

MIDWEST CHAPTER



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MINNESOTA • NORTH DAKOTA • OHIO • WISCONSIN

Midwest Chapter Medical Library Association
Wednesday, December 14, 2022
12:00 – 1:30 pm CT / 1:00 pm – 2:30 pm ET
via Zoom

1. Call to Order and Welcome

Sarah Jane

Brown

The meeting was called to order at 12:02 pm CT.

Attending: Sarah Jane Brown, JJ Pionke, Carol Shannon, Caroline Allen, Amber Burtis, Karen Hanus, Heather Healy, Stephanie Henderson, Margaret Hoogland, Damien Ihrig, Jason Lilly, Chase Masters, Jolene Miller, Merle Rosenzweig, Eileen Severson, Julia Stumpff, Elizabeth Suelzer

Absent: None.

2. Introductions

Sarah Jane

Brown

3. Overview of Parliamentary Rules

Karen Hanus

Discussion:

- Should we table more complex motions? Get it fleshed out how we want it and then vote? Make it easier on the Recording Secretary to record the discussion, notions, and actions.
- Yes, that is allowed. Especially if we want to consult with others or do more research into something.
- But there is a recording, too, so more complex motions can be captured in the moment and fleshed out in the notes afterward

- Can write out motions ahead of time, too. If you know the motion ahead of time, it can be provided to the Recording Secretary, and then it can be included in the report distributed to the Board. This is rare, though, because we usually like to have a discussion about things beforehand and work through the language of the motion. For more complex motions, folks are also good about writing them out in the chat to make sure we're all on the same page.

4. Review and Approve Meeting Minutes from October 2022 Sarah Jane Brown

JJ Pionke moved to approve. The minutes were approved by consensus vote.

5. New Business Sarah Jane Brown

a. MLA Research Training Institute request for funds

Background: Get request every year. Haven't supported them for a few years because of financial concerns. Also cost has significantly increased - \$950 to \$1,600.

Discussion:

- Our chapter has been in financial hardship related to an earlier scam. Our goal has been to get enough \$ to cover our chapter's annual expenses. We're in better financial shape now. We could do a donation and it wouldn't hurt.
- If we can offer something, that would be great - x number of \$. Not the whole thing. That's way too much.
- A lot of Midwest Chapter members have gone through the RTI. I think it would be great if we could contribute something. Maybe not \$1600.
- I agree, I think it is a great program and would be in favor of contributing something
- They do say "as much as you can provide"
- \$800? 50%?
- They are losing their IMLS funding, that's why it's going up
- Is anyone from the chapter interested in going now?
- We are hiring, and I am guessing one of our new hires will be interested
- We can always up the amount in the future
- RTI is definitely a worthy program
- Should we create an RTI scholarship?
- How to do that? We need guidelines
- Getting accepted is a big battle...maybe get accepted and then apply?

- \$1,600 is just the tuition fee...any travel needed?
- It's all virtual now, so no travel
- This should go to the Awards & Scholarships Committee and they are mostly new - raise the issue, but don't make the decision now
- Should we do \$500 now and then bank some to fund the scholarship if it ends up coming into fruition?
- 2 different issues: support RTI with \$800 and discuss scholarship through A&S committee
- What are the other ways to support a chapter person going to RTI: volunteer mentor, or something like that?
- That's the point of the RTI, mentoring and support of the participant - we could maybe help polish their project proposal before taking it to the RTI
- But additional mentoring support from the Midwest could be very beneficial

Motion: Carol S: Donate the \$800 to RTI this year. Seconded by JJ P. Motion passed unanimously.

Action Item: Sarah will respond with the \$800 contribution. Amber will bring back to A & S to discuss a potential RTI scholarship.

6. Brief Committee Reports / Highlights

a. *President*

Sarah Jane Brown

Proposal to move Board meetings to either 1st or 3rd Wednesdays so that our Recording Secretary and Chapter Council Representative can attend.

Priorities for presidential year

- Proposal to survey our membership to gain insight into how the Chapter can best serve their needs in the post-pandemic world. Possible topics include:
 - Listserv and communications
 - Annual Conference focus and modality
 - Is in-person still useful every other year?
 - Social media (blog)
 - Pain points in current work – where and how can we help?
- Branding and web accessibility

Discussion:

- I suggest sending these survey areas out to the committees to get their input on what they want out of the survey. Useful to check with the Communications

Comm to see if they can do any of these social media activities. IDEA might have done something similar as far as asking for pain points.

- Social media is really just the blog
- Form a task force: Sarah & Comm Chair and any others to discuss accessibility and communications
- The Annual Conf Comm is planning on sending a survey re: the future & possible changes

b. Immediate Past President/Nominating Committee

Carol Shannon

Documentation project: I've gotten through the pages for all of the elected and appointed positions & am making my way through the committees.

Will begin to think about recruiting members for the Nominations and Elections Committee in January.

c. President-Elect

JJ Pionke

Focus for next year will be an accessibility audit of the Association Chapter.

