

MiALA Board Meeting Minutes
January 28, 2022 at 2:00pm

Attendance: Kate Langan, Carin Graves, Clayton Hayes, Emilia Marcyk, Mary O'Kelly, Darlene Johnson-Bignotti, Krysta Vincent, Brenna Wade, Jeremy Barney, Denise Leyton, Kalyn Huson

Absent: Rachel Minkin, Cynthia Simpson

Call to Order: The meeting was called to order at 2:05 pm

Board Business Meeting:

1. Approval of agenda - O'Kelly moves to approve, Barney seconds. Motion carries.
2. Approval of Consent Agenda (agenda items within 2) - Johnson-Bignotti moves to approve, Wade seconds. Motion carries.
 - a. Approval of the [21-11-19 Board Minutes](#)
 - b. Committee reports
 - i. Advocacy - (Emilia)
 1. Wondering about MiALA's plans for Michigan Library Advocacy Day
 - ii. Communications and Marketing - (Jeremy)
 1. December 2021. From Michelle Strasz, Chair: "We have had some trouble filling the member spotlight questionnaire, so the team has come up with some general engagement questions/statements (what are you reading?, database tips, searching strategies, and spotlight your library (activities/events happening in our libraries -there is already a form for this- just need to market it). We are discussing the best way to implement these questions/statements for engagement."
 2. January 2022. Nothing to report.
 - iii. Executive - (Kate)
 1. Officers met December 8th, 2021.
 - a. Jessica Hroncheck, Conference Comm. chair and guest was seeking advice and direction on modality of conference. She presented pros/cons. Exec decided to keep conference in-person rather than run a hy-flex conference. Now this seems to be in flux again, given Carin's new business item.
 - b. Agendas and Minutes: Kate discussed the need to have Board agendas sent out sooner (5 days prior to meeting). Proposals sent to the Board should be broken up and named so that minutes more accurately reflect discussions and decisions.

- c. Kate convened an ad hoc Policy Review Committee. Consists of Kate, Rachel, and Carin. The three will review existing policies for a housekeeping review to update contact info, etc... We will review during the spring.
2. [Fiduciary Agent agreement with MCLS to expire on June 1](#). Exec would like the Board to review current agreement and advise on next steps. Kate spoke to Scott Garrison who reiterated MCLS' commitment to serving as MiALAs fiduciary agent.
3. Kate met with Debbie Mikula, MLA Ex. Director on Dec.15, 2021. MLA board has voted to discontinue their ACRL chapter designation. They have notified ACRL. This news is not public or explicitly shared with MLA members. The MLA Board will not advertise this or tell their membership. Debbie would like to know how we can continue to move forward in building our relationship. She highlighted the collaborative work done by Cynthia and I these past few years with the awards ceremony and participation in advocacy day. Kate and Debbie will meet again throughout the spring semester to further this conversation.
4. Board Insurance: During our annual financial review, there was an issue regarding insurance for the Board. It is roughly \$1,300 annually. There was some confusion as to why the insurance is carried. Upon further investigation, it was initially carried during the interim Board's time. Kate sought advice from MCLS. The insurance is not required as part of the fiduciary agreement. Janet LaCross, MCLS's business manager who says, "I am not at all sure that MiALA should drop the coverage. The coverage is for the personal protection of the directors and officers of the organization. I would highly recommend that prior to cancellation of D&O coverage that you pose the question to your insurance provider for a clear understanding of the potential impact of doing so." Kalyn has received an update policy.
5. Membership - Grand Rapids Community College is thinking of institutional membership, Member meets ups scheduled Nov - May (Rachel) JAN UPDATE Member meetups are continuing through the Spring (Alma IG just sponsored one on the 21st, Community College IG is scheduled for Feb 18) Working on Membership Engagement this Spring (RACHEL)
6. Michigan Library Advocacy Day. Kate is working with Debbie Mikula to coordinate events between MLA, MiALA and MAME. It is March 1 and will be a virtual event and will be virtual. Michele Behr, Scholarly Communications and OER Librarian, Western Michigan University will speak for 20 minutes. We tried to get another speaker from Wayne before but didn't hear back within the time Debbie needed.

7. Next Library Board of Michigan meeting is Feb 17, 2022. Kate will submit a partner report by Feb 4.
- iv. Nominating - (Cynthia)
- v. Conference - (Carin)
 1. MIX 2022 conference? Any updates? (question comes from Kate)
 - a. No updates. I think this may be the purview of the Infolit IG
 2. Talking through the complications of virtual vs in person since CMU cannot travel right now.
 3. See new items for further updates
- vi. IDEA - (Clayton)
 1. Kate worked with Sheila and Denise about adding web content IDEA resources for education and training list
- vii. Ad-hoc Awards Committee - (Darlene)
- c. Partner Reports
 - i. MCLS - Things are going good. Continuing to learn all things MiALA. Completed financial review with Manor Costerian. Working on AC 2022 sponsorships with Amie Pifer and getting invoices sent out.(Kalyn)
 - d. Treasurer's Report - Kalyn's working closely with Maner Costerian for our financial review, we're not broke, hurray!(Rachel) JANUARY UPDATE - MC audit is complete, we're in compliance, hurray! (RACHEL)
 - e. Policies and Procedures Manual -
 - f. Interest Group Coordinating Council - (Denise) - We've developed new criteria to help us make more equitable decisions about funding for IGs. We've also made proposed changes for the funding request form and our meeting planning FAQ
 - i. Question about putting these updates in place, see new business.

