

MIDWEST CHAPTER



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Midwest Chapter Medical Library Association
Wednesday, April 19, 2023
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 12:04 pm CT.

Attending: Sarah Jane Brown, JJ Pionke, Carol Shannon, Caroline Allen, Karen Hanus, Damien Ihrig, Jason Lilly, Chase Masters, Jolene Miller, Merle Rosenzweig, Eileen Severson

Absent: Amber Burtis, Heather Healy, Stephanie Henderson, Margaret Hoogland, Elizabeth Suelzer, Julia Stumpff

2. Review and Approve Board Meeting Minutes from February 2023

Damien Ihrig

The minutes were approved by consensus vote.

3. Brief Committee Reports / Highlights

a. President

Sarah Jane Brown

Congrats to Jolene Miller, who has been elected to the MLA Nominating Committee. The process is much longer than anticipated - 18 months - so details were added to the MWCMLA wiki. Roughly a 12-month appointment and starts in June.

b. Immediate Past President/Nominating Committee

Carol Shannon

I have begun to organize the Nominations and Elections Committee.

c. *President-Elect*

JJ Pionke

No report.

d. *Treasurer/Finance Committee*

Karen Hanus

Current financial statement

- As of April 1, 2023, we had assets of \$68,159.24, according to our ledger.

Activities

- Finalized the 2023 approved budget in accordance with the budget discussion from the February meeting.
- Deposited checks received from the membership chair.
- Issued payment to the archivist for Box subscription. Updated Box account with chapter credit card payment details for ease of payment in future years.
- In consultation with Carol Shannon and Jason Lilly, **finalized the 2022 conference financial accounting** per the Midwest Chapter/MLA treasurer's ledger and issued payment to IHSLA in the amount of \$2,532.47 (40% of profit per MOU).
- Submitted the chapter's 990 form for MLA (the annual reporting tax return document required to be filed by all federally tax-exempt organizations) for the calendar year 2022.
- Completed other routine tasks.

Action

- This report requires no action by the board.

e. *Membership Secretary/Membership Committee*

Eileen Severson

- As of April 14, 2023, we have 200 active members.
- Continuing to process memberships.
- Considering cleaning up the membership directory.
- Learning about the listserv.

f. *MLA Chapter Council Representative & Alternate*

*Heather Healy
& Julia Stumpf*

- After PJ Grier retired and stepped down from the role of MLA Chapter Council chair, the council elected Keith Pickett (Director of the Matas Library of the Health Sciences at Tulane University in New Orleans, LA) as the new Chapter Council Chair. The council will meet (at a time yet to be determined) prior to the MLA conference.

*g. Representative at Large/State Liaisons
Henderson*

Stephanie

No report.

h. Annual Conference Committee (ACC)

Carol Shannon

- The 2023 Co-Chairs have begun to organize the conference.
- We have a full Annual Conferences Committee
 - Membership: Carol, chair; Sarah Jane Brown, co-chair; Karen Hanus & Linda Walton, co-chairs for the 2023 conference; Caroline Allen, Communications liaison; Merle Rosenzweig, exhibits
 - Beginning to meet
 - Goals:
 - Committee membership
 - Survey of Midwest members re: preferences for annual conferences

i. Awards & Scholarships Committee

Amber Burtis

No report.

j. Communications Committee

Jason Lilly

- Created skeleton structure for 2023 virtual conference web pages and provided access as Website Editors to two conference committee members. The Communications Committee will provide training in Wild Apricot upon request.
- Updates for Nomination & Elections Committee & Annual Conferences Committee members on the website
- Added a required question to the membership form for being added to the listserv. Planning an audit of the listserv subscribers compared to the membership.

k. Professional Practice Committee

Liz Suelzer

- The committee met on April 3, 2023. Attendees: Liz Suelzer, Emily Johnson-Barlow, Brenda Fay, Mary Taylor.
- Old business:
 - Library Carpentry Workshop was scheduled for April 18-20 with funding from the NNLN Region 4. 13 people registered to attend the workshop. A few people asked if we were going to host this next year, but so far, we are not planning to. We will see what kind of feedback we get after the workshop.
- Annual conference planning updates:
 - Kerry put together a survey to find out which CE topics members are interested in for this year's annual conference. We received 46 results, and the top topic was leadership. Kerry re-sent the email on 4/17/2023 in the hopes of getting more responses.
 - For CE courses, we aim to schedule two sessions on Wednesday – one in the morning and one in the afternoon. With the sessions being online, they may only be 2 hours instead of the 4 hours that we are used to seeing at in-person conferences.
 - We will see if the schedule allows for a free 1-hour CE session that can be offered to all conference attendees.
 - Emily and Bette will meet to discuss a general timeline for their subcommittee that will oversee **Promoting, Collecting and Evaluating Posters/Presentations/Lightning Talk Submissions**.
 - Emily will take the lead in coordinating a learning session for those who are interested in submitting a poster, lightning talk, or presentation. Hopefully, this session will encourage members to consider submitting something for the conference.

I. Inclusion, Diversity, and Equity Action Committee

Caroline Allen

- Want to share DEI hiring resources
- Also trying to determine what people want from us. How can we best support the chapter?
- For discussion:
 - Should an IDEA member join the web team/communications committee? So we don't just hand work to someone else.

Discussion:

- (Jason L.) I can set up a page on the website just for the IDEA Committee and train someone from the committee to work with Wild Apricot.

- (Caroline A.) I am already the liaison to the Communications Committee, so it will be me. I will reach out to you to set that up.

Action Item: Jason will work to onboard Caroline to the Communications Committee and provide access to their resources, including the website.

m. Fundraising Committee

Margaret Hoogland

No report.

n. Archives

Chase Masters

- Business as usual. The annual Box payment went through on Chase's personal credit card, so Karen worked to reimburse Chase and switch the card on the account to the Midwest card. Going forward, it'll be charged there instead.

o. Governmental Relations

Merle Rosenzweig

No report.

4. Review of Action Items

5. Adjournment

Meeting adjourned at 12:21 pm CT.

Action Items

Jason and Caroline:

- Onboard Caroline to the Communications Committee and provide access to their resources, including the website.