

**MiALA Board Meeting Notes**  
**Thursday, September 7 at 1:00pm**

**Present:** Darlene Johnson-Bignotti, Veronica Bielat, Mies Martin, Edward Eckel, Liz Svoboda, Jen Mikesell, Lori DeBie, Carin Graves, Shelia Garcia Mazari, Denise Leyton, Katrina Rouan, Rebecca Tull, Aaron Kilgore, Kalyn Huson, Scott Garrison (guest)

**Absent:** N/A

**Call to Order:** The meeting was called to order at 1:04pm.

**Board Business Meeting:**

1. Approval of agenda - Eckel made a motion to approve the agenda. Svoboda seconded. The motion passed.
2. Approval of Consent Agenda: Martin made a motion to approve the agenda. Graves seconded. The motion passed.
  - a. Approval of previous Board meeting Minutes - Rouan will send June minutes.
  - b. Committee reports
    - i. Advocacy – No update.
    - ii. Awards – This committee has not been formed. Will put a call out in September or October for membership. (Darlene)
    - iii. Conference Planning– No update.
    - iv. Communications and Marketing –
    - v. Executive – No update.
    - vi. IDEA – No update. (Katrina)
    - vii. Membership – No update.
    - viii. Nominating – No update.
    - ix. Ad-Hoc Committees:
  - c. Partner Reports – No update.
  - d. Treasurer’s Report – No update.
  - e. Interest Group Coordinating Council – Ed
    - i. IG training dates: Thursday Sept.14, 10-11am and Tuesday Sept.19 at 1pm
    - ii. <https://umich.zoom.us/j/94247606718>
  - f. Board actions via email:
    - Motion: To confirm the appointment of Jennifer Mikesell as a Community College representative. **Passed** (7/10/23)
    - Motion: To accept WMU's proposal to host the Annual Conference May 16-17, 2024. **Passed** (8/22/23)

**New Business**

Coverage During Admin. Assistant’s Leave – Scott Garrison, MCLS (guest)

Garrison - What are MiALA’s needs during the November-February timespan? MCLS is committed to continue to provide the services and will appoint someone.

Huson - Typically, that time is quiet because of holiday breaks.

- Checks should be taken care of promptly.
- Monthly reconciliation can likely be postponed.
- Conference committee website updates will need to happen for a bit, but the Committee can get access to handle this.
- 1099's are due in January but we could ask for an extension
- Check the MiALA email daily.

Eckel - We will need a workflow for fund disbursement.

Graves - I'm hesitant to delay the 1099 submission. It's important for our non-profit status.

Tull - Is there anything with the website that we should be aware of?

Johnson-Bignotti - Conference Committee gets a lot figured out early in the calendar year. Those changes will need to happen regularly. I also do not want to delay the 1099 submission.

Huson - I'm going to try to move up the audit to be completed before my leave.

Leyton - Keynote contract and travel arrangements may need to get worked out.

Garrison - Huson's leave will tentatively be from 11/27-2/19.

Johnson-Bignotti - The November-December time should be smooth. But starting in January things will pick up.

Graves - Ideally, we would get all the same services outlined in our contract.

Johnson-Bignotti - We will also need help with Zoom meeting setup

Huson - Zoom has a setting where the first person who comes in is named the host.

Settings will be changed to reflect this.

Martin - It would be helpful to review the contract with MCLS to establish priority.

Garrison - It would be good for everyone to review the contract.

Eckel - As a new Board member, I'm not sure I have access to the Board's files.

Bielat - I also don't see myself listed as the Publicly Funded Rep. within MiALA's project area.

Huson - I will check on the permissions of Board members.

Garrison - Thank you for the conversation to determine what is most important. I'll come back with a plan at the next meeting.

## **Old Business**

1. Review of liaison assignments (Darlene)

Nominating - Carin

Conference - Mies

IDEA - Katrina

Membership - Denise

Executive - Darlene

Communications - Rebecca

Advocacy - Ed Eckel

## 2. Budget review (Denise)

Leyton - The Board allocated \$15,000 toward programming. MiALA is in a strong financial position. We would like to have a strategic plan to help guide our spending.

Johnson-Bignotti - There seems to be a myth that conferences and programs need to make money. However, we have funds and should encourage spending.