Old Business

1. N/A

New Business

1. Conference Committee reconsidering in-person vs. hybrid vs. virtual in light of the Omicron wave. Carin has [a report](#) from the chair to summarize. - Carin Graves
 Graves - Met with Jessica Hronchek to discuss pros and cons of in-person conference.
 Examining plans for hybrid and/or virtual conference.
 Poll of conference committee indicates support for virtual or hybrid.
 Non-refundable deposit on location. Other costs might be deferred to next year.
 Hotel rooms also a concern.
 Explored platforms aside from Zoom - Whova and one other
 Expect more institutions to not allow folks to travel, like CMU
 Langan - Reminder that the board looked into hybrid but felt it was not a viable option.
 Graves - The venue has a setup for Zoom but it would be very time-intensive

Langan - spoken with Huson about going fully-virtual. Were fully dependent on Huson's position on the back end. That work needs to be distributed amongst conference planning committee

Graves - agrees, we would want to contact with a service to help

Wade - Cold/COVID and flu season, the numbers might decrease as weather warms up. Might want to wait until we're out of this before deciding

Johnson-Bignotti - If we have to make a decision now, we'll just need to go ahead with the information that we have. Many people in Michigan are not as compliant as would be ideal

Barney - Works in the environment that Johnson-Bignotti is talking about and agrees. Even though it'd be a short journey, still feels conference should be virtual. Would be great to have that time to negotiate with vendors, etc. Expresses disappointment that Hope wouldn't be hosting.

Leyton - Mealtimes are such a big part of conference, and that does not seem like it will be a safe option come May.

Langan - Is the board comfortable taking that financial hit?

Wade - We should leave it as a sunk cost and just move forward

Marcyk-Taylor - Agreed, and we were likely not going to make back our expenses anyway given the limited interest

Langan - Was there event insurance?

Graves - Language in contract specifically says they won't refund costs due to COVID. Hronchek is looking to meet with someone from last year's committee to strategize. This will be arranged.

O'Kelly moves to recommend a virtual conference to the planning committee, Johnson-Bignotti seconds. Motion carries.

2. IGCC making updates to our funding request procedure and would like to make updates to the website. Would like to confirm process for this. - Denise Leyton

Leyton - Would like online form to be more streamlined and more clear. Updated FAQs as well, and included "criteria" for how requests will be evaluated. Huson can take care of edits to website, but should criteria be added to Policies & Procedures manual? How is this done? Nothing major, but want it to be more clear and equitable.

Langan - Existing ad hoc policy review committee, likely does not need to go to full vote but not sure if the board needs to vote on it.

Leyton - Last year IGCC made a call for projected budget requests around February. Should this be done again? Is it useful?

Hayes - As former Treasurer and former IGCC member, doesn't feel like the IG budgets were ever at all helpful.

Leyton - Sounds like we can let this pass for this year. But should have a pin in this for future years. It's in the policies and procedures manual so this should maybe be reviewed.

Graves - Caused a lot of stress last year. Might be useful to reframe as "Are you planning on spending more than \$500 next year?"

Wade - Doesn't recall doing this in the first iteration of the IGCC, so it may have only been done once or twice.

Leyton - Will inform IGs this won't happen this year, and will get in contact with the ad hoc committee

3. [MiALA MCLS Agreement](#) (Let Kate know if you cannot access it). - Kate Langan

Langan - Been in convo with Scott Garrison, keeps bringing this up. Wants to make sure we have time to reconsider. Reiterated MCLS's commitment to supporting MiALA. June 30 is the deadline. Should we just accept or reassess?

Hayes - We should just re-sign. No reason to reconsider at this time.

Wade - Agrees, we haven't had any issues.

Langan - In the past Huson's position required much more work than we payed for, so do we need to increase hours?

Hayes - Was not my impression that Huson was working the same volume of hours as Heather had been

Langan - This has required a lot of boundary-keeping on our end

Leyton - Should we request 40 hours or reframe our expectations?

Graves - Grateful for what Heather did in the past, but we have folks who can do this work. We over-relied on Heather, not because we needed to, but because it was easy.

Langan - Would like to review before re-signing.

O'Kelly - 1) Are these the appropriate administrative, membership, and marketing services that MiALA needs? 2) Has MCLS been holding up their end of those expected services? 3) Has MiALA been holding up their end of expecting only those services? 4) 20 hours has been budgeted. Is this enough? Too much? Just right? 5) Is the rate for those 20 hours a week in line with our expectations? (Do we agree to pay that rate? And can we afford it?)

Wade - Can we table this, since many were not able to review before this meeting, to give us more time to think about this?

Langan - Just want to be conscious of the timeline. Will there be enough time once we make a decision in Feb? Huson, when asked, felt like 20 hours was okay, but has not been through a full year yet

Huson - 20 hours seems perfect once they can get the hang of things. Conference might be a different situation.

Langan - If we want more hours, can we afford this?

O'Kelly - As fiduciary agents, we just want to be sure we are doing our due diligence

Johnson-Bignotti - Would appreciate having more time to review the document

Johnson-Bignotti moves to table this issue until February meeting, Wade seconds. Motion carries.

Langan - Garrison is interested in talking with us, will report back on this.

Motion to adjourn: O'Kelly moves to adjourn, Johnson-Bignotti seconds. Motion carries.

Issue Bin / Future Agenda Items

- Membership fee structure

Next Board Meetings:

Fourth Fridays at 2:00pm

- February 25, 2022
- March 25, 2022
- April 22, 2022

Next Executive Board Meetings:

Second Fridays at 2:00pm

- February 11, 2022
- March 11, 2022
- April 8, 2022