Propose we meet more often than every other month. Things may take longer to make happen - delays getting things done. Meeting more often can help get things done in a more timely fashion.

Discussion:

- I would prefer not to meet monthly - bi-monthly has worked but with good email communication...don't want to over-task folks
- Motions and other actions can be done by email without meeting. Discussions are harder, but we could. Could call a special meeting as well.
- No hurry to the bylaws
- I'm meeting on the off months with my committee
- Agreed - Fundraising Committee meets in off months
- I do think we need to give committees time to meet as well
- From a program management perspective, meeting more often is good
- I agree with the committees needing the off months to meet

d. Treasurer/Finance Committee

Karen Hanus

Current Financial Statement

As of December 9, 2022, we have assets of \$64,340.15 according to our ledger. Although the fiscal year is not yet complete, it's clear we did very well this year. We're likely to finish the year strong with around \$60,000 in assets.

Activities

Deposited cash and checks received at annual conference.

Responded to requests for payment for conference expenses.

Worked on final accounting for 2022 annual conference. While not yet final, it appears the conference made a profit of \$6,331.18, half of which would be retained by the chapter. I hope to be able to finalize the accounting and send IHSLA their portion of the profit before the fiscal year closes. CE expenses have not yet been incurred, but early estimate was that the CE probably lost a small amount of money (<\$50). In the meantime, one of the CE instructors whose class was canceled turned down the honorarium, so the CE's ended up making a little money. A few hundred dollars. CE is solely a chapter endeavor and so the profit (and losses) are not shared with the host organization.

Prepared a draft of the 2023 budget for the board's consideration.

Completed other routine tasks.

Please review the budget before the next meeting.

e. *Membership Secretary/Membership Committee*

Eileen Severson

From Karen Hanus: On the chapter's membership renewal form, there is still the request for people to donate to support fellow members who are in need due to the result of the ongoing pandemic. I recall that we had talked about this last year and few people had asked for free memberships due to hardship from the pandemic, so we were going to see how things went for the 2022 renewal season.

We decided that if we aren't getting a lot of people asking for the free memberships that other people donated money for, we should probably stop asking for money from people for that purpose. I recall that we were trying to figure out what to do with the unused money, and there was some concern that we might have to contact donors and ask them if we can roll it over to the general fund. So, I suggested that we hide that request for donations. We should not continue asking for \$ when people aren't asking for this support.

Discussion:

- Agree. We should remove the ask.
- Can we reroute the money to cover students who want to join?
- I don't think we charge students - up to 2 years of free membership
- Do we know who removes the ask and do they know it?
- Membership Chair, but Eileen is new
- Jason will take care of it
- What about the \$?
- Treat it as a donation
- Promote that the money exists and let folks know the money is available to help them
- Not a separate fund for this money - it's all in one place

Action Item: Jason will remove the donation ask from the membership renewal form and document the process.

f. MLA Chapter Council Representative & Alternate

*Heather Healy
& Julia Stumpf*

Updates from the Chapter Council Meeting

The Chapter Council met on Thursday, November 10. One item of significant note discussed at the meeting was whether to change to requirements for which chapter leadership positions are required to also be members of MLA.

- Chapter Council submitted the following revised version of ARTICLE XI. Section 5. to the MLA Bylaws Committee:
 - ARTICLE XI. Section 5. The Chapter Council Representative, Alternate Representative, and nominee to the MLA Nominating Committee are required to be Voting Members of the Association.
- The draft bylaws provided for the open forum on Wednesday, December 7 contained the following proposed revision for ARTICLE XI. Section 5. and the rationale for the change:

Section 5. Officers and Committee Chairs

~~Officers of Chapters and Chairs of Chapter Standing Committees~~ Chapter President/Chair and Chapter President-Elect/Chair-Elect and Chapter Liaisons to MLA are required to be Voting Members of the Association.

RATIONALE: Article XI, Section 5 – Promotes more flexibility and inclusiveness in chapters by only requiring MLA membership of chapter’s president/chair, president-elect/chair-elect, and liaison(s) to MLA.

Neither Julia nor I were able to attend the Bylaws open forum. Margaret Hoogland was

able to attend and graciously provided some updates on content and discussions relevant to chapters:

- For Chapter members, they will either create a group to provide input to the Board on Chapter specific issues but not require MLA membership for members of this group. Alternatively, they may require MLA membership only for specific positions (e.g., Chapter Representative to the National Programming Committee).
- They may remove “Board membership” from the Community of Caucuses Chair (formerly Section Council) or Chapter Council Chair position. Many agreed that they wanted to be on the Board but not hold the Chair position because it requires a lot of work. Another suggestion was to have multiple representatives from both “community” groups sit in on Board Meetings instead of having a single Board member sit in on such meetings.

The Midwest History project for the MLA 125th Anniversary committee is still underway but delayed. One committee member had some emergencies and is unable to work on the project for another week or so. I, too, have been digging out from the semester and am behind on my part. However, I'm sure the committee will happily take our submission even if it's a little behind schedule.

g. Representative at Large/State Liaisons

Stephanie Henderson

No report.

h. Annual Conference Committee (ACC)

Carol Shannon

The ACC for 2022 is preparing a final report that should be ready by January 15.

