

MIDWEST CHAPTER



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Midwest Chapter Medical Library Association
Wednesday, December 13, 2023
12:00 – 1:30 pm CT / 1:00 pm – 2:30 pm ET
via Zoom

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1. Call to Order and Welcome

JJ Pionke

The meeting was called to order at 12:05 Central/1:05 pm Eastern.

Attending: Carol Shannon, Merle Rosenzweig, Sara Samuel, Sarah Jane Brown, Liz Sueler, JJ Pionke, Karen Hanus, Jason Lilly, Julia Stumpff

Absent: Heather Healy, Chase Masters, Caroline Allen, Amber Burtis, Eileen Severson, Stephanie Henderson, Gabriel Rios

2. Review and Approve Board Meeting Minutes from August 2023

Sara Samuel

- August board meeting minutes: [202300816_MWMLA_draftminutes](#)
 - Move to approve by Carol Shannon, seconded by Merle. Motion passed.
 - **Action item**: Approved minutes will be sent to the website committee in PDF format to be posted.

3. Membership Secretary Report

Eileen Severson via

email

- Active membership numbers as of December 12, 2023
 - Regular: 165
 - Retired: 12
 - Student: 26
 - Financial Hardship: 3
 - Total: 206

- Eileen continues to process memberships and add new members to the Midwest Chapter Listserv.
- The membership renewal email reminder will be sent the first week of January 2024.
- Q: What's considered financial hardship?
 - Karen noted that when COVID hit, people could donate to cover cost of other people's membership. So the category was set up. We probably need to ask Eileen - if someone is in that category, are they in it forever? Will they pay at some point, or will they forever have it waived?
 - Jason noted that it is the default selection for those people when they renew, so we need to manually switch them off of the option after contacting them and confirming. Or we could ask everyone to re-select their member option.
 - Seems like something that is lingering and we should remove the option at some point.
 - We agreed that it's time to remove the option prior to renewals going out in January. The renewal email should include a note that the option has been removed, but if you do have hardship, reach out.
- **Action item:** Ask Eileen to contact the financial hardship members and ask if they still need that category. She will then work with Jason to review the web form and make updates as needed.

4. Treasurer's Report

Karen Hanus

- As of December 6, 2023, we had assets of \$73,667.68 according to our ledger.
- Activities
 - Responded to a question from Chapter Council reps regarding our income to help inform MLGSCA leadership with their struggle to keep their chapter financially viable.
 - Communicated with leaders of the Health Sciences Interest Section of the North Dakota state library association regarding their treasury. They decided to dissolve their Health Sciences Interest Section and to give the remaining funds in their treasury to the Midwest Chapter/MLA. The funds were originally earned by their organization through their partnership with our chapter on their 2003 and 2015 joint conferences with us. A check for \$6,969.19 was received and deposited into the chapter's account. Per MLA's accounting manager, we will list these funds as "other contributions and donations" on our 990 form for 2023.
 - Reconciled the 2023 annual conference finances with the finance chair, Brad Kuennen. The conference and CE revenues were \$9,220, while the

conference and CE expenses were \$3,626.55 with a net profit of \$5,593.45 for the entire event.

- Met with Brad Kuennen, the new and only member of the chapter's Finance Committee, to orient him to chapter financial procedures, to grant credentials to systems, and to develop assignments for the coming year.
 - Investigated procedure regarding an award recipient who wanted to have their award check made out directly to a charitable recipient rather than to themselves. Per MLA, it can be done if the 990 form indicates the original award recipient's name and address.
 - Solicited budget requests from board members and committee chairs. Prepared a draft of the budget for fiscal year 2024 for the board's review and approval.
 - Completed other routine tasks.
- Comment: Great that so much money was earned from conference.
 - There were a number of presenters and attendees that were not members which was a boon.

5. MLA Chapter Council Representative & Alternate Report Heather Healy & Julia Stumpff

- No Report

6. Annual Meetings Committee & Conference Report Carol Shannon

- Currently recruiting for next year's conference.
- We have co-chairs for the 2024 & 2025 Annual Conferences.
- The 2024 conference is virtual & the 2025 conference is in person in Minnesota.
- We'll be asking for fewer volunteers than usual as we roll out the organizational structure that we've been working towards for a while, with as many committees as possible filled with our standing committees.
- The ACC itself will work towards a new schedule of annual meetings (virtual/in-person/or both).

