MiALA Board Meeting Minutes
May 14, 2026 at 11:00am

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

Absent: Mies Martin, Gina Bolger, Katie Edmiston

Guest: Raya Samet

Call to Order: The meeting was called to order at 11:01 (Julie Garrison)

- Lee Parker has volunteered to serve as MiALA archivist, with the Board in support. There was a small meeting with Julie, Kalyn Huson, Linda Miles, and Katie Edmiston to set communication mechanisms and provide access to documentation. Lee will review what we have and how it is currently organized and will bring findings to the fall leadership retreat and perhaps facilitate a conversation there.
- The MiALA website review is underway; and Kyle Ceci provided an update at the conference.
- Apologies for missing conference; hearing great things from participants and vendors.

Board Business Meeting:

1. Approval of Agenda – Mary O'Kelly made a motion to approve the agenda and Jen Bowen seconded. The motion carried unanimously.
2. Approval of Minutes from the April Meeting – Edward Eckel made a motion to approve the agenda and Kyle Ceci seconded. The motion carried unanimously.
3. Approval of Consent Agenda – Mary O'Kelly made a motion to approve the agenda and Kyle Ceci seconded. The motion carried unanimously.
    a. Committee Reports
        i. Advocacy – No updates
        ii. Communications and Marketing – no updates (last meeting March 23) - Ed
        iii. Conference Planning – Conference was a success! 190 registrants, 183 attendees. Please fill out the post-conference survey.
        iv. Executive –
        v. IDEA – no report
        vi. Membership – Brenna Wade noted that we only had one person running for each board position this year. She wondered if fewer people expressed interest because of how early the election was held. Are more people interested in running during the conference? The committee also discussed the idea of increasing membership fees and were unanimous in wanting to hold off on the increase while the organization's budget still has excess. Concern was expressed on the lower overall membership

numbers. Since the meeting though, more people have joined in advance of the annual conference.

vii. Nominating – No updates (Mies)

b. Website Review Taskforce Report – (Ed) - Met on April 21st. Next meeting Friday May 15.
   i. We have listed all the pages on the MiALA website.
   ii. Gathering user feedback from survey and post-its at MiALA annual.
c. Partner Reports
   i. MCLS –
d. Treasurer's Report – Because of MCLS's transition to Gravity for accounting, we no longer need our QuickBooks subscription. Kalyn worked with the Quickbooks vendor and Manor Costerisan to backup our Quickbook files and download the reports we will need for the Fall financial review before we cancelled the subscription in April. This saves MiALA $75 per month.
e. Interest Group Coordinating Council – Hosted the IG Leaders Happy Hour meet-up at the conference in Traverse City. 14 IG Chairs/co-chairs signed up.
f. Board Actions via Email –

Old Business

1. Policy and Procedure Manual update and next steps (Julie Garrison)
   a. We are close to the end of the project; just a few questions and a few areas of new documentation remain.
   b. Communications policies –
      i. Under official statements – right now it says official statements come from the Communications Committee and are brought to the Board if necessary, but that hasn't been the practice. General agreement from the Board that official statements should always come before the Board.
      ii. Under logo guidelines –
         1. A question has come up previously about conference logos; when these are used on swag or giveaways there is often surplus that can't be used elsewhere. Julie spoke with the incoming Conference Committee Chair and Co-Chair about potential loss of option for a conference themed logo. General agreement from the Board that a conference logo is desirable, but should be used only on the program and electronic messaging.
         2. All logos should incorporate the logo branding of MiALA. Note that the MIX Conference logo doesn't incorporate the MiALA logo–this may require a small tweak to the Policies & Procedures language because it currently covers the annual conference only. Mary O'Kelly will add this as a comment to the Policies and Procedures draft. Kelli Herm will bring this up at the next MIX planning meeting.
      iii. Note that the draft includes new language about the job board.
   c. Note new language under Meetings & Events, Other Events and Meetings.

d. Note the placeholder for policies and procedures related to partnerships, which is being developed by a small task group (see discussion below under New Business).
e. Under Academic Librarian of the Year Award – this program has run in the past under various structural models, none of them particularly sustainable. General agreement by the Board to assign this work to the Membership Committee. Julie will reach out to the committee's chair and Board liaison.
f. Under annual conference scholarships
    i. Current language says the Conference Committee will check with the Board to see if there is flexibility in a given year to add additional scholarships, but actual practice has been that that consultation is between the Conference Committee and the MiALA Treasurer, and the Treasurer would bring the question to the Board if needed.
    ii. This raises a larger question about how involved the Board should be in the minutia of conference financials? This consultation seems appropriate for bigger funding issues, but perhaps not for little issues like the number of scholarships.
    iii. General agreement by the Board to revise to reflect current practice. Mary O'Kelly suggests "the Treasurer, working in conjunction with the Conference Planning Committee, may adjust this number with approval from the Board of Directors."
g. Under code of conduct – the draft here was never approved. It was created during a time when many organizations were creating these policies. Our effort always got stalled when it came to consideration of enforcement. It needs a second piece–not just code, but processes. Note that the MiALA Conference has a code of conference, separate from this one. Questions: is this still needed? Should it be in the Policies & Procedures Manual? Proposal: remove it from the manual and have broader conversation, perhaps including the Chair of the IDEA Committee. General agreement of the Board to place this in the Issues Bin for future consideration.
h. The appendices simply included links to forms/pages referred to in the text of the manual. We also have internal links within the text that say "click here for X," which is not a very accessible practice. General agreement from the Board to remove these from the appendix and clean up the internal links and make them more accessible.

