Representative at Large to pass off list of state representatives, notes from role, and conference website proposal
  ○ This proposal describes and updates state meetings on our website to keep the chapter informed
- Documents shared with in-coming Rep at Large have also been sent to Chase Masters for archiving

7. Annual Meetings Committee Report  
Liz Weinfurter
- The virtual conference is complete and went well
- Thank you to all involved in switching to the virtual format: original 2020 chairs Erin Foster & Lisa Habegger; Sarah Jane Brown, Co-chair/lead on the virtual conference
- 2020 estimates: 230 regular attendees, 10 exhibitors. Kept cost at $25 to keep it accessible. Expenses low (Zoom platform, speaker fees, additional fees). Estimate is about $2000 profit for Midwest Chapter. Profits will be split proportionally to number of registrants from each chapter.
- Virtual conferences will be part of what annual conference committees talk about going forward; although not the same as in-person, also not a 3-day-long webinar
- Kept contract with conference center in Bloomington, IN. Preserves work that went into planning in-person conference. This work can be used for a future in-person conference. Currently contract is for first week in October 2021. Debated what to do about hotel blocks. Flexible because conference is not in the hotel. We have a proposal from them to do same hotel block for 2021, but we are not under contract for it yet=flexibility.
- Public health risk seems less of a factor than financial support questions for those at academic institutions. Getting a sense of what challenges members will be dealing with in the future through conference evaluation.
- Pleasantly surprised by the opportunities an online conference brings
- In conversations with MidContinental about doing a joint chapter conference in 2021. Membership is being surveyed about having a joint conference in 2021.

Discussion
-What is the breakdown of registration between Midwest and MidContinental?
About 60/40. There are people who weren't from either chapter. Some registered in order to hear the keynote speaker. Will share once we have final numbers.

-If we have a joint conference in 2021, would it be in Bloomington? Yes, the next in-person conference would be in Bloomington. It would be mutually beneficial to have a joint conference because we already have a favorable contract.

-What is the timeline when the decision will be made for virtual or in-person? It would probably be by March of next year. Putting one together in 6 months is not desirable. Have a list of things to improve on for next time.

-Joint conferences are good but get complicated in the virtual word (usually the state health sciences library org in whose state the conference is hosted also merges its meeting in). We now have relationships with exhibitors, expertise. Working on a more sustainable model of making use of the states but not putting all of the responsibility on them.

-Is a hybrid conference an option for consideration? That's interesting. MLA is considering hybrid. Anything is up for consideration. Having done a virtual conference now, have a better understanding of how that might work. Everything is up for consideration.

-If the conference is in person next year, will it be planned with IHSLA? They were already part of the planning for Bloomington. We will pick up where we left off.

Thank you to Liz and Sarah Jane Brown.

8. Communications Committee Report

Elizabeth Huggins

- Created two different conference websites: one for original 2020 conference and one for the virtual conference
- Hacking: one of older conference websites might have been infected and spread to rest of website. Almost all of content was saved, except for older conference websites from 10 years ago. Lost content because the credentials weren't shared, including 3 conference websites. Hacking also caused the committee to be behind in keeping website updated. Making sure that all conference sites are receiving their security updates.
- Worked with Archivist Chase Masters to keep things updated and archived for committee and board work
- Matt Regan is the Webmaster and filled in while Elizabeth was on leave
Thank you to Joyce McFadden and Liz Lyman, co-editors of MidLine. Skipped early fall issue. Next issue in November. Looking for submissions about working/living during covid and about virtual conference. Watch or calls for submissions.

Send questions to Elizabeth Huggins at: elizabeth.huggins.2012@gmail.com

Discussion

-Is there a protocol for preventing future loss of content? Yes, now all of the conference websites are set up by the Communications Committee along with permissions. Set up is at the chapter level rather than the conference level, providing more consistency from year to year. Conference committees are only responsible for content and do not need expertise in content management systems.

-By archives, you meant virtual, correct? Yes the archives are virtual. Send digital content to Chase. Physical content has to be moved from archivist to archivist. Send questions about any physical content to Chase for instructions about what to do. Per Megan Keller Young [email dated 10.20.2020], Special Collections Librarian at UIC’s Health Sciences Library, she oversees the physical Midwest Chapter MLA archives. Megan confirms that there’s a signed deed of gift for the collection, which gives it a permanent home at UIC. Megan is also happy to add additional physical materials to this collection and to answer any questions.

9. Nominations and Elections Committee Report

The Nominations and Elections Committee consists of: Merle Rosenzweig (Chair), Stephanie J. Schulte, Carol Shannon, Jodi Jameson, Paije Wilson

- An email address was setup: committee@umich.edu, making it easier to communicate among the members of the Committee and also used for those answering the call for volunteers.
- A call went out for volunteers to fill three positions: President Elect, Membership Secretary, and Representative at Large. The email listed the duties of each of the three positions. The call went out on April 22, 2020 and August 13, 2020.
- The ballot was created using Google Form and was closed on October 5, 2020. A total of 97 members voted and the results were tallied.
- Results: President-elect: Carol Shannon, Taubman Health Sciences Library, University of Michigan; Representative at Large: Anna Liss Jacobsen, University Libraries, Miami University; Membership Secretary: Simon Robins, NEOMED Library, Northeast Ohio Medical University
10. **Awards and Scholarships Committee Report**  
LaTeesa James  
Student and professional email lists and professional listservs were used to announce the awards and to encourage applications. Due to many irregularities in this award cycle caused by the pandemic (awards were announced later than usual, deadlines were extended), there will be no awards or scholarships for 2020.

