

## **MiALA Board Meeting Minutes**

### **September 18, 2018 at 2:00pm**

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

**Call to Order:** The meeting was called to order at 2:01pm.

### **Board Business Meeting:**

1. Approval of agenda - Renirie made a motion to approve the agenda and Kickham-Samy seconded. The motion carried.
2. Approval of Consent Agenda (agenda items within 2) - Advocacy item moved to new business. Martin made a motion to approve the agenda and Renirie seconded. The motion carried.
  - a. Approval of [July 17, 2018](#) board meeting minutes
  - b. Committee reports
    - i. Advocacy - The committee would like clarification and direction from the Board regarding its [charge](#) and where the group should focus its efforts.
    - ii. Communications and Marketing -
    - iii. Executive -
    - iv. Membership -
    - v. Nominating
    - vi. Conference - Committee is setting up meeting times
    - vii. Section Reports
    - viii. Administrative -
    - ix. Collection -
    - x. User Experience -
  - c. Partner Reports
    - i. MCLS -
  - d. Treasurer's Report - Our main source of revenue over July and August 2018 was membership renewals, especially from Institutional Members. Our expenditures were minimal, and included payments to Vieth and MCLS, as well as some credit card processing fees from conference registration. Our balance at the end of August 2018 was just over \$102,000.
  - e. Policies and Procedures Manual -
  - f. Interest Group Coordinating Council - [see below](#)

### **Old Business**

1. Any follow-up questions or discussion on reports?
  - a. Advocacy - Look reported that the advocacy committee met and was unclear about their charge from the board. Hayes provided context that a task force was

created in late 2015 which led to the formation of a committee, but there was never a charge given. Martin and Look will coordinate with the advocacy committee leadership to discuss this issue and will report back to the board in October.

2. Board Liaison for Communications Committee - Gallagher made a motion to appoint Kickham-Samy as the board liaison for the Communications Committee and Martin seconded. The vote was unanimous and the motion carried.
3. Appointment of Section Board members:
  - a. Administration Section Secretary - Elizabeth Walker
  - b. Administration Section At-Large Representatives - Mary O'Kelly and Terrence O'Neill
  - c. User Experience - did not find a chair-elect.
  - d. Sender will reach out to confirm the appointments. An online vote will be held later.

### **New Business**

1. 2018-2019 Board Projects - Gallagher asked all board members to look at the potential list of projects developed at the strategic retreat and sign up to research the options.
2. Board of Directors statement in support of the amendments:
  - a. The MiALA Board of Directors supports the bylaws amendments put forth by the Interest Group Coordinating Council Taskforce.
  - b. Sender made a motion to approve this statement as written. Renirie seconded and the motion passed with a unanimous vote.
3. Collaboration with MAME for programming - Representatives from MAME contacted Sender about working with MiALA to develop programming to address transitions for students from high school to university. Sender will reach out to the Instruction Interest Group to connect the two groups together.
4. MMDP Partnership with MiALA ([see report](#)) - The board members discussed the possibility of MMDP becoming an interest group within MiALA. More time is needed to discuss this change so Hayes and Ladiski volunteered to work on the details. Gallagher made a motion to accept this statement, "MiALA agrees to act as a fiscal agent for MMDP, with the expectation that a full agreement will be fully executed by both parties no later than Dec 1, 2018. MiALA will invoice for funds by Oct 1st, and in the unlikely case that an agreement not be reached, MiALA will surrender such funds to MMDP's fiscal agent." Sender seconded and the motion carried after a unanimous vote.
5. Michigan Archival Association partnership with MiALA ([see report](#)) - The Michigan Archival Association would like to partner with MiALA's Archives Interest Group to host a conference. Registration fees will cover most of the cost, but they are asking the board for \$250 to contribute to stipends for the panelists. Gallagher made a motion to accept this request and Ulrich seconded. The motion carried.
6. Membership update - Two to three institutions still need to renew their memberships. The renewal situation is not a problem like it was last year. Hayes and Ladiski will provide a membership report for the October board meeting. If a member has not

renewed when they attempt to vote for the new bylaws change, they will be able to renew at the time of voting.

Gallagher made motion to adjourn and Martin seconded. The motion carried. The meeting was adjourned at 2:58pm.

## **Issue Bin / Future Agenda Items**

### **Upcoming Important Dates:**

- Friday, September 21 - OER Summit at St. Clair Community College
- Wednesday, September 26 at 10:00am - Communications & Marketing Committee Meeting
- Friday, September 28 at 10:00am - Critical Librarianship IG
- September 30 - Last day to renew MiALA membership!

### **Next Board Meetings:**

The 3rd Tuesday of every month at 2:00pm.

- October 16, 2018
- November 20, 2018
- December 18, 2018
- January 15, 2019
- February 19, 2019
- March 19, 2019
- April 16, 2019
- May 21, 2019
- June 18, 2019

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## **Interest Group Coordinating Council Report September 12, 2018**

The IGCC has been working with Heather to ready the amendments for vote to the membership. Emilia Marcyk, Arlene Weismantel and myself met and reviewed the proposed IGCC Bylaws Amendments, with many thanks to Heather for putting them in amendment-ready format. We added in comments and recommendations, as well as pros and cons for each proposed amendment. This will ensure that those who may not have read the amendments, participated in any of the forums, read any of the information on the website or in the newsletter, will still be able to understand and contextualize the proposed amendments.

