

MCMLA Executive Committee Meeting  
MINUTES  
February 13, 2015  
9:00 MT /10:00 CT

**Action items noted in RED**  
**Votes noted in BLUE**

**Call to Order**

Jackie called the meeting to order at 10:00 CT.

**Executive Committee Attendance:**

Jackie Hittner – Chair  
Darrel Willoughby – Immediate Past Chair  
Lisa Traditi – Incoming Chair  
Jenny Garcia – Recording Secretary  
Karen Wiederaenders – Executive Secretary

**Leadership Attendance:**

Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force  
Rebecca Graves – Annual Meeting Advisor  
Jan Rice – MLA Chapter Credentialing Liaison  
Tom Gensichen – 2015 Meeting Planner and Bylaws  
Tim Kenny – 2016 Meeting Planner  
Gwen Wilson – Education  
Margaret Hoogland – Governmental Relations  
Cindy Perkins – Honors and Awards  
Jeanne Burke – Membership and MLA Chapter Membership Liaison  
Marty Magee – Nominating  
Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner  
Kate Anderson – MLA Chapter Council Alternate Representative

**Unable to Attend:**

Amanda Sprochi – Express Editor and Publications  
Tracy Hughes – Web Editor and MCMLA-L Discussion List Owner  
Betsy Mueth – Library Advocacy  
Timmi Johnson – Research

**Approval of January 9, 2015 Minutes**

- **Vote to approve minutes was postponed until March 13 meeting.**

**Treasurer's report, Karen Wiederaenders**

- See Addendum for report
- Additional information: Jeanne LeBer gave check back. 125 members have renewed membership so far this year. Tracy sends reminders to renew and this is done automatically.

## **Committee Reports:**

### **AHIP: Jan Rice**

- The committee budgeted for \$1000 for AHIP First-Time Applicant Award and spent \$435 last year. Provided this year's document to the committee (see Addendum) and would like to advertise again this year. No vote needed.

**Bylaws:** No report

### **Education: Gwen Wilson**

- The committee has completed a short 10 question survey for members regarding CE offerings over the summer or at the annual meeting. This will be sent next week.

### **Endowment Fund: Nancy Woelfl**

- The committee interviewed three finalists for managing funds. Lodestar investment counsel, which works with MLA, will waive fees and will lower the investment minimum. The Taskforce will teleconference and will give recommendation to the executive committee in March. The executive committee will need to approve Lodestar as managers of the fund. If approved the report and recommendation will go to membership for vote.

**Government Relations:** No report

### **Honors and Awards: Cindy Perkins**

- The deadline for Roundtable is next week. There is the possibility of giving more than \$250 for travel award and are considering raising this to \$350. They will write a recommendation for the March executive committee meeting.

### **Library Advocacy: Lisa Traditi**

- Lisa has scheduled a meeting of the task force to address the review of the Advocacy and Government Relations Committees.

### **MCMLA Annual Meeting Planning: Melissa De Santis**

- The 2016 Joint Planning Committee will be meeting via conference call in late February to continue discussing plans. Currently Melissa is trying to recruit MCMLA members to participate on various committees. She has had some response, which is great. The committees that are the most in need of MCMLA representation are Exhibits and Registration, although she will definitely take volunteers for any of the other committees, too. She is hoping to have a MOU (Memorandum of Understanding) in early March for Jackie to sign. The MOU is modeled on the MOU that was created for the Quint meeting. If there are any questions about the 2016 meeting, contact her.

### **Membership: Jeanne Burke**

- Jeanne worked with Karen and Tracy for providing information about emeritus status on the web site. Clearer information about what emeritus status is and a form will be added to the web site. For any problems or questions contact Jeanne.
- Jeanne raised the question about another membership category for unemployed or reduced salary librarians, with a possible reduction of dues to \$15 per year. This is

an issue when members who did not renew have stated as a reason why they did not renew membership. There was some discussion about whether this new category should be considered. There will be further discussion in March.

