

MiALA Board Meeting Minutes

February 9, 2018 at 2:00pm

Attendance: Jessica Sender, Paul Gallagher, Jill Morningstar, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Rebecca Renirie, Stephanie Mathson, Julia Eisenstein, Beth Martin, Heather Ladiski

Absent: Kendra Lake

Call to Order: The meeting was called to order at 1:58 pm.

Board Business Meeting:

1. Approval of agenda - Eisenstein made a motion to approve the agenda and Morningstar seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Martin made a motion and Eisenstein seconded. The motion carried.
 - a. Approval of [January 12, 2018](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy - Samantha Minnis, of the Advocacy Committee, will be attending [National Library Legislative Day](#) and will give a report at our MiALA annual meeting. Thank you for supporting this effort.
 - ii. Communications and Marketing - see [below](#)
 - iii. Executive - no report
 - iv. Membership - We have 6 new individual memberships, 0 dropped members, and our total is at 323. I spoke with Joshua and he said he is working with Paul on exploring retiree membership. Right now they are fact finding and exploring, however, he said it would be fairly easy to set up once they have the details figured out. They put the MiALA Membership Roadshow on the back burner recently but he will bring that up again soon.
 - v. Nominating (Stephanie) - I reviewed and slightly revised the Nominations & Elections Committee information on the perpetual calendar, and I'm putting the Committee together now. (I'm late on the committee formation due to my Sabbatical last fall.) On my to do list is to set up a Committee meeting and draft a short announcement about the upcoming election for the March newsletter.
 - vi. Conference - no report
 - c. Section Reports
 - i. Administrative - Exploring different ways for IG's to be involved at MiALA Annual.
 - ii. Collection - no report
 - iii. User Experience - see [below](#)

- d. Partner Reports - MCLS - [see report](#)
- e. Treasurer's Report - See item 1 under New Business
- f. Policies and Procedures Manual - see [report](#)
- g. Section/IG Task Force - The Task Force is interviewing past Section and IG leaders. They are conducting virtual town hall meetings and expect to have report ready for the board in March.

Old Business

1. Any follow-up questions or discussion on Reports? No questions or discussion.

New Business

1. [FY2019 Budget](#) - Ladiski and Morningstar briefly explained the changes that were made to the fiscal year 2019 budget including increases in section/IG activities, the annual strategic planning retreat, board education, and some contracted services. The budget is still based on having 200 members. This planning number could be increased in the future, but the consensus was to stay conservative for the next one to two years. Morningstar will work with the next treasurer to address this possible change at the organization's five-year mark. She is also interested in creating a budget and planning committee to provide guidance and continuity for the organization's finances. Eisenstein suggested that the board should be provided with a report of the actuals after the budget year ends so that board members can be better informed during the decision making time. Martin made a motion to approve the FY19 budget and Kickham-Samy seconded. The vote was unanimous and the budget was approved.
2. The UX Committee is interested in ideas for how the IGs can meet up during the annual conference - These meetings are especially important opportunities for new members. The conference planning committee is working to provide meeting opportunities for the sections/IGs to meet during the annual conference.
3. Board liaisons and Communication Committee - Can we put board liaisons and communication committee members in touch so we can all better support and communicate? Perhaps even get the liaisons invited to meetings of the IGs/committees/sections, if appropriate? - Lake had added items three and four to the agenda, but had to miss the meeting to attend the ALA Midwinter meeting. These two topics will be moved to the March agenda.
4. How can the communications committee help improve internal processes related to communications? - This question will be added to the March meeting agenda.
5. [Michigan Instruction Exchange \(MIX\) - Partnership](#) - Gallagher explained that the MIX group would like to come under the umbrella of MiALA and partner with the Instruction and Information Literacy IG to host their conference. The MIX group was organized before MiALA was created because they saw a need for instruction librarians in Michigan to meet. They now have brand recognition and would like to cosponsor their event as a MIX/MiALA conference. They would have autonomy over the programming and MiALA would help offset the cost of the conference. Paul will continue to work with the MIX group to proceed with this transition. Gallagher made a motion to approve the

MIX/MiALA partnership. Martin seconded. The vote was unanimous and the motion carried.

6. [2019 Annual Conference Location Call for Proposals](#) - Ladiski reminded the board that it is time to call for proposals for the 2019 annual conference location. Northwestern Michigan University had been interested, but the completion of their new library building will now be opening in 2020 so they would like to wait. A call will be sent out to the membership with proposals due by April 1. The board will discuss the proposals at the April board meeting.
7. Lack of IG leadership for Education/Curriculum IG - This IG has been inactive for a year because the chair has now retired. According to the bylaws, a group needs to be inactive for two years to be dissolved. Marcyk will reach out to the current members again to see if any of them wants to chair the group. If she receives no response again, the process to remove the group could begin.
8. Retiree Membership in MiALA (*Education session with MAME tentatively rescheduled for next week, planning to have draft proposal/program for March meeting*) - Gallagher is continuing to work on this new membership option.

