

MI-ALA Board Meeting Minutes
October 19, 2016 @ 1:00 p.m.

Attendance: Barbara Bolek, Julia Eisenstein, Paul Gallagher, Kendra Lake, Rachel Minkin, Stephanie Mathson, Jill Morningstar, Jessica Sender, Dawn Winans, Heather Ladiski

Absent: Sandy McCarthy, Beth Martin

Call to order: The meeting was called to order at: 1:01 p.m.

Board Business meeting:

Consent Agenda items (agenda items I-VIII)

- I. Approval of Agenda
 - Jessica made a motion to approve the agenda and Dawn seconded. The motion was approved.
- II. Approval of September 19 Board meeting minutes.
- III. Committee Reports
 - Executive
 - Membership (report below)
 - We have 9 new individual members and one new institution. We had to cancel 35 individual memberships who didn't renew, and one university has yet to renew. Scott, Corinne, and I have emailed about setting up a phone meeting to discuss plans for actively recruiting new institutional members. We are thinking about drafting a letter to send out. I told them about the board's plans to travel for outreach as well.
- IV. Section Reports
 - Collections Section (See Report at end of meeting minutes)
 - User Experience Section (See Report at end of
- V. Procedures Manual Task Force Report (See Report at end of meeting minutes)
- VI. Website Task Force Report
 - The Task Force will be having their first meeting, Friday, Oct. 21.
- VII. Board Liaisons / Section Chairs Meeting. (See Report at end of meeting minutes)
- VIII. Treasurer's Report (report below)
 - We are working on the audit and I don't have a budget update yet. We have plenty of money for conference fees, both for annual MIALA in May and the micro conference in December. We also have money for the pop up conferences that have come up recently too. I'll reach out to Heather about setting up a meeting to catch up.

Old Business

- IX. Core Values/Mission/Vision Statement (See Report at end of meeting minutes)
 - Some Board members met via conference call to discuss core values and mission statement. This statement hits key points and is succinct, and it links into ACRLs core values. There was a motion by Barb to approve the mission statement as written. Julia seconded the motion. The motion was approved.
- X. Statement of Concern on MI-ALA website
 - Paul asked about whether or not we needed to keep the statement up on our website as it is no longer necessary. Also it may be perceived as being too

negative. We can remove it from our website and archive it. We will place it in the archives. Paul made a motion to move the Statement of Concern from the website and appropriately archive it. Dawn seconded the motion. The motion was approved.

XI. Event communications to members (how to avoid overload)

- Communications should handle event communications (per discussion at last Executive Board meeting). They should be the go-to for event information distribution. The Procedures manual is also addressing these concerns.
- A possible solution is having one monthly newsletter to promote events. Also social media should be utilized to get out event information.
- Kendra and Stephanie will discuss this further after the meeting.

XII. Board Strategic Planning Retreat (outcomes document with status updates).

- No updates at this time.

New Business

XIII. Follow-up Questions from reports

- Membership Report -- Is the Membership Committee asking non-renewing members why they did not renew? Not up to now. 21 members have not renewed (down from 35). Should we be asking? Will talk to Corinne about this. Is this a question also for institutions who do not renew? Should institutions provide funding for their staff to join MI-ALA?
- Executive Report -- One of our sections would like the ability to produce a libguide, could the ACRL libguides be used for that? Rachel said no, the ACRL libguides will be a libguide per chapter....maybe this could be used for sharing best practices or other information we'd like to share with ACRL chapters.

XIV. Mini-MI-ALA Conference proposal (See Report at end of meeting minutes)

- The Sections would like to charge members \$20.00 for food costs and nonmembers more. They will cover a/v costs.
- We could tentatively write off their A/V costs (could be in the \$500 - \$600 range) and they can recover costs from attendees for food. \$20 for members; Paul made a motion: that the cost of the Mini MI-ALA conference should be \$20 for members and \$40 for nonmember. Dawn seconded the motion. A friendly amendment was added to that there would be an option for non-members to "join today" for \$60. The motion with the amendment was approved.
- Section funding would be used for remainder of the costs.
- Organizers should run the contracts by Heather regarding the event. Any decisions requiring money should go to Heather.
- Event funding -- Should MI-ALA sponsor this event and cover all costs for the sections? The Board will provide funding for future events when there is a designated need.