11. **Professional Practice Committee**  
Angela Tucker  
Award winners - papers, posters, and lightning talks

**First Place, Research Paper:** Barriers to Identifying & Citing Retracted Literature. Elizabeth Suelzer.

**Honorable Mention, Research Paper:** The Problem of URL Decay: An Updated Analysis of Health Care Management Journal Citations. Susan Howell and Amber Burtis

**First Place, Lightning Talk:** A Perspective on How Librarians and Informationists Define and Teach Evidence-Based Practice. Margaret Hoogland.

**First Place, Research Poster:** Focus on Nursing Point-of-Care Tools: Developing Criteria for an Evaluation Rubric. Annie Nickum, Emily Johnson, Rebecca Raszewski, Ryan Raferty.

**Honorable Mention, Research Poster:** The Open Access Policy Citation Advantage for a Medical School. Jere Odell, Lyndsey Blair.

Recipients will receive a certificate.

- We do not normally award for lightning talk as a judged category but did this year to be in line with MidContinental Chapter. The committee would like input from the membership on this award.
- We currently only judge research but a large part of our submissions are programs and initiatives. The committee would like input on whether the chapter should try to encourage more research submissions.

Email Angie with input. Watch for a future survey.

Congratulations to all of the participants.
12. Fundraising Committee Report  
Margaret Hoogland

- Thank you to the Fundraising Committee.
- The owl will be coming back next year!
- The committee has an email address, which will facilitate accepting silent auction donations year round
  - anything with an owl is popular
  - include materials used and care instructions
- Current sales: 37 items (3 bandanas/scarves, 10 hoodies, 24 t-shirts)
- Current Midwest swag fundraiser closes Oct 23 @ 11:59 pm EDT

13. Inclusion, Diversity, and Equity Action Committee Report  
Caroline Allen

- First meeting has taken place; looking for more participation from membership at large including short term "passion projects"
- Will begin holding public meetings with announcements of dates with no commitment to join. Will allow membership to stay informed about activities
- Contact Caroline Allen with your ideas: Caroline-Allen@uiowa.edu

Emily Ginier (on behalf of Chase Masters)

- The digital archive in Box contains:
  - 23 annual business meeting minutes, 1 budget, 1 committee report, 5 conference reports, 3 Memorandums of Understanding, 43 issues of Midline, 2 MLA group annual reports, 1042 photos, 2 training documents, and 2 archival copies of the website.
- Please continue to share documents, photos, and other items to the archive through the upload widget on the Midwest Chapter Wiki
- Box account information has been shared with the Communications Chair, who will act as the backup to ensure that we do not lose access to the archive

15. Governmental Relations Committee  
Merle Rosenzweig

- The Carla J. Funk Governmental Relations Award
  
https://www.mlanet.org/p/cm/ld/fid=247. The award was not given in 2020 or 2019.

Do we have a member of the Chapter to be nominated?
• Considering the Executive Order that cancels federal workplace diversity trainings: what does this mean for diversity, equity, and inclusion work in higher education?” Is this something that the Chapter (or our new diversity committee) has a role to educate our members through a statement?

16. Old Business
There was no old business

17. New Business
There was no new business

18. New Incoming Officers and Committee Chairs
Emily Ginier
President Elect: Carol Shannon, Informationist, University of Michigan

Membership Secretary: Simon Robins, Reference Librarian, NEOMED Library, Northeast Ohio Medical University

Representative at Large: Anna Liss Jacobsen, Miami University, Ohio

19. Recognition of Outgoing Officers and Committee Chairs
Emily Ginier
A certificate of appreciation will be mailed to you.

- Merle Rosenzweig – Outgoing Immediate Past President and Chair, Nominations and Elections Committee
- Laura Menard - Membership Secretary, for drafting the charge for the Diversity, Inclusion, and Equity Action Committee, for drafting the statement of solidarity
- Hanna Schmillen - Representative at Large and for her ideas about how to better inform each other about chapter and state level meetings
- LaTeesa James - Chair, Awards & Scholarships Committee

Outgoing Committee Members
- Annual Meetings Committee: Erin Foster
- Awards and Scholarships Committee: Donald Pearson, Merete Christianson
- Nominations and Elections Committee: Stephanie J. Schulte, Carol Shannon, Jodi Jameson, Paije Wilson
- Professional Practice Committee: Nancy O'Brien, Kathy Koch, Rachel Hinrichs, Chelsea Misquith, Marilia Antunez
Introduction and recognition of our Outgoing President-Elect, Elizabeth Suelzer. Incoming President: Elizabeth Suelzer

19. Transfer of Gavel

Emily Ginier, Outgoing President
Liz Suelzer, President-Elect

- Thank you to Emily for her leadership during the website hack, Covid-19, working from home, pivoting to a new mode for the annual meeting. Thank you for leading us through this; to conference chairs, and to everyone participating.
- Hoping we will take advantage of virtual atmosphere to make more connections including smaller sessions to get to know peers a little better.
- Sent an owl-themed gift to Emily. Look for that.

Action Item: Emily will send a photo to the archive and to the chapter listserv.

20. Adjournment

Emily Ginier moved to adjourn. Kerry Dhakal seconded. The meeting was adjourned at pm 3:39 Central, pm 4:39 Eastern.