

MIDWEST CHAPTER



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MINNESOTA • NORTH DAKOTA • OHIO • WISCONSIN

Midwest Chapter Medical Library Association
Wednesday, August 16, 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 12:02 pm CT.

Attending: Sarah Jane Brown, JJ Pionke, Caroline Allen, Amber Burtis, Karen Hanus, Stephanie Henderson, Margaret Hoogland, Damien Ihrig, Jason Lilly, Chase Masters, Merle Rosenzweig, Elizabeth Suelzer, Julia Stumpff, Nicole Theis-Mahon

Absent: Heather Healy, Eileen Severson, Carol Shannon

2. Review and Approve Board Meeting Minutes from June 2023

Damien Ihrig

The minutes were approved by consensus vote.

3. New business

- a. Welcome Nicole Theis-Mahon
Brown

Sarah Jane

Nicole is the newly appointed interim Candidate for Membership on the MLA Nominating Committee.

- b. Proposal to set up a reserve business fund – multi-month CD

Karen Hanus

See Treasurer's report.

Discussion:

- How much will the conference cost?
- Pretty cheap... Expected ~\$4300 expenditures Expected revenue ~\$8000.
- Makes sense to put a big chunk into a CD. It will make us money. I'm more conservative, though, so maybe a shorter time span.
- We will still be bringing money in - annual dues. No one-year CDs - 11 or 15 months. You do not lose money if you have to pull the money out. It's not like the stock market.
- As a committee chair I don't think I get a vote on this, but I really like this idea Karen!
- Agree - great idea!
- Wholeheartedly agree!
- I also do not have a vote, but I support this idea!
- CD and whatever is favorable is fine with me
- It costs only \$25 if you withdraw early.
- \$40,000 @ 15 months sounds good to me.
- Some seed money will need to be paid for the next in-person meeting, but we should still be fine.
- I think the benefits outweigh the risks.

Motion by Karen H.: The treasurer sets up a multi-month CD (potentially 11 or 15 months, whatever is the best rate at the time) and moves \$40,000 of the chapter's current cash on hand into the CD. Motion passes unanimously.

- c. Fundraising committee – change to ad-hoc committee
Hoogland

Margaret

See Fundraising Committee's report.

Discussion:

- Makes sense to me. If the Committee feels like virtual fundraising is not tenable, then they should go ad hoc.
- As a past member on this committee this proposal makes sense
- Ad hoc committee sounds good to me
- When registering for association and meeting, how would the donation button work?
- That came about because of the financial troubles, which we are now on really good footing. Fine if we stop asking folks to donate. Go with a silent auction only. One reason this is so difficult is the tax-exempt status. When

we raise money with an auction, we are technically selling something, so we have to file for tax-exempt status in the state we have the auction. Not all states are the same and some don't allow it. Have to start at least 4 months in advance.

- I can remove the donation button if that's the call of the group.
- Virtual fundraising just creates lots of headaches.
- Fundraising Committee is not mentioned in the bylaws, so this committee can just decide the fate of the Fundraising Comm.
- I think making the Fundraising Committee ad hoc and removing the donation button on the website are both ideas that make sense.

Action passes with consensus vote.

d. Repository/spreadsheet of past speakers
Henderson

Stephanie

See Representative at Large/State Liaisons report.

Discussion:

- What we have is a breakdown of the conferences on our website. This has a link to the conference information. However, this was not always hosted on the Midwest site, sometimes on state sites.
- Is the idea that this is a tool to go back to and invite speakers from the list?
- Yes.
- Seems like a good practice, but where does it live and who is in charge of it?
- Some folks may want to use their talk in the future, so copyright may come into play.
- I think this is just a list of keynotes and plenary speakers with their contact info. Nothing like their presentation materials or anything.
- Could live on the wiki where we all have access. That's not public-facing. Go back 10 years? Also speakers from the state associations?
- How would state liaisons have access to the wiki?
- It's an open wiki, so it just needs to be shared with them. They just can't edit it.
- Should this be MLA as the org or just the Midwest.
- Just the Midwest.

- I think it's ok to have this as a public history of the speakers but not the contact info. Probably can't find contact info for these folks, anyway, but nervous to put that info out there publicly.
- So, just put names and institutions at the time they presented and the title/topic of the talk.
- If there is a link to a page on an institutional website that could be added.
- I think that all would be enough information.

Action item: Jason and Stephanie work together to pull together and place on the wiki.

4. Brief Committee Reports / Highlights

a. *President*

Sarah Jane Brown

- No report; please vote in the election! Thanks to Carol and the nominations/elections committee for organizing the election.
- Regarding the annual business meeting: need to pick a date. Need to give the conference folks time to wrap up and for PPC to have all their work done. So, a week later midweek?