XV. Outreach/goodwill meetings.

- The ad Hoc group scheduled a meeting for October 25.

XVI. Guidelines for outreach to other groups

- Communications and Marketing has this on their agenda.

XVII. December Board/Executive Committee Meeting dates

- Are these dates still good for most of us in December?
 - Executive Committee Meeting: December 12, 2016 at 9:00 a.m.
 - Board Meeting: December 19, 2016 at 1:00 p.m.
 - These will be our December Meeting dates.

XVIII. Meeting dates for 2017

- A Doodle poll will be sent to Board and Executive Committee members to schedule meetings from January-June 2017.

The meeting was adjourned at 2:20 p.m.

Issue Bin / Future Agenda Items

- Core Values/Mission/Vision Statement (to be placed on each meeting agenda in 2016-2017)

Upcoming Meeting Dates:

Next Executive Committee meeting

- Monday, November 14, 2016 at 9:00 a.m.

Next Board Meeting

- Monday, November 21, 2016 at 1:00 p.m.

Board Liaisons / Section Chair Meeting

- November...date/time to be determined

Reports (presented at Board Meeting)

Collection Section Report -- September 2016

IGs in the Collections Section have been encouraged (as a goal) to come up with two presentations/programs per year. The Sierra Print IG are already looking at doing two presentations (one in October and one in April 2017).

They would like to use our logo in their communications when available and were wondering if we had one ready for them to use. The Section also felt they should have a theme across the IGs (for promotion and consistency) and I shared with them the theme we discussed at our Strategic Planning Meeting, "Shaping our vision".

I told them I'd look into whether the Board could speed up the rollout of the MI-ALA logo. They discussed the plans for the Mini-Mi-ALA conference. The morning half would be devoted to an opening session, section updates then concurrent morning programs. In the afternoon, there would be section meetings, IG meetings, and a closing. One of the primary goals of this event was for Sections and IGs to meet without having to wait for the annual conference.

The Section Board agreed that they should be the ones to approve programming proposals. They would do a blind review. December 2 or 9 are the proposed dates for the Mini-Mi-ALA conference and UM-Dearborn is the preferred location.

The Board will be meeting with IG leaders in October.

--submitted by Barbara Bolek, Collection Section Board Liaison

User Experience Section Report
Board Liaison - Dawn Winans
October 14th, 2016

Section Charge: The User Experience (UX) Section will be concerned with all the ways that libraries help users find research, library materials, and other information, whether it is located within the library, outside the library on campus, or in remote online repositories & databases.

Chair - Christine Tobias - MSU	Chair-elect - Emilia Marcyk - MSU
Secretary - Katrina Rouan - WSU	At-large Representative - Karl Ericson - UDM At-large Representative - Jennifer Wright - U of M

- The UX Section has been actively working with the other sections over the last month to put together a Mini-MiALA Conference on December 9th at the U of M - Dearborn.
 - The UX Section is sponsoring two 45-minute programs.
- The planning of the Mini-MiALA Conference is taking up the majority of their time but The UX Section is still working on The ACRL 2017 Travel Grants. An update concerning where they are with the application process will be coming soon.
 - 10/18/2016 Update - The UX Section is going to reach out to the membership for volunteers to be on the ACRL 2017 Travel Grant Ad Hoc Committee. The committee will review applications and decide who will be awarded the travel grants. I have connected them with the Communications and Marketing Committee.
- The UX Section has updated all of their IG contacts with Heather. The website is now up to date.
- The UX Section has an interest in the free ACRL Webinars and is going to contact Paul Gallagher.

Next MI-ALA Board Liaison/Section Chairs Meeting is scheduled for Monday, October 17th, at 3 pm.

Next UX Section Board Meeting is being scheduled for Tuesday, October 18th, at 2pm.

