

**MiALA Board Meeting Minutes**  
**February 19, 2019 at 2:00pm**

**Attendance:** Paul Gallagher, Clayton Hayes, Gina Bolger, Heather Ladiski, Jen Fiero, Jessica Sender, Rebecca Renirie, Mary Kickham-Samy, Beth Martin

**Absent:** Tina Ulrich, Helen Look, Caryn Noel

**Call to Order:** The meeting was called to order at 1:31pm.

**Board Business Meeting:**

1. Approval of agenda - Martin made a motion to approve the agenda and Hayes seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Hayes made a motion to approve the agenda and Fiero seconded. The motion carried.
3. Approval of Consent Agenda (agenda items within 2)
  - a. Approval of [January 15, 2019](#) board meeting minutes
  - b. Committee reports
    - i. Advocacy -
    - ii. Communications and Marketing - [see report](#)
    - iii. Executive -
    - iv. Membership - They've been working on an updated charge and would like the board to look it over - [see below](#); they would like to discuss whether or not we should introduce a need-based subsidized membership fee, and would like to know if the board has any input regarding a survey of the membership (i.e. questions or specific topics we'd like to see covered).
    - v. Nominating - The Nominating Committee has been set, and our first meeting is February 25th.
    - vi. Conference -
    - vii. Section Reports
    - viii. Administrative
    - ix. Collection - From Dejah/Jessica: We had a section meeting on last week on the 8th. There weren't any updates from the interest groups except for Resource Sharing. Helen sent me their agenda and noted that they discussed the future of the Great Lakes Resource Sharing Conference and the collection development part of COLD and its relationship with MiALA and MASU. Carin informed us that the first meeting of the Coordinating Council would be on the 8th and they would discuss the transition process, reporting structure, etc.
    - x. User Experience -
  - c. Partner Reports
    - i. MCLS -

- d. Treasurer's Report -
- e. Policies and Procedures Manual -
- f. Interest Group Coordinating Council - The IGCC met Friday, February 8th. Discussion about what needs to happen between now and July 1st was discussed, as well as any questions from current IGs reporting through Sections. Carin, Brenna, and Rachel are working toward information gathering and language development to inform their respective sections. There's not much that needs to be done before July-the Nominating Committee will take care of the necessary recruitment for seats on the IGCC starting July 1. We will update for the March meeting, but there isn't a need for the Brenna, Carin, and Rachel to attend the meeting.

### Old Business

1. MHSLA Partnership task force - [see initial recommendations report](#) - Martin made a motion to extend a membership rate swap between MiALA and MHSLA beginning with the 2019 MiALA Annual Conference. Renirie seconded. The vote was unanimous and the motion carried. Fiero made a motion to pilot the MiALA/MHSLA webinar. Hayes seconded. They will apply for a grant for this project. The vote was unanimous and the motion carried.
2. Board Projects - Gallagher made a motion to combine the six potential board projects into three projects listed below. Renirie seconded. The vote was unanimous and the motion carried.
  - a. Scholarships and Grants - professional development opportunities
  - b. On the Road/Environmental Scan/Listening Tour - the membership survey will take place before a listening tour.
  - c. Diversity Initiatives - exploration will begin with talking to Helen Look about what has already been done in this area.

### New Business

1. Meeting with MLA leaders - The board met with a representative from the Michigan Library Association to begin the conversation of possible collaboration between MiALA and MLA.
2. Budget review - [see report](#) - Hayes made a motion to move one year's worth of operation and conference funds into a savings account. Martin seconded. The vote was unanimous and the motion carried. Ladiski will begin the process this month.
3. Annual conference registration rates - Ladiski presented the proposed conference rates. The board decided to change some of the rates and to include a rate for library support staff as well as part-time librarians. Hayes made a motion to accept the new conference rates and Sender seconded. The vote was unanimous and the motion carried.
  - **Full Conference Registration (Monday and Tuesday not including any post-conference workshops)**
    - MiALA, ALAO, and/or MHSLA members - \$150
    - Non members - \$250

- MiALA members who are considered library staff and/or work part time - \$100
  - LIS Students who are members of MiALA - \$25
  - LIS Students who are NOT members of MiALA - \$50
- **One Day Conference Registration (Monday OR Tuesday not including any post-conference workshops)**
  - MiALA, ALAO, and/or MHSLA members - \$100
  - Non members - \$200
  - MiALA members who are considered library staff and/or work part time - \$75
  - LIS Students who are members of MiALA - \$15
  - LIS Students who are NOT members of MiALA - \$25
- 4. Membership committee questions - Hayes asked the board members to submit possible membership survey questions to him to share at the March 14 membership meeting. He will make a Google doc to collect the questions. Ladiski will share the questions used in the last membership survey.

Fiero made motion to adjourn and Martin seconded. The motion carried.  
The meeting was adjourned at 2:23pm.

