**MiALA Board Meeting Minutes**
**November 14, 2017 at 2:00pm**

**Attendance:** Jessica Sender, Paul Gallagher, Jill Morningstar, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Heather Ladiski, Julia Eisenstein, Rebecca Renirie, Kendra Lake

**Absent:** Beth Martin and Stephanie Mathson

**Call to Order:** The meeting was called to order at 2:01 p.m.

**Board Business Meeting:**

1. Approval of agenda - Discussion of the Policies and Procedure Manual was moved to item one of Old Business. Eisenstein made a motion to approve the agenda and Ulrich seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Gallagher made a motion and Morningstar seconded. The motion carried.
   a. Approval of October 13, 2017 board meeting minutes
   b. Committee reports
      i. Advocacy - no report
      ii. Communications and Marketing - see report
      iii. Executive - see report
      iv. Membership - see report
      v. Nominating - no report
      vi. Conference - "Sustainability in Academic Libraries" - the call for presentation proposals went out by email on November 13, 2017.
   c. Section Reports
      i. Administrative - see report
      ii. Collection - no report
      iii. User Experience - see report
   d. Partner Reports
      i. MCLS - no report
   e. Treasurer's Report - From Jill Morningstar, "Conference sponsorships letter going out soon. How can we spend conference money? Scholarships, food, transportation, etc. The review is almost complete and I will share the final report with the board."
   f. Policies and Procedures Manual - see report
   g. Section/IG Task Force - The membership survey closes on November 10. After that time, the task force will discuss the proposal to eliminate sections in favor of an IG board with other stakeholders.

**Old Business**

1. Any follow-up questions or discussion on Reports?
   a. The Administrative IG will change its name to the Leadership and Management IG.
   b. Morningstar (treasurer report) added that money is available in the conference fund and they are looking for ideas of way to spend the money that will benefit the membership. Board members discussed the conference scholarship costs and agreed that scholarship money can be used for transportation, lodging, etc.
2. Approval/Update of the ALAO MoU (Paul Gallagher) - Gallagher reported that the earlier mistake relating to the conference dates has been corrected and that each state's board will be able to make decisions about fees for any conference events that are listed as outside of the registration costs. Members from MiALA and ALAO have also begun to talk to the Indiana academic library association (Academic Libraries of Indiana - ALI) to join with the group. Gallagher made a motion to approve the ALAO MoU. Morningstar seconded and the motion carried.
3. Description of the upcoming board education workshop (Paul Gallagher) - Gallagher shared details about the upcoming workshop. Sandra Yee has presented on the basics of board development for the OCLC Board of Trustees and will plan to address similar topics with the MiALA board and requested to know if any other topics would be important for the group. Sender shared that the MiALA group could learn more about continuity and sustainability of the board positions. Gallagher will ask Yee about including this topic in her presentation. Kickham-Samy suggested that the board might want to thank Sandra Yee in some way for her willingness to help the board. Times for the meeting on December 15 were discussed and will be decided after talking to the speaker and others involved. Some members might not be able to attend due to prior commitments or driving distance. Every effort will be made to have a Zoom connection during the presentation and the ensuing business meeting. Ladiski will coordinate plans for lunch, if needed. Plans could change depending on the weather.

**New Business**

1. Policies and Procedures Manual - Kickham-Samy began the first annual review of MiALA's Policies and Procedures Manual and submitted a report of possible changes. She would like more help with the project and is willing to lead a task force in January. Ladiski will compile and list of volunteers for the board to consider. Gallagher will also share names of the ALAO people who work with their manual. Bolger will add this annual project to the perpetual calendar that is being developed.
2. Discuss ACRL Scholarly Communication Roadshow Proposal (Jessica Sender) - The board agreed to apply to be a host for the ACRL Scholarly Road Show. The application is due by November 17 and the decision will be announced by Friday, December 22. MSU and Wayne State have agreed to be partners and the Administration (Leadership and Management) Section is very interested in participating in this opportunity. The event would need to be held between February and August with March as the proposed

month for MiALA. Eisenstein made a motion to approve the motion and Morningstar seconded. The motion carried. Sender will contact Arlene Weismantel to move forward.

3. Membership committee should identify two areas/locations within the state that would benefit from a visit from members of the board/membership committee. (Jessica Sender) - Ladiski will provide information to Sanchez and Morningstar. Volunteers will be needed in the areas chosen. More information will be given to the board at the next meeting.

4. Update on MiALA annual scholarships. How many and what amount? Do we have an application form? The Membership committee would like to start promoting that and Terence would like to mention it in the Sponsorship letter. (Jill Morningstar) - The conference team is working on scholarships for the annual conference and will make information about this available shortly. The conference committee has a rubric so that factors like student status, economic need, types of libraries, etc. are taken into account. Morningstar will discuss board concerns such as how many will be offered and how much funding can be given with the conference committee.

