

MiALA Board Meeting Minutes

April 1, 2020 at 2:00pm

Attending: Beth Martin (Chair), Jennifer Fiero, Elaine Meyer, Paul Gallagher, Clayton Hayes, Bethany Kennedy, Helen Look, David Malone, Heather Ladiski, Cynthia Simpson, Gina Bolger, Caryn Noel, Brenna Wade

Call to Order: The meeting was called to order at 2:06pm.

Board Business Meeting:

1. Approval of agenda - Malone made a motion to approve the agenda and Simpson seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - After discussion, it was decided to pull item # 7, in relation to the IDEA Task Force and move this item to New Business, reported by Helen Look, Chair. Fiero made a motion and Simpson seconded. The motion carried.
 - a. Approval of [February 2, 2020](#) board meeting minutes
 - b. Documentation of electronic votes cast between board meetings
 - i. February 11, 2020 - Bolger made a motion to accept the proposed conference pricing along with allowing first time members who join MiALA in March-May of a given year to include the next year of membership. Malone seconded and the motion carried with a unanimous vote.
 - c. Committee reports
 - i. Advocacy (Bethany) -
 - ii. Communications and Marketing (Jen) -
 - iii. Executive (Beth) -
 - iv. Membership (Clayton) - Looking into conference mentoring, recording or “encore” breakout sessions at the conference. Evaluating survey comparing institutional membership models used by various ACRL chapters across the nation and will talk over at next meeting.
 - v. Nominating (Paul) - Nominations Committee has started, committee includes Molly Lederman (WCC), Fran Krempanky (LCC), Jeremy Barney (Hope), Christine Tobias (MSU), Serena Vaquilar (WSU), Heather (MCLS, staff). First round of communications have been updated and sent out, opening the call for nominations on April 15. There is a question about elections for committee chairs, noted in new business below.
 - vi. Conference (Cynthia) -
 - vii. Inclusion, Diversity, Equity, & Accessibility (Helen) - 1) The [Conference Best Practice](#) document is submitted to the Board. 2) The [Code of Conduct](#) is submitted to the Board. An accompanying behind the scenes procedures will need to be created before finalizing. The Chair is

requesting if there are Board Members that would willing to collaborate to get a draft going. 3) See the motion from the taskforce to become a standing [MiALA IDEA Committee](#).

- d. Partner Reports
 - i. MCLS (Heather)-
 - ii. MHSLA (Helen) - The Adult Learners: Tailoring Library Services Pop Up Conference on 7/27 from 8am-3pm has been announced. Submitted the official budget request. We still need an additional MiALA Board rep for this and next year.
 - iii. ALAO (Clayton)
 - iv. MAME (Cynthia)
 - v. MLA (Beth/Cynthia)
 - vi. MMDP (Clayton)
 - vii. MAA (David) - MAA's 2020 Annual Meeting will be held Monday-Tuesday, June 22-23, 2020, at the Courtyard Marriott in Grand Rapids, Michigan.
 - viii. Collaborative Partners (Rachel)
- e. Treasurer's Report -
- f. Policies and Procedures Manual -
- g. Interest Group Coordinating Council -

Old Business

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

New Business

1. MiALA/MHSLA pop-up conference 2020 (Brenna) - [see below](#) - Wade discussed the pop-up conference and the need for the \$500 stipend. Look added that the conference always had a virtual component and the majority of the funding was allocated for Zoom support. Hayes made the motion for support. Simpson seconded and the motion carried.
2. Change in election practice for committee chairs - Gallagher discussed the difficulty in securing nominations for open committee leadership positions. This is especially challenging this year considering how workloads have shifted at home and institutionally. The board agreed that for the 2020 election cycle, committees will nominate their own chairs within their respective committees. Simpson made the motion for support and Hayes was the second. The motion carried.
3. MiALA Annual Conference plans - Due to the COVID-19 pandemic and Michigan's stay at home order, the annual conference will not be able to be held on site in Big Rapids. The board discussed options for canceling or postponing the conference and then agreed to explore the possibility of offering a virtual conference with the original keynote speaker and a business meeting. Simpson made a motion to postpone the annual

conference until May 2021 in Big Rapids with the same program planned and to move forward with a virtual conference this year. Noel seconded and the motion carried.

4. IDEA Task Force Items ([Conference Best Practice](#), [Code of Conduct](#), and motion from the taskforce to become a standing [MiALA IDEA Committee](#)) - An accompanying behind the scenes procedures will need to be created before finalizing. Discussion continued on the request to move from a task force to a formal committee. Look asked for volunteers from the board who could collaborate on motion to bring to the membership for a vote. Kennedy and Simpson volunteered. Look will connect them with task force members. Once the documents are created, they will come to the board for approval and will then be presented to the membership at the business meeting. The membership will vote on this 10 days later as part of the annual online election.

Issue Bin / Future Agenda Items

- ACRL chapter allocation
- Library privacy amendment - Kennedy will reach out to the advocacy committee about this amendment.

Gallagher made a motion to adjourn and Malone seconded. The motion carried. The meeting was adjourned at 2:36pm.

Next Board Meetings:

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

- May 6, 2020
- June 3, 2020

Next Executive Board Meetings:

The Wednesday 2 weeks prior to the next full board meeting at 2:00pm.

- April 22, 2020
- May 20, 2020
- June 17, 2020

Name: **Helen Look**

Email: hlook@umich.edu

Interest group submitting proposal

MiALA and MHSLA Taskforce

Title of the event

Adult Learners: Tailoring Library Services - MHSLA/MiALA pop up conference 2020

Description of event

In our ongoing partnership, the Michigan Health Sciences Libraries Association (MHSLA) and the Michigan Academic Library Association (MiALA) invite you to our first ever joint MHSLA/MiALA pop-up conference! Join us to learn about how academic, academic medical, and hospital libraries around the state are tailoring library services to meet the needs of our adult learners. The day will feature a three-hour continuing education course on generational learners followed by two panel discussions on teaching learners at different education levels and methods for accommodating learners through our collections, services, and more!

Event date

July 27, 2020

Event location

Michigan State University

Audience

Members of MHSLA and MiALA. Non-members within the state and beyond. This event is also being advertised to the greater midwest medical libraries.

Expected attendance

50 onsite and 10 online

Intended methods of advertising

- 1. MHSLA**
- 2. MiALA**
- 3. MDMLG**
- 4. Michlib-L**
- 5. Midwest Chapter/MLA**
- 6. SLA/Michigan chapter**
- 7. HLS/Hospital Libraries Section**

Anticipated incurred costs of event (expenses to consider: Speaker expenses, Honoraria, printing/copying, supplies, facility rental, refreshments/meals, equipment rental, network charges, refunds, other):

Estimated Total Expenses: \$1,919

Breakdown

Cost of Continuing Education Expenses and Thank you gifts for the panelists/speakers = \$415

Facilities and Zoom Support = \$450

Catering = \$1,004

Printing = \$50

Proposed registration fee for MiALA members

MiALA and/or MHSLA Member in person – \$20.00 (includes lunch) MiALA and/or MHSLA Member online – \$10.00

Proposed registration fee for non-members

Non-Member in person – \$30.00 (includes lunch) Non-Member online - \$20.00

Subsidy amount requested (enter 0 if not applicable)

\$500

Other information to be considered with proposal

MHSLA will provide matching \$500 subsidy.

We hope to have \$1,100 from registration cost.

Contact Helen Look hlook@umich.edu if you would like a copy of the spreadsheet that breaks down the anticipated expenses.

This pop-up conference is part of an ongoing partnership effort between MiALA and MHSLA in anticipation of the joint programming at a future MiALA conference.