

MiALA Board Meeting Notes
Thursday, March 7 2024 at 1:00pm

Present: Darlene Johnson-Bignotti, Denise Leyton, Katrina Rouan, Carin Graves, Mies Martin, Aaron Kilgore, Jennifer Mikesell, Lori DeBie, Rebecca Tull, Sheila Garcia Mazari, Veronica Bielat, Kalyn Huson

Absent: Edward Eckel

Call to Order: The meeting was called to order at 1:02pm.

Board Business Meeting:

1. Approval of Agenda - Mikesell made a motion to approve the agenda. Garcia Mazari seconded the motion. The motion passed.
2. Approval of [Board meeting Minutes from February](#) - Tull made a motion to approve the February minutes. DeBie seconded the motion. The motion passed.
3. Approval of Consent Agenda: Tull made a motion to approve the consent agenda. Martin seconded the motion. The motion passed.
 - a. Committee reports
 - i. Advocacy –
 - ii. Awards – Met with Debbi Mikula and Rachel Ash (MLA). They are excited for the return of the ALOTY award. Darlene will update the submission page and Rachel will promote through MLA's Awards page. Goal is to announce winner at our conference; they will be further recognized at the Michigan Library Awards ceremony in Traverse City on October 16 (first day of MLA Annual Conference). MLA will provide complementary tickets for award presenter and winner +1. (Darlene)
 - iii. Conference Planning– Kalyn has returned, which is great news to everyone on the committee. We're so glad to have her back. Hotel registration is [open](#), and conference registration will also open soon as soon as programing can schedule workshops, programs and lightning talks. Poster call has been extended until March 11th. Mary O'Kelly will be meeting with Mychal Threet to make the final arrangements for his visit. Finally we are also starting to talk about a post conference breakdown discussion reviewing lessons learned. (Mies)
 - iv. Communications and Marketing –
 - v. Executive – 1) Officers met briefly to address questions from the Conference Committee regarding our relationship with and commitments to the MHSLA. 2) 39 members attended the Mid Year All Member Meeting held on February 23. Thanks to Carin, Denise, Ed, and Mies for their excellent presentations and updates. (Darlene)
 - vi. IDEA – Held a second successful IDEA article read on February 21st. (Katrina)

- vii. Membership – Updated our policy on institutional membership to include the caveat about pro-rated membership by months left in the fiscal year for the first year of membership. Will be sending to Kalyn to update on the website. We have been discussing launching a mentorship program. (Denise)
- viii. Nominating – Submitted an overview of the process and open positions to the March Newsletter. Will be working with Kalyn at the end of March to open the nominations form. (Carin)
- ix. Ad-Hoc Committees:
 - Strategic Planning Workgroup – the team met and started a draft of a description of work. We are planning to reach out to consultant firms in the next week or so. (Denise)
- b. Partner Reports- February LOM Board meeting was canceled due to lack of a quorum. Next meeting will be in April. (Darlene)
- c. Reports
- d. Treasurer’s Report – no update other than we’re working on the budget! (Denise)
- e. Interest Group Coordinating Council – (See item #1 under Old Business)
- f. Board Actions via Email: None.

Old Business

- 1. Proposed IGCC Bylaws Amendments (Darlene)

Johnson Bignotti called for a motion to recommend the adoption of the proposed bylaws changes as amended. Mies made a motion and Leyton seconded. The motion passed.

Garcia Mazar made a motion for a policy and procedures update. Bielat seconded.

[Approved bylaws and policy language has been added as an addendum below.]

New Business

- 1. 2025 Budget Discussion and Approval (Denise)

Leyton - Thank you for reviewing the slides in advance.

Tull - Can you confirm that we can pay consulting fees through the Programmatic lines? Or any of the lines?

Leyton - We have these categories, but they are mostly just to help us understand what we are doing. Things are not allocated in a way we need to worry about categories.

Graves - With the savings account, I like the idea of moving the \$50,000 at least. MSUFCU also has insured money management accounts. It would at least just all be in one place.

Leyton - Let’s start with operational. I would anticipate that we would spend what we predict to spend. Now we have one-time spend, programmatic, MMDP, and conference.

