

## MiALA Board Meeting Minutes

April 22, 2022 at 2:00pm

**Attendance:** Carin Graves, Rachel Minkin, Clayton Hayes, Emilia Marcyk, Darlene Johnson-Bignotti, Krysta Vincent, Brenna Wade, Jeremy Barney, Denise Leyton, Kalyn Huson

**Absent:** Kate Langan, Cynthia Simpson, Mary O’Kelly

**Call to Order:** The meeting was called to order at 2:02

### Board Business Meeting:

1. Approval of agenda - Johnson-Bignotti made a motion to approve the agenda and Wade seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Minkin made a motion to approve the consent agenda and Johnson-Bignotti seconded. The motion carried.
  - a. Approval of [22-02-25 Board Minutes](#)
  - b. Committee reports
    - i. Advocacy (Emilia) -
    - ii. Communications and Marketing (Jeremy)  
March (Michelle Strasz, Chair): “We are managing the calendar, news, social media accounts and newsletters for the organization and we will be on social media to promote the happenings at the virtual annual conference.”  
April: No report provided.
    - iii. Executive (Kate) -
    - iv. Membership (Rachel) - working on end of year report, 1 more member meet up left (last one had 30 people at it!)
    - v. Nominating (Cynthia) -
    - vi. Conference (Carin) - Launching the Whova site soon
    - vii. IDEA (Clayton) - Lots! Subcommittee completed an evaluation of MiALA structures/documents and provided comments/recommendations in a report for the board (see below).  
Another subcommittee is in conversation with Membership to send out a survey on May 1st to help provide a baseline of DEI awareness/activity. Plan is for this to be re-implemented in 3 years to help the committee reorient.
    - viii. Awards Ad-Hoc (Darlene) -
  - c. Partner Reports
    - i. MCLS (Kate) - See below
  - d. Treasurer’s Report (Rachel) - received proposed contract numbers from MCLS so will start budget for FY 22-23, expected completion on or before 5/6/22
  - e. Policies and Procedures Manual (Kate) - See below

- f. Interest Group Coordinating Council (Denise) - the Instruction and Information Literacy IG recently requested funds to sponsor two conferences. They were both much larger than our average requests. We'd like to keep this on our radar when we talk about the budget as we decide what is labeled as funding for IGs. Ideally all large requests wouldn't be special cases, we would have some kind of process in place.

## Old Business

1. MCLS/MiALA agreement - see [MiALA/MCLS Agreement for Services Draft](#)
  - a. Service on committee is being changed in the policy manual
  - b. Adjusted spend:
    - Year 1: \$36,578.91
    - Year 2: \$37,676.28
    - Year 3: \$38,806.57Johnson-Bignotti moves to approve as write, Minkin seconds.  
Marcyk-Taylor - About service on committees, ensuring that all discussion has been resolved.  
Johnson-Bignotti notes that the Admin Asst may be invited to committee meetings  
Wade - Service on all committees, or are there some Admin Asst *should* be on? Membership?  
Johnson-Bignotti - Yes, and Conference.  
Minkin - Feel that Board should definitely be *the one*, but conference would be best otherwise.  
Marcyk-Taylor - Language in agreement is sufficient to cover either of these  
The motion passes.
2. Clarification of check and contract signing processes: [Signing Processes MiALA](#)

## New Business

1. Review of Policy Manual Changes: [MiALA Draft Revised Policy Manual](#)
  - Graves - Overall issue as noticed by task force is that there's a lot we are/aren't doing and shouldn't/should be.
  - A lot of language saying "something" is done, but not indicating by whom.
  - Re: use of logo, might be intended to be aimed at membership regarding unapproved use of logo.
  - a. Approval of changes in Red
  - b. Decision on Policy Manual Task Force
    - Vincent - Contract comes up every three years, review should agree with contract renewal
    - Graves - Who should be charged with this, though?
    - Leyton - Affected parts of the org should be reviewing portions of manual that affect them
    - Wade - ListServ requirements, we should leave information in about what is or is not appropriate to post to the MiALA ListServ

- c. Archival policies: Secretary vs. Admin Assistant duties
- d. Was the [IG Grant Policy](#) for virtual speakers approved by the board and/or does it even need approval as an internal guidance?

Leyton - would be nice if each large request wasn't case-by-case.

Wade - might be worthwhile to come up with dollar amt for when something needs to go to the board and possible to full membership vote.

Minkin - this iteration of budget, added extra money to IGCC budget.

Marcy-Taylor - assumption in previous iteration was that each IG got \$500, where did that come from?

Leyton - if we had a cap we could make an actual budget!

Hayes - we should know that these things are on the horizon, though we understand this is a special situation.

Minkin - aside from all of this discussion, we can budget for this next FY

### **Issue Bin / Future Agenda Items**

- [IDEA Committee: Summary of Comments from Document Review](#) – comments and recommendations on MiALA structures
  - Membership fee structure
- Funding for IGs - cap for when to go to board

Hayes - Congratulations to Darlene on receiving the Research Help Know Best Transcript award for this year!

Johnson-Bignotti moves to adjourn.

### **Upcoming Important Dates:**

- Annual Conference, May 17 & 18, 2022

### **Next Board Meetings:**

Fourth Fridays at 2:00pm

- May 27, 2022
- June 24, 2022

### **Next Executive Board Meetings:**

Second Fridays at 2:00pm

- May 13, 2022
  - June 10, 2022
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