

# MIDWEST CHAPTER



ILLINOIS • INDIANA • IOWA • KENTUCKY • MICHIGAN  
MINNESOTA • NORTH DAKOTA • OHIO • WISCONSIN

Midwest Chapter Medical Library Association  
Wednesday, February 15, 2023  
12:30 – 2:00 pm CT / 1:30 pm – 3:00 pm ET  
via Zoom

## 1. Call to Order and Welcome

Sarah Jane Brown

The meeting was called to order at 12:04 pm CT.

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

Absent: Caroline Allen, Chase Masters, Eileen Severson.

## 2. Review and Approve Board Meeting Minutes from December 2022 Damien Ihrig

The minutes were approved by consensus vote.

## 3. New Business

Karen Hanus

### a. Budget review and approval

Estimated income for several items for 2023: dues and items associated with the conference.

No more board meetings in person, so that expense line is zeroed out for this year. If this will stay virtual, we can talk about talking it out altogether.

Usually \$850 for the chapter president to attend the MLA meeting.

Chapter Council Rep and Treasurer also used to have funding for MLA travel to attend events related to their positions, but those are no longer happening in person. Currently, those lines are \$0, but we could just take them out.

Same for President and Pres-Elect funds to travel to state meetings. Those don't really happen anymore.

Awards and scholarships: put Distinguished Librarian of the Year Award and Jean Williams Sayre Innovation Award back at \$500, plus associated plaques (\$200). These had been at 0 for several years because of our financial crisis.

Awards for conference attendance - students, first-time attendees, and regular attendee grants - estimated two each for those and \$200 total for each.

Remove website annual fee because no longer applicable. It's all in Wild Apricot now, under registration and membership system.

2 year Wild Apricot renewal this year, which is substantial.

Consolidated all Affinipay credit card transduction fees into one line under Finance Committee instead of trying to break it out under the appropriate committee. This is a pain and it is not accurate, anyway.

\$1,000 for DEI speaker not used in '22, so added back in for '23

In the red, but still ahead because we are paying out the IHSLA portion of conference profits from '22 and the 2-year Wild Apricot fee this year.

Discussion:

- Take out Chapter Council Rep line. But keep the Board Meetings at \$0.
- Update membership #s for estimating income? I see in the membership report that we have close to 200 members instead of the estimated 160 in the budget.
- Does that new number include folks who haven't been kicked out yet for not paying dues?
- It's ok - just an estimate for income. Great if we actually bring in more.
- This is from the Members report in Wild Apricot so this is where the 197 number comes from:

Membership Levels	Active Members			
	Start	End	Diff#	Diff%
Regular Membership	177	182	5	2.82
Retired	11	11	0	-

Financial Hardship	3	3	0	-
Student	1	1	0	-
Summary	192	197	5	2.60

The budget was approved by consensus vote.

#### 4. Brief Committee Reports / Highlights

*a. President*

*Sarah Jane Brown*

In the process of thinking about surveys, how can we combine them into one to gather the information we need from our membership and streamline efforts? I will be connecting with the committee chairs about this in the near future. To reduce redundancy and have central location for survey resources.

*b. Immediate Past President/Nominating Committee*

*Carol Shannon*

- Recruiting members for the Nominations and Elections Committee
- Created a spreadsheet for the Chapter's Strategic Plan, so that we can more easily track our progress towards its goals.

*c. President-Elect*

*JJ Pionke*

No report.

Question: What happens to this position if the person leaves the field?

Discussion:

- Can be a member and on the board, with just an interest in the field. If someone leaves the region, then they can't be on the board without approval.
- Should we consider adding/tweaking the bylaws to address this?
- We have taken out the approval language from the bylaws, but it hasn't been approved by the MLA yet.

- In the current bylaws, the officers have to be in chapter boundaries and member of MLA. They do not have to be in the field.

d. *Treasurer/Finance Committee*

*Karen Hanus*

*End of year*

At the end of fiscal year 2022 we had assets of \$63,726.72 according to our ledger. We ended the year strong with \$14,980.67 more than we started it with. While we brought in 24% less revenue than we budgeted (\$59,100 budgeted/\$44,636 actual), we also spent 45% less than we budgeted (\$54,809 budgeted/\$29,655 actual).