**Publications:** No report

**Research:** No report

**2014 Meeting:** No report

**2015 Meeting:** No report

**Old Business:**

- **Travel Policy Recommendation for Reimbursement: Heather Brown**
  - Heather, checked with other chapters on their travel policy. In the issue of fairness, MLA representative must use \$500 for two meetings, and others use \$500 for one meeting. Should this be a separate item for MLA? MLA mandates attendance at MLA for Chapter Representative and AHIP Representative. Following some discussion about how this problem could be resolved, Jackie recommended that Heather draft a recommendation for the March meeting.
  
- **Quint Meeting: Lisa Traditi**
  - Lisa is working on the report now and it will be complete by the April meeting.

**P&P will discuss**

**New Business:**

- **Policy and Procedures Review: Jackie Hittner**
  - The revision of the MCMLA Policy & Procedures for committees is going well. There will be one more meeting to discuss the final committees.
- **Archives Ad Hoc Committee, Betsy Mueth and Jackie Hittner:**
  - The committee met January 23, 2015. Four members are on this committee. They have a list of what should be included in the archives and asked if anyone had any suggestions to the list. (See Addendum.) Rebecca Graves suggested that unique items, such as awards, publications, honorable mentions, posters and brochures, etc. might be considered. Jackie said their goal is to have all archives digitized. Nancy suggested limited financial information. Audit reports are small, but bank statements are bigger, and the Treasurer would retain most financial information. The Meeting Advisor will retain records, such as Annual Meeting Reports. Some duplication would be appropriate, for example, meeting programs. The committee does not want amount of digital archive to become too big or unwieldy.
  - Not all photos will be retained. It was suggested that photos could be taken to Des Moines, IA meeting in 2016 so people can take whatever photos they want personally. It is preferred to keep 10 photos to capture moments. Jackie has thirteen boxes that are not organized. Some years are missing, but are represented on the website.

- Current minutes are collected under that president's year, but should be by year. At present information cannot be found.
  - Conversion to digital must be budgeted so that we can pay to have someone, like Kinkos, scan the items that are not already in electronic format. CCML has an electronic archive and Lisa will check on amount and cost. If anything is missing, Jackie will call former chairs to see if that information can be recovered.
  - **Motion: Lisa moved and Kate seconded that MCMLA Archives as proposed by the ad hoc committee, and discussed, be adopted. Motion was approved by voice vote.**
- **Mid year report was due Feb 1.** Is this necessary? Jackie is gathering MLA mid-term report from minutes. Should this be changed to "if needed or requested."
  - **Letterhead:** Electronic form needed. Executive committee agreed to use letterhead created for the AHIP document. This will be posted on the website.
  - **Survey to membership** should be sent out every five years. There is a professional company to help with survey. In March a trial survey will be sent to members. A baseline survey would be used every five years to assess changes in membership.

**Adjourn:**

- **Motion to adjourn was made by Jackie, seconded by Lisa, and approved by voice vote of the MCMLA Executive Committee. Meeting was adjourned at 11:11 am CT.**

## ADDENDUM

### Treasurer's Report

MCMLA accounts 2015

	Dec-14	Jan-15	Feb-15
Checking	59,258.19	61,931.91	63,796.94
Paypal	3307.38	4459.38	4891.83
Total	62565.57	66391.29	68,688.77

receipts to checking	
profit from Denver meeting	1257.47
memberships	360
donation from Jeane LeBer	250
interest	7.67
total	1875.14

Expenses paid from checking	
reimburse Nancy Peterson for double dues	10
correction	0.11
total	10.11

Receipts to Paypal	
memberships	450

Expenses from Paypal	
fees	17.55



Midcontinental Chapter of the  
Medical Library Association

## **AHIP First-Time Applicant Award**

### **PURPOSE:**

To encourage MCMLA chapter member participation in the Medical Library Association's Academy of Health Information Professional (AHIP) accreditation program

### **ELIGIBILITY:**

- Member in good standing of the MCMLA Chapter and the MLA
- First-time applicant for AHIP membership
- Completed AHIP documentation submitted to the Medical Library Association
- AHIP membership successfully awarded by the MLA. AHIP certificate will serve as proof of successful completion with the membership beginning in 2015