The meeting was adjourned at 2:53pm.

Ulrich made motion to adjourn and Eisenstein seconded. The motion carried.

Issue Bin / Future Agenda Items

1. Strategic Retreat Planning (*Initial meeting scheduled for Feb 12th, 2018*)
2. Membership Roadshow
3. Procedure Manual Review

Upcoming Meeting Dates:

- February 9, 2018 - Town Hall meeting (10:00am)
- February 9, 2018 - Webinar "Make Your Libguides Shine" by Brian Holda (10:00am-12:00pm)
- February 13, 2018 - Town Hall meeting
- February 13, 2017 - Bylaws meeting (12:30pm)
- February 16, 2018 - Conference planning committee meeting (2:00pm)
- February 21, 2018 - Town Hall meeting (3:00pm)
- May 16-18, 2018 - MiALA Annual Conference
- August - Strategic Planning Retreat

Next Board Meetings

- Friday, March 9, 2017 at 2:00pm
- Friday, April 13, 2017 at 2:00pm

- Friday, May 11, 2017 at 2:00pm
- Friday, June 8, 2017 at 2:00pm

MiALA Communications Committee Report

1.23.18

Notes from virtual meeting held 1/23/18 at 2:30pm

List of news items submitted using [online form](#)

<https://docs.google.com/spreadsheets/d/1k5oRGS78ypY7GJMdiFSkPa8lzz1EifR-nKqy6bf15b8/edit#gid=0>

There is currently (as of 1/23/18) an issue with the broadcast news system so emails from the communications@miala.org email address via the system haven't been going through consistently lately. Kristen Mapes has been in touch with Heather to address.

Member spotlight feature - there will be a notification going out in Feb. via email and on social media channels encouraging members to nominate themselves or friends/colleagues to be featured in our member spotlight

Some committee members have not had a good response from IGs, sections, committees, etc. when reaching out for newsletter or events. We have a spreadsheet of Communication committee members

https://docs.google.com/spreadsheets/d/1RRbokrvPtX6H8KN1nNBjoR_R2AD42wxfhR0bm5Xv38s/edit?usp=sharing

Can we put board liaisons and communication committee members in touch so we can all better support and communicate? Perhaps even get the liaisons invited to meetings of the IGs / committee / sections if appropriate

Upcoming potential focus - how can the communications committee help improve internal processes related to communications? We've got the forms & email blasts down, what other ways does the board see us assisting in the communication process within the org? Or, even outside of the organization? Press releases?, finding other media outlets to share MiALA info with?, stronger connection to ACRL?, assistance with roadshow event, what else?

UX Section Meeting Notes

1. Gina gave a board update.
2. Section Transition Taskforce Update - Virtual town hall dates: 1/29 4-5; 2/9 10-11; 2/13 12:30-1:30; 2/21 3-4. These are to get a bit more nuanced feedback via conversation.

UX section member will be facilitating. Gina and Brenna will take notes. There has already been some feedback about the proposed model, e.g. it may be a bit complicated in some ways, especially from some folks that have been involved since the early days of MiALA. The hope is to maintain what the sections do well while taking steps to make the structure of the organization more clear.

3. The UX section members considered meeting at the annual conference, but are more interested in getting the IGs to meet. Some ideas were shared like IG speed dating, an IG fair (maybe at the same time as posters), lunch together, or dine-arounds. Emilia will check with the conference committee and Gina will ask the board members if they have any ideas.

Task Force: Review of the Policies and Procedures Manual

Prepared by Mary Kickham-Samy

Drafted January 12, 2018, updated Feb. 6, 2018

At the November Board meeting, Mary recommended seven changes to the Policies and Procedures Manual. The Board asked that Mary form a task force to review not only these suggestions, but the document as a whole. Subsequently, in consultation with Heather and Jessica, Mary formed a task force to review the Manual. The members are Mary Kickham-Samy (Marygrove College), Heather Ladiski (MLCS), Jessica Sender (MSU), and Ashley Blinstrub (SVSU).

Concurrently, Heather edited the Policies and Procedures Manual to reflect the changes that Mary recommended and that seemed to be obvious and uncontroversial improvements to the document. Below is a description of these tentative changes made to the Manual pending task force review and Board approval.

Resolved Recommendations

1. On page 7, in the section labeled, "Good Standing," Heather changed the term "expulsion" to read "cancelled." (Refer to the sentence that formerly read: "60 days after [a] US mail reminder has been sent and payment has not been received, the membership status will be presented to the board for possible expulsion.")
2. Mary suggested that on pages 9 and 10, in the section labeled "Duties," the sentence "Board meetings will be held at least quarterly throughout the year" should not be repeated at the end of each paragraph, but rather it should be placed on page 8 once where the responsibilities of the Board are listed. This recommendation has not been implemented, pending task force review and discussion.
3. On page 11, there is a schedule of meetings. Mary suggested that there be a sentence to explain what this schedule of meetings was. Heather incorporated the following change: Board meetings will be held at least quarterly throughout the year. Below is a list that states the month the meetings will be held and the purpose of each meeting.