2. 26-27 budget draft (Jessica Hronchek)
    a. Note there is a planned general overspend of about $15K.
    b. Discussion – should anticipated conference revenue be documented as a part of our budget; or not, to avoid applying undue pressure on future conference planners?
        i. Jessica and Mary note an ethos of extreme shoestring thinking among planning committee co-chairs, resulting in some agonizing decision making. Funding priorities such as technology or beverage service should not be so agonizing. General agreement among Board members that

listing past conference revenues on the budget document should not add pressure; instead this pressure may be coming from a misunderstanding. The baseline expectation for the annual conference should be that it be self-sustaining; revenue is not the primary goal. This suggests need for much clearer guidance for the committee.

ii. Julie Garrison notes that being able to look back at past revenue in this way will be extremely helpful next spring, as the Board takes up the selection of a venue for 2028. This provides flexibility moving forward. Jessica notes that, with inflation and the low cost of FY26 and FY27 venues, there could be a big jump in facilities spending in the near future.

c. Discussion – placement in the budget of funding for other conferences/conference-like events (Raya Samet for the IGCC perspective)
    i. Under current practice the IGCC is making decisions on funding for the MIX Conference (arising from the Instruction and Information Literacy IG), the MSHLA Conference (from the Health Sciences IG), and potentially other conference-like events. The IGCC uses specific criteria to guide IG funding decisions and these conference-like initiatives don't really fit those criteria. Conference funding questions are different from honoraria decisions. Such initiatives might require different criteria or oversight. The IGCC has not run out of funding, but requests are up.
    ii. Should these events be broken out in budgeting practices similar to the way the annual conference is handled? And if the annual conference is generating revenue, could that be used to fund other conference-like events, registrations, or scholarships?
    iii. General agreement from Board members to table this discussion until after the issue of partnership policy has been settled. The IGCC to continue as before for now; any requests out of the ordinary can be brought before the Board either in a meeting or via email.
d. Jessica made a motion to approve the 26-27 budget draft and Mary seconded. The motion carried unanimously.
e. The Board expresses thanks to Jessica for all the work she has done on budgeting.

New Business

1. Partnerships and how to formalize those (Edward Eckel)
    a. Partnership Draft
    b. This draft details two types of partnerships (separates out one-time sponsorships), types of partner agreements, and policies and procedures. Board members have already provided great suggestions in the comments.
    c. Proposal from Mary O'Kelly: a text applying the policies and procedures from the draft to specific partnership requests that we have received recently to see whether it is providing sufficient/good guidance. Does it help us answer the question or do we still get stuck? Edward will complete edits to the documents–Board members should make comments and suggestions by the

middle of next week; Mary will help run the test. We will bring this back for discussion at the June meeting.

2. Committee Leadership Transition (Julie Garrison)
    a. General agreement to invite incoming Board members to the June 4 Board meeting (note that Julie will not be available to preside over that meeting). Julie and Mary O'Kelly will collaborate to coordinate invites.
    b. Note that Board liaisons are responsible for helping with committee leadership transitions by working with current chairs/co-chairs to appoint their successors. The committee volunteer form is open through June. The Nominations Committee is working with the form. Mary O'Kelly will work with Kalyn Huson and Mies Martin on a timeline for providing up-to-date information.
    c. Note that it is best to use the contact@miala.org email address to communicate with Kalyn and her temporary replacement.
3. Debrief from MiALA Conference (All)
    a. Note some issues with hand-held microphones; clip-ons might be more effective/accessible.
    b. Some issues with the hotel facilities. Could there have been more research before selection of the hotel site? General agreement of the Board that it would be a good idea to include the incoming Conference Planning Chair and Co-chair in the Board's site selection process.
    c. The conference center portion of the hotel was nice and had been recently renovated.
    d. The Conference Committee did a great job coordinating and troubleshooting during the conference.

Issue Bin / Future Agenda Items:

- Mid-year fully online mini-conference (possibly IDEA committee in collaboration with other committees)
- Election timing (questions from the membership committee--are fewer people interested in running for office because the election is now earlier? Are more people interested in running during the conference?)
- Bylaws review?
- Code of conduct
    - Discussion document including language from draft Policies & Procedures Manual
- Review and consider revising how we structure all engagement activities (IGs, committees, annual and other conferences, etc.)-- how/where should decisions be made regarding support and funding? And how might that impact budget configuration? Right now it is the annual conference and then everything else seems to be funneled through the IGCC.

Upcoming Board Meetings: Jun. 4 at 11:00am

Upcoming Executive Committee Meetings: May 21, Jun. 18 at 11:00am