7. Communications Committee Jason Lilly

- Everyone new to the board been added to the website.
- Still working on list of speakers that was requested by state liaison committee.
- Matt is heading up accessibility taskforce with regard to the website.
- Listserv is updated.

- Will be sending email soon with call for newsletter editor and social media manager.

8. Nominations and Elections Committee Report Sarah Jane Brown

- This will be my last meeting for a while, expecting a child in January [Congrats!!] and will be out for at least the next board meeting.
- Began filling the committee. Carol and Merle have said they will participate next year, so thank you to them! Will put out a call for one more member and will get the ball rolling a little earlier than usual.
- We will find people to nominate for the next election!
- Q: A couple people have mentioned that they are recruiting - should we have one email with all the opportunities listed? Or will deadlines be different?
 - Jason volunteered to lead this.
 - **Action item**: Jason will send an email to the board with a draft recruitment message and people can reply to that if they have additions so we can send it out together.

9. Awards & Scholarships Committee

Amber Burtis

via email

- Currently getting plaques and processing awards.

10. Professional Practice Committee

Liz

Suelzer

- On our strategic plan, one item was to organize an orientation for incoming chairs and elected board members to learn about what their positions entail. For this to happen, I would like to have the assistance of 2-3 more committee members. Any volunteers?
 - Merle volunteered.
 - Will be adding a call for more members in the email that Jason is putting together.
- Margaret sent a note asking about the feasibility of scheduling a monthly/bi-monthly social hour for members. A way to meet members, talk shop, valuable way to learn about mergers or solve problems. I don't want just our committee to plan these and oversee it, so could we have different committees take turns leading a social hour so that we can share the work and showcase some of what we do?
 - Merle noted that something about AI could be interesting.
 - Liz could put together a sign up sheet for committees to volunteer. Showcase for the chapter work, rather than picking a topic.

- Could consider having it be less formal and just do an open call for the first few minutes to ask for updates on institutions or careers, and then a committee could highlight what they are doing. Make it more freeform and open. Make it primarily a social hour. “Craft and chat”.
- But we have to have people take turns so that it’s not just Liz doing it. Committees could choose how they want to organize the time.
- Do we have the bandwidth to do this?
- We could give it a go and do one, see what demand is before we make it more regular thing.
- Could do it bi-monthly instead of monthly so it happens fewer times - hold in during the months we don’t have a board meeting.
- Sarah would volunteer to host one next summer - good opportunity to recruit! Agree that bi-monthly sounds more reasonable than monthly.
- Liz can lead the first one, but it may not start until Feb or March. Liz will pilot it over the lunch hour.

11. Fundraising Committee Report

Margaret

Hoogland

- No report.

12. State Liaisons Committee Report

Stephanie

Henderson

- No report.

13. Inclusion, Diversity, and Equity Action Committee Report

Caroline Allen

- No report.

14. Government Relations Committee Report

Merle

Rosenzweig

- No report.

15. Old Business

JJ

Pionke

- Accessibility Task Force Update
 - Have met twice now. 4 teams: web, policy, social media, conference. At varying states of doing things. Website is most active so far - have run website through accessibility checker and will be trying to correct the items that can be improved. Overall, trucking right along and good discussion is happening.

- Meets once per month to report out.

