

MiALA Board Meeting Minutes November 6, 2025 at 11:00am

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

Guests: Brenna Wade

Absent: Mies Martin, Samantha Minnis

Call to Order: The meeting was called to order at 11:00am

Julie Garrison: Welcome. Note that bylaws indicate that the Board should vote to expel members, including those who elect not to renew. The current Membership Committee report (3. a. vi. 1. c.) indicates that 54 members are lapsed/dropped. By approving this as part of the consent agenda, the board will officially expel these individuals as a group.

Board Business Meeting:

1. Approval of Agenda – Edward Eckel made a motion to approve the agenda and Jen Bowen seconded. The motion carried.
2. Approval of Minutes from the [October Meeting](#) – Mary O'Kelly made a motion to approve the minutes and Edward Eckel seconded. Kelli Herm abstained. The motion carried.
3. Approval of Consent Agenda – Gina Bolger made a motion to approve the consent agenda and Jessica Hroncheck seconded. The motion carried.
 - a. Committee reports
 - i. Advocacy – No report
 - ii. Communications and Marketing – Ed met with the committee on Oct.2. He shared updates with the Board at that meeting. Ed was asked to follow up with the committee on the email issue (Oct.3 email). I also shared relevant sections of the Policy Manual for the committee's feedback. This was done on October 16. I have not heard back from the committee on either of these two emails. - Ed
 - iii. Conference Planning – Mary
 1. Communications/Marketing:
 - a. "Save the Date" announcement was distributed on 9/30
 - b. Working with a student at Ferris on a logo design and will seek feedback at 11/13 full committee meeting
 - c. Website is up:
https://miala.org/annual_conference_2026.php
 2. Keynote Speaker: Steven Adams at Northwestern University accepted invitation to be keynote speaker
 3. Program:

- a. Drafted Call for Proposal for presentations. Proposals will be accepted from Nov. 10-Jan. 12.
 - b. Call for Proposals for posters will be Dec. 8-Feb. 16
 - c. Reviewed proposal submission form
 - 4. Volunteers: Had first meeting to touch base, meeting again in December
 - 5. LSTA Grant: Mary met with Karren Reish, Library of Michigan, who confirmed LSTA funds will be available. Application submitted 11/5/2025. Request to cover speaker fees, travel, and tech.
 - iv. Executive – See Treasurer’s Report
 - v. IDEA – (Jennifer Bowen) Presentation to the early career librarian / LIS students went well, and attendees were encouraged to join MiALA for the opportunities to network and gain experience with service to a professional organization. Under consideration is making this presentation an annual event. Lee Parker also met with the Future Librarians for Inclusivity and Diversity student group at Wayne State to discuss his work with the LBGTQ+ community at Central Michigan. The IDEA committee might be approached by the Communications committee in regards to accessibility for a future revamp of both the MiALA newsletter and website. Jodi provides the IDEA content for the newsletter (and enjoys doing so) but is open to other suggestions from committee members as well.
 - vi. Membership –
 - 1. Membership numbers at of October 31,2025 (Julie Garrison & Kalyn Huson)
 - a. Total Individual Membership: 265
 - i. 229 regular
 - ii. 27 free memberships that are included with Institutional Membership
 - iii. 4 student members
 - iv. 5 retiree members
 - b. Total Institutional Membership: 27 (not including 2 pending renewals)
 - c. Lapsed/Dropped Members: 54
 - 2. The Job Board is up and is mentioned in the newsletter. A subcommittee will be formed to work on the mentorship program.
 - vii. Nominating – No report
- b. Partner Reports-
 - i. MCLS – No report
- c. Treasurer’s Report – With support from the Executive Committee, we renewed the \$100,000 CD for another 6 months. There are around \$52,000 in non-committed funds in Savings available for projects now if needed. The CD will mature in May, and the board will discuss what to do with it next as a part of discussions for the FY27 budget.

- d. Interest Group Coordinating Council – No new funding requests. Request we received from OER IG was withdrawn as they secured other funding. We noticed discrepancies on our IG webpage with the active IG list, and are working to correct the inaccuracies.
- e. Board Actions via Email –
 - i. Unanimously affirmed resubmitting letter of opposition to HB4922

Old Business

1. Policies & Procedures Review – Questions (Julie Garrison, Ed Eckel, and Katie Edmiston)
 - a. Update on work completed so far:
 - i. Bringing Bylaws and P&P Manual into alignment
 1. Where bylaws and PP don't align – possible consideration of bylaws change or need to make sure policy is in compliance.
 - ii. Looking at opportunities to streamline and clarify language
 1. Redrafting sections to bring to the Board
 - iii. Make these easier for members to find and reference
 - b. P&P Manual currently in PDF format
 - i. Accessibility concerns with PDFs – work can be done to remediate, but may be difficult; Word is not usually used for downloadable documents; HTML may be an option
 - ii. Most important: that the information is easy to locate
 - c. P&P Manual is currently a single document. How best to distinguish between and communicate policies and procedures?
 - i. Working definitions:
 1. Bylaws – foundational, broad, define the organization, voted on by the membership – regularly reviewed every 3 years, 2027 would be the the next regularly scheduled review, but we could do this sooner
 2. Policies–things that must be done a certain way within the organization, governs how the organization should be run
 3. Procedures–guidelines, best practices, practical, day-to-day operation, mainly for committees and the Board
 - ii. Some stuff is more informational than even policy or procedure — could this just live on the website?
 - iii. Should IGCC/IG stuff be in the manual or should it be on the IG page of the site? Lost in the procedures manual
 - iv. Dividing into separate places okay, but if we have too many documents things could get lost; suggested no more than two documents
 - v. December/January discussion
 - d. Language in bylaws states that the Secretary is the “custodian of the records of the Association.” Do we also need an archivist? Or should we refine the duties of the secretary to include this responsibility?

