

MiALA Board Meeting Minutes

January 8, 2026 at 11:00am

Attendance: Julie Garrison, Mary O'Kelly, Mies Martin, Linda Miles, Jessica Hronchek, Edward Eckel, Kyle Ceci, Gina Bolger, Jen Bowen Katie Edmiston, Kayln Huson

Absent: Samantha Minnis, Kelli Herm,

Board Business Meeting:

1. Call to order (11:02am) and opening remarks (Julie Garrison)
 - a. Welcome and Happy New Year
 - b. Apologies for late agenda
 - c. MiALA [Volunteer Interest Form](#) is live – Mies Martin is now recruiting members for the nominations committee
2. Approval of Agenda – Edward Eckel made a motion to approve the agenda and Mies Martin seconded. The motion carried.
3. Approval of Minutes from the [December Meeting](#) – Kyle Ceci made a motion to approve the minutes and Jessica Hronchek seconded. The motion carried.
4. Approval of Consent Agenda – Mary O'Kelly made a motion to approve the consent agenda and Mies Martin seconded. The motion carried.
 - a. Committee reports
 - i. Advocacy – No report
 - ii. Communications and Marketing – no updates. (Ed)
 - iii. Conference Planning – Next meeting is January 8, 2-3pm. Will have update after.
 - iv. Executive – No meeting in December. (Julie)
 - v. IDEA – no report. (Jennifer)
 - vi. Membership – The committee met on December 15 and discussed the mentorship program signup form that will be sent out in January. A subcommittee was created to work on key messages for outreach and marketing. If any board members would like to contribute short testimonials, please do so by the end of January.
 - vii. Nominating – Gathering possible members for the Nominating Elections Committee. (Mies)
 - b. Partner Reports-
 - i. MCLS – No report
 - c. Treasurer's Report – No updates
 - d. Interest Group Coordinating Council – No updates
 - e. Board Actions via Email – None

Old Business

1. [Role of a MiALA archivist](#) (Julie Garrison)

- a. Context: improved documentation is called for in strategic plan; leadership has discussed an archivist position; this could be incorporated with the upcoming revisions to Procedures and Policies. Kaylin Huson and Linda Miles have provided info on what documentation processes are/ are not in current practice. Some official archiving happens in Sharepoint, including financial data – MCLS's document/data storage; Kalyn and Scott from MCLS have access.
- b. Discussion:
 - i. One question to consider is who needs access to what documentation
 1. We are not talking about a public research archive.
 2. Access needed in order to get the work done; general agreement that this is being accomplished well currently—to an extent. Google drive works well for storage, with incoming board members looped in. Individuals have been able to go back through past year's documentation as needed.
 - ii. In the Bylaws the secretary role is very board-centric, without tasks related to archiving for the broader organization. The Administrative Assistant secures official documents and financial data in Sharepoint, with two MCLS officials having access. Where is the gap?
 - iii. A potential two part plan:
 1. Bring in someone to advise on best practices, who would also suggest appropriate tools for an org like ours. We may need a professional for this first step, as our case is very specific and not necessarily aligned with textbook "archiving."
 2. Then someone else after that to do cleanup and make further recommendations about how to move forward. Ultimately we will probably need someone in an ongoing role to avoid erosion of the system. We need someone who this is their one responsibility, and they are the one responsible.
 - iv. Mary O'Kelly drafted a list of potential duties:
 1. Organize and consolidate scattered digital files from multiple committees and boards into a standardized Google Drive structure
 2. Develop and implement consistent file naming conventions and folder hierarchies to make documents easily searchable and retrievable
 3. Create and maintain documentation of the filing system including guides for where different types of documents should be stored
 4. Set appropriate sharing permissions and access levels for different committees, boards, and member groups
 5. Audit existing files to identify duplicates, outdated versions, and materials that should be archived or deleted
 6. Train committee chairs and board members on proper file management procedures and the organizational system

