

# MIDWEST CHAPTER



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**Midwest Chapter Medical Library Association  
February 2024 Board Meeting  
Wednesday, February 21  
12:00 – 1:30 pm CT / 1:00 pm – 2:30 pm ET  
via Zoom**

## [Jump to Action Items](#)

- 1. Call to Order and Welcome** JJ Pionke
  - JJ is back on the job market, let him know if you are aware of any 100% remote-only opportunities.
  - Meeting was called to order at 12:05 pm CT / 1:05 pm ET
  - Sarah is on maternity leave so there is no past president report.
  
- 2. Approve minutes from last meeting** Sara Samuel
  - December Meeting Minutes:  
[https://docs.google.com/document/d/1swLzjt\\_N5iLEiVyL8z7aQhXUkCouws3TAO-2fMjpoZk/edit?usp=sharing](https://docs.google.com/document/d/1swLzjt_N5iLEiVyL8z7aQhXUkCouws3TAO-2fMjpoZk/edit?usp=sharing)
  - No changes. Julia moved to approve and Carol seconded. Approved.
  - **Action item:** Sara will send approved minutes to the website committee in PDF format to be posted.
  
- 3. Membership Secretary Report** Eileen Severson
  - Active membership numbers as of February 20, 2024
    - Regular: 182
    - Retired: 26
    - Student: 12
    - Financial Hardship: 3
    - Total: 223
  - I continue to process memberships and add new members to the Midwest Chapter Listserv.
  - Contacted the three financial hardship members. One email bounced and one member did not respond. One member did respond and still wanted the financial hardship support.
  - Discussion on continuing the financial hardship option for membership.
    - Merle: How long do we continue to support someone? What if someone else puts in for it?

- Caroline: I wasn't at the last meeting - are we changing it? Are there rules?
- JJ explained our discussion at the last meeting and how we asked Eileen to reach out to ask current recipients if they still needed it.
- Caroline: The IDEA survey indicated that financial concerns is an issue for our members. So having a financial hardship membership option is good.
- Karen: How much money is left in the financial hardship account? People donated to cover other people's memberships. How much money is left for providing memberships? The treasurer wasn't keeping track of that.
- Caroline: Do we want to re-open option for people to donate?
- Karen: We removed that as a renewal option. Could put it back on, but it's too late for this year. Is there a financial pool still? To be clear, it is not a big deal for one person to continue.
- Gabe: Caroline asked about guidance - what criteria or guidance is there? But also important to consider funds.
- Caroline: We discussed in the past what to do with the funds since not many people used the free membership. We basically came to conclusion that we don't have buckets of money, just compartmentalized it in our minds. It's all just going to one place. Just let people self-declare financial hardship and not make people prove anything.
- Gabe: What does MLA or other associations do? Do they have criteria?
- Karen: We have a regular membership and student membership and retiree. Should we develop a membership for someone who is part-time or has low salary?
- Caroline: Only 3 people ever claimed it and just one person continuing - people aren't abusing it. Just have people self-declare.
- Karen: Once you sign up for a membership type it stays that way in Wild Apricot. It requires action to change it. We could offer the reduced/free membership for a specific period of time. It doesn't make sense to offer it for someone's whole career.
- Gabe: Since it's so little used, we could check regularly to see if folks still need it.
- Karen: I don't think we need to ask people to donate to support the reduced/free memberships. Removing the donate option was appropriate. Moving forward, we could establish a new category.
- Caroline: And if we ever did reach point where we need to revisit, we could do something at the annual meeting to raise money to support reduced membership.
- Carol: The fundraising committee raised \$700 in Bloomington. Virtual fundraising isn't impossible - for example we could sell t-shirts with the owl logo. The amount of money we lose through the hardship membership is small enough we can get rid of the connection with the fundraising committee. We could decide to do fundraising again in the future. It's fine to keep the financial hardship membership.

- JJ suggests that Eileen and Caroline discuss further to establish the name of this type of membership that we want going forward and other details like term limits, etc. Suggest we leave the fundraising committee issue alone for now.
- Caroline: Karen mentioned having it be something that could happen for one year or between years. Some people are in part time jobs for their whole career. If the IDEA committee gives input, we might want more input on time limits or not having them at all. Email your comments to Caroline if you have thoughts.
- **Action item:** Caroline and Eileen will put together a report/proposal for a new membership category for addressing members with financial hardship.