We are tidying up the final bits & pieces of the conference (thank you's & so on), which should be done soon.

I hope that the meeting evaluation will be sent out soon.

For the coming year's conference, I'll be recruiting co-chairs, who will then recruit committee members for the 2023 Annual Conference, which will be virtual. Please be on the lookout for these emails and volunteer!

i. Awards & Scholarships Committee

Amber Burtis

No report.

j. Communications Committee

Jason Lilly

Website updates (thanks to Matt Regan)

- Strategic Plan page added as a child to Chapter Business
- Vision, Values, and Mission page as a child to About Us.
- Committee/Board pages updated with new members and terms
- Please inform Matt and I of anything needing updated

Transition

- Elizabeth and I to meet the week of the 19th to finalize transition as Chair

k. Professional Practice Committee

Liz Suelzer

The committee met on November 18, 2022. Attendees: Brenda Fay, Bette Sydelko, Mary Taylor, Emily Johnson-Barlow, Liz Suelzer.

Our 2023 budget request is \$1450.

- Awards for paper, lightning talk, and posters
 - Research Awards: \$50 for first place; \$25 for honorable mentions; \$225 total
 - Program Development Awards, new this year: \$50 for first place; \$25 for honorable mentions; \$225 total

- Total requested: \$450
- CE - Instructors for Annual Meeting
 - Total requested: \$1000

Brenda Fay will be our Chapter Credentialing Liaison for the MLA.

Sarah Jane Brown put out a call for committee volunteers, and Kerry Dhakal and Merle Rosenzweig answered the call.

The committee plans to meet every other month.

From Erica Lake at NNLM:

- I am emailing you to share an opportunity from the Network of the National Library of Medicine (NNLM). We are looking for MLA Chapters to host online or in-person data workshop with The Carpentries in Spring 2023. In exchange for hosting, NNLM Region 4 will cover all of the costs for a facilitated workshop by The Carpentries.
- There are three workshops available - [Data Carpentry](#), [Library Carpentry](#), and [Software Carpentry](#) – and each workshop includes seats for 25 people.
- MLA Chapters hosting workshops will support the National Library of Medicine in their pursuit to build capacity in the library and information sciences community to support data-driven research and the promotion of data literacy.
- Details can be found here: [Host Your Own Data Workshop with The Carpentries](#).
- The deadline for Chapters to express interest is **December 15, 2022**. Feel free to reach out to me or John Bramble, john.bramble@utah.edu, with any questions.

The PPC is on board - fits strategic plan goals

l. Inclusion, Diversity, and Equity Action Committee

Caroline Allen

Going to send a second email about diversity hiring resources - we only had 2 responses..

m. Fundraising Committee

Margaret Hoogland

Fundraising submitted its budget to Karen Hanus. Our committee will meet in mid-to-late January to “discuss” how to handle fundraising in 2023.

The committee would like to move forward with establishing a dedicated fund for Awards & Scholarships. With no awarded scholarships or awards for 2022, I would like to use the Fundraising proceeds and Awards and Scholarly Donations (\$800+) to establish this dedicated account. If the Professional Practice Committee continues to offer Research Awards, then they could also use the Awards and Scholarships fund.

The purposes of the dedicated account would be to:

- a) assist in refunding the Chapter Scholarships
- b) grow what funds remain "unspent" each year. Once all the current scholarships are fully refunded, the committee will work with Awards and Scholarships to review and add new Awards and Scholarships as needed.

Discussion:

- PPC will also do awards for program development - so we are expanding the awards we give
- Don't know that you need a dedicated account, but it should be a dedicated line
- We do - you can tell how much we spend on awards and scholarships
- One thing that does get parsed out are the credit card fees - that is subtracted from what we get (so \$40 is really 38.86ish, with \$1.14 charged as an expense)
- It is confusing - Fundraising Committee charge doesn't restrict what the funds can be used for
- Just be clear for the Fundraising Committee members where the \$ is spent
- In the past, we spent more than what we took in to pay out awards and scholarships. The last few years have been different because of the financial problems and we haven't been paying out the \$500 awards...we can reinstate if we want
- If you want to make sure the money goes to Awards and Scholarships, you put it in the budget - but you have to make sure to pay it out
- There were issues this year & a lot of the promotion just didn't happen as early as it should have
- I think some folks also don't apply because they have institutional funding and don't want to "take" it from folks who do need funding
- Lower the bar for applying

n. Archives

Chase Masters

No report.

o. Governmental Relations

Merle Rosenzweig

No report.

6. Review of Action Items

7. Adjournment

Meeting adjourned at 1:28 pm CT.

Action Items

Sarah Jane Brown:

- Will respond to the MLA with the \$800 RTI contribution.

Amber Burtis:

- Will bring back a potential RTI scholarship to the Awards & Scholarships Committee to discuss.

Jason Lilly:

- Will remove the donation ask from the membership renewal form and document the process.