4. On page 12, there is a first mention of the administrative assistant. Mary suggest that the role of the administrative assistant and the duties of this position should be explained. She also suggested that this position should be described on page 5 in the section labeled "Fiscal Agent." This suggestion will be discussed by the task force.
 5. On page 15, in the section labeled "Section Board," the distinction between "Association Officer" and "Board member" needed clarification. This suggestion has been implemented.
 6. On page 17, in the section labeled "Create," the first sentence is not grammatical. "Interest Groups will form by submitting an online application..." The sentence now reads: "In order to create a new interest group, an advocate for the new interest group should submit an online application."
 7. On page 29, the section labeled, "ACRL Travel Grant," specified the year 2017. The date has been removed. In addition, the wording has been changed to: "National conference travel grant" to include both the ACRL Conference and National Library Legislation Day in the grant.
- Unresolved Recommendation

After the above revisions were made, there remained one unresolved recommendation, which was #2, where Mary suggested that a specific redundancy be removed from the document. The task force is currently in the process of agreeing to keep or eliminate this redundancy through a vote by email.

Comparison of the Policy and Procedures Manual to the Bylaws

Heather Ladiski recommended that the task force compare the Manual to the Bylaws with a view toward identifying inconsistencies. Mary suggested that the task force provide her with feedback by March 17th, and then, meet via Skype or e-mail on or around March 20th to discuss their observations. Mary is waiting to receive responses from the task force to her suggestion regarding next steps.

Michigan Instruction Exchange (MIX) Partnership

Original Application:

Name: **Christina Radisauskas**

Email: radischr@aquinas.edu

Section/Interest group submitting proposal
Instruction and Information Literacy

Title of the event
MIX conference

Description of event

A combined effort of MIX and the MiALA Instruction and Information Literacy IG to put on a one-day conference dedicated to Instruction and Information Literacy. For 6 years, MIX has been an entity, independent of any formal organization, which primarily provides academic librarians/educators an opportunity to participate in a state-wide discussion about student engagement and information literacy. The 2016 MIX conference had a special partnership with MAME and MIX would consider other such partnerships in the future.

We aren't looking to make MIX an exclusive MiALA event, but rather to support it both financially, and with planning help from the Instruction and Information Literacy IG and MiALA. To date, 3 academic institutions have hosted the event with a minimal fee: University of Michigan, Wayne State University, and Grand Valley State University.

Websites for previous conferences:

<https://www.lib.umich.edu/instructor-college/mix-michigan-instruction-exchange>

<http://guides.lib.wayne.edu/mix2016/about>

Event date
August 2018

Event location
TBA

Audience
Instruction Librarians

Expected attendance
50-75

Intended methods of advertising
Listservs, word of mouth, MiALA website, social media

Anticipated incurred costs of event (include room rental, food/beverage costs, AV equipment rental, presenter costs, etc.)

To be finalized. Will be based on hosting institution. In the past, the space was provided for a nominal charge.

Proposed registration fee for MiALA members
\$20-30 (Discounted for MiALA members)

Proposed registration fee for non-members
\$25-30
Free for LIS Students

Subsidy amount requested (enter 0 if not applicable)
\$500-1000

Other information to be considered with proposal

What MIX is:

The Michigan Instruction Exchange (MIX) is a biennial, state-wide conference that focuses on library instruction and student engagement. This one day conference traditionally takes place during even-numbered years which are on the off years of ACRL's conference. While the focus of the conference is on academic library instruction, MIX has partnered with other Michigan-based organizations for conference programming. Host locations have been throughout the state in the past and host institutions usually volunteer either late in the year prior to the conference or early in the year of the conference. In the past, the conference has taken place in August of the even-numbered years.

This application is submitted with Angie Oehrli, Librarian at University of Michigan, who is the MIX representative.

Soft Memorandum of Understanding between MiALA and MIX

A new partnership between MIX, and MiALA, working with the Instruction IG is pleased to announce a new collaboration designed to provide support and professional development opportunities to instruction librarians and education professionals across Michigan.

- MiALA will provide administrative assistance:
 - Webspace
 - Use of registration software
 - Marketing via MiALA listserv & social media accounts
 - Communication with host institution/location as necessary regarding room set up, menu, etc
 - Supply orders (folders, promotional items, etc)
- MiALA will provide financial sponsorship to offset costs for MiALA members. Amount is pending but expected to be \$500-\$1000.
- MIX committee will choose/find a location for each conference. MiALA may offer to help with this, but responsibility falls on MIX.
- MIX host committee will plan/schedule all conference sessions, talks, speakers, etc
- MIX committee will acknowledge MiALA sponsorship/support in print and verbally at conference
- MIX committee will work with MiALA to determine registration costs for attendees, with an understanding that MiALA members receive a reduced subsidized cost.

We anticipate that there will be a continuing interest within the Info Lit & Instruction IG to support the MIX conference.