

MiALA Board Meeting Notes
Thursday, October 5 at 1:00pm

Present: Darlene Johnson-Bignotti, Katrina Rouan, Mies Martin, Edward Eckel, Carin Graves, Jennifer Mikesell, Denise Leyton, Rebecca Tull, Lori DeBie, Sheila Garcia Mazari, Aaron Kilgore, Kalyn Huson, Scott Garrison (guest)

Absent: Veronica Bielat

Call to Order: The meeting was called to order at 1:04pm.

Board Business Meeting:

1. Approval of Agenda - Graves made a motion to approve the agenda. Martin seconded. The motion passed.
2. Approval of Board Minutes from [June](#) and [September](#) - Martin made a motion to approve the minutes from the June and September meetings. Garcia Mazari seconded. The motion passed.
3. Approval of Consent Agenda: Eckel made a motion to approve the consent agenda. Tull seconded. The motion passed.
 - a. Committee reports
 - i. Advocacy – Committee has reformed. Joshua Neds-Fox is facilitating this, although the group has not chosen a chair yet. Next steps are to:
 1. Meet
 2. Research concepts of library/librarianship advocacy and bring ideas back to the group at our next meeting
 3. Develop a survey to the membership to get feedback for developing charge/goals for the committee. (Ed)
 - ii. Awards – A call for participants/members is the focus of October's President's Message for the newsletter. Hoping to have enough interested individuals to meet by early November. (Darlene)
 - iii. Conference Planning– Committee has been formed
 1. First meeting is on Oct. 6th
 2. Budget questions - routed to Denise Leyton
 3. Conference communication/social media a concern (Mies)
 - iv. Communications and Marketing –
 - v. Executive – Met on September 28 to review the MCLS Services Agreement. Further discussion will ensue under item #1, Old Business. (Darlene)
 - vi. IDEA – First meeting is scheduled for 10/17. Committee had a lot of interest and has 10 members. (Katrina)
 - vii. Membership – None.
 - viii. Nominating – None.
 - ix. Ad-Hoc Committees: None.

- b. Partner Reports – None.
- c. Treasurer’s Report – None.
- d. Interest Group Coordinating Council
 - i. Met with Meghan Musolff and Karen Reiman-Sendi
 - ii. Ideas from IG chairs from IG training sessions - listserv for IG chairs/co-chairs. (Ed)
- e. Board Actions via Email: None.

Old Business

1. Coverage During Admin. Assistant’s Leave (Guest: Scott Garrison, MCLS)

Johnson-Bignotti - We invited Scott to share how services will be covered during Huson’s leave.

Garrison - We took the agreement and identified internal people to help with the continued services. A document outlines this and will be provided via email.

The assumed leave period is November 27, 2023 - February 20, 2024.

We will create a single email box for miala@mcls.org connected to the MCLS help desk queue.

Garrison will monitor and will serve as direct liaison to MiALA during Huson’s leave. Please use only the miala@mcls.org email to help manage the workflows better. As a bonus, this will allow Huson to easily see exactly what happened when she was on leave.

MCLS will be closed December 25th & 26th and January 1st & 15th.

Garrison will look to Johnson-Bignotti as his direct contact for anything MiALA-related.

Martin - Can the Conference Committee email miala@mcls.org to request MiALA website updates?

Huson - Yes. The email contact@miala.org will also be forwarded to miala@mcls.org. Dedicated Committee emails are already forwarded to the Chairs in addition to contact@miala.org.

Leyton - This workflow should be in Huson’s automatic reply away message during her leave.

Garrison - MCLS plans to respond to MiALA requests within 1 business day.

Johnson-Bignotti - This is a very thoughtful document and we appreciate the work put into this. When Garrison sends this document, I’ll pass it along via email and ask for a motion of acceptance.

Huson - I’m working on MiALA’s annual financial review and should have it done before the leave starts.

2. Strategic Planning Session Update (Darlene)

Johnson-Bignotti - The Executive Officers did not discuss the next steps for strategic planning during our recent meeting. If we can schedule a special meeting in the next few months, what do we think about our options?

Leyton - Both options (Debbie Makula from MLA and consulting firm NEW) seem good. I think we start with Debbie since she led this process for MLA. Can we talk in a structured way with her about the pieces of this and how to get started? Maybe in November as a Board? Following up with consultant help as a special session in Jan-Feb could be a next step. That puts us in a good position for budgeting for next year.

Johnson-Bignotti - That sounds reasonable. I can ask Makula about coming to the November or December meeting. We can also discuss an honorarium.

Martin - Do we have a working document explaining what we are doing or trying to achieve?

Johnson-Bignotti - The short answer is no. We don't have anything. Kate Langan started this conversation when she was MiALA President. We don't have direction for how to spend our money.

Leyton - We have the high level version. We don't have the details for putting things in practice. The bylaws say the budget is tied to the strategic plan but we don't have one.

Johnson-Bignotti - Also, as volunteers and as a Board, this is an involved process. We want to involve as many people as we can.

Eckel - I don't know to what extent we have maximized the membership of MiALA. Given that there are academic librarians who are non-members, we need to figure out how to be relevant to them.

Kilgore - If the Advocacy Committee is able to get going, this could be something for them to help with. Reaching out to other places and partners in Michigan.

Martin - Reaching out to the UP librarians as well.

Tull - Marketing and Communications should be able to help for outreach to those groups.

Johnson-Bignotti - I will reach out to Debbie to see if she has availability for the Nov or Dec meeting.

3. Proposed Revision of Banking Roles (Denise; Kaylyn)

Leyton - Trying to change the historic workflows to make things run more smoothly. Rachel Minkin started as the responsible individual and has continued to be that person. We sign physical checks for various things and it works well for us overall. Carin and I are the current authorized signers. That requires physical travel to the MCLS offices.

We propose we (1) add the Treasurer as an additional responsible individual, (2) add Nicole Horner (MCLS) as an authorized signer, and (3) add the President as authorized signer and keep them on as a signer through their Past-President year.

Huson - The responsible individual can do anything with the account, including sign checks. Authorized signers can simply sign the checks.

Graves - The benefit of the Treasurer being the responsible individual is because they have the two-year term vs. the President's one-year term.

Leyton - We have a credit card which pays for QuickBooks and our Zoom license. I think we can have a conversation about using a different bank at a future meeting. We have a savings account right now that does not give us a competitive interest rate. A high yield savings account would be a good idea.

Johnson-Bignotti - I would like a motion to accept this proposal.

Martin made a motion to accept the proposed changes to the banking roles as outlined by Leyton. Garcia Mazari seconded the motion. The motion passed.

Leyton - We need to update the Policies & Procedures Manual to be sure these roles are correctly reflected in the documentation.

4. Announcements

Tull - Communications and Marketing is still looking for a formal chair. Newsletter for October is being worked on tomorrow. If you have anything else, please send it to me. The events calendar is being updated as well.

The meeting adjourned at 1:58pm.

New Business

- 1.

Issue Bin / Future Agenda Items:

1. Student Liaison Position

Upcoming Board Meetings: First Thursdays at 1pm unless otherwise noted.

- November 2, 2023
- December 7, 2023
- January 4, 2024

Next Executive Officer's Meetings:

- TBD (convenes as needed)
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