

MiALA Board Meeting Minutes
January 8, 2020 at 2:00pm

Attending: Beth Martin, Cynthia Simpson, Clayton Hayes, Gina Bolger, Elaine Meyer, Heather Ladiski, Helen Look, Brenna Wade, Caryn Noel, Bethany Kennedy

Absent: Jen Fiero, David Malone, Paul Gallagher

Call to Order: The meeting was called to order at 2:03pm.

Board Business Meeting:

1. Approval of agenda - Noel made a motion to approve the agenda and Meyer seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Hayes made a motion to approve the consent agenda and Noel seconded. The motion carried.
 - a. Approval of [December 4, 2019](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy (Bethany) - Still no word from Advocacy committee. Will follow up re: Library Privacy Act amendment.
 - ii. Communications and Marketing (Jen)-
 - iii. Executive (Beth) - See New Business
 - iv. Membership (Clayton) -
 - v. Nominating (Paul) -
 - vi. Conference (Cynthia) - [see report below](#)
 - vii. Inclusion, Diversity, Equity, & Accessibility (Helen) - The taskforce has drafted two documents: 1) The Code of Conduct and 2) The Best Practices. See agenda item under old business. They would appreciate the Board discussing the feasibility of what has been written before proceeding with further work.
 - c. Partner Reports
 - i. MCLS (Heather)-
 - ii. MHSLA (Helen) - Planning for the Adult Learners Pop Up Conference is moving along. We are working on a catchy title for the event. Pat Hatcher will offer a morning session on generational learners. The afternoon will feature 1-2 panels. The taskforce needs help with brainstorming potential panelists to discuss instructing users at different educational levels (first years, medical students, etc.) and teaching methodologies to support adult learning. Please share suggestions for potential panelists.
 - iii. ALAO (Clayton)
 - iv. MAME (Cynthia)
 - v. MLA (Beth/Cynthia)

- vi. MMDP (Clayton)
- vii. MAA (David)
- viii. Collaborative Partners (Rachel)
- d. Treasurer's Report -
- e. Policies and Procedures Manual -
- f. Interest Group Coordinating Council -

Old Business

1. Any follow-up questions or discussion on reports? - No
2. Annual Conference Scholarship criteria (reference information located on pages 32-33 of the procedure manual located [here](#)) - Scholarship recipients are currently required to be a MiALA member for at least 6 months. They are also asked to write a response for the MiALA newsletter, but this has not been required. Simpson made a motion to remove the 6 month membership requirement and to change the wording to be a member in good standing. Look seconded and the motion carried. Hayes will take the suggestion that scholarship recipients be paired with a mentor to the membership committee.
3. [MiALA Code of Conduct draft](#) - Board members shared initial feedback on this first draft and were asked to have all comments added to the draft document by Friday, January 17. Look will take these suggestions back to the IDEA task force for consideration. When the final draft is ready, MiALA's corporate lawyer will review it.
4. [MiALA Best Practices for Conference Planning, Presenting, Moderating, and Participating draft](#) - Board members shared initial feedback on this first draft and were asked to have all comments added to the draft document by Friday, January 17. Look will take these suggestions back to the IDEA task force for consideration. The best practices will be shared with the conference committee.

New Business

1. Archives and Special Collections IG - Since Malone was unable to attend the meeting, this item will be moved to the February board meeting.
2. Sponsorship for Great Lakes Science Boot Camp (July 2020) - Meyer made a motion to give \$500 to sponsor this event and Simpson seconded. The motion carried.
3. Scholarship for ALA's National Library Legislative Day (May 4-5, 2020)(procedure information located on pages 33-34 of the procedure manual located [here](#)) - Kennedy made a motion to provide \$500 for this scholarship and Noel seconded. The motion carried. This scholarship will be given to one member on the advocacy committee. If no members of the committee are able to go, the scholarship can be given to another member who would then join the advocacy committee.
4. Leader deadline Google calendar - Ladiski showed the board the new leader calendar that she has created on the MiALA website. This new calendar will provide access to all deadlines and allow users to choose which areas they would like to view.
5. (Informational) Midwestern Higher Education Compact (MHEC) is conducting an OER survey, <https://www.surveymonkey.com/r/MHECOERFacultyIncentives> - Board members are encouraged to share this survey widely.