Discussion:

- So, we will need a board meeting before the annual business meeting to coordinate this. Maybe do over email?
- Maybe two weeks prior? Virtual or
- That's what I did when I was pres. Just a quick meeting to make sure everyone was on the same page.
- Maybe the last week in September? I will send a doodle poll.
- Have to give notice at least 30 days in advance to the membership for the business.

b. *Immediate Past President/Nominating Committee*

Carol Shannon

- Nominations & Elections Committee
 - The ballot for this year's election for a President-Elect, Treasurer, Recording Secretary, and Candidate for Membership on the MLA Nominating Committee was sent out August 15.

- The election closes August 31. (Because the ballot was sent out a bit later than we had planned, the deadline could be extended by 1 week if the response rate is low.)
- Please vote!

c. *President-Elect*

JJ Pionke

No report.

d. *Treasurer/Finance Committee*

Karen Hanus

Current financial statement

- As of August 1, 2023, we had assets of \$62,418.27 according to our ledger.

Activities

- Donated \$250 to Open Science Foundation and set up Zoom account in response to payment requests from the 2023 annual conference committee.
- Deposited a check received from membership chair.
- Completed other routine tasks.

Proposal to Set Up Business Reserve Fund

- Since the chapter has rebuilt its treasury and achieved financial security, it makes sense for us to consider whether we should have all of our funds sitting in a non-interest-bearing checking account. For the next two years, we probably won't spend as much money as other years because we're not having in-person conferences. So, we probably won't even expend more than \$20,000 of the money we have in the bank for another two years. In the past, before we lost a great deal of our funds, the chapter held funds in a money market and a business reserve fund (a certificate of deposit or CD). I opened a dialog with a business banking manager at US Bank regarding our options. The highlights:
 - Both money markets and CDs will gain us interest so we'd earn something for the money we have in our account rather than having it sitting there without getting any interest.
 - Both money markets and CDs that we open with US Bank are federally insured, so we don't have to worry that there's risk involved.
 - Money markets are like savings accounts and we can access the money at any time if we need it because the interest accrues daily. The term of a CD is locked and we can get at the money if we need it, but if we access it before the term is up, we have to pay a penalty (\$25) and we'd lose a

portion of the interest we earned, so we probably wouldn't end up making as much on the deal as we'd hoped, but we wouldn't lose money.

- Money markets usually don't have a great interest rate (rate at the time of this writing was .25%). CDs have better interest rates than money markets (rate at the time of this writing was 4.75% for a longer-term CD), but we really should only sign up for a CD if we know we aren't going to be using the amount of money we deposit.
- If I set up the money market or CD, our second account owner wouldn't have access to that money. However, if something did happen to me, the chapter could draw up paperwork to get access to the account. We'd have to have minutes showing that the board approved a different account owner and bring in a letter from the president asking to change the account owner. Maybe we can work on creating a Finance Committee to add people to the account.
- CDs are really a better option than a money market if we know we aren't going to touch the money. I move that we get an 11- or 15-month CD (whichever gives the most favorable terms at the time it's set up). At the end of the term, we will have 10 days to decide to put money back into our checking account, renew a CD, or maybe move it into a money market account

Action

- This report requires action by the board (approval of transfer of money into CD).

e. Membership Secretary

Eileen Severson

- As of August 9, 2023, we have 170 active members.
- Continuing to process memberships.

f. MLA Chapter Council Representative & Alternate

*Heather Healy
& Julia Stumpf*

- Due to the election of Jolene Miller to the MLA Nominating Committee in the spring, the Midwest Chapter needed to fill the position of potential candidate to the nominating committee. The Midwest Chapter Executive Board has appointed Nicole Theis-Mahon to fill this vacancy now through October 2023, ensuring that Midwest has a candidate in place for the upcoming August Chapter Council vote for candidates for the MLA Nominating Committee. Additionally, Jolene created a handy flow chart (see appendix) that maps out the steps (and other votes

involved in) moving from Midwest's candidate to the MLA nominating committee to being elected to the MLA Nominating Committee.

- Two weeks to submit who will How do we select?

Discussion:

- In the past, it was just a decision made by the Council Rep and the Alternate. The election was done in person at the MLA meeting.
- If you'd like feedback from the Board, let's do email.
- What action do we need to take at this point regarding Nicole's appointment? Make the position a one-year position?
- Is this up to the committee or the board?
- I do think it should be a one year term
- Regarding Nicole, if she is not elected, she will not move on. She could go on the ballot next year. We made this a two year position because it might take a 1.5 year to find out if you are moving forward. Two years after you're elected until you find out if you've succeeded in what we've put their name forward for. SO, just make it a one-year position.
- Is it a good idea to have a second person as a reserve?
- No reason to have this person elected, either. They do not have to be elected. The board could just select someone. Then year after year, we just pick someone and send their name in.
- If it's important to the membership, could the election happen every year, but still have it as a two year term?
- We really just need a name to give to the chapter council. If they are elected by the chapter council, they are added to the MLA ballot. We could do the two year staggered term, but then we'd have two non-voting members on the board instead of one.
- I think it makes sense to change it to a one-year term.
- Table this discussion until after the annual meeting.