**The meeting was adjourned at 2:51pm**.
Eisenstein made motion to adjourn and Morningstar seconded. The motion carried.

**Issue Bin / Future Agenda Items**
1. Lack of IG leadership for Education/Curriculum IG

**Upcoming Meeting Dates:**

- November 30, 2017 - Electronic Resources IG is hosting a pop-up conference, "Librarians and Vendors: Colleagues in Collections."
- May 16-18, 2018 - MiALA Annual Conference

**Next Board Meetings**

- Friday, December 15, 2017 at 2:00pm
- Friday, January 12, 2017 at 2:00pm
- Friday, February 9, 2017 at 2:00pm
- Friday, March 9, 2017 at 2:00pm
- Friday, April 13, 2017 at 2:00pm
- Friday, May 11, 2017 at 2:00pm
- Friday, June 8, 2017 at 2:00pm

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**Michigan Academic Library Association (MI-ALA)**
**Library of Michigan Board Update**
**Submitted October 25th for November 9th Meeting**

MiALA has been busy as we continue in the 2017-2018 academic year.

- Stemming from our Strategic Retreat in August, board members have identified projects that they will tackle. Some of these are already in process, others are beginning their work.
- We are working with the Academic Library Association of Ohio (ALAO) to further intra-state partnerships. In process is a memorandum of understanding for member registration swap for both ALAO and MiALA 2018 conference registration.
- The Assessment Interest Group will host an Assessment Pop-Up Conference and the University of Michigan-Ann Arbor on November 3, 2017.
- The Electronic Resources Interest Group is hosting a pop-up event on November 30th, 2017. Entitled "Librarians and Vendors: Colleagues in Collections," it will feature a panel of librarians and vendor representatives discussing best practices and how to improve key relationships.
- The MiALA Board approved a statement of support for Michigan School Librarians drafted by our Advocacy Committee. It is now on our website.
- The 2018 Annual Conference will be held May 16-18th at the Kellogg Center in East Lansing, Michigan.
- The new MiALA website launched on September 1st, with improved functionality for current members and more information for prospective members.
- The board will have an in-person board development training in December.

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**Report from the Membership Committee**
- Will have the results of the non-renewal assessment for the Leadership's next meeting.
- Developing ideas for improving / personalizing our "welcome package" to new members. They're still brainstorming, but off to a good start. They're particularly interested in reaching out to more of the current students / recent LIS grads in Michigan.

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**Report from the November 8, 2017 Administration Meeting**

- All members present were in favor of eliminating the sections in favor of an IG board.
- They are considering programming. Arlene told the section she is working with Jessica, the board president, to host the Scholarly Communications Roadshow. They expressed an interest in doing some sort of online programming around the topic of low-cost professional development.
- The section was in favor of changing the name of the Section to the Leadership and Management Section.
- IG Summaries:

- ○ Mid-Level Leadership Section is planning a Virtual Book Talk for 2018.
- ○ Assessment IG just had their pop-up conference last Friday. It was attended by 59 people and U of M did a good job as host.
- ○ Community College IG is considering doing a re-run of Brian Holda's MiALA Annual presentation on LibGuides.

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## Report from the November 6, 2017 UX Section Meeting

- The Education and Curriculum IG might disband if they cannot find new leadership.
- Changing the name for the Web/UX interest group was an easy process.
- Update on Section Taskforce - the survey is open until 11/10. 40 people have already responded. These responses will be coded to get a sense of what people are thinking of the possible changes. Virtual town hall meetings will be held in December and January. Volunteers are needed to half facilitate the meetings.

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## Report on a Review of the Policies and Procedures Manual for 2017/18 by Mary Kickham-Samy

After a careful reading of the Policy Manual, I recommend the following six revisions to the Policies and Procedures Manual:

1. On page 7, in the section labeled, "Good Standing," the use of the term "expulsion" should be changed.  In the sentence " 60 days after [a] US mail reminder has been sent and payment has not been received, the membership status will be presented to the board for possible expulsion." Suggested wording: "...application for membership will be canceled."

2. On pages 9 and 10, in the section labeled "Duties," the sentence "Board meetings will be held at least quarterly throughout the year" should not be repeated at the end of each paragraph, but rather it should be placed on page 8 once where the responsibilities of the Board are listed.

3. On page 11, there is a schedule of meetings. There needs to be a sentence to explain this schedule of meetings.

Suggested Sentence: Board meetings will be held at least quarterly throughout the year. Below is a list that states the month the meetings will be held and the purpose of each meeting.

4. On page 12, there is a first mention of the administrative assistant. I suggest that the role of the administrative assistant and the duties of this position should be explained. I also suggest that this position should be described on page 5 in the section labeled "Fiscal Agent."

4. On page 15, in the section labeled "Section Board," the distinction between "Association Officer" and "Board member" needs clarification.

5. On page 17, in the section labeled "Create," the first sentence is not grammatical. There is a dangling participle. "Interest Groups will form by submitting online application..."