Johnson-Bignotti - Are you suggesting strategic planning comes out of the Programmatic line? I would like to see a line for sponsorships, because we are getting more requests. We can't say yes to everyone.

Bielat - Would it be helpful to have an ad hoc committee to look at what has happened and develop some guidelines when it comes to these sponsorships?

Johnson-Bignotti - I agree 100%.

Leyton - Our relationship to other Michigan Library organizations is included in our plan for strategic planning.

Johnson-Bignotti - Should we combine the Advocacy and IDEA Committee lines into a single "Committee" line?

Bielat - Maybe allocate \$5k to Committees and \$5k to IG activities. One thing to consider is the free labor that is required to do this programming. And being able to provide a modest honorarium to speakers/guests is something that we should encourage.

Huson - The recent OER event panelists did receive an honorarium in the form of gift cards.

Rouan - Maybe we increase the Sponsorships line to \$3,000?

Johnson-Bignotti - I'm hesitant to ask the Conference Committee to focus on making money.

Martin - The conference budget can feel confusing. I like that we can draw on more high-profile conference speakers and draw regional attendees.

Leyton - Let's spend what we anticipate coming in.

Rouan - I'd like to see conference scholarships be a priority moving forward. I heard it was possible those would not be funded without enough sponsors.

Huson - When we mentioned putting the MMDP money in with the Sponsorships line, is it fair to put it into a community fund?

Leyton - We have continued to grant the money year after year, but I don't think the Board has a formal commitment to ongoing support.

Martin - Would it be a good idea in June, after the conference wraps, to break down the costs of the conference to illuminate them?

Johnson-Bignotti - That makes sense.

Bielat - In the strategic planning process, maybe we should give the conference a goal of hitting at least 80% of the cost? Just to give some guidelines.

Leyton - I agree that a broad goal would be nice.

2. Media Policy (Darlene)
3. Great Lakes Science Boot Camp (see letter attached to Agenda)

Johnson-Bignotti - I think the remaining two issues can be tackled via email. I will follow up with everyone.

Bielat made a motion to adjourn. Martin seconded.

Meeting was adjourned at 2:23pm.

Issue Bin / Future Agenda Items:

1. Student Liaison Position

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

- April 4
- May 2
- May 17- General Membership Meeting (during Annual Conference)

Next Executive Officer's Meetings:

TBD (convenes as needed)

Dear Darlene,

We are pleased to announce the tenth annual Great Lakes Science Boot Camp for librarians which will be hosted in-person by the University of Toronto, July 10-12, 2024. This Boot Camp will bring together approximately 100 STEM and health sciences librarians from the Greater Great Lakes Area and beyond to learn directly from researchers and to network with each other. Previous boot camp topics have included biogeochemistry, high energy physics, environmental engineering, synthetic biology, ecology, and other STEM topics.

The Great Lakes Science Boot Camp is a great opportunity to reach and connect with science librarians in the region. We would like to extend an opportunity for the **Michigan Academic Library Association** to sponsor the Boot Camp experience. A list of sponsorship levels and benefits is on the next page for your consideration. Once you know which category will work for your organization, please contact Thom Gerrish (contact information below), Mark Chalmers, Maddy Gerbig, or Angela Henshilwood, with your sponsorship level/support preference. Please, do not hesitate to contact one of us if you have any questions.

In the months ahead, you will be able to view our program and planned events at the Boot Camp's homepage: <https://sites.google.com/site/greatlakessbc/home> .

We encourage all sponsoring organizations to have a representative at the conference. Please register when registration opens. This is an excellent opportunity to network with science librarians! We are in early planning stages and encourage you to provide information and swag for the conference bag. You are welcome to provide information for the conference slides shown on our website.

Thank you for your consideration and help in making the 2024 Great Lakes Science Boot Camp a successful event!

Respectfully yours,

Great Lakes Science Boot Camp 2024 Sponsorship Committee

Angela Henshilwood (University of Toronto) angela.henshilwood@utoronto.ca

Mark Chalmers (University of Cincinnati) Mark.Chalmers@uc.edu

Thom Gerrish (Purdue University) tgerrish@purdue.edu

Maddy Gerbig (University of Toronto) maddy.gerbig@utoronto.ca

Sponsorship Opportunities

Bylaws Revisions - Related to Interest Groups

ARTICLE VI – INTEREST GROUPS draft 10/10/23 and 1/9/24

Section 1: Interest Groups.