#### 4. Treasurer's Report

Karen Hanus

- As of February 2, 2024, we had assets of \$74,842.34 according to our ledger.
- Karen reconciled the 2023 final accounting. The chapter's actual balance as of December 31, 2023 was \$73,827.68 between our checking accounting and our business reserve fund (CD). Our actual income for the year was \$23,414.57. Our actual expenses for the year were \$13,313.61. Our actual surplus for the year was \$10,100.96. A spreadsheet showing the actuals alongside our 2023 approved budget was attached to the email sent to the board prior to this meeting.
- Karen did some routine tasks including completing the 990 form and submitting it to MLA headquarters. The 990 form is an annual tax form that includes revenue, expenses, large donations, etc.

#### 5. MLA Chapter Council Representative & Alternate Report

Heather Healey & Julia Stumpf

- Please be sure to vote in the MLA Election occurring March 4 to March 18! See the [2024 Election Slate](#) for national offices.
- Midwest Chapter's own Nicole Theis-Mahon was the Midwest Chapter's candidate for the MLA Nominating Committee. In fall of 2023, Chapter Council selected Nicole as one of six candidates for the MLA Nominating Committee. She is on the [2024 MLA Election Slate](#).

#### 6. Annual Meetings Committee & Conference Report

Carol Shannon

- The committee is meeting more often this coming year to develop a plan for annual conferences moving forward. We have a good group that is making progress. There will be a drop-in session scheduled soon where you can share about your views of the conferences.
- The final report from the 2023 conference is almost complete, and it is complete enough now that we can use it to help plan this year's conference.
- Annual conference planning is moving right along.

#### 7. Communications Committee Report

Jason Lily

Domain name change?

- Karen made the payment for changing the domain name to midwestchaptermla.org.
- **Action item:** Jason will set up the new domain name for the website.
- What platform could we use for having a unified email system using the domain for the board members?
  - Wild Apricot doesn't have possibility and neither does domain.com Jason found a couple options including Google Workspace (free for non-profits, could use that for storage as well and get rid of Box); and Microsoft 365 (discounts for non profits; not as much info on what they offer). I'd lean toward Google for non profits to investigate further and what we can do in that space so we wouldn't need gmail accounts.
  - JJ: That makes sense to me. Cleaning up the workflow so that everything is funneled to one place is a good idea. We're not going to be on the board forever and institutional knowledge is challenging and confusing even if it's written out and has a workflow.
  - The idea came up that we could do away with paying for Zoom since the Google Workspace option includes Google Meet; and we could generally consolidate platforms. However, not everyone can use Google Meet and it's important that we do not have a barrier to joining meetings. So even if we shift to using Google Workspace, we should keep Zoom.
- JJ: When is the last time we did an archival dump?
  - That's a question for Chase.
  - Carol: We have an ongoing process and I did it once when working on the Wiki.
  - JJ: So archiving is up-to-date-ish and not super overdue, so that's important. I like consolidation.
- JJ: We empower Jason to explore the things.
- **Action item:** Jason will further explore the two options for using the new domain for email (and possibly other features) and report back.
- Recruitment email was sent earlier today.

## 8. Nominations and Elections Committee Report Sarah Jane Brown

- From Carol: Sarah is on leave. The committee is almost completely full. Will start preparing for elections after she returns from maternity leave.

## 9. Awards and Scholarships Committee Report Amber Burtis

- The committee is getting plaques and processing award checks. Business for the year is basically done and they will be getting nominees for the next round soon. Will begin preparing in March/April.

## 10. Professional Practice Committee Liz Suelzer

- The committee met on Feb. 12, 2024. Attendees: Liz Suelzer, Emily Johnson-Barlow, Mary Taylor, Bette Sydelko, Merle Rosenzweig.
- We have some upcoming events that are being hosted/organized by the Professional Practice Committee:

1. Library Carpentry Workshop, April 1-4, 2024. The workshop is funded by NNLM Region 4 and we are co-planning with the Midcontinental Chapter.
  2. Midwest Chapter Social Hour. We haven't come up with a date for the social hour yet but I would like to schedule it for Spring 2024.
  3. Orientation for new board members and chairs. Planning has yet to start on this, but it's on our list of projects.
- All the professional practice members will be on the Research Subcommittee for the 2024 Annual Conference and Liz Suelzer will chair this committee.
  - The PPC is looking for help with planning Continuing Education for the 2024 Annual Conference. If you or someone you know is interested, please reach out to me.
  - For Carol: Liz needs to reach out to Lisa but will do that soon.

