

**MCMLA Executive Committee Meeting
MINUTES**

March 11, 2016

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

Action items noted in RED

Votes noted in BLUE

Call to Order

Lisa called the meeting to order at 10:00am Mountain Time/11:00am Central Time.

Executive Committee Attendance:

Lisa Traditi	Chair
Jackie Hittner	Immediate Past Chair
Heather Brown	MLA Chapter Council Representative

Leadership Attendance:

Karen Wiederaenders	Executive Secretary
Nancy Woelfl	Parliamentarian
Heidi Zuniga	Archivist
Rebecca Graves	Annual Meeting Advisor
Brenda Pfannenstiel	Bylaws Chair
Shawn Steidinger	Education Chair
Angela Spencer	Advocacy Chair
Melissa Rethlefsen	Research Chair
Erin Wimmer	Membership Chair
Jeanne Burke	MLA Chapter Membership Liaison
Rebecca Carlson	Honors And Awards Chair
Amanda Sprochi	Express Editor and Publications
Claire Hamasu	Nominating Chair

Unable to Attend:

Tom Gensichen	Chair Elect
Shandra Knight	Recording Secretary
Kate Anderson	MLA Chapter Council Alternate Representative
Tracey Hughes	Web Editor/Discussion List Owner
Gwen Wilson	MLA AHIP Credentialing Liaison
Melissa DeSantis	2016 Joint Meeting Planner

Approval of Minutes

Approval of the February 12, 2016 minutes was postponed until April 8th due lack of a quorum.

Executive Secretary Report: Karen Wiederaenders

- Karen reported she had paid expenses of \$4,712.12 in February. The largest was \$3,500 in seed money to the Midwest Chapter for 2016 Joint Chapter Meeting planning expenses. This money will be repaid after the meeting in Des Moines. Money for expense payments was transferred from the PayPal account but there is a \$500 limit per withdrawal. A question arose as to whether PayPal charged a fee for each withdrawal. After expenses, the treasury balance stood at \$68,679.31. As of February 16, 2016, MCMLA had 188 members in the following categories: 126 regular; 3 administrators; 10 emeriti; 13 students; and 35 vendors.

1. Karen to clarify whether PayPal charges withdrawal fees.

2. Approval of the Executive Secretary's report was postponed until April 8 due to lack of a quorum.

Old Business:

1. Strategic Planning Process

Lisa reported members have focused on three primary issues: the need to boost chapter membership; the need to get long-time members more involved; and advocacy for hospital libraries. Lisa still needs to hear from more members but she will compile and distribute responses to chapter leadership.

New Business:

1. The Ad Hoc Annual Meeting Task Force recommended creation of a new standing Annual Meeting Advisory Council. See committee reports.

Committee Reports:

Publications - Amanda Sprochi

No report.

Web Editor - Tracey Hughes

No report.

Archivist – Heidi Zuniga

No Report

2016 Joint Meeting Planner - Melissa DeSantis

Things continue to move along well for the 2016 Joint Chapter meeting in Des Moines, IA.

- MCMLA has sent both seed money (that will be repaid) and program funding (that will not be repaid) to the meeting treasurer.
- Registration will open sometime in June. There will be a reduced registration fee for retired members.
- Activities are being planned to help the two Chapters get to know each other, as well as to recognize new members and first-time attendees.
- The final program should be finalized soon. A tentative program is now available for review. The two plenary sessions should be set soon. The contract for the off-site reception should be signed soon.
- The Call for paper and poster submission has gone out. The deadline for submissions is April 17.
- CE options are being decided. All CE classes will be half-day. We hope to offer six classes.
- Vendors will be contacted soon about exhibiting and sponsorships.

Annual Meeting Advisor - Rebecca Graves

Rebecca Graves reported on behalf of the Ad Hoc Annual Meeting Committee. A copy of the report is attached. The Ad Hoc Committee made 4 major recommendations: 1) to create a standing Annual Meeting Advisory Council; 2) to hold a virtual meeting every other year 3) to hold joint chapter meetings in years ending 05 and 10. 4) more active planning roles for the Education and Research committees.

Discussion is summarized in question & answer format.

Q: Why call the new standing group a council instead of a committee?:

A: Use of the term council differentiates a working group that is advisory rather than operational, functions over the long term, and whose members have 3 year appointments. It will help distinguish this group from the annual meeting planning committees who arrange a single annual meeting.

Q: Why does the report recommend a virtual meeting every other year instead of two face-to-face (FTF) meetings followed by a virtual meeting? Will this affect relationships within the chapter?:

A: The Ad Hoc Committee gave this topic much discussion. Given the success of the 2015 virtual meeting and the fact that travel budgets are declining, it seemed the most cost effective option for the future. Virtual meetings will reduce travel time, involve less cost to attendees, require less planning time as MCMLA membership declines, and reduce the cost of officer travel.

Distribute the 2015 annual meeting evaluation reports done by the Ad Hoc Annual Meeting and the detailed report prepared by Heather Brown.

Q: Please comment on the recommendation regarding active meeting roles for the Education and Research Committees. This requirement is already in the Education committee procedure manual.

