

MiALA Board Meeting Minutes

April 13, 2018 at 2:00pm

Attendance: Jessica Sender, Paul Gallagher, Jill Morningstar, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Stephanie Mathson, Heather Ladiski,

Absent: Rebecca Renirie, Beth Martin, Kendra Lake, Julia Eisenstein

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

Board Business Meeting:

1. Approval of agenda - Morningstar made a motion to approve the agenda and Mathson seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Morningstar made a motion and Mathson seconded. The motion carried.
 - a. Approval of [March 9, 2018](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy -
 - ii. Communications and Marketing -
 - iii. Executive - see [report](#)
 - iv. Membership - Nothing yet, but I'll email the board when I get the report
 - v. Nominating - Mathson wrote an article entitled "Why Run?" for the April newsletter and will send out weekly reminders about the upcoming nominations and election schedule. All Nominations & Elections Committee members have designated groups to which they'll forward the announcements and reminders. Nominations open April 20th.
 - vi. Conference -
 - c. Section Reports
 - i. Administrative -
 - ii. Collection -
 - iii. User Experience -
 - d. Partner Reports
 - i. MCLS -
 - e. Treasurer's Report - Morningstar will email the report to the board.
 - f. Policies and Procedures Manual - see [report](#)
 - g. Section/IG Task Force -

Old Business

1. Any follow-up questions or discussion on reports?
 - a. Sender thanked Gallagher for attending the Library of Michigan meeting in her place and giving a report about MiALA.

2. Retiree membership program - Gallagher updated the board on the new retiree membership program. The retiree rate to join MiALA will be \$20 per year and will be effective with the new fiscal year beginning on July 1, 2018. Gallagher will work with the membership committee to define this status on the website and then people will be able to self-identify if they qualify for this rate. Gallagher has a list from MAME of how their retiree members contribute to the organization and is looking for members to champion this program for MiALA. Gallagher made a motion to accept the proposal of a \$20 retiree membership rate. Ulrich seconded and the motion passed unanimously.

New Business

1. [Procedure to Dissolve Inactive Interest Groups](#) - Kickham-Samy presented the proposal created by the Policies and Procedures task force to dissolve inactive interest groups. Ulrich made a motion to accept the proposal and Gallagher seconded. The vote was unanimous and the motion carried.
2. Annual conference - Ladiski reported that 182 people have registered for the MiALA annual conference. The pre-conference still has 26 spots available. The MMDP meeting has 35 registrants.
3. Update on the Interest Group Committee proposal - The executive board is still working through the proposal and possible timeline for implementation. The current organization will remain the same for the May election and this next year could possibly serve as a transition year as information is disseminated to members, a vote is held, and bylaws are potentially changed. More information will be available and the process moves forward.

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

The meeting was adjourned at 2:24pm.

Issue Bin / Future Agenda Items

1. Membership Roadshow
2. Procedure Manual Review

Upcoming Meeting Dates:

- April 17, 2018 - Research Data Services in Academic Libraries - MiALA STEM Interest Group
- April 23, 2018 - Conference Committee planning meeting
- May 8, 2018 - Conference Committee planning meeting
- May 16-18, 2018 - MiALA Annual Conference
- June 5, 2018 from 1:00pm-2:30pm - Board development webinar with Randy Dykhuis
- August 13, 2018 - Strategic Planning Retreat

Next Board Meetings

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

Michigan Academic Library Association (MI-ALA) Library of Michigan Board Update Submitted April 4th for April 14th Meeting

MiALA is busy as we look towards the end of the academic year and into summer.

