

MiALA Board Meeting Agenda

April 16, 2019 at 2:00pm

Attendance: Paul Gallagher, Clayton Hayes, Gina Bolger, Jessica Sender, Caryn Noel, Mary Kickham-Samy, Beth Martin, Helen Look, Rebecca Renirie, Heather Ladiski, Tina Ulrich, Jen Fiero

Call to Order: The meeting was called to order at 2:00pm.

Board Business Meeting:

1. Approval of agenda - Hayes made a motion to approve the agenda and Martin seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Martin made a motion to approve the agenda and Look seconded. The motion carried.
 - a. Approval of [March 19, 2019](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy -
 - ii. Communications and Marketing - [see report below](#)
 - iii. Executive -
 - iv. Membership - Membership committee meeting pushed back due to ACRL; have received some info and a few requests for clarity - [see below](#)
 - v. Nominating - [see report below](#)
 - vi. Conference -
 - vii. Section Reports
 - viii. Administrative
 - ix. Collection -
 - x. User Experience -
 - c. Partner Reports
 - i. MCLS -
 - d. Treasurer's Report - We now have a savings account (and have already accrued \$4.22 in interest!), big thank you to Heather for getting this done. Otherwise in very good shape, as usual. I don't believe we've formally approved the proposed budget for the next FY, though.
 - e. Policies and Procedures Manual -
 - f. Interest Group Coordinating Council - No updates from the IGCC-nominations will elect the rest of this board, and their work will begin once their positions begin July 1. May need to think about coordination between board and IGCC until they elect a chair- up until now, Jessica was the liaison between those in the newly formed IGCC, but Jessica is rotating off the board. May not be an issue but someone will need to get them up to speed on what's required/needed moving forward.

Old Business

1. Approval of the FY2020 budget - The budget was approved by email after the April board meeting.

New Business

1. MI Collaborating Partners - From Rachel Minkin, our rep to Michigan Collaborating Partners (Michigan Cooperative Directors, Library of Michigan, MLA, MCLS). Can we contribute \$250 to their next program, "Who are we: What library professionals need to know about Gender and Sexual Identity"? Hayes made a motion to contribute \$250 and Martin seconded. The motion carried.
2. Annual conference membership meeting agenda - see [Last Year's Agenda](#) below - The meeting will be held on Tuesday, May 14 during lunch and has been scheduled for an hour and a half. Gallagher will review the board projects for the year and update the membership on the various collaborations that have developed. All committees will need to give a report along with an update on the IGCC positions from the nominating chair (Sender). The meeting will close out the conference with a Q&A time. Ladiski will provide notecards at registration that will have space for questions on one side and the list of board members on the other side. These cards will be collected throughout the conference and will then be addressed at the end of the membership meeting.
3. Giveaway proposal from communications committee - see [Proposal](#) below - Since money has already been budgeted this year for promotional material, Hayes made a motion to spend \$250 on items for the conference and Fiero seconded. The motion carried.
4. Proposal for the Diversity, Equity, Inclusion, and Accessibility Committee. [See below for draft](#). - This new committee would work within MiALA while the Critical Librarianship group would have more of an outward focus. Look made a motion to begin as a DEIA Ad Hoc committee with elected leaders this year with the goal of becoming a regular committee with elected leaders next year. Ulrich seconded and the motion carried.
5. Communications with ACRL - MiALA has not yet been connected well with ACRL. In order to begin to change this, Kickham-Samy will work with the communications committee to regularly submit information to ACRL's chapter topics newsletter.
6. MCLS Contract Review - Gallagher is working with the new MCLS Executive Director, Scott Garrison to go over the contract between MCLS and MiALA. Once the contract is ready, the board will vote on it. This must be accomplished before July 1, 2019.
7. Conference Board Dinner - Board members are invited to meet for dinner after the annual conference mixer on Sunday, May 12. Gallagher will email a sign up sheet.
8. Comments for President's Message - Gallagher encouraged the board members to send him topics for his annual conference message and monthly newsletter. During his President's Message at the conference he is planning to review the board projects and update the membership on the growing connections between MiALA and other organizations.

Martin made motion to adjourn and Hayes seconded. The motion carried.

The meeting was adjourned at 2:58pm.

Issue Bin / Future Agenda Items

- MLA/MiALA Joint Committee
- Diversity, Equity, and Inclusion Task Force.
- Scholarships and Grants
- On the Road/Environmental Scan/Listening Tour - Planning for this project will be on hold until after the membership survey is completed.
- MiALA's five-year anniversary in 2020
- Communication improvement between the board, the IGCC, committees, and interest groups

Upcoming Important Dates:

- April 26 - Back to Basics - ALAO spring workshop
- April 29-30 - Small Libraries, Big Impact: A conference for small and rural libraries
- May 13-14 - MiALA Annual Conference 2019!!

Next Board Meetings:

The third Tuesday of every month at 2:00pm.

- May 21, 2019
- June 18, 2019

Next Executive Board Meetings:

The first Tuesday of every month at 2:00pm.

- May 7, 2019
- June 4, 2019

Communication Committee Meeting: Notes

Date: February 21,

Members Present: Ashley, David, Jessica, Megan, Heather, Katie, Michelle, Mary

Newsletter Spotlight: The Spotlight on a librarian column in the newsletter has a profile completed for March (Dave), April (Ashley), and May (Jessica), so the Committee feels it is set for the next several months, but is always thinking ahead and seeking volunteers to profile in the newsletters.