- 7. Maintain archives of important organizational records including meeting minutes, annual reports, conference materials, and historical documents
- 8. Perform regular maintenance to ensure the system stays organized as new files are added and committees rotate leadership
- v. Reminder that IG leaders submit annual reports to the IGCC and these get stored in Google drive. Realizing these might be valuable for incoming IG leaders and MiALA members who may be considering joining an IG. It might be nice to see a summary of the reports somewhere on the website, or a consolidated pdf of all the reports together.
- c. Next steps (Julie Garrison):
 - i. We have clarified what is and isn't happening; we have a draft of tasks.
 - ii. This work now seems separate from Procedures and Policies review. Mies Martin volunteers to join Julie in fleshing out the description/tasks.
 - iii. Julie will also research someone who might come in and advise the Board on a volunteer basis for 30-45 minutes to set guidelines and direction. If remuneration is requested she will bring this back to the Board.
- 2. Leadership Transition Working Group Updates (Jessica Garrison and Mies Martin)
 - a. Jessica, Mies, and Samantha Minnis have been reflecting on what leadership transition work has looked like in the past year and have surveyed recent leaders on what transition looks like. Summary of findings:
 - i. Leaders value MiALA opportunities to support the profession, provide service, meet professional requirements, fulfil a need.
 - ii. Things that might encourage leadership participation are clarity of communication; more info about what the positions/roles look like/do; estimates of time commitment; testimonials; clarity around the recruitment/leadership cycle timeline.
 - iii. Respondents generally felt well prepared for their leadership roles. It is helpful if they had previous experience in the organisation. There is benefit to explicit passing of the baton.
 - iv. Additional measures of support might be clearer documentation, timelines, knowing who to ask if you have questions.
 - v. Some disagreement about whether more training is needed – some said yes; others said no, I got what I need. Emphasis on clear documentation. Those who favor additional training suggested – regular check-ins, talking about leadership, event/program planning.
 - b. A couple of recommendations for next steps
 - i. Transition toolkit with templates for communication with new leaders about transition; these need to be in a centralized space
 - ii. Mies Martin proposes that the Nominations and Elections Committee, which is chaired by the Vice President, could be enlisted to work on the transition process. Beginning in January they could reach out to determine whether transitions are being handled mindfully. There was an

ad hoc committee working on this this past summer, but the proposal is to move up the calendar to begin in January and place it in the hands of the Committee to more formalize the process.

1. This past year liaisons were asked in the Spring to reach out to committee chairs to see what the transition plan was for each. Julie Garrison sent a personal letter to each individual to confirm they would continue on the committee and then responses were shared out with committee chairs.
2. Now the Nominations and Elections Committee will begin this process right after elections.
- iii. IGs are a little different; less formal. Katie Edmiston proposes using the end-of-year report form to ask whether there is a plan in place for transition to new leadership, as a nudge: "have you performed or planned a transition meeting between current and incoming leaders." Katie will ask the IGCC for additional thoughts. Julie reminds that the IGCC needs to provide the President with the names of new leaders so that they can be invited to the membership retreat.
- iv. Next steps:
 1. An informal pilot this year with the Nominations and Elections Committee taking the lead, then later updating Procedures/Policies/Bylaws. A pilot seems appropriate because this is trying out a practice that is beyond the Bylaws, but not in conflict with them.
 2. Mies Martin will document the process, evaluate, and make adjustments as needed.

New Business

1. [Formal Charge for a Website Review Task Force](#) (Julie Garrison)
 - a. Context: in conversations with the Membership and Communication Committee leaders, the website came up several times.
 - b. Discussion:
 - i. Scope is appropriate; charge is clear and brief; the proposed membership seems right (it's good to have interested volunteers beyond leadership).
 - ii. If the ultimate recommendation is to migrate to a new platform, the work will stretch beyond the life of this task force. For this group, their final deliverable would be a timeline for that migration work.
 - iii. The task force will make recommendations for changes, access, maintenance, but they won't necessarily do the work themselves
 - c. Edward Eckel and Kyle Ceci volunteered to co-chair the task force.
 - d. Next steps:
 - i. More feedback on charge and timeline (in the next 3-5 business days).
 - ii. Julie will work with Ed and Kyle to populate the task force.
2. [Randy Riley Memorial Fund – MiALA Contribution?](#) (Julie Garrison)
 - a. General support, particularly in the current climate

- b. Jessica Hronchek reports that there is currently \$2,500 in a sponsorship line (advocacy day usually goes there).
- c. Julie motions that the MiALA Board approve a \$1,000 donation to the Randy Riley Memorial Fund in honor of Randy Riley's lasting legacy as State Librarian of Michigan. Motion passed.
- d. Kalyn Huson will complete the donation.

3. Honoring Randy Riley
 - a. A statement authored by Paul Gallagher and Rachel Minkin on behalf of the organization.
 - b. This will go out in tomorrow's newsletter and also be posted to the website.

Katie Edmiston motioned to adjourn and Kyle Ceci seconded. The motion carried and the meeting was adjourned at 12:14pm.

Issue Bin / Future Agenda Items

1. IDEA Committee update (Lee Parker, Chair of IDEA Committee to join us at February 2026 Board Meeting)
2. Format and location of the policies and procedures information (i.e., possible changes to the current P&P Manual format/location)
3. Partnerships and how to formalize those

Upcoming Board Meetings: Feb. 5, Mar. 5, Apr. 2, May 14, Jun. 4 at 11:00am

Upcoming Executive Committee Meetings: Feb. 19, Mar. 19, Apr. 16, May 21, Jun. 18 at 11:00am