MI ALA Procedures Manual Task Force

October 2016 Report

Members: Sandy McCarty (lead), Stephanie Mathson, Jessica Sender, Christina Radisauskas and Heather Ladiski

On October 11, 2016, Sandy and Heather meet virtual to discuss the status of the Google Docs Procedures Manual Draft.

Outcomes of the discussion

- Heather Ladiski will be part of the Task Force.
- The following documents are not part of the MI ALA Procedures Manual:
 - MI-ALA Section Leader Resource Manual
 - MI-ALA Member Resources Manual
 - MI-ALA IG Leader Resource Manual, and MI-ALA Committee Leader Resource Manual. Are these separate manuals to be included in the Procedure Manual? Sandy will set up a meeting with Heather Ladiski.
- Heather will clean-up the Procedures Manual Draft and remove comments from last year.
- Committee members are to review the Manual and identify sections they will review. Deadline to identify sections is within two weeks (by Friday, October 28, 2016).
 - Sections to skip over are:
 - § Policies such as Fiscal Policies and down
- Sandy will keep track to section leaders
- Committee will regroup after section leaders have been identified to work on the next step.

Link to MI-ALA Procedures Manual

https://docs.google.com/document/d/1Tb37V9nk3_tWT7G7ppb53ny2LKInvR8JU0cZ3tnKQpA/e/dit?ts=578e85eb

Respectfully submitted,

Sandy McCarthy

Board Liaisons/Section Chairs Meeting (October 17, 2016 3:00 p.m.):

- **Mini-conference – funding, scheduled for the board agenda for Wednesday**

Discussion about the funding model, with the outcome being that Mike will update the proposal to reflect a \$20 per person charge for lunch, and the existing \$1400 in section funding will cover technology costs. The board members will discuss with the board on Wednesday's meeting about expected needs for upcoming event funding beyond the \$1400, and establish if we could/should sponsor this event gratis for members.

- **Help with auditing IG's / Leadership membership document (attached)**

Discussion about IG's without leaders, and the section chairs will audit the groups and leadership as they see fit, update the leadership document, and from there Heather can update the website.

Much discussion about the policies and procedures on how to manage groups that are defunct, election processes, etc.

Paul will reach out to ALAO and schedule them to talk with us during the next call about best practices for IG's based on their experiences.

- **Free ACRL Webinars**

Discussion about the availability of ACRL webinars. Paul (post meeting) communicated an email with details, and the sections will investigate for possible programming at either the section or IG levels.

- **IG Programming**

Discussion about the first IG to launch an event to all members. There is need for some best practices development, notably around calendaring. Board members will bring this up with the discussion about calendaring for communications, and see if some practices can be developed.

- **Online programming systems**

No new information to report, will continue to include this on a future agenda.

Next meeting will be scheduled in Mid-November.

MI-ALA Mission/Vision planning

Monday 9/26/16 10am

Members present: Stephanie Mathson, Julia Eisenstein, Kendra Lake, Jessica Sender, Dawn Winans

Documents referenced during meeting:

- ALAO: <http://www.alaoweb.org/page-1861002>
- CARL: <http://www.carl-acrl.org/about/mission.html>
- ACRL (Plan of Excellence): <http://www.ala.org/acrl/aboutacrl/strategicplan/stratplan> (Look at the “Core Organizational Values.”)

Wallace, Linda K. “Writing a Mission Statement” *Libraries, Mission, and Marketing : Writing Mission Statements That Work*. Chicago: ALA Editions, 2002. ProQuest ebrary. Web.

About us on MIALA.org site could potentially serve as our base and about us can be updated with details about organization.

MI-ALA About us currently states:

“A new Michigan academic library association (referred to as MI-ALA on this site, for convenience), will:

- provide opportunities for professional development, growth, leadership, and committee service for all academic librarians, library staff, and library students working in any college, community college, or university library in Michigan.
- strive to advance academic librarianship, libraries, and services
- serve as a catalyst for statewide collaboration and as a connector to national academic library interests
- educate and inform appropriate communities of the value and contributions of academic libraries, librarians, library staff, and library students“

Edited by today’s committee: **MISSION STATEMENT: DRAFT 1**

Our mission is to provide opportunities for professional development, leadership, and committee service for all librarians, library staff, and library students working in higher education. We promote the value and contribution of academic libraries through collaboration with state and national associations. MI-ALA is a chapter of the Association of College & Research Libraries and ascribes to [ACRL’s core organizational values](#).