## **11. Fundraising Committee Report**

Margaret Hoogland

No report

## **12. State Liaisons Committee Report**

Stephanie Henderson

- At our December meeting, several state representatives expressed interest in knowing how Minnesota was chosen for the in-person meeting. They would also like to know what states will be in the rotation for in person meetings and what will be the corresponding year. They also wanted to know if the results of the conference planning committee survey will be shared with the membership.
  - Carol: The survey results were shared generally. Nothing surprising - people love in person meetings but recognize there are some problems. I can share that ahead of the drop-in meeting to talk about annual conferences.
  - Minnesota was next up on an old list of locations for annual conferences.
  - Over the last two years we've discussed the future of the annual conferences and what it will be. We know for sure through 2025 and current planning is for years after that.
- Stephanie will encourage the reps to attend the drop in meeting to share feedback.
- JJ: Could do a poll if desired, to get additional information.
- Carol: Want to wait and see how many people actually attend the next in person meeting before making decisions about future meetings.
- Merle: At some point we need to do a deep dive into the conference moving forward. Always felt that midwest is the place to be because it's difficult to break into larger org like MLA or SLA and always felt midwest is more welcoming for people starting in the profession. MLA is now offering a virtual conference. May need to think about doing an in-person conference but have some part be virtual. Want to see midwest continue to be a vibrant organization.
- Carol: It's what we are considering and need to consider what's possible. It is very expensive to use hotel AV equipment. We're looking into

streaming options and other things.

**13. Inclusion, Diversity, and Equity Action Committee Report** Caroline Allen  
No report

**14. Government Relations Committee Report** Merle Rosenzweig  
No report

### 15. Old Business

- Accessibility Task Force Update JJ Pionke
  - The Task Force is doing very well. Continuing to move forward in all 4 groups. We met recently and the conference group is looking at what other organizations have done and are comparing. The policy group is looking at other chapters to see what their policies are. Almost all chapters have varying levels of policy, mostly minimal. All said to let us know what we end up putting together. We could be a groundbreaker for accessibility in chapters. The website group is doing WCAG evals of website. The domain name update is part of that. Social media is lagging a little but will be catching up quickly as putting together one pager guideline documents which will be shared out when they are done. Some individuals discussed wanting to do a poster or presentation for MLA 2025 which is a possibility. JJ won't be attending but the group will talk about that. Karen also noted that the task force could be the chapter project that gets nominated to MLA as well, so that's also a possibility.
- MLA requesting funds for Research Training Institute, \$1595 Karen Hanus
  - Done! Paid on January 5.

### 16. New Business (misc)

- NNLM Membership has been renewed JJ Pionke
- MLA Annual 2026 will be in Milwaukee! Get ready for some Usingers and beer! Thanks Karen for the heads up! JJ Pionke
- Bylaws Karen Hanus
  - Little update but not doing anything right this moment. We've been working on updates and a lot of changes are drafted but we've been waiting for MLA to make changes to their bylaws. The MLA bylaws were approved by the membership in summer of 2023. The new bylaws are now out that we are supposed to model. However, I found some inconsistencies in the new Model Bylaws that contradict themselves. I contacted the bylaws committee at MLA and they said we have to look into that. They are researching it. The spirit of the change is that certain chapter officers will be the only ones that have to be MLA members. Others do not have to be. But that's not what they wrote so they need to fix it (again). We're waiting a little longer for the Model Bylaws to be fixed before we update our chapter bylaws. After we fix our chapter bylaws, we send to MLA and the bylaws committee there gives stamp of approval, and then we'll have our membership vote on it.
  - Going on 2 years now for updating the bylaws.

- Lots of things we just wanted to clean up in our bylaws, but it's a Process to change the bylaws and we don't want to have to do this often.

## 17. Adjournment

JJ Pionke

- Adjourned at 1:07 pm CT / 2:07 pm ET; see you in April!

### Action Items

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- Action item:** Caroline and Eileen will put together a report/proposal for a new membership category for addressing members with financial hardship.
- Action item:** Jason will set up the new domain name for the website.
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