

MCMLA Executive Committee Meeting

FINAL MINUTES

10 June 2016

10:00am Mountain Time / 11:00am Central Time

Action items noted in **RED**

Votes noted in **BLUE**

Call to Order

Lisa called the meeting to order at 10:05 Central Time.

Executive Committee Attendance:

Lisa Traditi	Chair
Jackie Hittner	Immediate Past Chair
Heather Brown	MLA Chapter Council Representative
Shandra Knight	Recording Secretary

Leadership Attendance:

Karen Wiederaenders	Executive Secretary
Nancy Woelfl	Parliamentarian
Heidi Zuniga	Archivist
Brenda Pfannenstiel	Bylaws Chair
Jeanne Burke	MLA Chapter Membership Liaison
Claire Hamasu	Nominating Chair
Gwen Wilson	MLA AHIP credentialing liaison
Rebecca Graves	Annual Meeting Advisor
Kate Anderson	MLA Chapter Council Alternate Representative
Angela Spencer	Advocacy Chair
Tracey Hughes	Web Editor and MCMLA-L Discussion List Owner
Melissa DeSantis	2016 joint meeting planner
Amanda Sprochi	Express Editor and Publications

Unable to Attend:

Rebecca Carlson	Honors And Awards Chair
Shawn Steidinger	Education Chair
Melissa Rethlefsen	Research Chair
Erin Wimmer	Membership Chair
Tom Gensichen	Incoming Chair

Approval of Minutes

Motion to approve the revised minutes of the April meeting was made by Kate Anderson, seconded by Heather Zuniga, and approved by voice vote of the MCMLA Executive Committee.

Executive Secretary Report April and May 2016: Karen Wiederaenders

MCMLA has \$68,785 for May

Jackie is looking into a credit card for expenses.

Motion to approve the executive secretary's report by Kate Anderson, seconded by Heather Zuniga, and approved by voice vote of the MCMLA Executive Committee.

Announcements

Nominating committee recommends a special election to address vacancy (June-July):

- Gwen Wilson to fill the current vacant Vice-Chair/Chair –Elect and become MCMLA Chair for 2016-17.
- Kim Harp to fill the Recording Secretary position for 2016-17.

Lisa moves to allow the Nominating Committee to move forward with the special election. Kate Anderson seconds the motion. Executive committee approves by voice vote.

Committee Reports:

Parliamentarian - Nancy Woelfl

Nothing to report

Archivist - Heidi Zuniga

Archivist's report: We have started adding MCMLA archival items to the CU Health Sciences Library digital repository. If you want to take a look, here is the link:

<https://dspace.library.colostate.edu/handle/10968/1217>

Publications - Amanda Sprochi

Express should be coming out soon. Still waiting on a few stragglers.

Web Editor - Tracey Hughes

Nothing to report

Annual Meeting Advisor - Rebecca Graves

2017 planning committee has started work on the 2017 programming. Lisa can appoint an ad hoc committee for the next meeting (to be decided at a later date).

MCMLA will have a table at the Des Moines (2016) meeting.

MLA Chapter Membership Liaison - Jeanne Burke

Membership is exploring new types of memberships. The new members breakfast at MLA was a success, which is a good sign. The new MLA system (SOCIOUS) has some features we may be able to use for communication.

MLA AHIP credentialing liaison - Gwen Wilson

Nothing to report

2016 joint meeting planner - Melissa DeSantis

2016 Joint meeting – Melissa De Santis

- Joint Meeting with Midwest Chapter, Oct 21 – 25. Almost all events take place Oct 22 – 24.
- Registration is planned to go live Jun 15.
- Member registration: \$275, Retirees & Students: \$75

- Paper/Poster submission due July 8. Folks will be notified Aug 19.
- Six CE classes will be offered, all on Saturday Oct 22, all 4 hours.
- Midwest Chapter will be doing fundraising event of some kind due to their serious financial issues. Have not yet decided what they will be doing.