*Current financial statement*

As of January 31, 2023, we have assets of \$66,243.82 according to our ledger.

*Activities*

- Deposited checks received from the membership chair.
- Recommended changes to Wild Apricot administrator accounts and completed changes.
- Prepared a draft of the 2023 budget for the board's review and approval.
- Completed other routine tasks.

e. *Membership Secretary/Membership Committee*

*Eileen Severson*

- Sent out a membership renewal email on January 5, 2023.
- As of February 10, 2023, we have 197 active members.
- Continue to process memberships.

f. *MLA Chapter Council Representative & Alternate*

*Heather Healy  
& Julia Stumpf*

At the last MLA Chapter Council meeting it was decided that chapters would share information about each chapter's annual conference. I gathered and shared the following requested data:

Total Chapter membership	Total Conference Registrations (not including vendors)	Conference Format (Virtual, In-Person, Hybrid)	Was the Conference Free?
186	59	In-person	No

*g. Representative at Large/State Liaisons*

*Stephanie Henderson*

- The State Liaisons Committee had its first meeting on February 1, 2023.
- Michigan, Minnesota, Wisconsin, and Kentucky were represented.
- Several common issues were discussed including dwindling memberships among state organizations and virtual/hybrid meetings/conferences.
- Moving forward we will hold quarterly meetings.
- I need to update state liaisons list and listserv. There currently isn't a representative for Indiana. I have received several emails from people who are rotating off the listserv and want their names removed. The current listserv is stat-reps@umich.edu. I am contacting Merle Rosenzweig to see who maintains this and how we can get it updated.
  - A new one at Iowa?
  - Not sure we even need one. Not a big list.
  - Will let it go unused and just use my own list.
- Dwindling memberships and virtual vs in-person meeting are big with all groups.

*h. Annual Conference Committee (ACC)*

*Carol Shannon*

- I'm recruiting members to join the Annual Conferences Committee (we need a co-chair & a Communications liaison)
- I'm also recruiting volunteers to organize the actual conference
  - We don't currently have enough volunteers to hold even a virtual conference at this point
  - We need to consider whether we should not have a conference this year, to give us time to regroup, and to then focus on the 2024 Conference or if Board members can twist (gently) enough arms to get us to where we need to be
    - Research & CE committees are well staffed from the Professional Practices Committee
    - Exhibits is almost where it needs to be
    - But we have no conference co-chairs and need at least 12, if not 15 more volunteers to make the conference successful
    - One person who's already volunteering for the Board has offered to work in a couple of committees, but I don't want to overstretch anyone
- I've created a virtual conference handbook, so we're in good shape as far as that goes
- Dates for upcoming conferences: (CE's on the first day)
  - Oct 11 - 13, 2023

- Oct 9 - 11, 2024
- Conference cost has come up via emails - \$100?

Discussion:

- When do we stop planning 2023 if we can't get volunteers? Know librarians are busy and all libraries are in the same boat about demands on time, but we need folks to pitch in.
- A mistake not to have a conference this year.
- I agree it's a problem, but we have to be able to plan for the conference without it falling on only a small group of people. Can't have a good experience if not enough people, especially co-chairs.
- We have discussed having meetings every other year.
- Is there a drop dead date when to have all the roles filled?
- March 1
- Don't want to overburden anyone. Want to spread the work around.
- Need a communication with direct info about needing folks or it won't happen.
- Send it out to the member's list through Wild Apricot as well?
- Yes
- And send it out to the state listservs as well.
- What is the time commitment for co-chair and/or for someone to help with the conference?
- 1 Hr meeting 1 per month, then a meeting with all the chairs each month. Minimum 2-4 hours/month. More during the conference. And then the final report is written. 10 hours for that. So, maybe 5 hours per month, then three full days for the conference, then the report.
- Cycle of busyness?
- Up and down, but a lot during the meeting itself.
- Just on a committee, just about an hour/mo. Different times of busyness depend on what the committee is.
- Is it ok for Fundraising to work with the Co-Chairs but not plan to be on the Annual Conference Committee?
- Yes.
- How do we go about deciding if we have the conference? Emergency meeting of the Board?
- Yes, let's do that.
- What if we have a CE or two, but at no charge?
- The PPC is prepared to move on the research part of the conference. So we can do something if not all.
- I'm assuming we would still have a virtual business meeting whether or not we had a virtual conference?