- A taskforce was established to look at the structure of MiALA and investigate opportunities for streamlining the sections and Interest Groups in a way that makes sense and benefits members. The taskforce provided those recommendations at the March board meeting, and the executive board is continuing discussions surrounding the proposal with the task force.
- In anticipation of the MiALA Annual Conference, we have worked with Michigan Instruction Exchange (MIX) and the Mid-Michigan Digital Practitioners (MMDP) group to partner closely on programming. MIX will be collaborating closely with the Instruction Interest Group to provide programming at the annual conference. MMDP will be holding their annual Spring meeting the day before the MiALA Annual Meeting, with MiALA as a co-host.
- Additionally, MiALA will be hosting a PreConference this year, entitled “Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action.” This is a well-known and well-respected ACRL Standards Workshop, and registration is limited to 40 participants.
- The OER Interest Group hosted “What Works for Me: Successful OER Strategies” on March 6th, 2018. It featured five OER Interest Group members who shared how they promoted OER adoption on their campuses.
- The STEM Interest Group will be hosting a webinar entitled “Research Data Services in Academic Libraries: Overview and Case Studies from Two Universities” on April 17th, 2018. The webinar will present an overview of the emerging area of research data services in academic libraries, and how to provide services in this area.
- The 2018 Annual Conference is May 16-18th at the Kellogg Center in East Lansing, Michigan. There are already have over 150 registered participants. The conference committee has released the program and poster presentations, all available on the [conference website](#).

- MiALA has begun soliciting applications to host the 2019 Annual Conference.

**Policies and Procedures Manual Review Task Force
Report to the Board of Directors**

Drafted April 10, 2018

Attendees: Mary Kickham-Samy (Margrove College), Heather Ladiski (MLCS), Jessica Sender (MSU), and Ashley Blinstrub (SVSU).

Prepared by Mary Kickham-Samy

The Policies and Procedures Manual Review Task Force met via Zoom on March 13 at 2:10.

There were three items on the agenda:

1. Resolution to disagreement regarding Mary's proposal to eliminate redundancy in the Manual,
2. Formation on a protocol for dissolving inactive interest groups, and
3. Discussion of alignment of the Manual to the Bylaws.

Mary conceded that the redundancy in the Manual was useful because it allowed readers access to information through the use of hyperlinks to specific paragraphs. A lack of redundancy required the reader to go to more than one location for the needed information.

With this concession, the Task Force was able to present six revisions to the Policies and Procedures Manual to the Board for a vote of approval.

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. 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.
3. 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.
4. On page 15, in the section labeled "Section Board," the distinction between "Association Officer" and "Board member" needed clarification. This suggestion has been implemented.
5. 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."
6. 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.

Protocol for Dissolving an Inactive Interest Group

After the Education and Curriculum Interest Group (IG) became inactive and unable to form a leadership team, it became apparent to the Board that the Policies and Procedures Manual did not have a clearly stated protocol for dissolving an IG. Therefore, the Manual Review Task Force assumed the responsibility of framing a protocol for dissolving inactive interest groups. After some discussion, the task force proposed the following seven-step procedure for approval by the Board.

1. After one year, if no chair, vice chair, or meeting notes have been received, the Section Chair (or IG Coordinating Committee) reaches out to membership to call for volunteer for leadership of the IG.
2. If there is indication of interest, the Section Chair (IGCC) will work with new leadership to set goals and ensure viability of IG.
3. If after 30 days, there is no indication of interest, the Section Chair (IGCC) is under no obligation to continue reaching out, and the IG will be reassessed at the 22nd month.
4. At the beginning of the 22nd month of IG inactivity, the Section Chair (IGCC) will again reach out to IG membership and inquire for volunteers to take on leadership roles within the IG.
5. If there is indication of interest, the Section Chair (IGCC) will work with new leadership to set goals and ensure viability of the IG.
6. If after 60 days, thereby reaching 24 months (2 years) of inactivity, there is no indication of interest, the IG will dissolve and be removed from active IG lists.
7. The Section Chair (IGCC) for the disbanded IG will work with Heather to archive any documentation.

Comparison of the Policy and Procedures Manual to the Bylaws

The members of the Task Force agreed to meet in April to discuss the third item on the agenda, which was to discuss alignment of the Policy and Procedures Manual to the Bylaws.