Advocacy – Angela Spencer

The advocacy committee finally had a chance to meet. We talked about working on a project about the impact of health literacy provided by a librarian. I will be talking to Emily Lake. Barb Jones mentioned a project she was a part of for developing a methodology for cost impact. Working to partner with the MCMLA research committee to promote research/publications outside of librarianship. Also talking about surveying members on who works with purchasing/supply management.

Education - Shawn Steidinger

Due to scheduling conflicts, my committee has had trouble scheduling regular meetings via Webex over the past couple of months, but we have accomplished some good things since the April Executive Committee meeting. We have a SurveyMonkey analysis based on feedback from our March AHIP webinar, and it was very positively received. I do want to highlight a couple of comments about the webinar, so I'm attaching a screenshot (we only had 10 attendees fill out our survey, and four supplied comments) – one person would like to see an “advanced AHIP” webinar, and one person had some good pointed questions about the value of AHIP membership and how AHIP fees are used. I will save the idea of a more advanced AHIP webinar for next year's iteration of my committee, and I will pass the value question on to David Midyette. I do not have the authors' names to tie to the comments. If anyone from the Executive Committee has any feedback for my committee, please let me know via email.

Our second accomplishment since the April Exec Committee meeting was the development, marketing and execution of a webinar highlighting some of the sessions from this year's MLA Annual Conference in Toronto. Four members of my committee were able to go to Toronto, and were willing to share summaries of their favorite sessions and tourist attractions in the June 1st webinar. We hoped that this would be beneficial to those who couldn't travel to the conference, as well as those who attended different concurrent sessions. The recording has been posted to the Education Committee's page on the MCMLA website, and I have been asked to post a link more widely, so I will send notice to the MEDLIB-L listserv this week as well.

We are meeting next in July, and are working on ideas for the next year, as well as trying to talk some existing members into becoming the next Education Committee Chair. It cannot hurt to start early...

Nominating Committee – Jackie Hittner

Claire reported plans for a special election.

Bylaws - Brenda Pfannenstiel

Nothing to report

Honors and Awards - Rebecca Carlson

Agenda item:

The Honors and Awards Committee recommends to the Exec Committee that the criteria for the MCMLA Travel Scholarship be changed so that the scholarship is open to anyone in MCMLA, with first preference still given to applicants from a rural area. This scholarship has only been given twice since 2008 due to a lack of applicants and the Honors and Awards Committee would like it to continue to be a useful service to MCMLA

members and not fade away from disuse.

Background:

This is a \$500 scholarship to offset the costs of attending the MCMLA annual meeting, and the funds originally come from the WY medical librarians after the MCMLA 2008 meeting in WY. The Honors and Awards Committee discussed this with Mary Henning and Jenny Garcia, the co-chairs of the MCMLA 2008 Planning Committee, and they were both in favor of the change.

The following has changed in the Policy and Procedure Manual:

- Added line numbers for each page in the document to aid in discussion about the document
- Separated into their own sections elected officers and appointed officials and representatives
- When a new position or committee section began then I started that section on a new page – for example when the Chair information is finished I inserted a page break and then started the Chair Elect information
- If a committee had a long process section in it, then the process part was moved to an appendix. This affects the Honors and Awards Committee and the Nominating Committee. I did this to make editing the document easier in the future.
- Information that is suggested to be added is underlined, in red and highlighted in yellow
- Information that is suggested to be deleted is strikethrough, in red and highlighted in yellow
- Calendar section: I listed the position and then bullet pointed the activities that need to be completed that month
- Added information about the Google calendar and Join Me
- Questions I have about information in the manual are in red and highlighted in yellow

What needs to be completed in the Policy and Procedure Manual:

