

MiALA Board Meeting Minutes

October 16, 2018 at 2:00pm

Attendance: Jessica Sender, Paul Gallagher, Clayton Hayes, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Heather Ladiski, Beth Martin, Jen Fiero, Helen Look, Caryn Noel, Rebecca Renirie

Call to Order: The meeting was called to order at 2:01pm.

Board Business Meeting:

1. Approval of agenda - Hayes made a motion to approve the agenda and Martin seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Ulrich made a motion to approve the agenda and Hayes seconded. The motion carried.
 - a. Approval of [September 18, 2018](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy - A revised [committee description and a 2018/19 charge](#) has been drafted for review. See under old business.
 - ii. Communications and Marketing - [see report](#)
 - iii. Executive -
 - iv. Membership -
 - v. Nominating
 - vi. Conference - Conference planning committee met on 10/5/18. Subcommittees have been assigned. Timeline shared. A conference theme will be coming soon. Next meeting is in November.
 - vii. Section Reports
 - viii. Administrative
 - ix. Collection - [see below](#)
 - x. User Experience - scheduling meeting with chairs
 - c. Partner Reports
 - i. MCLS - [see report](#)
 - d. Treasurer's Report - In September we noted an increase in both institutional and individual membership payments as compared to August. We processed payments for a number of contracted services, as well as the leadership retreat in August. We also received a sponsorship payment for the upcoming 2019 annual meeting.
 - e. Policies and Procedures Manual -
 - f. Interest Group Coordinating Council - notice of vote was sent, vote scheduled for later in October.

Old Business

1. Any follow-up questions or discussion on reports?
 - a. No questions
2. [Draft charge for the Advocacy Committee](#) - The Advocacy Committee presented the board with a summary of its purpose and then the charge for the year. Martin made a motion to accept the charge and Look seconded. The vote was unanimous and the motion carried. The board agreed to spend time each year at the annual strategic planning retreat to give charges to the committees. Ladiski will update the website information for the committees each year.
3. [2018-2019 Board Projects](#) - Board members discussed the list of possible board projects. Bolger will make a Google doc for each project so that board members can brainstorm ideas and determine which projects are feasible for this academic year.

New Business

1. Request from the Communications Committee - Kickham-Samy attended the most recent Communications Committee meeting and passed along a request for help in recruiting MiALA members to be featured in the monthly newsletter. They would like to have a more diverse group of members to highlight. Board members can send suggestions to communications@miala.com or can use this form: <https://www.memberleap.com/members/form.php?orgcode-MALA&fid=2458343>
2. [Data Literacy Program Grant Request](#) - Ladiski reported that the Information Literacy and Instruction Interest Group will be hosting a Data Literacy Program and has requested \$800 to subsidize this event. The board budgets money each year for interest group events and agreed to support this program once the non-member rate is increased to \$40. Sender made a motion to grant them a subsidy amount for the exact costs not to exceed \$800. Hayes seconded and the vote was unanimous. The motion carried. Ladiski will communicate the outcome to the interest group leaders.

Martin made motion to adjourn and Hayes seconded. The motion carried.
The meeting was adjourned at 2:45pm.

Issue Bin / Future Agenda Items

1. MMDP MoU (Paul)
Complete and under review by MMDP, will present at Nov board meeting.

Upcoming Important Dates:

- October 26 - Primary Resources in Teaching and Learning (jointly hosted by MAA and MiALA)
- November 2 - ALAO Annual Conference
- November 9 - Removing Barriers: A Library Accessibility Workshop

Next Board Meetings:

The 3rd Tuesday of every month at 2:00pm.

- November 20, 2018
 - December 18, 2018
 - January 15, 2019
 - February 19, 2019
 - March 19, 2019
 - April 16, 2019
 - May 21, 2019
 - June 18, 2019
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Advocacy Committee Description

The MiALA Advocacy Committee is charged with providing resources and education about issues of importance to academic librarians and libraries, especially in the context of higher education within the state of Michigan. The committee engages in activities that raise professional awareness of specific issues and creates tools and documentation to support academic librarians in their own advocacy efforts. The committee promotes the efforts of ACRL in its commitment of helping members demonstrate their value by highlighting and documenting best practices and assessment efforts. The committee promotes professional development to increase academic librarian capacity to advocate on issues impacting libraries by supporting ALA advocacy efforts and hosting workshops. As appropriate, the committee may work with other library communities within the state to highlight issues related to developing an engaged citizenship and promoting lifelong learning.

