

MiALA Board Meeting Minutes
December 15, 2017 at 1:00pm

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

Absent: Julia Eisenstein and Stephanie Mathson

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

Board Business Meeting:

1. Approval of agenda - Discussion about the Advisory Committee was added to New Business. Renirie made a motion to approve the agenda and Morningstar seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Martin made a motion and Ulrich seconded. The motion carried.
 - a. Approval of [November 14, 2017 board meeting minutes](#)
 - b. Committee reports
 - i. Advocacy
 - ii. Communications and Marketing
 - iii. Executive
 - iv. Membership - 1 new institutional member, North Central Michigan College (Stephanie Davis is the new director); 7 new individual members, 0 dropped, total is 307
 - v. Nominating
 - vi. Conference
 - c. Section Reports
 - i. Administrative (Leadership) - (Julia Eisenstein) Wrote and submitted the proposal for funding the ACRL Scholarly Communication RoadShow. Waiting to hear (December 22) if the proposal was accepted.
 - ii. Collection
 - iii. User Experience -
 - d. Partner Reports
 - i. MCLS
 - e. Treasurer's Report - The financial review is complete and can be viewed here: https://drive.google.com/file/d/1r-k1DeWRerYl_p4AFJ_5bVZJB_YdpneD/view?usp=sharing. No significant findings to report. Net revenue is currently at about \$63,000 for the general budget and \$53,535 for the conference budget.
 - f. Policies and Procedures Manual
 - g. Bylaws Revision Subcommittee - (Julia Eisenstein) The subcommittee met via phone conference on December 4. The subcommittee will be reviewing the

bylaws in stages. The first stage (Articles 1-4) are under review. The next meeting will be January 18.

- h. Section/IG Task Force - (Julia Eisenstein) The task force is currently working on a draft proposal based on the feedback from the survey sent to all members. Once they are happy with the draft, they will be contacting current and past Board/Section/IG members for comments/feedback. They plan on a couple virtual town hall meetings for the general membership to provide feedback. They would like to start collecting feedback from those groups in January and have another revised proposal to bring to the Board in March.

Old Business

1. Any follow-up questions or discussion on Reports?
 - a. The Membership Committee reports that they received two new institutional memberships and seven new members last month.
 - b. Sender reported that she submitted the application for the ACRL Scholarly Communications Roadshow and should hear back from them next week.

New Business

1. Great Lakes Science Boot camp sponsorship request (Paul) - The board decided to sponsor two internships at \$250 each. Renirie made a motion and Ulrich seconded. The vote was unanimous and the motion carried.
2. [MIX Conference Proposal](#) - The board discussed this proposal and determined that more information is needed. Gallagher will contact Christina Radisauskas at Aquinas College to learn more about what role MiALA should fill with regard to this conference.
3. Retiree membership in MiALA - Gallagher reported that other organizations have offered the option of a retiree membership with great success. After a discussion of the benefits to the organization and to members, the board agreed to offer this option. Martin made a motion and Kickham-Samy seconded. The motion carried. Ladiski will make a survey while Paul and Kendra form a task force to determine the details.
4. [Great Lakes Resource Sharing Conference sponsorship request](#) (Heather) - The board discussed being involved with this conference and agreed to sponsor two internships at the \$500 level. Martin made a motion and Gallagher seconded. The vote was unanimous and the motion carried.
5. National library Legislative Day Representative sponsorship (Beth) - The board agreed to offer a \$500 scholarship for one member of MiALA's Advocacy Committee to represent Michigan academic libraries at this event. The attendee will be asked to give a presentation at the annual MiALA conference. Ulrich made a motion and Kickham-Samy seconded. The vote was unanimous and the motion carried. Ladiski will develop an application form and Martin will communicate the decision to the Advocacy Committee.
6. August 2018 Strategic Retreat - Planning should begin for this annual event in January. Gallagher has some ideas and will share with the planning group. Discussion followed

concerning who should lead the annual strategic retreat. One idea is for the incoming president to facilitate it. This issue and others will be discussed by the planning group this spring.

7. Perpetual Calendar - Bolger will share this document with the board members and asked everyone to work with her on entering the annual tasks that need to be done.
8. Procedure Manual Update - Board members should send any questions or concerns about Kickham-Samy's proposed changes to Ladiski by December 22, 2017. After that time, Ladiski will make the changes to the manual and will provide names of possible volunteers to Kickham-Samy for the task force to be formed in January. This project will be scheduled on the MiALA perpetual calendar to be completed annually. Future changes are expected to be minor and only needed if the bylaws are changed.
9. Membership Roadshow - The membership committee is currently working on a plan to visit two areas/locations in the state and may ask board members to attend and act as MiALA ambassadors if the meetings are held near them.

The meeting was adjourned at 1:43pm.

Morningstar made motion to adjourn and Gallagher seconded. The motion carried.

Issue Bin / Future Agenda Items

1. Lack of IG leadership for Education/Curriculum IG
2. Strategic Retreat plans

Upcoming Meeting Dates:

- January (date TBD) - Resource Sharing IG online meeting - Gina Bolger will be giving a demonstration of OCLC's ILL product, Tipasa.
- January 18, 2018 - Bylaws Revision Subcommittee
- February 9, 2018 - (Mary Beeker) "Make Your Libguides Shine" by Brian Holda - The Community College IG and Web/UX IG will offer a two-part series based on Holda's presentation at the 2017 MiALA Annual Conference. Part 1 (his presentation) will be available online for MiALA members to view. Part 2 is yet to be scheduled and will be an online, interactive Q & A session.
- May 16-18, 2018 - MiALA Annual Conference

Next Board Meetings

- 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
-

Subject: Section/Interest Group Event Proposal Form

Name: Christina Radisaukas and Angie Oehrli (MIX representative and Librarian at University of Michigan)

Email: radischr@aquinas.edu

Section/Interest group submitting proposal

Instruction and Information Literacy

Title of the event

MIX conference

Description of event

A combined effort of MIX and the MiALA Instruction and Information Literacy IG to put on a one-day conference dedicated to Instruction and Information Literacy. For 6 years, MIX has been an entity, independent of any formal organization, which primarily provides academic librarians/educators an opportunity to participate in a state-wide discussion about student engagement and information literacy. The 2016 MIX conference had a special partnership with MAME and MIX would consider other such partnerships in the future.

We aren't looking to make MIX an exclusive MiALA event, but rather to support it both financially, and with planning help from the Instruction and Information Literacy IG and MiALA. To date, 3 academic institutions have hosted the event with a minimal fee: University of Michigan, Wayne State University, and Grand Valley State University.

Websites for previous conferences:

<https://www.lib.umich.edu/instructor-college/mix-michigan-instruction-exchange>

<http://guides.lib.wayne.edu/mix2016/about>

Event date

August 2018

Event location

TBA

Audience

Instruction Librarians

Expected attendance

50-75

Intended methods of advertising

Listserves, word of mouth, MiALA website, social media

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

To be finalized. Will be based on hosting institution. In the past, the space was provided for a nominal charge.

Proposed registration fee for MiALA members

\$25-30

Proposed registration fee for non-members

\$25-30

Subsidy amount requested (enter 0 if not applicable)

700