#### **Issue Bin / Future Agenda Items**

1. MiALA's five-year anniversary in 2020
2. Communication improvement between the board, the IGCC, committees, and interest groups

#### **Upcoming Important Dates:**

- February 21, 2019 - Communications and Marketing Committee meeting
- February 25, 2019 - Nominations Committee meeting
- February 28, 2019 - Deadline to submit poster proposals for MiALA annual meeting
- February 28, 2019 - Conference Planning Committee
- March 1, 2019 - Michigan Academy of Science, Arts, and Letters annual conference
- March 5, 2019 - Executive Committee meeting
- March 8, 2019 - Data Literacy Boot Camp
- March 8, 2019 - Practical Assessment: From Beginner to Expert
- March 14, 2019 - Membership Committee meeting
- March 15, 2019 - Deadline to submit news for April newsletter

#### **Next Board Meetings:**

The third Tuesday of every month at 2:00pm.

- March 19, 2019

- April 16, 2019
- May 21, 2019
- June 18, 2019

**Next Executive Board Meetings:**

The first Tuesday of every month at 2:00pm.

- March 5, 2019
  - April 2, 2019
  - May 7, 2019
  - June 4, 2019
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Communications Committee Meeting, January 16, 2019: Notes

Present: Dave, Heather, Jessica, Kristen and Mary

Kristen reported that the Newsletter open rate amongst MiALA members is 49%. Dave thought that 49% was low, but Kristen reassured him and the other Committee members that 49% was good for a newsletter. To increase interest in the Newsletter, committee members agreed that it should include not only factual information, such as upcoming events, but also lively human interest stories. Dave suggested that committee members ask colleagues to share fun information, such as the birth of a baby. Dave noted that much of the information in the Newsletter was the same information that is sent out by e-mail. To gain a better picture of what the MiALA readership thinks about the Newsletter, the attendees suggested that the Communication Committee send out a survey. Therefore, Dave asked that Committee members bring ideas for survey questions to the next Communication Committee meeting. He also asked the attendees to bring their ideas regarding how to expand the presence of MiALA on social media.

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Membership Committee Charge (Draft)

The MiALA Membership Committee has as its charge:

1. Oversee assessment of value-added services for members
2. Advise the board on membership fees
3. Answer membership questions
4. Follow up with non-renewing members

The Committee consists of a Chair, one board member liaison, and at least one other member. The Chair will be selected by the membership each year by election in the spring. **Additional committee members are appointed via a volunteer basis.** The Committee meets monthly by virtual meeting or as needed.

## Meeting notes

Sender - pulled together two suggestions for the board

Next MHSLA meeting is in March

Extend pricing for conferences

MLA webinar

Leading up to combined meeting

Heather and Rebecca were there as well

Heading to a dual membership fee

Heather also does the MHSLA accounting as well

Rate swap - Martin makes a motion to extend a membership rate swap beginning with the 2019 conference. Renierie seconds.

Vote is unanimous and the motion carried

Fiero makes a motion to pilot the joint MiALA/MHSLA Medical Library Association webinar.

Hayes seconds. They will apply for a grant for this project.

Vote is unanimous and the motion carried

## Board projects:

Decisions made earlier this morning.

We deciding to start a diversity committee - explore this and talk to Helen

We will continue the exploration

Membership survey in advance of a listening tour

Professional development grants

Made the 6 projects into three

We will revisit these three projects next month

Gallagher will put a motion, renierie seconded

Vote is unanimous and the motion carried

Meeting with MLA leaders exploring possible collaboration.

## Budget Review -

Hayes makes a motion to move one year of operation and conference money into a savings account

Martin seconded

Vote is unanimous and the motion carried

Heather will get this going

## Annual conference rates

Keep the rates the same as last year

Full (2 days) - MiALA, ALAO, MHSLA - \$150

Non-members - \$250

LIS students - \$25  
Non-member students - \$50  
Library staff or part-time employee rate - \$100

One day - \$100,  
Non-members \$200,  
Student \$15  
Non-member students - \$25  
Library staff or part-time employee rate - \$75  
Post conference will be determined

We are giving 7 grants, but only 6 applied  
Approve rates conditionally. We can redact approval, board member must say by end of day tomorrow

Hayes made motion and Sender seconded  
Unanimous, motion carried

Hayes - from membership committee - next meeting in a month - email reaction to Clayton, board is positive  
Policy manual does not match charge - which is correct

- a. Board reaction to updated charge - [see below](#) -
- b. Need-based membership pricing? - no, it is cheap enough, lower rates for conference and scholarships will help more
- c. Suggestions of questions for survey of membership - meeting March 14
  - i. Should we do more digital offerings?
  - ii. What has MiALA done that you wanted to attend but couldn't?
  - iii. Would you rather pay less for a conference or have higher-profile speakers?
  - iv. Would you prefer that MiALA focus on speakers from Michigan in future?
- d. Next Membership meeting is March 14th, please contact [Clayton](#) before then

Give more questions to Clayton as you think of them  
Educational needs for MiALA on the road  
Do you feel engaged?  
Are you getting your \$40 worth? Come up with questions for that  
Hayes will make a google doc for everyone to add to  
They will check with ALAO  
Check the last survey - Heather will find it and send it out

Five year anniversary for 2020

Communication with board

Google drive - give ownership over to Heather  
She will show us where to put stuff on the website

Fiero motion to adjourn Martin seconded  
2:23pm