- All committee chairs and appointed officials need to review their section(s) and make sure:
 - The information from the current Policy and Procedure Manual is there. Current Policy and Procedure Manual can be found at:
http://mcmla.org/resources/Documents/Policy%20and%20Procedure%20Manual_October_2015.pdf
 - The information is correct. If information needs to be edited then please email me the page number, line number and the changes that need to be made
 - If there are questions in your section then I need an answer please
- Rebecca – we might want to work together on the Annual Meeting Advisor, Annual Meeting Planning Committee and Annual Meeting Advisory Council sections– there was a lot of information to begin with and I added more information. Nancy and I wonder if most of this information should be removed from the Policy and Procedure Manual and put into another document regarding the Annual Meeting that would be available electronically on the MCMLA website. I know you have an Annual Meeting Manual and maybe all this information needs to be in it with reference to the Annual Meeting Manual in the Policy and Procedure Manual. Let's talk soon about this.
 - Table of Contents – will be completed once all the edits have been made and approved

Recommendation:

The Policy and Procedure Manual should be password protected on the chapter website.

Membership Chair – Erin Wimmer

Nothing to report

Research - Melissa Rethlefsen

Old Business:

1. Endowment Task Force Report – Nancy Woelfl

MCMLA Ad Hoc Endowment Task Force
June 10, 2016

Report:

The Endowment Task Force met May 25, 2016, using the JoinMe platform. Jackie Hittner, Betsy Mueth, and Nancy Woelfl logged in. Karen Wiederaenders could not attend.

1. Investment Advisor: Due diligence indicates Lodestar Investment Counsel LLC is best positioned to act as MCMLA's investment advisor. The Task Force requested the forms necessary to open an account and received a 21-page document from the Charles Schwab company, which will order the fund recommended by Lodestar. The separation of advisor and agent roles protects MCMLA from Madoff types of investment fraud and is the practice followed by MLA.

The forms and which MCMLA officers or representatives should sign them were discussed at length. The task force believes the Executive Secretary, current Chair, and Endowment Task Force Chair are appropriate signatories. Each individual must indicate a willingness to sign. Several questions about the forms were referred back to MCMLA's contact at Lodestar.

2. The task force again discussed what amount of operating and reserve funds MCMLA must have available vs. how much it can invest in the endowment fund and what the amount of MCMLA's initial investment should be. Based on careful research, we are recommending that MCMLA budget \$15,000 annually for expenses and have cash in reserve in checking for two (2) additional years of expenses. Therefore, the MCMLA checking account would always have about \$45,000 in it. Anything in excess of \$45,000 would be invested in the endowment. The timing of MCMLA's initial investment is not yet determined, but in April each year, the Executive Committee would review the amount in the checking account and approve transfer of an appropriate amount into the endowment fund.
3. Endowment Fund Roll Out: Roll out of the endowment fund in Des Moines and acknowledgement of member donations were discussed on April 27 and May 25. The task force is requesting a marketing budget of up to \$250 for gift cards, stickers, and other promotional items. A piggy bank will be used to collect loose change at the annual meeting; anyone contributing will get a piggy bank badge sticker and be entered into a gift card drawing. A list of members who donate to the Endowment Fund at the annual meeting and at other times will be kept and published at least once a year in the MCMLA Express. The task force will create a letter for tax purposes that can be sent to members who donate to the endowment fund. Any donation of \$5.00 or more will be acknowledged in writing and/or by email. On June 10, The task force will explore with the Executive Committee how to acknowledge members who donate to the fund.

MOVED, based on due diligence, that MCMLA establish a relationship with Lodestar Investment Counsel, LLC, to act as MCMLA's investment advisor, and on Lodestar's recommendation, establish an account with

Charles Schwab to act as purchasing agent for MCMLA endowment fund investments. Motion approved by voice vote of the MCMLA Executive Committee.

MOVED, that the Executive Committee approve a budget of up to \$250 for marketing and promoting the endowment fund at the 2016 annual meeting in Des Moines. Motion approved by voice vote of the MCMLA Executive Committee.