2018/19 Charge

- Highlight OER activities within the state (this could take the shape of one or more newsletter articles)
 - Develop talking points and other documentation to assist academic librarians in promoting OER activities within their own institutions and communities
 - Write one or more articles highlighting MI activities related to communicating the library's value
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Communications Committee Liaison Report

Submitted by Mary Kickham-Samy, Board Liaison to the Communications Committee

Monday, Oct. 15, 2018

The Communications Committee met September 26 at 10 am. Some of the highlights of the meeting were that Paul Gallagher planned to write a monthly message. The Committee decided to post the message to the MiALA website as a separate item, but also include it in the Newsletter. It was also decided that Dave Scott would send out reminder e-mails to encourage members to take advantage of opportunities, such as the use of the Zoom video conferencing software application.. The Committee is also looking for ideas for MiALA swag for events.

The Communications Committee requested that the Board help to identify librarians to spotlight in the Newsletter. As the liaison, I suggested that each Board member might encourage librarians from either their own institution or institutions similar to theirs to participate as an interviewee so that the Newsletter might profile librarians with a variety of interests and from different parts of the State.

Collections Section

The Collections Section had one meeting on September 17th with a few of the IG chairs.

The Resource Sharing IG chair stated they would have a meeting later that month.

The Technical Services IG chair said they were continuing the monthly discussions that were initiated last year. They held a discussion later that month on using OCLC Connexion and Record Manager. They will discuss invoicing procedures at their next meeting on October 24th.

The Cataloging and Metadata IG had not yet picked a date for their batch editing pop-up conference when we met on the 17th, but it will be on December 7th at MCLS in Lansing.

Although they could not attend the meeting, the OER IG held their 2nd annual OER Summit on the 21st at St. Clair County Community College. The Summit also included a pre-conference meeting on the 20th at the same location.

The Collections Section also suggested speakers for the MAA workshop on using primary sources in teaching and learning to be held on the 26th at MSU.

I am also going to try one last time to find enough members to form an audio/visual IG. I have a meeting scheduled for the 18th but only a few confirmations.

2018-2019 Board Projects

We have the following interest from board members to champion projects for 2018-2019.

How would we like to proceed? Would the listed members like to take ownership on the projects, and call together some of the members on our volunteer list to start? Other ideas?

- **Staff conference add-on to Annual; (scholarships, travel)**
 - Team members: Beth Martin - Beth will approach the conference committee to develop a scholarship for the conference
 - Staff and Student focused programming
 - Team member: Tina Ulrich, Caryn Noel
- Scholarships (student, staff, or economic need)
 - Team members: Jessica Sender
- Grants towards practicum or internship—Student focused
 - Team members: Rebecca Renirie
- Diversity Initiatives
 - Team members: Jen Fiero, Helen Look
- **“On the road” types of programming**
 - Team members: Tina has interest /
 - Paul - WMU/West Mich, Tina - Northern Mich, Jessica - Central Mich,
 - Develop a brain storming document / get a group together
- Environmental scan—listening tour / Focus groups
 - Team members:

Proposal plans could include the following:

Title:

Description:

Timeline:

Proposed budget:

Project partners internal to MiALA (IG's, Committee's, Sections):

Project partners external of MiALA:

Other details, particularly if it's an event:

Section/Interest group submitting proposal
Information Literacy and Instruction Interest Group

Title of the event

Data Literacy Bootcamp

Description of event

The Information Literacy and Instruction Interest Group will host a boot camp conference on Data Literacy in Academic Libraries in March, 2018. A keynote speaker will provide a philosophical scope of data literacy today (the big picture, current issues and complexities, etc.) Additional speakers will provide practical, hands-on solutions for reference and instruction in academic libraries. Key topics of interest for practical advice from session speakers include using and understanding data from scholarly sources, using and understanding data and data visualizations from popular sources, and using and understanding data from government sources.

Event date

March 8th, 2019 (or other dates during the week of 3/4)

Event location

Michigan State University Main Library

Audience

Academic librarians with an interest in data and media literacy and data and media literacy instruction.

Expected attendance

30 - 40

Intended methods of advertising

MiALA listserv, MiALA newsletter, MiALA Interest Group List, social media

Anticipated incurred costs of event (expenses to consider: Speaker expenses, Honoraria, printing/copying, supplies, facility rental, refreshments/meals, equipment rental, network charges, refunds, other):

\$1300-\$1600

Proposed registration fee for MiALA members

\$20

Proposed registration fee for non-members

\$30

Subsidy amount requested (enter 0 if not applicable)

\$700 - \$800

Other information to be considered with proposal