

MiALA Board Meeting Minutes
Strategic Planning Retreat
August 11, 2017

Attendance: Barbara Bolek, Julia Eisenstein, Paul Gallagher, Kendra Lake, Rachel Minkin, Stephanie Mathson, Jill Morningstar, Jessica Sender, Dawn Winans, Gina Bolger, Tina Ulrich, Mary Kickham-Samy, Beth Martin, Rebecca Renirie

Welcome:

Thank you to the incoming and outgoing committee members.

The 2016-2017 Board Strategic Retreat Outcomes document was reviewed. Everything was accomplished except for one item. Guidelines for today:

- If we have consensus now, we can do it today.
- If it involves discussion, it can move to three months or one year.
- We only need to agree on whether or not we want to address it. We can solve it later.

Today

- Board Meetings - Last year's phone meetings were challenging at times. The board agreed to meet once a month for an hour using a virtual connection. Jessica and Gina will work on using Freeconferencecall or MSU's Zoom account. Members in the same geographical area can possibly meet at a hub location to allow for some face-to-face interaction. Gina will work on coordinating hubs. We will revisit having another face to face meeting. Possibly at the mini conference or after ALA mid-winter. The Executive Board does not need to meet monthly. It will be tentatively changed to be held over email or as needed. Executive Board should touch base before the meeting - Gina to send a monthly email.
- Assign Liaison Roles
 - Advocacy - Beth Martin
 - Communications - Kendra Lake
 - Conference - Paul Gallagher
 - Membership - Jill Morningstar
 - Nominations - Stephanie Mathson
 - Administrative Section - Julie Eisenstein
 - Collections Section - Tina Ulrich
 - UX Section - Gina Bolger
 - Procedures Manual - Mary Kickham-Samy
- The section chairs and the board liaisons met monthly last year. This should change to bimonthly. Julia Eisenstein will organize these meetings as needed.
- A photo will be taken of the leadership and sent to the membership with appropriate outcomes and possible vision statement.
- Committees have begun to staff up. Encourage volunteers to serve.

- Develop a shared calendar for the board for organizational duties, yearly events, and key communications. Gina will contact ALAO to see what they use.
- Charge the membership to redesign new member communications, such as a welcome toolkit, information on how to join sections, etc. Evaluate logo giveaways and sponsorship ideas.
- Ask Heather to look into a new system for online meetings and presentations.
- Ask the communications committee to query membership for items to add from members or member libraries. Possibly a member spotlight feature.
- Ask Heather to send the volunteer/membership list to the committee chairs.
- The membership committee will be tasked with how we should reach out to a diversity of library types. They can work with Heather to prepare a report with a statistical overview of membership.
- Board liaisons should contact their section chairs to discuss Mini-MiALA.

Three Month Plan

- Focus on outreach headed up by Jessica (with Jill and Joshua) - "MiALA on the Road" program, reach out to libraries not involved in MiALA, and evaluate possible new ways to reach members. Develop ambassadors to champion MiALA.
- The membership is confused about the organization of sections and IGs. The board will put in motion a plan to answer the question of how IGs and sections relate.
- Determine how MiALA can diversify its membership - race, gender, types of libraries, and where people are in their careers. We will work on putting a mechanism in place to address this issue. The advocacy committee might be interested in addressing this issue or a task force could be developed. Mary will report back with some ideas.
- The future of the Mini-MiALA meeting will be given to the sections to decide. Suggestions were given to change the meeting time to November and decide what kind of meeting should be offered. The section liaisons should talk to their committee chairs.
- The board will review the documentation with an eye towards usability and access to key stakeholders, section chairs, treasurer, etc.
- After the website is live, Julia will send out the checklist/forms about planning an event.

Over the Next Year

- Develop a bylaws revision, based on language changes needed from sections, board rules, IG structure recommendations, and other TBD topics. Julia, Tina, and Beth will start this bylaws task force.
- The conference committee will be tasked with continuing and adding to the the scholarship program. They will look into donation opportunities for members. \$4,000 is currently set aside in the budget for scholarships.
- Board members are interested in more education in strategic planning that will translate into action. We need to develop structure, onboarding, and succession plans for the board. This would be a good task for the VP role or the past president.
- The budget task force will work towards developing a budget and planning committee.

In the Future

- The board discussed if MiALA should give yearly awards and decided to table this idea for now.
- Explore mentoring for new members or first-year librarians as well as leadership training for those serving in MiALA for the first time. This could be given to the Administrative section. The name of this section may be changed in the future.
- Allow the advocacy committee to develop their purpose and tasks and ask them to forward their recommendations on how to advance advocacy within MiALA.

Theme for this Year:

The 2017-2018 MiALA Board is committed to: Engage, Diversify, Build