Leyton - Covid has not impacted our ability to make money on the annual conference. The Treasurer and Executive Assistant use these sheets as a guide but we actually have more money than what the spreadsheet indicates. This summer, Huson and I worked to map the financials back several years. Our actual FY24 spreadsheet which is shared every month is now in alignment.

Graves - We probably want to circle back to the strategic plan.

Huson - We do a yearly financial review in December, but hope to do it sooner this year.

Leyton - The budget is made in February and approved in April. It's a fiscal year calendar for the budget. This has caused some confusion for the Board because the end of year numbers are not clear when we try to set next year's budget.

## 3. Strategic Planning session (Darlene)

Johnson-Bignotti - Met with consultants from NEW re a workshop at the retreat. They quoted us at \$1700. We postponed that action. Debbie Makula (MLA) expressed interest in meeting with us at a future date. Not sure what Debbie would want for honorarium. We want to kickstart the talks to help with budget and expenditures.

Rouan - I would like for us to proceed and get outside help.

Martin - I agree. I'm not sure we've ever done long term planning or thinking.

Leyton - I think consultant help for perspective and facilitation would be useful. I think \$1700 is reasonable. We are well funded to do this and it's our responsibility to do it.

Tull - I'm concurring with everything that I'm hearing. I think this is exciting. We can develop a roadmap and tie the budget to it.

Johnson-Bignotti - The SWAT analysis from the retreat can help give some preliminary directions to IGs. When do we want to take these next steps? We can meet as an Executive Board and bring a proposal to the October meeting. Look for a poll to schedule an Executive Board meeting.

## **New Business** (continued)

### 1. U of M Project (see Addendum)

Graves - This could be great for IGs. The Board may have too much on our plate with strategic planning.

Leyton - I recommended they look at IGs to potentially partner with.

Johnson-Bignotti - Maybe this would be an appropriate post- or pre-conference?

Eckel - I can follow up since I'm at Western and can coordinate with the Conference Committee Chair.

Johnson-Bignotti - I will forward the email to Eckel and Martin so they can follow up.

### 2. Check signers for the bank account

Leyton - We have some proposed changes of roles when it comes to banking. When MiALA needs to spend money, we use physical checks. Can we table this for next time? Huson and I are proposing roles but should put it in writing.

**Issue Bin / Future Agenda Items:**

1. Student Liaison position

Johnson-Bignotti - We want to keep this on our radar.

2. Goals from Leadership Retreat

The meeting was adjourned at 2:32pm.

**Upcoming Board Meetings:** First Thursdays at 1pm unless otherwise noted.

- October 5
- November 2
- December 7

**Next Executive Officer's Meetings:**

TBD

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## **Addendum: Project Proposal from U of M**

I am Karen Reiman-Sendi, a librarian at the University of Michigan. Denise Leyton, MiALA treasurer, recommended that we reach out to MiALA leadership with an idea that my colleague Meghan Musolff created. Meghan and I would love an opportunity to chat with you about our work to foster change skills in our library, and how we might work with MiALA to share our work with our Michigan colleagues.

### **Background/context:**

Since 2017, the University of Michigan Library has had a grassroots, cross-divisional group that advocates for an engaged, supportive culture of change in the library. This group has influenced the library's culture of change by creating resources, offering training opportunities, and facilitating discussions that develop and enhance the change skills sets within our community.

We have learned a lot of things over the years about fostering change skills within an organization.

We would love to share our lessons learned with state/regional colleagues and to use this work as an opportunity to build local relationships to influence the culture of change in the libraries of Michigan.

### **Project timeline:**

We see this work happening in three phases, over many (many, many) years:

- **Phase 1: Information gathering:** Connecting with local colleagues through existing professional or organizational venues to gauge interest, identify gaps in training and skill development
- **Phase 2: Formation of a CoP:** Create a state-wide Community of Practice (CoP) focused on talking and learning about change adaptation, readiness and management. Time together would be focused on skill development, providing peer support, and guidance through change
- **Phase 3: Change summit:** Host a one-day professional library conference focused on change, with presentation and workshops based on topics discussed during CoP conversations, and including relevant keynote speakers to inspire or provide perspective and context

### **Our request:**

We would love to find a time to chat to share more about our work and to see how we could partner with you and MiALA for our information gathering phase. We aim to learn more by Spring 2024. Would you be willing to talk to us sometime this fall?

Thank you for considering this request.

Best wishes,  
Karen Reiman-Sendi & meghan musolff

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