Suggested wording: In order to create a new interest group, an advocate for the new interest group should submit an online application.

6. On page 29, the section labeled, "ACRL Travel Grant," specifies the year 2017. Suggestion: The date should be updated to reflect the 2018 ACRL Travel Grant, or the wording should be changed so that there is no date indicated.

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**ACRL Scholarly Communication Road Show Proposal**
Name: **Arlene Weismantel**
Email: weisman1@msu.edu

Section/Interest group submitting proposal
**Administration Section**

Title of the event
**ACRL Scholarly Communication Road Show**

Description of event
**Academic and research librarians increasingly recognize scholarly communication as a core competency of the profession. Whether helping researchers meet their funder's mandates for public access and data sharing, guiding responsible copyright practice, or supporting new types of scholarship and instruction, librarians are leading change across campus and around the world. With this workshop, ACRL empowers our community in accelerating the transformation of the scholarly communication system.**

**This day-long workshop, led by two expert presenters, has been updated with a series of targeted modules that reflect the most exciting and pressing issues in the field today. The goal of the structured, interactive program is to equip participants with knowledge and skills to help accelerate the transformation of the scholarly communication system.**

Event date
**March, 2018**

Event location
**Michigan State University**

Audience
**All MiALA members**

Expected attendance
**60**

Intended methods of advertising
**Social media and email.**

Anticipated incurred costs of event (include room rental, food/beverage costs, AV equipment rental, presenter costs, etc.)
**$2000**

Proposed registration fee for MiALA members
**25**

Proposed registration fee for non-members
**35**

Subsidy amount requested (enter 0 if not applicable)
**$2000**

Other information to be considered with proposal
**The intent is to apply for the subsidized Road Show which will cost MiALA $2000 total and which could be partially offset by registration fees. More information is available at**
http://www.ala.org/acrl/conferences/roadshows/scholarlycommunication/subsidized.

# MiALA Board Development Workshop & Business Meeting

December 15th, 2017
10:00 AM - 2:00 PM
MCLS Offices
1407 Rensen St.,  Suite 1,  Lansing, MI 48910

**10:00 - 12:30  Board Development Workshop**
*(Sandy's final description forthcoming by 11/17)*

- Dr. Sandra Yee, retired Dean of the Wayne State University Libraries.
- **Interactive workshop** on the fundamentals of non-profit board leadership, including:
    - Board roles, responsibilities, and practices
    - Financial and legal oversight
    - Membership engagement
    - Leadership and organizational strategy development
    - *Sustainability / continuity? - Ask Sandy*
- Based on recent workshop delivered to the OCLC Board of Trustees.

**12:30 - 1:00  Lunch**

**1:00 - 2:00  Business Meeting**

# Sandra (Sandy) Yee

Dean (Retired), Wayne State University Library System, Wayne State University



**Sandy Yee** served for 16 years as Dean of the Wayne State University Library System, retiring as Dean on July 31, 2017. During that time, she was responsible for the School of Library and Information Science and five campus libraries. Wayne State University Libraries are the fiscal agent for the Detroit Area Library Network (DALNET), a Southeastern Michigan consortium that manages a shared automation system for 20 member libraries. Sandy serves as President of DALNET.

Before coming to Wayne State University, Sandy spent 19 years at Eastern Michigan University, serving in various library administrative roles including Professor and Associate Dean of Learning Resources and Technologies. She also has experience in community college, high school and junior high school libraries.

Sandy has been a member of the OCLC University Library Advisory Council, served as a member of OCLC's Members Council and in 2008 was elected to a six-year term on the OCLC Board of Trustees. She has chaired the Board's Personnel and Compensation committee and, in November, 2012, was appointed Chair of the Board.

Sandy is a leader and member of a number of professional committees and organizations, including the American Library Association and the Association of College and Research Libraries where she served on the Budget and Finance committee and was Chair of the University Libraries Section. She served on the Association of Research Libraries Board from 2008-2011 and is a member of the North American Library Advisory Board for the Elsevier Publishing Company.

She has been president and treasurer of the Michigan Library Association, and has served as Chair and board member of the Michigan Library Consortium. Sandy is past president and member of the Friends of the Detroit Public Library and a member of the Wayne State University Press Editorial Board. Her commitment to 21st century librarianship has been recognized with awards and honors

including inclusion in Who's Who in America and Who's Who of American Women. She received the inaugural 2010-2011 Administrator of the Year recognition from Wayne State University Student Senate for her outstanding support of students. Sandy was honored as Librarian of the Year by the Michigan Library Association in 1999.

She presents and publishes on a variety of topics relating to academic libraries including instruction, outreach and digital projects, and is actively engaged in Library and Information Science education.

Sandy holds a doctorate in Educational Administration and Supervision from the University of Michigan, and earned her Bachelor's and Master's in Library Science degrees from Western Michigan University.