VALUES: = ACRL Core Organizational Values

Name: **Mike Hawthorne**

Email: ab1418@wayne.edu

Section/Interest group submitting proposal

Mini Conference Proposal Submitting on behalf of all 3 Sections

Description of event

Proposal: Initiate an Annual mini MI-ALA Conference.

Purpose for Conference:

1. Provide a platform for enhanced relationship building among the MI-ALA colleagues.
2. Provide presentation opportunities for the Sections and Interest Groups to share their initiatives with their MI-ALA colleagues.
3. Build recognition of Sections and the work and priorities of these three groups within MI-ALA.
4. Provide a conducive environment for the membership to share experiences and insights with one another.
5. Provide opportunities to strengthen partnerships among the Sections and various Interest Groups.
6. Expand professional networking opportunities for the MI-ALA community beyond the Annual Conference.

Organizers: The Section Chairs

Theme: The theme will reflect the broader theme chosen by the Board for that year.

Date: The conference will take place during the late fall, roughly six (6) months after the annual conference.

Venue: The venue may be determined by the location of the annual conference. It is the feeling of the organizers the mini conference should be located in another part of the state from where the annual conference is to be held.

Cost: The organizers are requesting financial support from the Board to help defray costs. This support coupled with a small attendance fee to cover the cost of the venue and food should help keep the attendance fee to a reasonable minimum.

Conference Structure: The conference structure will be less formal than the annual conference and focus primarily on the great work being done at both the Section and Interest Group levels. There will be no keynote speaker.

- One (1) day conference
 - Opening remarks/updates MI-ALA President
 - Section updates by Section Chair or designee
 - ◆ Morning:
 - 2 breakout sessions (3 concurrent presentations)
 - ◆ Lunch
 - ◆ Afternoon
 - Section meeting
 - Interest Group meeting

Proposal Submissions:

- Each Section will develop two (2) programs to be delivered during the concurrent sessions.
- Each Section will be solely responsible for determining their evaluation and acceptance criteria.

2016 Mini- Conference

Call for proposals

Two proposals will be accepted from each of the three Sections. Each Section can use whatever method that works best for them to determine their two submissions. Each Section is solely

responsible for selecting and submitting their submissions. Programs should be no longer than 45 minutes.

This will also be the theme for the Annual Conference to be held Grand Rapids in May of 2017.

Organizers: The Section Chairs:

- o Julie Garrison, Administration
- o Mike Hawthorne, Collections
- o Christine Tobias, User Experience

Theme: Developing our Vision

Location: University of Michigan Dearborn

Date: Friday December 9th, 2016. 9am-3pm

Program Description

Building on the momentum from our successful, inaugural conference the Sections are hosting a mini-MI-ALA conference to encourage the sharing of insights and experiences through concurrent programs as well as an opportunity to network with your MI-ALA colleagues during lunch and afternoon meetings.

Conference Fee/Attendees

Attendance is open to anyone. There will be differential rate for non-MIALA members. If a presenter is NOT a current member of MI-ALA they will be charged \$40, in addition to conference fee, and receive a one year membership to MI-ALA.

Proposal Deadline

Proposals chosen by each Section are due to the Mini-Conference Planning group no later Monday, November 7.

Event date

Friday December 9th, 2016. 9am-3pm

Event location

University of Michigan Dearborn

Audience

Library personnel at all levels.

Expected attendance

100

Intended methods of advertising

MI-ALA website and various listservs

Anticipated incurred costs of event (include room rental, food/beverage costs, AV equipment rental, presenter costs, etc.)

Costs undetermined at this point. Will depend on whether financial request is approved.

Amount requested

\$2000

Other information to be considered with proposal

This conference is intended to compliment the annual conference as it will build on the momentum of the previous annual conference and is intended to be a yearly event.