- i. Traditionally the Secretary's duties focus on the work of the board, an archivist for the organization would have a very different workflow.
- ii. May be difficult to recruit a volunteer to handle both areas of work, depending on what type of archiving is desired.
- iii. The Board should define what we would want an archivist to do – issues bin for December
- iv. Archivist's term of service might be longer than a typical board position (the Secretary serves for two years), for institutional memory concerns.
- v. If we do separate these roles, we imagine they would work closely together.

New Business

1. [Budget Review Report](#) (Jessica Hronchek & Guest: Ailie Weaver)
 - a. Financial review (not an audit)
 - b. Ailie was not able to attend; Kalyn will work on rescheduling.
2. National Conference Travel Grant ad hoc award committee (Timeline has process beginning in December, check awarded on January 5) (Julie Garrison)
 - a. Context:
 - i. According to P&P Manual (p. 35), the President is supposed to pull together an ad hoc committee to award travel grants for national conferences.
 - ii. \$1000 is budgeted per year
 - iii. Timeline suggests the committee is seated in December, applications due in January
 - iv. Fits in well with our strategic plan priorities for professional development.
 - b. Not sure when this was last in practice; the form in the manual is dated January 2020.
 - c. Some of these funds have been spent recently to send Board members to participate in Advocacy Day.
 - d. Sometimes IGs request funding for scholarship to send members to attend something, but this seems to be at the state level.
 - e. We could push back the timeline – more time to set up ad hoc committee
 - f. The Board should discuss the purpose of the program.
 - g. This might be appropriate for the IDEA Committee or Membership Committee to take on?
 - h. Julie Garrison & Jessica Hronchek will bring more information in December, e.g., go back to see if/how the program was ever managed.
3. Membership Discussion (Guest: Brenna Wade)
 - a. Attending to the strategic plan and initiatives – trying to meet once a month
 - b. The job board is live—an initiative that was started last year.
 - c. Planning to run the mentorship program again this year – to roll out in January; there is a subcommittee developing ideas for a more structured mentoring program

- d. Regarding membership report: we always drop numbers in October, then it climbs nearer the annual conference, usually never gets all the way back up.
 - i. Do we know why? Most often someone has moved out of state, is no longer in academic librarianship; some people only re-up for the conference
 - e. Meeting with Jon Jeffryes (Communications Committee) in November, hoping to collaborate on an outreach initiative. IDEA committee held an online event for students and new librarians; small turnout, but solid event design. One idea: reach out to students who are in Michigan but attending online programs.
 - f. Need to consider relevance
 - i. Current pitches may not be resonating with current librarians who've already chosen other organizations
 - ii. Challenge to avoid cliquiness, be open to a range of interests, warm and inviting community
 - iii. Perhaps we should be more intentional about in-personal events—work toward that kind of pre-covid sense of community, perhaps an August retreat or regional meetups.
 - g. After the Membership/Communications meeting, Brenna foresees needing something actionable from the Board
 - i. Perhaps an outreach marketing campaign, making sure the organization can deliver on whatever we're promising
 - ii. Perhaps scholarships for 1st-time conf attendees. It turns out this is already on the conference scholarship rubric – may want to go back and see how often that has resulted in an award to a 1st-time attendee.
 - iii. Kalyn Huson reminds us that there is already a donation fund to help cover MiALA membership fees (implemented during COVID). Might like additional information on amount available and past usage; might be able to be more intentional about marketing this resource.
 - iv. Possible events: Q&A sessions about what is MiALA; 1st-time attendees' session at the conference—float to conference committee? 1st-time attendees table at the Birds of a Feather lunch?
4. Opportunity to co-sponsor screening of [The Librarians](#) (documentary), see [estimate](#) from the Grand Rapids Community Media Center/Weathy Theatre (Mary)
- a. Note that the estimate has only a guess for cost of distribution rights
 - b. Currently in limited release; most often via co-sponsored events
 - c. MCLS is interested; could reach out to MLA
 - d. We could pair it with an after-screening panel/discussion with public librarians.
 - e. Other possible locations (e.g., Library of Michigan)? Showing during the conference?
 - f. It may go into wide streaming in upcoming months—so need to confirm before a decision is made.
 - g. General support – Mary O'Kelly to talk more with the Library of Michigan, MLA, MCLS regarding cosponsorship, potentially explore other venue opportunities.

Mary O’Kelly motioned to adjourn and Edward Eckel seconded. The motion carried and the meeting was adjourned at 12:15pm.

Issue Bin / Future Agenda Items

1. Website redesign (discuss in December 2026 when Jon Jeffryes, Chair of Communications Committee joins us)
2. Role of a MiALA archivist (December)
3. National Conference Travel Grant (December)
4. Format and location of the policies and procedures information (i.e., possible changes to the current P&P Manual format/location–December/January)
5. IDEA Committee update (Lee Parker, Chair of IDEA Committee to join us at February 2026 Board Meeting)
6. Partnerships and how to formalize those

Upcoming Important Dates:

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Upcoming Board Meetings: Dec. 4, Jan. 8, Feb. 5, Mar. 5, Apr. 2, May 14, Jun. 4 at 11:00am

Upcoming Executive Committee Meetings: Nov. 20, Dec. 18, Jan. 15, Feb. 19, Mar. 19, Apr. 16, May 21, Jun. 18 at 11:00am