Interest Groups [IG] will be the heart of the Association. They will be created by association members and come about when a group of members shows enough interest and enthusiasm to form an IG. These could be short-term or long-term groups. They could form to address an issue or hot-topic that is of interest for a specified amount of time. An IG could also be long-term and exist for several years, kept lively and vital by continued interest on the part of association members. An IG may also dissolve if activity ceases.

Interest Groups must have a chair, and may have other positions. Any such chairs or other positions serve at the pleasure of the Interest Group membership and may be removed at any time as deemed necessary, with or without cause, upon a vote of two-thirds members of the Interest Group. Interest Groups will form by submitting an application to the Interest Group Coordination Council [IGCC]. The application will certify that at least five association members are interested in the topic. It will have a contact person, a statement of purpose, an annual plan (if the IG is going to exist for more than a year), and list of initial membership. Upon receipt of the application, the IGCC will review the application for these elements and if present, the IG will be established. It will be listed among active IGs on the association's web site, along with contact information for those who wish to become part of it. Upon establishment, the Interest Group's initial point of contact will become the interim chair of the IG, until elections are held.

Elections for the IG's elected positions will occur each May, and will be recruited through a call for nominations from the IG membership. The IG chair, vice chair, or secretary will be responsible for submitting minutes or reports of meetings to the Documents section of their IG area on the website. IG leaders are encouraged to submit these documents shortly after meeting. It is suggested that each Interest Group communicate regularly with their IGCC liaison or with the IGCC directly. Each IG is required to complete an End of Year Report that summarizes the IG's activities and membership during the past fiscal year. This report will be submitted by the end of June. The IGCC liaisons will send out a standard report template and the completed reports will be submitted by email to the IGCC liaison, as well as being posted on the IGs Documents on the association website.

As stated in the MiALA Procedures Manual (under "Dissolution Process for Inactive Interest Groups"), if an IG does not meet or submit a report of its meetings for one fiscal year, it will automatically cease to exist and be removed from the list of active IGs. The IGCC will notify MiALA membership at the end of the fiscal year of any IG status changes. However, IGs can be reinstated at any time if there is interest among the membership.

Revision for the MiALA Policy Manual (Procedures manual)

Dissolution Process for Inactive Interest Groups (see pp. 21-22)

If an IG does not meet or submit a report of its meetings to the Interest Group Coordination Council (IGCC) for **one fiscal year** ~~two consecutive years~~, it will automatically cease to exist and be removed from the list of active IGs. The following is the procedure for determining IG inactivity and the dissolution process:

1. In January or February of a given fiscal year, ~~After one year, if an IG has no Chair and no meeting notes have been received~~, the IGCC will reach out to the IG membership (via the broadcast message tool in the IG's project area) to call for volunteers to lead the IG.
2. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.
3. If, after 30 days, there is no indication of interest, the IGCC is under no obligation to continue to reach out to the IG membership and the status of the IG will be reassessed **in May** ~~at the 22nd month~~. During this time, Association members (current and new) will be able to join this IG.
4. At the **end of June of the fiscal year**, ~~beginning of the 22nd month of IG inactivity~~, the IGCC will again reach out to the IG membership (via the broadcast message tool in the IG's project area) to announce that the IG will be subject to dissolution if a volunteer does not come forward to lead the IG. After this notice is sent, Association members (current and new) will not be able to join this IG until new leadership has been established.
6. If there is an indication of interest, the IGCC will work with the new leadership to set goals and ensure viability of the IG.
7. If after 60 days, thereby reaching **12 24 months (1 2 years)** of inactivity, there is no indication of interest, the IG will dissolve and be removed from active IG lists. **ADD: The IGCC will notify MiALA membership at the end of the fiscal year of any IG status changes.**
8. The IGCC will work with the MiALA Administrative Assistant to archive an IGs documentation.²³

***** Move to handbook *****

Although there is no expectation that an IG will create a proposal for the annual conference or sponsor a workshop, members are encouraged to consider those possible activities as effective vehicles for sharing expertise and providing leadership opportunities.