

**MiALA Board Meeting Agenda**  
**January 12, 2018 at 2:00pm**

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

**Absent:** Beth Martin, Heather Ladiski

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

**Board Business Meeting:**

1. Approval of agenda - Mathson made a motion to approve the agenda and Eisenstein seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Morningstar made a motion and Gallagher seconded. The motion carried.
  - a. Approval of December 15, 2017 board meeting minutes
  - b. Committee reports
    - i. Advocacy - no report
    - ii. Communications and Marketing - see [report](#)
    - iii. Executive - no report
    - iv. Membership - 4 new individual memberships, 6 renewals, 0 dropped, 317 total members. The membership committee is working on alumni membership and identifying areas for the MiALA on the road.
    - v. Nominating - no report
    - vi. Conference - "Sustainability in Academic Libraries"
  - c. Section Reports
    - i. Administrative - no report
    - ii. Collection - no report
    - iii. User Experience - no report
  - d. Partner Reports
    - i. MCLS - no report
  - e. Treasurer's Report - Revenue from new/renewed memberships and conference sponsorships. Expenses include the review, the assessment pop conference, and filing the 990 for taxes. Next month we'll go over the proposed 2019 fiscal year budget.
  - f. Policies and Procedures Manual - no report
  - g. Section/IG Task Force - They will begin talking to individuals and perhaps doing focus groups shortly. They are still on track to give a proposal to the Board in March.

**Old Business**

1. Any follow-up questions or discussion on Reports?
  - a. Treasurer's report - Morningstar shared more details about how the MiALA bank account is strong. The conference budget has more money in it than last year at this time. The board will need to make decisions about how to use these funds to best meet the needs of the MiALA members.
2. Strategic Retreat planning - This year and going forward, the planning committee will be chaired by the vice president who will then conduct the annual strategic retreat as the new president. Bolger suggested that some time should be set aside possible at the start of the retreat for the handing over of information for those positions that will be changing hands. Board members agreed that they would like to hear from Sandra Yee this next year. Eisenstein, Renirie, and Sender volunteered to serve on a committee along with Gallagher to plan the event that will be held in August 2018.
3. Procedure Manual update - Kickham-Samy has formed a task force with Ladiski, Sender, and Ashley Blinstrub (SVSU). Ladiski has already made five of seven changes to the manual. The task force plans to report back to the board later in the spring with more updates recommendations. Please email Kickham-Samy if you have any changes to suggest.
4. Membership Roadshow - The membership committee is working on this and hope to have a plan in place by early March.

### **New Business**

1. MiALA subscription to Zoom - A subscription to Zoom (video conferencing) for the organization would cost \$15-\$20 a month and would allow meetings of up to 100 people. If a meeting is held with more than a hundred attendees, the participants could organize into hubs. Zoom can be used by any members who wish to have a meeting by video and could possibly be used during the annual conference to allow members at a distance to hear some of the speakers. A motion was made by Eisenstein for approve a pro or business level subscription and Mathson seconded. The motion carried. Bolger will work with Ladiski to obtain a subscription.
2. ACRL Scholarly Communication RoadShow - Sender reported that MiALA was not awarded the grant from ACRL. She was encouraged to apply again later if they repackage the program in some way. This program will be added to the Issue Bin for consideration next year.
3. [Annual Conference rates](#) - Gallagher presented the registration fees for the annual conference in May 2018. Discussion followed concerning lowering the rate for LIS students. The board members agreed to reduce the one date rate to \$25. Morningstar reminded the board that many scholarships can be offered this year. Eisenstein made a motion to accept the proposed rates with the addendum to change the one-day student rate to \$25. Ulrich seconded and the vote was unanimous. The motion carried. Gallagher will report back to the conference committee.
4. [Perpetual Calendar](#) - Ladiski has edited the perpetual calendar from ALAO with MiALA information. Bolger informed the board it is now ready to be used and edited to ensure accuracy. Mathson will be adding in the correct dates for nominations and elections.

Next month the board will consider how to make this available to the members who will benefit from using it.

5. Retiree Membership in MiALA - Gallagher has a call this next week with a representative of MAME to discuss the details of their retiree membership option.
6. FY19 Budget - Ladiski and Morningstar have an in person meeting scheduled to develop the FY19 budget. They will offer the budget for consideration at the board's February meeting.

**The meeting was adjourned at 2:40pm.**

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
2. Reaching out to your committees/sections/IGs

**Upcoming Meeting Dates:**

- January 18, 2018 - Bylaws Revision Subcommittee
- January 24, 2018 - UX Section Board Meeting
- January 25, 2018 - Resource Sharing IG meeting
- 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, 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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MiALA Communications Committee Meeting  
December 14, 2017, 1:00pm

Attending: Kristen Mapes, David Scott, Laura Walton, Michelle Strasz, Megan Bauerle

Notes

1. Monthly activities of the committee -
  - a. Laura and Megan both are not hearing back from their contacts. Will email Kendra and the board to confirm the contact info is correct.
  - b. The December newsletter saw a 51% open rate, up from November's 46%. Kristen will try to increase this open rate by having a snazzier title in January's newsletter.
  - c. January's newsletter will come out a bit later in order to get people once they are back from break (so, either Jan 5 or 8)
2. Member spotlight feature -
  - a. Here is the form  
<https://www.memberleap.com/members/form.php?orgcode=MALA&fid=2458343>  
(thanks, Laura, for drafting it and to Heather for making the weblink)
  - b. Ask web team to put together a slider image that can go on the Miala homepage for each for the monthly spotlights (that way the person's headshot doesn't have to circulate on the MiALA homepage)
  - c. Ask Kendra to be the first person to fill out the form. Deadline to submit it by Wed morning, Dec 20
  - d. Laura and Megan will edit it by Dec 23
  - e. Have a note about the member spotlight in the newsletter for people to be spotlighted and include communications email for nominations
  - f. How do we measure success?

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## **Annual Conference Rates**

Registration fee –

Full Conference Registration - \$150 MiALA Members, \$200 for non-Members, \$50 for LIS Students

1-day Conference Registration - (it was suggested that the 1 day conference registration fee should cost more than half of the full conference registration so maybe \$100/members, \$150/non, \$40/students?)