16. New Business

- MLA requesting funds for Research Training Institute, \$1595
 - Donation requested. Last year we split the difference and sent \$800. What are your thoughts of what we should send?
 - Carol thinks we should send the full amount. Did not send any when we were in dire straights, but it's a good thing to support.
 - JJ agrees that it's important initiative. Negative is that just because we donate money doesn't mean that a chapter member will get a spot.
 - Merle thinks we should encourage chapter members to apply.
 - Julia participated and encourages supporting it fully. She's happy to talk to people if anyone wants to hear about her experience.
 - Karen confirmed that we have the money and it's in the budget for the full amount.
 - JJ asked for approval. Merle approves. Sarah seconds. No nays or abstentions, so motion passes unanimously.
 - **Action item:** Karen will send the requested funds to MLA for RTI in 2024 after the new budget year begins.
- 2024 Budget
 - Karen reviewed the spreadsheet of how we did in 2023. The year isn't over, but there's not much left that will change this year. Overall surplus so far is nearly 10k. We are financially stable at this point.
 - Karen reviewed the 2024 draft budget. Karen explained how she estimated revenue and expenses.
 - Some of the awards will not actually be given out via a check, but are instead free registrations for conference - she noted 200 in those lines to reflect the value of the award.
 - Q: Would it be better to not reflect the awards as a deficit?
 - Karen will leave the line items in as placeholders with \$0, noting that the conference is virtual this year so there is no actual expense. The awards committee can give out a value of up to \$200.
 - We can't finalize the end of year balance today, but have to wait until Jan 1 to see what the balance is.
 - As long as there are no major changes to the budget (e.g. over \$500), it looks good to JJ.

- Move to approve 2024 proposed budget? Merle moves. Julia seconds. Motion passes and the budget is approved.
- Moving our meetings from 2nd Wednesday to 1st or 3rd?
 - 3rd Wednesday seems to work better for folks. We will shift to the 3rd Wednesday of the month, every other month with the time still at 12 - 1:30 Central; 1 - 2:30 Eastern.
 - JJ doesn't start at Iowa until Feb 5, so Carol will set up meetings for the coming year.
 - **Action item**: Carol will send out meeting invites for board meetings in 2024.
- Getting a branded domain name for the website rather than using the generic wildapricot?
 - JJ thinks we should since people don't really understand why wildapricot is there in the URL.
 - Liz and Julia agree.
 - Jason notes it's likely \$10 - 15 per year for a domain name.
 - Prior to wildapricot, it used to be midwestmla.org.
 - Sarah suggested midwestchaptermla.org
 - Long, but accurate and reflects the chapter name.
 - Should we normalize so that we're all using gmail? Or just leave it ad hoc?
 - Proton mail was problematic for Karen - she wanted emails forwarded from proton to personal email but couldn't do it. Depends on if that capability is there.
 - Jason notes that we could look into backend of wildapricot to see if we could use it as a pass-through for email.
 - Some of the old emails still exist, so would have to do some work on that.
 - Not sure when a domain was last paid for. We might still own the old one.
 - JJ doesn't think we need to ask the membership for approval of a domain name, but we should do a clean-up and make sure things are put together and everything works.
 - Our domain is tied to the acronym (Midwest Chapter/MLA - but new emails use MWCMLA) - need to be more consistent with acronym use.
 - Waiting for MLA to wrap up some things before making some changes to the bylaws.

- **Action item:** Jason will research possible domain names and see what's possible and what pricing is. He will also work on cleaning up old emails. Update will be provided at February meeting.
- Motion to amend the budget to add \$70 to Communications in order to fund a domain name purchase for 3 years. JJ moved to add it, Merle seconded. Motion passed.
 - **Action item:** Karen will update the 2024 budget to add \$70 to Communications.
- JJ reported that he got a job! Will be unit lead for business and social science at Iowa. Job is not medical, so not sure if will continue in medical associations, but will be in Chapter for sure through the end of the presidency. Hoping for nice weather when moving to Iowa the week of Jan 15. Will be in new position at next board meeting.

17. Adjournment

JJ

Pionke

- Move to end by Carol. Seconded by Merle. Meeting adjourned at 1:25 Central / 2:25 pm Eastern.

Action Items

- ☑ **Action item:** Sara will send approved August minutes to the website committee in PDF format to be posted.
- ☑ **Action item:** Ask Eileen to contact the financial hardship members and ask if they still need that category. She will then work with Jason to review the web form and make updates as needed.
- ☑ **Action item:** Jason will send an email to the board with a draft recruitment message and people can reply to that if they have additions so we can send it out together.
- ☑ **Action item:** Karen will send the requested funds to MLA for RTI in 2024 after the new budget year begins.
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- ☑ **Action item:** Jason will research possible domain names and see what's possible and what pricing is. He will also work on cleaning up old emails. Update will be provided at February meeting.
- ☑ **Action item:** Karen will update the 2024 budget to add \$70 to Communications.