*g. Representative at Large/State Liaisons
Henderson*

Stephanie

- Attached are the minutes from the Aug. 2nd state liaison meeting.
- Agenda item for the board meeting: At our August meeting, several state representatives expressed difficulties over finding keynote and continuing education speakers. They would like for the board to investigate the possibility of creating a repository (or spreadsheet) of past speakers used for at Midwest and state conferences.

h. Annual Conference Committee (ACC)
Shannon

Carol

- Registration for exhibitors & individuals is open
- Currently have 25 paid registrations
- Conference website has increasing amounts of information available
<https://mcmla45.wildapricot.org/About23>
- The deadline for submitting papers, posters, & lightning talks has closed
 - Over 1/3 of submissions are from non-Midwest members
- Continuing Education courses are set (no courses scheduled concurrently, 60 - 90 minutes long)
 - Morning
 - Marketing
 - AI/ChatGPT
 - Afternoon
 - Critical Conversations
 - Systematic Reviews

i. Awards & Scholarships Committee

Amber Burtis

- We've been receiving some nominations as the deadline for awards and scholarships approaches and should have awardees for both awards (Innovation and Sayre) this year. We haven't received any applications for annual conference scholarships yet but are hopeful.

Discussion:

- Regarding annual conference,
- Extend the deadline? To September 15? Too long?
- Have until XX to register for CEs
- Why is there a deadline?
- The committee has to decide who to give it to.
- So, maybe a couple week cushion.
- The registration team also needs time to create a code.
- October 1st? That's a three week cushion.
- Make it a tad earlier - someone may want to take the CE. The CE deadline is September 27, so maybe Sept 20 or earlier.

Action item: Amber will move the deadline for the Annual Conference Scholarship

j. Communications Committee

Jason Lilly

Will put out a call for a volunteer to focus on social media for the conference. Our social media needs attention.

k. *Professional Practice Committee*
Suelzer

Liz

- The committee met on August 14, 2023. Attendees: Liz Suelzer, Emily Johnson-Barlow, Brenda Fay, Mary Taylor, Bette Sydelko.
- Annual conference updates:
 - CE update from Kerry Dhakal: In late July, I provided a list to the annual program committee that included the times (CST and EST), instructor information, bios, course titles and descriptions, MLA CE credit hours, length of course, honorarium cost, and MLA course fees. The committee, with the help of Liz, from the Professional Practice Committee, are in the process of submitting schedule information to MLA to include in the Unscheduled Courses section of the MedLibEd website. MLA course and seat fees, honoraria payment details, and cost registration costs for members and non-members have been shared with Bradley Kuennan.
 - Kerry is working with one instructor, Alice Henry, to complete the MLA CE credit hour application and that should be submitted by the end of next week (8/18). Kerry has emailed all the instructors with final details about their course dates, times, honoraria, and fees information. She will work with the technology committee closer to the time of the conference to set up the Zoom course links and communicate with the registered attendees and instructors.
- Research committee update:
 - Acceptance letters were sent out on August 14 to people who submitted presentations.
 - Tentative numbers:
 - 13 papers
 - 13 lightning talks
 - 6 posters
 - There will be concurrent paper and lightning talks. We can run the concurrent sessions in Zoom breakout rooms so that conference attendees can easily move between sessions. This was verified with the Technology Committee. Breakout room sessions will be recorded and uploaded to the conference YouTube channel.
 - A call will soon go out to recruit moderators and judges for the sessions.
- Other update:

- Liz met with Education committee members from the Midcontinental Chapter to ask if they were interested in co-hosting a Library Carpentry Workshop using funding from NNLM Region 4. Both chapters will be working together to request funding from the NNLM and we will schedule a workshop in Spring.

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

Caroline

No report. Letter to new members letting them know what members they could join? A checkbox to the reg form for the committees they are interested in. There is a checkbox that asks if someone is interested in A committee? How is that info passed along to committee chairs? Admins can pull and send. Or give access to appropriate folks. There is an email that goes out to new members that could be updated to list the committees. Caroline would love to be in the loop and help how she can.

Action item: Caroline and Eileen and other committee chairs for access to this email and checkbox info.

*m. Fundraising Committee
Hoogland*

Margaret

- Agenda item proposed: Would it be possible for the Fundraising Committee to become Ad Hoc? In this capacity, we would essentially focus our efforts in virtual years on collecting and getting things ready for the Silent Auction, which we would only host at in-person conferences. Based upon many conversations with Karen, I think this would be the simplest way and most cost-effective way to handle things. Virtual fundraising is also very complicated.

*n. Archives
Masters*

Chase

No report.

*o. Governmental Relations
Rosenzweig*

Merle

No report.

4. Review of Action Items

5. Adjournment

Move to end by JJ. Seconded by SJB. Meeting adjourned at 1:19 pm CT.

Action Items

Jason Lilly and Stephanie Henderson:

- Will work together to pull together past speaker information and place on the wiki.