

MiALA Board Meeting Minutes
July 17, 2018 at 1:00pm

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

Absent: Caryn Noel, Rebecca Renirie

Call to Order: The meeting was called to order at 1:02pm.

Board Business Meeting:

1. Approval of agenda - Sender made a motion to approve the agenda and Martin seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Sender made a motion to approve the agenda and Hayes seconded. The motion carried.
 - a. Approval of [May 11, 2018](#) board meeting minutes
 - b. Committee reports
 - i. Advocacy -
 - ii. Communications and Marketing -
 - iii. Executive -
 - iv. Membership -
 - v. Nominating
 - vi. Conference
 - vii. Section Reports
 - viii. Administrative -
 - ix. Collection -
 - x. User Experience -
 - c. Partner Reports
 - i. [MCLS](#) -
 - d. Treasurer's Report -
 - e. Policies and Procedures Manual - [see report](#)
 - f. Section/IG Task Force -

Old Business

1. Any follow-up questions or discussion on reports?
 - o No discussion
2. Interest Group Statuses - Ladiski will send an email to the membership to encourage everyone to review their involvement in interest groups. The Education & Curriculum Interest Group has been disbanded. Three more groups are in dire need of a chair or they will begin the process of disbanding that is now in the procedure manual.

- Resource Sharing - Bolger and Kickham-Samy are working with last year's chair, Brian Merry, to fill the chair position.
 - Shared Print Collaboration - Ladiski has contacted them, but has not had a response.
 - Collection Analysis and Assessment - Ladiski has contacted them, but has not had a response.
 - Mid-Level Leadership - Two members will be co-chairing this year.
 - Web UX - This IG is holding an election soon for the chair position.
 - Cataloging Metadata - Ladiski has contacted them, but has not had a response.
3. Section appointments - Three section positions are open for this year in the UX and Administration sections. Gallagher will email current section leaders with a list of members who are on the volunteers spreadsheet to gauge interest. Sender commented that the positions should be filled by people who are already active members of the respective sections.
 4. Bylaws amendments - Sender informed the board that the name of the new committee will now be Interest Group Coordination Council (IGCC). The bylaw changes have been written and will be sent to the board members for approval by electronic vote. Ladiski will send an announcement of the FAQ and Information pages for members to read before the vote in October.

New Business

1. Doodle Poll for 2018-2019 board meetings - Bolger will be sending out a Doodle poll to schedule a set date and time for the 2018-2019 board meetings.
2. Martin made a motion to appoint the following board liaisons and Ulrich seconded. The vote was unanimous and the motion carried.
 - Sections - Jessica Sender
 - Nominations - Jessica Sender
 - Membership - Clayton Hayes
 - Communications - Gallagher will check with absent board members. Kickham-Samy is willing to fill the position, if needed.
 - Advocacy - Helen Look

Issue Bin / Future Agenda Items

1. Membership Roadshow - This item will be added to the yearly planning cycle.
2. Procedure Manual Review - This task will be completed annually and will be added to the perpetual calendar.

Martin made motion to adjourn and Sender seconded. The motion carried.
The meeting was adjourned at 1:46pm.

Upcoming Meeting Dates:

- August 13, 2018 - Strategic Planning Retreat
 - Draft Agenda:
https://docs.google.com/document/d/1-9ddfNjLHtnBYI-1_DeXoc1Aqo0Npu3Pt37W0t1SGGU/edit?usp=sharing

Next Board Meeting

- TBD

Policies and Procedures Manual Review Task Force Final Report to the Board of Directors 2017 - 2018

Members of the Policies and Procedures Manual Review Task Force: Mary Kickham-Samy (Margrove College), Heather Ladiski (MLCS), Jessica Sender (MSU), and Ashley Blinstrub (SVSU).

This is a final report from the Policies and Procedures Manual Review Task Force for the year 2017/18. Proposed changes to the Policies and Procedures Manual, pending approval of the Board, are on 15 pages of the 43-page document. These are: 7-12, 15-18, 21-22, and 29, and 33 – 34. Many of the changes that are proposed were suggestions for improvement in the wording. For example the word “expulsion” was replaced with “canceled.” Other suggestions were small, but impactful. For example, the Task Force advises that the Manual clarify that a member may have two types of membership, e.g. representative of a member institution and an individual membership, but that a member only has one vote, not one vote for each of the two roles. Several recommended changes required the insertion of new sections. Examples of new sections are the inclusion of a fourth membership type, that of Retiree (see page 7), and a new section describing a fair process for dissolving an interest group.

Below is a list of the recommendations for changes to the 2016/2017 draft of the “Policies and Procedures Manual” in two stages:

Stage I

1. Replaced the term "expulsion" with the term “cancelled” (p. 7).
2. Inserted a sentence that explains the purpose of a schedule of meetings (p. 11).
3. Clarified the distinction between “Association Officer" and “Board member" (p.15).
4. Corrected a dangling participle error. The sentence "Interest Groups will form by submitting an online application..." now reads “In order to create a new interest group, an advocate for the new interest group should submit an online application (p. 17).

5. Removed the specific date for the travel grant and changed the wording to “National Conference Travel Grant,” which includes both the ACRL Conference and National Library Legislation Day (p. 29).

Stage II

1. Added retiree membership information on Page 7
2. Added membership meeting information on pages 8-9
3. Added information on each member (regardless of membership type) having one vote in the timeline table on page 11
4. Added information on discharge of duties (under terms) on page 12
5. Added information on board member meeting notices in the meeting area on pages 12-13
6. Added information on committee service prior to running for chair on page 15
7. Added information on committee meeting rules on page 16
8. Added section board term information on page 18
9. Added interest group board term information on page 21
10. Added IG dissolution procedure on pages 21-22
11. Updated Annual Conference grant information on pages 33-34

Recommendation to the 2018/19 Task Force

After the By-laws Review Task Force completes its revision to the By-Laws, the Policies and Procedures Manual Review Task Force should compare the Manual to the By-Laws to make sure that these documents are aligned.