A: In the past, it was assumed the Education and Research committees were expected to be “on call” but they were not involved in annual meeting planning unless specifically requested or invited. In the future, they will be integral to the planning process, taking the load of local hosts and local CE committees. Evolving planning into a chapter wide process requires explicit roles for these two committees. A chapter wide process rather than a local one has many benefits as MCMLA membership shrinks. Lisa encouraged both committees to review their committee manuals, the Chapter P&P, and to suggest additional changes and revisions if needed.

Q: In the past, local groups started the process by offering to host. Now site assignment will be in the hands of an Advisory Council. What will you do to get buy-in from local groups? They need to accept the responsibility, not have it forced on them.

A: It's time to change from a process initiated by local groups to a process directed by the Chapter. The Advisory Council will support and facilitate the local group and this is a change we hope local groups find beneficial. It will allow for a more effective distribution of work, especially when a local area lacks a “critical mass” of members.

MLA Membership Liaison – Jeanne Burke
No report.

MLA AHIP Credentialing Liaison - Gwen Wilson

The AHIP webinar is set for March 16 at 9:00 a.m. Mountain/10:00 a.m. CDT on the JoinMe platform. A live registration link has been sent out via the listserv. Notices have been published in the [MCMLA Express](#) and the committee will continue sending reminders via the listserv and MCMLA's blog and Facebook page

Advocacy – Angela Spencer

It has been difficult to convene an Advocacy Committee meeting. One person has dropped off the team; the student member cannot be reached; and two members have not responded. The committee is trying to identify strategies that will prevent further closures. The best so far is to have others tell the library's story. Angela hopes video residents and hospital staff who find value in her efforts and services to state how the library is valuable, helpful, and what it has done for them.

Bylaws – Brenda Pfannensteil

Brenda has shared the proposed MLA bylaws changes with the Bylaws committee and asked them to review MCMLA's bylaws to insure they remain consistent with MLA's. The creation of the new standing council or committee recommended by the Ad Hoc Annual Meeting Task Force will require an MCMLA bylaws change but must be reviewed and approved by MLA's Bylaws committee chapter members can vote on it. Two questions arose. The MCMLA Policy and Procedure Manual [2.C.4] states the change must be submitted to MLA before April 1. There was uncertainty as to why the P&P sets an April 1 deadline and whether the Chapter Council Representative or the Bylaws Chair should submit the proposed change to MLA. The change cannot be sent to MLA until the Executive committee votes; if the vote is taken at the April 8th meeting, it will not meet MCMLA's self-imposed deadline.

- 1. Lisa to decide whether to wait until April 8 to vote on the new committee or vote by email.**
- 2. Decide whether the April 1 deadline should be removed from the Policy and Procedure Manual.**

Education - Shawn Steidinger

The Education committee has collaborated on the development, presentation, and marketing of the AHIP webinar which is set for March 16 at 9AM Mountain/10AM CDT on the JoinMe platform. A live registration link has been sent out via the listserv. Notices have been published in the MCMLA Express and the committee will continue sending reminders via the listserv, MCMLA blog, and its Facebook page. The committee is continuing to zero in on a July CE class based on popular topics from the Joint CE committee's multi-chapter survey. Thus far the Education committee has incurred no expenses.

Honors and Awards - Rebecca Carlson

The committee received one application for the Chapter Council Roundtable Lunch at MLA and gave an award to that person. They extended the application deadline to April 1 in hopes of making a second award. The committee is recommending that the call for applications be made one month earlier, in March instead of April. Most members know by March whether they will be able to attend MLA and earlier solicitation of applications may prompt more members to apply. This change will require a small revision to the MCMLA Policy and Procedure Manual

Submit the appropriate P&P change and put it on the agenda for April 8.

Membership Chair – Erin Wimmer

The Membership committee is in contact with new members to welcome them to MCMLA. New members are invited to answer a short questionnaire about themselves that is submitted to the Express for publication. One new member spotlight was included in the Winter Express, with additional spotlights to be included in upcoming issues. The committee is in contact with MLA to determine what kinds of outreach materials they can provide and/or help us create. The committee also has distributed a 6 month evaluation of the mentor/mentee program. A summary of the program's success will be shared in a future report.

Nominating Committee – Claire Hamasu

The MCMLA Nominating Committee held a successful election over 2 weeks in February. A 50% turnout of the membership voted. The elected candidates are:

- Vice Chair/Chair Elect: Gwen Wilson
- Recording Secretary: Peggy Cruise
- MCMLA Candidate for the MLA Nominating Committee: Jim Bothmer

Research - Melissa Rethlefsen

No report.

Ad Hoc Endowment Task Force – Nancy Woelfl

No Report.

Other Business:

Executive Secretary applications: Lisa has not received any applications for this important appointed officer position.

Next Meeting

The next Executive Committee meeting will be Friday April 8, 2016 at 10:00 am Mountain Daylight Time; 11:00 am Central Daylight time.

Adjourn:

Lisa adjourned the meeting at 11:00 am MDT.