We will need a statement of support/recommendation from the Board of Directors, which I will be presenting at the September 18<sup>th</sup> meeting.

Timeline Moving Forward:

- Voting starts October 15<sup>th</sup>, closing October 26<sup>th</sup> (two week window of voting)
- Notification sent to members at least ten business days before October 14<sup>th</sup> (preferably September 28<sup>th</sup>)
- 10% of current members have to vote to meet quorum. 2/3 of members who vote have to approve amendments for them to pass.

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WORKING TITLE: Primary resources in teaching and learning

Jointly hosted and presented by the Michigan Archival Association (MAA) and the Michigan Academic Library Association (MiALA)

MSU Libraries Green Room

October 26, 2018

12:00 p.m. - 5:00 p.m.

**Summary**

Thinking about developing outreach programs to students on your campus? Not sure where to start? Looking for new ways to integrate primary sources into your instruction sessions? This workshop focuses on integrating and using primary sources in classroom assignments, information literacy sessions, archival tours, learning labs, and more! Archivists, special collections librarians, and teaching faculty from three Michigan institutions will speak on their experiences and provide hands-on demonstrations to give you the skills you need to do this at home. Some topics covered will include:

- Archives and Primary Resource Education Lab @ the Reuther Library - including teaching graduate students to bring primary sources into the K-12 classroom
- Creating interesting, informative, and interactive lesson plans with limited time and budgets
- Collaborating archivists, librarians, and faculty to create relevant and innovative assignments using primary sources from the archives
- Presenting a hands-on session covering the first three learning objectives in Guidelines for Primary Source Literacy

**Registration Information**

Register today by calling XXXX

Registration is FREE for MiALA and MAA members! For those unaffiliated with either organization, we encourage you to join one of our organizations and attend this workshop.

To join MAA, please visit:

To join MiALA, please visit:

### **Panelists**

**Megan Badgley Malone** is the Collections and Outreach Archivist at the Michigan State University Archives & Historical Collections. Megan coordinates tours, teaches introduction to archives sessions, manages social media, answers reference inquiries, and arranges and describes archival collections. She has worked at the University Archives since June 2011.

Megan earned a Master of Library and Information Science degree with a graduate certificate in Archival Administration from Wayne State University. She also has a Bachelor of Arts in Secondary Education and History from Saginaw Valley State University.

**Meghan Courtney** is the Outreach Archivist at the Walter P. Reuther Library, Archives of Labor and Urban Affairs at Wayne State University, where she coordinates archival instruction, educational tools, exhibits, events, tours, promotional materials, social media, and more. She previously served as AFSCME Archivist at the Reuther.

**Melinda Isler**

**Ruth Ann Jones**

**Kristy Motz**

**Sarah Rescoe**

**Melissa Smith**

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### **MiALA / Mid-Michigan Digital Practitioners / Library of Michigan - MoU/Fiscal Agent**

**Overview:** MMDP has obtained external funding from the Library of Michigan to fund its two meetings for the upcoming year in the amount of \$2500. They plan on coordinating their spring meeting to be a pre-conference event with MiALA as with last year. The timeline for capturing the funds is very short - Oct 1.

**Request:** MMDP and LoM have asked MiALA to serve as a fiscal agent for their two yearly meetings.

**Response:** In my role as President, I opened a dialog with the leadership of MMDP to develop a memorandum of understanding to clarify two parts: 1.) how the fiscal agency will work, and 2.) to formalize the relationship between MMDP and MiALA - with MMDP becoming an interest group, and therefore under the umbrella of MiALA.

The draft MoU and comments are available here:

<https://docs.google.com/document/d/1Wkx4aKx6TzzhhJ9sT8gbEqg3j6CWJab435-PjFbKTIQ/edit?usp=sharing>

**Status:** There is great interest to review and develop the MoU - but the timeline is too short to finish the negotiation and capture the funds by Oct 1st. Discussions are being organized for next week.

**Request:** A motion that states, "MiALA agrees to act as a fiscal agent for MMDP, with the expectation that a full agreement will be fully executed by both parties no later than Dec 1, 2018. MiALA will invoice for funds by Oct 1st, and in the unlikely case that an agreement not be reached, MiALA will surrender such funds to MMDP's fiscal agent."

Comments about what the agreement should state?

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## 2018-2019 Board Projects

Following the August 13 Leadership Retreat "Divy the Dollar" brainstorming activity, the cards indicated lots of enthusiasm to stay engaged with the projects. Let's do it!

If you would like to volunteer, please write your name next to Team members: under the one project/initiative that interests you most by Sept 28.

If you would like to be a team leader, sign up next to that! At an upcoming board meeting (your pick!), I'd like the team leaders to present initial proposed plans for their project on behalf of their team.

Proposal plans could include the following:

Title:

Description:

Timeline:

Proposed budget:

Project partners internal to MiALA (IG's, Committee's, Sections):

Project partners external of MiALA:

Other details, particularly if it's an event:

- Staff conference add-on to Annual; (scholarships, travel)

- Team members: Beth Martin
- Scholarships (student, staff, or economic need)
  - Team members: Jessica Sender
- Staff and Student focused programming
  - Team member: Tina Ulrich, Caryn Noel
- Grants towards practicum or internship—Student focused
  - Team members: Rebecca Renirie
- “On the road” types of programming
  - Team members:
- Environmental scan—listening tour / Focus groups
  - Team members:
- Diversity Initiatives
  - Team members: Jen Fiero, Helen Look