Submitted by:

Jackie Hittner

Betsy Mueth

Karen Wiederaenders

Nancy Woelfl, Chair

2. Renewed Chapter Poster – Erin Wimmer - (attachment)
3. Reminder: Motion to send rescission of Motions 1 and 2 to membership.
 - a. Next steps: Lisa, Jackie, and Tom will draft message to be sent to membership (newsletter and blog, too) inviting discussion and laying out process.
 - b. directions from Nancy on how to rescind a vote (keeping these here just to keep us on track – no action needed)

-----Original Message-----

From: mcmla-l-admin-bounces@listserv.kumc.edu [mailto:mcmla-l-admin-bounces@listserv.kumc.edu] On Behalf Of Woelfl, Nancy

Sent: Monday, December 14, 2015 12:04 PM

To: Exec MCMLA <mcmla-L-Admin@listserv.kumc.edu>

Subject: How to Rescind a Vote

Friends,

As a follow up to our discussion Friday, I consulted Roberts Rules of Order Chapter 9, section 35 regarding rescission actions. Two of the three ways discussed apply to the Championing Librarians issue.

1. If a rescission item is placed on the annual meeting agenda but members do NOT receive previous notice it will be discussed and a motion to rescind will be made, then a 2/3 majority vote is required to adopt/pass the motion to rescind.
2. If members are informed in advance a rescission item will be on the agenda -- e.g., using the Listserv and/or prior distribution of the business meeting agenda -- then a simple majority vote is all that is needed to adopt/pass the motion to rescind.

Since our plan is to inform members the Executive committee is recommending that the Championing Librarian motions be rescinded, letting them know why and that we're going to vote on it in Des Moines, we'll need only a majority vote of those attending the business meeting to rescind the motions as long as there's a quorum. And I can't remember a time we didn't have one.

Nancy

Strategic Planning Process – no new responses.

New Business:

1. Special Election – Lisa (See discussion above)
2. Committee Appointments for 2016/17 – Lisa is asking committee chairs to consider staying on for another year. Also requesting that committees continue as well.
3. Travel Scholarship change – See Rebecca Carlson’s message of 6/7/2016 (see notes above)
 - i. Agenda item:

The Honors and Awards Committee recommends to the Exec Committee that the criteria for the MCMLA Travel Scholarship be changed so that the scholarship is open to anyone in MCMLA, with first preference still given to applicants from a rural area. This scholarship has only been given twice since 2008 due to a lack of applicants and the Honors and Awards Committee would like it to continue to be a useful service to MCMLA members and not fade away from disuse.
 - ii. Background:

This is a \$500 scholarship to offset the costs of attending the MCMLA annual meeting, and the funds originally come from the WY medical librarians after the MCMLA 2008 meeting in WY. The Honors and Awards Committee discussed this with Mary Henning and Jenny Garcia, the co-chairs of the MCMLA 2008 Planning Committee, and they were both in favor of the change.

Recommendation treated as a motion. Motion approved by voice vote of the MCMLA Executive Committee.

4. Policy and Procedures Manual – Jackie (see above notes)

Recommendation is that policies and procedures need to be protected on the website. Motion approved by voice vote of the MCMLA Executive Committee.
5. Bylaws change: Executive Secretary to Treasurer
Lisa proposes to change the title of Executive Secretary to Treasurer. Jackie Hittner seconds the motion. Motion approved by voice vote of the MCMLA Executive Committee. MLA Bylaws Committee will need to review the proposal.

Next Meeting

Next Executive Committee Meeting is 8 July, 2016 10:00am Mountain/11:00am Central

Upcoming Deadlines from Policy & Procedure Manual:

June

- Chapter Council Representative and/or Alternate submit informal report to Chapter Chair
- Honors and Awards Committee - Send reminder message to membership regarding recommendations for McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship. Note deadline of August 1 for receipt of nominations unless declared to be earlier to accommodate an early September meeting.
- Honors and Awards Committee – Send message via MCMLA-L to solicit self-nominations for the STARS program (Deadline August 15)
- Research Committee or Annual Meeting Program Committee – deadline for submission of papers and posters; June date determined by Research Committee with Meeting Planners or by Annual Meeting Program Committee.
- Membership Committee - Contact members who have not renewed

Adjourn: Meeting was adjourned ended at 11:11 am