- Yes.
- At least 2 of our institutions have i-schools. What about recruiting from the students?
- Having them on the committees would be great, but not as co-chairs.
- Asking for people to complete "specific" tasks might be another way to recruit people.
- I think those dates should work. If we can, let's try to avoid State Conference dates.
- Should Indiana folks bring poster boards to Detroit?
- Sure, but review their condition. Toss any that are in bad shape.

**Action item: Carol, working with Jason, to send out one last message that directly addresses the tenuous state of the conference without more help.**

*i. Awards & Scholarships Committee*

*Amber Burtis*

All committee members voted in favor of asking for budget funds to reinstate the monetary award of \$500 for the Distinguished Librarian and Jane Sayre Awardees. Brought back the Board's comments and suggestions for promoting the awards applications.

*j. Communications Committee*

*Jason Lilly*

- Communications Chair (Jason Lilly) & Membership Secretary (Eileen Severson) granted ownership rights to member and board listservs. Board listserv has all included now (thanks to Elizabeth Huggins).
- Call for Midline submissions sent out February 3rd with a deadline of February 24th. Combined Fall and Winter edition to be published in March.
- Fund selection radio buttons added to donation form
- Access levels for previous officers/committee members/annual conference planners removed from the backend of Wild Apricot. Administrative access simplified to Communications Committee, Treasurer, and Membership Secretary. Please email Jason Lilly, [jlilly1@iuhealth.org](mailto:jlilly1@iuhealth.org), for backend access to Wild Apricot (examples, Website editor for Annual Conference, event registration for Annual Conference). Training will be provided by the Communications Committee.
- Updates made to committee membership pages. Chairs, please review and forward any changes to Matt Regan, [matthew-regan@uiowa.edu](mailto:matthew-regan@uiowa.edu).

*k. Professional Practice Committee*

*Liz Suelzer*

- The committee met on February 6, 2023. Attendees: Brenda Fay, Bette Sydelko, Mary Taylor, Emily Johnson-Barlow, Liz Suelzer, Kerry Dhakal, Merle Rosenzweig.
- We have two upcoming events that are being hosted/organized by the Professional Practice Committee:
  - Discovery System Webinar, 2/14/2023 – 85 registrants; the webinar was marketed on the chapter listserv and the MLA Hospital Caucus
  - Library Carpentry Workshop, 4/18/2023 - 4/20/2023 – 9 registrants (up to 24); the webinar was marketed on the chapter listserv; workshop attendees must be chapter members
- Determined our goals for the year:
  - Develop a process for conducting annual surveys to determine professional development needs and wants and save the documentation in the Wiki for future use.
  - By April, survey members on their professional development needs. This survey will help to determine what kind of CE to seek out for the upcoming annual meeting.
- Assigned leadership roles relating to Research and Continuing Education for the 2023 Annual Conference.
  - Continuing Education Committee Chair: Kerry Dhakal
  - Research Committee Chair: Liz Suelzer
  - Promote, Collect and Evaluate Posters/Presentations/Lightning Talk Submissions -Research Subcommittee Chairs: Emily Johnson-Barlow, Bette Sydelko
  - Instruct, Schedule, and Collect Presentations – Research Subcommittee Chair: Brenda Fay
  - Coordinate and Evaluate the Presentations – Research Subcommittee Chairs: Brenda Fay, Liz Suelzer

*l. Inclusion, Diversity, and Equity Action Committee*

*Caroline Allen*

IDEA Committee is reviewing responses to our email about DEI Hiring Resources and planning our meeting schedule and activities for the next year.

*m. Fundraising Committee*

*Margaret Hoogland*

Will get the Midline report in at the end of February. Continuing to figure out virtual fundraising.

*n. Archives*

*Chase Masters*

No report.



*o. Governmental Relations*

*Merle Rosenzweig*

No report.

**6. Review of Action Items**

**7. Adjournment**

Meeting adjourned at 1:31 pm CT.

**Action Items**

Carol Shannon & Jason Lilly:

- Send out one last message that directly addresses the tenuous state of the conference without more help from the membership.