

**MI-ALA Board Meeting Minutes**  
**August 7, 2015 @ 10:00 a.m.**

**Call to order:** The meeting was called to order at 10:04 a.m.

**Attendance:** Rachel Minkin, Dawn Winans, Mary Beeker, Christina Radisauskas, Scott Garrison, David Scott, Heather Ladiski, Stephanie Mathson, Paul Gallagher, Sandy McCarthy, Stephanie Davis

**Consent Agenda items (approved by Board Consent)**

- I. Approval of agenda (the agenda was approved, no changes were made)
- II. Approval of minutes (agenda was approved, no changes were made)
- III. Committee Reports
  1. Communications (separate report was submitted)
    - How many people would be too many on this Committee?
    - Maybe add two more people as there are not many jobs to be done. We plan to publish newsletters monthly. We will look again at the number of committee members needed when updating policies and procedures (based on feedback from the committee and Board).
  2. Conference
    - CMU agreed to host our First MI-ALA Conference May 12-13, 2016. Stephanie M. is getting a final list of committee members together.
    - After space is secured, we can make a conference announcement (in about a week or two). Tom Moore (Dean of Libraries at CMU) is very enthusiastic about hosting the conference.
  3. Executive (separate report was submitted)
    - Rachel heard from the lawyer. We can use MCLS as our agent and put them on our state paperwork.
  4. Membership
    - Corinne Thompson would like to know how many people do we need to work on this? Or, do we just need a chair? We thought less people may be better at this early stage.
  5. Nominating -- No report.
- IV. Section Reports
  1. Administrative Section -- no report
  2. Collections Section (separate report was submitted)
  3. User Experience Section (separate report was submitted)
    - For the role of the section board, a number of members were concerned about the wording "coordinating activities". We'd like to see this changed to "overseeing activities". Does this need Board action? No action is needed by the Board.
  4. Bylaws task force. Mary Beeker will work on bylaw task force. She is editing things right now as they come up.
- V. Budget Report
  1. Scott wondered how much detail we need for a report? We are solvent. as of August 3 (\$35,500 in the bank account right now). We have enough right now to pay our expenses this year as we know them today.

**Partner Reports**

- VI. MCLS (separate report was submitted)

## Old Business

- VII. Institutional membership letter
  - Put out the letter via e-mail for comments by the Board. Finishing it off and preparing to send it. Will be mailed out this week.
  - Added in a line about professional development for support staff. We need to leave institutional membership rates alone this year.
  - Obtain sponsorships from vendors such as ProQuest for additional support we need.
  - It was suggested to send out a follow-up letter later in the year to institutional members noting the progress we have made.
- VIII. Bylaws Committee / Bylaws revision process
  - It was noted that the IG section needs work. Maybe Paul Gallagher and Fred Sweet can work with Mary on this task force. We hope to have bylaw revisions ready by December. Our attorney will review all the changes.
- IX. MCLS contract adjustment
  - There was a mistake in the amount we were supposed to pay MCLS for services. It should be \$26,400 and we paid them \$20,000.
  - They would honor the \$20,000 we paid, but we want to make the adjustment if possible. We need to bring this up for a board vote. Will get with Heather and put on agenda tentatively.
  - The question was raised: Could we do a mid-year adjustment. A proposal was made by Rachel (Barb seconded) to make a one-time mid-year adjustment to the MCLS contract to reflect actual costs.
  - Question: Are we paying hourly or monthly for services? We pay for half of Heather's salary. We are not paying by the hour.
  - The motion carried.
- X. Nonprofit Annual Reporting
  - The name on the document will be switched over to MCLS. We have heard from the lawyer and can use MCLS as our agent.
  - The report is due on October 1. Rachel will send it out in advance for review.

## New Business

- X. Previous meeting minutes (clarifying process for approval and posting).
  - Barb asked for some clarification on procedure for approving minutes and posting them to MI-ALA members.
- XI. Institutional membership rates
  - This was discussed under old business. They should be reviewed again in early June 2016, before renewals go out.
  - Next spring we should approve the new budget, so we'll know how to reset institutional rates.
- XII. Advocacy
  - Members say it is important. Some want money to go to MLA, while some do not. A question was raised: Can we work with MLA to insure the money we give goes directly to advocacy?
  - Maybe we should explore other options first (Library of Michigan, MCLS, or other neutral organizations that do advocacy).
  - We support members advocacy efforts as well.
- XIII. Conference planning
  - Discussed already. A team is being organized and roles will be assigned.

- A Save the Date announcement will go out in about a week or two.
- XIV. How to build relationships with other established organizations in the state or region
- For now, informal relationships will be established...
  - A suggestion was made to share information with ALAO (Ohio) and to start sharing with regional organizations.
  - The problem is, we don't have a product to show yet, as we haven't done our first conference yet.
  - The Library of Michigan and MCLS are two neutral organizations we need to work with. We should try to get the Library of Michigan to join us. Also, see if MCLS and MAME would like to become members.

### **Issue Bin**

Interest Groups is it ok for them to use listserv to recruit members?

Advocacy

Building relationships with other established organizations

### **Upcoming Meeting Dates:**

#### **Executive Committee Meeting**

- Wednesday, August 12, at 11:00 a.m.

#### **Next Board meeting**

- Friday, August 21, at 2:00 p.m.

**Meeting adjourned at 11:03 a.m.**