Board Liaison: The Communications Committee is preparing a survey to send out to members. It is seeking input from the Board to help draft a list of questions to include in the survey. The Committee asks Board members to submit questions to Dave Scott (or Mary Kickham-Samy (mkickham@marygrove.edu).

Social Media Update: Since last month's newsletter had a plug for Social media, MiALA FB and Twitter followers increased. Here are the most recent numbers:

- FB Followers (165); New FB Followers (4);
- Twitter Followers - 159; New twitter followers - 5.

New Business: Survey. The Membership Committee is preparing to send out a survey soon. The Communications Committee decided to append a few questions. To facilitate this, Dave created a Google Doc and sent it out to committee members so that they might insert questions as they think of them. The Communications Committee will discuss questions for the survey at its meeting.

Communication Committee Meeting: Notes

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Date: March 27,

Members Present: David, Heather, Katie, Kristen, Laura, Michelle, Mary Kickham-Samy

Newsletter:

- Kristen informed the Committee that she would not continue as the editor of the Newsletter next year. However, she would train the new volunteer. She also said the Heather was a big help.
- The Newsletter will go out Friday, March 29.
- The Spotlight on a librarian column in the newsletter has a profile completed for March (Dave), April (Ashley), and May (Jessica).
- Attendees suggested that the Committee reach out to the scholarship awardees as potential librarians to spotlight in forthcoming Newsletters.

Membership Committee Survey:

- Laura and Mary agreed to work on the wording of the survey to eliminate redundancy and to improve organization.
- Mary would send her first draft to Laura by Friday, March 29.
- Laura would make her edits and then forward the questions to the Membership Committee.

Conference Giveaways

- Mary reported to the Committee that the Board would like giveaways ready to present at the annual Conference in May.
- Committee members brain-stormed for ideas that were eco-friendly, i.e. reusable, and useful so as not to end up in the trash.

Kristen informed the Committee that she would not continue as the editor of the Newsletter next year. However, she would train the new volunteer. She also said the Heather was a big help.

MiALA Nominating Committee

The Nominating Committee has been working for about a month to get ready for the nominations and elections process. Nominations will open April 15th, and all committee members has signed up to distribute nomination calls to their respective list serves, as well as identifying new areas/communities where we can put the call out for nominations. The call for nominations closes on May 17th, and bios will be available May 21st. Elections will open June 3, and voting will close June 14th. Election results will be posted June 21st. Many thanks to Heather Ladiski for keeping us on track, and the maintenance of the election website:

https://www.miala.org/election_central.php

All nominating committee members have been encouraged to identify people who would be good candidates for different positions, and I encourage the board to do this as well, and nominate individuals that they think would be good in a variety of leadership roles for MiALA. Based on feedback from last year, we will NOT be including who nominated the nominee in the election bio, as a way to avoid favoritism or a perceived endorsement from a board member.

Draft Proposal for Feedback

The **Diversity, Equity, Inclusion, and Accessibility Committee** is charged with providing education and advocacy about diversity, equity, inclusion, and accessibility issues that serve the interests of the association and its membership. The committee will reach out to members, coordinate efforts with existing MiALA entities such as Section, Committees, and Interest Groups, and make recommendations to the Board of Directors.

The committee's work may include:

- Applying association best practices for diversity, equity, inclusion, and accessibility.
- Encouraging and facilitating diversity within MiALA and the profession as a whole within the state of Michigan.

2019-2020 Charge:

- Review and offer recommendations to make the MiALA Annual Conference more inclusive, more accessible, and welcoming to all. This work will include the creation of a code of conduct.
- Develop proposals to increase participation from library students, support staff, and traditionally underrepresented groups.

Information from Membership Committee regarding survey:

Propose having about 4 “carry-through” questions that we use every year to keep some consistency in our data and watch for big shifts in the mood/desires of the membership, and then about 4 “theme” questions that relate to a specific area the board would like more information about. Potential themes could include engagement, cost, the experience of the annual conference, etc. Given the board’s focus on engagement this year, that made sense to start with. Some questions before moving forward:

- What survey tool should be used? Assumed Google Forms for ease of handoff from one Membership Chair to another. Is there something else we’d rather be used instead?
- Is “engagement” an appropriate theme for this year?
- Should the final survey come from the membership@miala.org email address, or from the Board?
- Does the proposed approach to the survey make sense to the Board? Do we have any specific questions we’d like to see in the “carry-through” set of questions re-used every year?

Anticipate having a draft of the survey to send to the board in the next week or two.

Dear Colleagues,

This is a call for content for our Chapter Topics newsletter (Spring edition).

Best Practices from My Chapter

We are seeking content in the following areas:

- Professional Development
- Outreach
- Managing Membership

- Running a Non-Profit Organization
- Website Design/Re-Design
- Communication
- Demonstrating the value of membership/Increasing Membership
- Working with Vendors
- Soliciting Speakers

Entries can be in the form of a slide show or text. We invite short and engaging videos. The more creative, the better!!

Spotlight on (your Chapter name) or (an individual in your Chapter)

This segment will highlight significant accomplishments and interesting programs. You might choose to interview a member of your chapter who should be celebrated in some way, whether it be an achievement in scholarship, service, or librarianship. Or other categories that you choose!!

Accompanying pictures/media are encouraged.

Please note the following guidelines:

- Video content should not exceed 10 minutes
- Submit PDFs of your slide decks
- 300 word limit for text submissions
- Submissions are due April 30
- Send submissions to Leslin Charles: leslin.charles@rutgers.edu and Rachel Minkin: minkinr@lib.msu.edu