Simpson made a motion to adjourn and Hayes seconded. The motion carried. The meeting was adjourned at 2:39pm.

Issue Bin / Future Agenda Items

- ACRL chapter allocation
- Library privacy amendment

Next Board Meetings:

The first Wednesday of every month at 2:00pm.

- February 5, 2020
- March 4, 2020
- April 1, 2020
- May 6, 2020
- June 3, 2020

Next Executive Board Meetings:

The Wednesday 2 weeks prior to the next full board meeting at 2:00pm.

- January 22, 2020
- February 19, 2020
- March 18, 2020
- April 22, 2020
- May 20, 2020
- June 17, 2020

Topic: Conference Planning Committee meeting

Time: December 12 11:00 am, 2019

Attending: Dave, Heather, Ashley Rosener, Tom Volkening Emily H, Jessica Hronchek, Grace Morris, Elizabeth Walker-Papke, Kendra Lake, Jill Spreitzer, Cynthia Simpson, Debbie Morrow (11:25a),

Regrets: Rachel, Christine Tobias

General Information for whole committee:

Area Updates: (Team leaders/members add any updates for your group below)

Breakout Sessions (Jessica)

Proposal Deadline was yesterday. We had a final count of 51 proposals. We've recruited four additional reviewers to diversify perspectives and will be reviewing proposals via a Qualtrics

survey (thanks Hui Hua!). The initial numerical review will be blind but the final committee decision will take into account institution/institution type balance and a balance of topics. Question: Is the schedule/venue setup finalized for 30 slots for breakouts? We need to know our max by January 3rd.

Communications/Marketing (Kendra) - Based on communication of CFP - any feedback, requests for changes? Based on timeline, we should have LSTA grant announcement done, call for sponsors(?), keynote announcement coming up, pre-post conference info, and call for posters at start of new year. Leads please get announcement info to Kendra & Heather at your convenience

Dinearounds/Local Arrangements (Dave/Mari)

Mari was out of the office for a bit, so we will work on this upon her return on the 16th (Dave)

Budget (Heather) still on track - heather

Information Fair we've had questions from sponsors and others on if we would have booths. I don't think we have enough interest for a full out booth area but maybe we should utilize some area during the poster session or reception for groups to display their information?? - heather

Keynote Speaker (Denise)

LSTA (Rachel) Invoiced LM for LSTA. :)

Posters (Dave)

Too early yet!

Preconference Reception (Sela)

Preconference Workshop (if applicable)

None suggested so we are saying no.

Printing (Matthew)

Schedule (Christine) - nothing new to report at this time. Do we have access to notes from previous meetings (i.e., October 2019)? I cannot find the tentative schedule we created, so cannot recall how many breakout rooms/sessions we can have (referring to Jessica's question above). Also, where are we on Preconference Workshop? Are we having one? Where are we on separate events (i.e., museum tours)? Heather will be in contact. Dave will help with museum information as needed

Scholarships (Elizabeth)

The initial call out for scholarships will happen around mid-January with a deadline of mid-Feb.

Sponsorships (Amie)

So far we have 9 commitments and Heather has sent out those invoices. Totals almost \$12,000
Requests were sent to 6 new vendors
Also we have 5 regrets to date
I will have to send a follow up soon.

Volunteers (Emily) nothing yet

Best Practices (Grace)

The IDEA Task Force has a draft of Conference Planning, Attending, Moderating, and Participating Best Practices and are seeking a few persons from the Conference Planning Committee to review and give feedback.

The final draft will be given to the Mi-ALA Board in January and I will share the final document with the entire committee when available.

Questions:**Side notes:**

Hotel: The Holiday Inn is up for auction, seems like it will be a name change only, they said they were going to honor our contract. Dave to follow up.