### **TERMS:**

- Applicants will submit a Letter of Application via email to Jan Rice ([jan.rice@bryanhealth.org](mailto:jan.rice@bryanhealth.org)), MCMLA Credentialing Liaison. The Letter of Application should state briefly why the applicant is applying for AHIP accreditation and how it will assist their professional goals.
- Applicants will provide the following documentation along with their Letter of Application:
  - Proof of submission of all required AHIP documentation (a copy of the email received from MLA acknowledging receipt of your application)
  - Confirmation from MLA that the applicant was successfully awarded AHIP membership in 2015. A copy of the MLA AHIP certificate must be submitted as documentation.
- This award will provide reimbursement of the application fee at the MLA member rate (\$120 for the Provisional level or \$195 for the Member level or above)

### **TIMELINE:**

MCMLA is making available a total of \$1000 to fund first-time, successful AHIP applications, awarded in the order applications are received. Awards will be made as viable applicants are identified; awards will be made until funds are exhausted. Applications must be received no later than January 31, 2016.

The MCMLA Credentialing Liaison will acknowledge applications upon receipt via email.

The MCMLA Credentialing Liaison will review applications, determine eligibility and notify all applicants of the decision within one month after the application is submitted.

A check to cover the AHIP application fee will be sent out by the MCMLA Executive Secretary, Karen Wiederaenders.

Awardees will be acknowledged at the 2016 MCMLA Chapter Annual Meeting.

*This project has been funded by the Midcontinental Chapter of the Medical Library Association.*

**Midcontinental Chapter  
of the Medical Library Association**

**Report of the Ad Hoc Endowment Task Force  
February 11, 2015**

Charge: The Ad Hoc Endowment Task Force was established in December 2010 to investigate whether and how an MCMLA chapter endowment fund might be created and managed. The Task Force is charged with making preliminary recommendations to the MCMLA Executive Committee.

Members: Claire Hamasu (2010 - ); Betsy Mueth (2010 - ); Karen Wiederaenders (2014 - ); Nancy Woelfl, Chair (2010 - )

Report: The Task Force met in Denver and evaluated six organizations that could potentially manage an MCMLA endowment. Two organizations were eliminated, leaving four viable possibilities. Eliminated were the Denver Foundation and the Community Foundation of Utah. Task force members agreed to contact the four remaining organizations: the community foundations of Kansas City, Omaha, and St. Louis. Also to be contacted was Lodestar Investment Counsel LLC, MLA's endowment fund manager.

Karen contacted the Greater Kansas City Foundation; Nancy the Omaha Community Foundation; and Betsy the Greater St. Louis Community Foundation. The latter indicated it was not interested in working with MCMLA. On January 27, task force members teleconferenced with Lodestar Investment Counsel.

Each of the organizations that indicated willingness to work with MCMLA was asked four questions:

1. the minimum amount required to open an endowment fund;
2. how long or to what amount the fund had to grow before earnings could be withdrawn;
3. what kind of reports MCMLA would receive and how it could share that information with members;
4. whether the fund principal and earnings could be transferred to MLA if the chapter is dissolved.

This information has been compiled into a spreadsheet and is part of the Ad Hoc Task Force records.

By email, task force members concurred Lodestar Investment Counsel LLC can best serve MCMLA's needs. Lodestar will minimize work required by MCMLA elected and appointed officers, allowing them to concentrate on promoting the endowment while Lodestar makes the money work for MCMLA. Lodestar could easily handle transfer of endowment principal and interest to MLA if the chapter were dissolved.

Action: This report is informational and requires no action at the present time. The Task Force will present its recommendations in the form of motions to be considered during the March, 2015 Executive Committee meeting.

Submitted by  
Nancy N. Woelfl, Chair  
Ad Hoc Endowment Task Force

## **MCMLA Archives**

MCMLA Archives should consist of the following:

- I. Annual Meeting Material
  - A. Minutes of Annual Business Meeting
  - B. OnSite Program
  - C. Master Schedule for Meeting (if there was no OnSite Program created)
  - D. Selective Photos
- II. Executive Committee Minutes
- III. MCMLA Committee Minutes/Reports
- IV. Reports to MLA
- V. Chapter Newsletters