

Midcontinental Chapter of the Medical Library Association
Executive Committee Meeting Minutes
8 October 2020 - 9-10 am MST

Roll Call

Voting Members

Chair: Shandra Knight ✓

Immediate Past Chair: Heather Brown x

Incoming Chair/Vice Chair: Melissa DeSantis ✓

Recording Secretary: Dana Abbey ✓

Chapter Council Representative: Rebecca Graves x

Chapter Council Representative Alt: Kristen Desanto x

Appointed Positions

Jackie Hittner, Treasurer ✓

Nancy Woelfl, Parliamentarian ✓

Jessica Gerber, Archivist ✓

Amanda Sprochi, Express Editor ✓

Tisha Mentnech, Web Editor ✓

Holly Henderson, MCMLA-L List Owner ✓

Annual Meeting Advisor: Emily Glenn (2 years) ✓

MLA AHIP Credentialing Liaison: Shawn Steidinger x

Susan Swogger, 2020 Annual Meeting Co-Chair x

Elizabeth Frakes, 2020 Annual Meeting Co-Chair ✓

Brenda Linares, 2021 Annual Meeting Co-Chair ✓

Jennifer Brady, D&I Task Force Reporting member x

Committee Chairs

Emily Eresuma, Advocacy ✓

Danielle Westmark, Bylaws ✓

Karen Newmeyer, Education ✓

Rose Fredrick, Honors and Awards x

Alissa Fial, Membership ✓

Rebecca Graves, Nominating x

Amanda Sprochi, Publications ✓

Jackie Hittner, Finance ✓

Wlad Labeikovskiy, Research ✓

Yellow = vote required

A. Roll call

B. Minutes from 10 September 2020

MOTION: Approval of the Executive Meeting Minutes

ACTION: We did not have a quorum. Approval of Executive Meeting Minutes will need to be moved to November 2020 meeting.

C. Treasurers report – Jackie

MOTION: Approval of the September Treasurers Report

ACTION: We did not have a quorum. Approval of Executive Meeting Minutes will need to be moved to November 2020 meeting.

D. Old Business

- a. Microsoft 365 for Exec Committee – Tisha sent out email yesterday (October 7, 2020) regarding access for our trial to 365. Training is scheduled for 10/20 (1-3CT), and she will send out email with more information. We will continue to use Wild Apricot for the website, and Microsoft 365 will allow for a centralized place for committee documents.
- b. PnP updates – Heather – Shandra reporting some of the changes:
 - i. Education – clarification of Education’s role in conjunction with the Annual Meeting’s CE Committee.
 - ii. Nominating committee – question regarding vote tally removed.
 - iii. NNLM Reps – do we want to keep as ex officios? In the past NNLM has two ex officios serving on the Advocacy and Education committees. Due to pending changes in the NNLM regional structure, it was recommended that we get rid of the ex officio roles since the NNLM Region 4 will have a new configuration of states. Melissa reported that we decided at the last meeting to remove them.
 - iv. Need updates from several committees
 1. Chapter council and alternate ex officios will remain the same.

E. New Business

- a. Reminder to reach out to the incoming Chairs – Shandra reminds us to look at the newest version of the PnP that Heather emailed on September 27, 2020 and the Calendar (below).
- b. Annual meeting questions – Shandra
 - i. Nancy will develop an appropriate slide and submit to Shandra.
 - ii. Jackie will have slide deck on Monday (around 10 slides). She will need around 5 minutes to present.
 1. Treasurer slide – members will approve overall financial status of MCMLA. Endowment Slide will also be presented.
 - iii. Nancy is investigating the voting function in Zoom. Another option is to send voting items out via email after the meeting. According to Roberts Rules, the email option is not preferred as votes could be submitted from members who

did not attend the virtual business meeting. Her initial thought is to do the vote via Zoom. Nancy will work with Elizabeth to work everything out.

- iv. Also need to present last year's business meeting minutes for membership approval. (Dana emailed these the Shandra 10/09/20).
 - v. Award Slides – are secret until the meeting. Nancy stated that the Honors and Awards Chairman usually presents the awards, but Rose will not be attending the conference. Maybe another member from H/A Committee? Other than that, Shandra or Melissa? Melissa said she will do it if no one from H/A Committee is available.
 1. Jackie noted that no physical plaque has been ordered yet for award winners. Melissa noted we could provide a virtual award and follow up with physical award.
 2. Star Awards – Usually put notice in the MCMLA Express and create a poster. Rose did send out an email to self-nominate, but Jackie wondered if it got to everyone. It was reported there were a number of people who self-nominated.
 3. Research Award – Wlad reports the slide will be last minute, but that is not unusual. Shandra just needs the recipient information to include in the larger slide deck.
 - a. Best in show poster/presentation? – how will members vote? Suggestion that the Research Committee to could initiate a one-question survey with results shown at the annual meeting. Emily V. will follow up with Wlad.
 4. Membership Committee – Alissa clarified that the Early Career Panel scheduled for Wednesday, October 14 (11:30a-1:00p CT) is the CE opportunity for new librarians. She will create a slide highlighting the relaunch of the Mentorship program. Shandra will include in the main slide deck and suggests putting the link in the chat box during meeting.
 5. Melissa will send out Committee certificates via email before the meeting.
 - c. D&I Survey update – Shandra asked if D/I should be Task Force, Committee, or Ad Hoc Committee? Shandra just wanted to get feedback from group. Nancy suggests we transition to a Standing Committee. Emily V. reported that a poster on the D/I survey results will be shown during the Joint Meeting, and she will have time during the business meeting to report. The D/I group is considering sending another survey due to the low response rate, and potentially using a different platform.
 - i. Comments from those who took it? None
- F. Reports (*Send summary of your report to dana.abbey@cuanschutz.edu prior to the meeting*)
1. MLA Chapter Credentialing Liaison – Shawn – no report
 2. Web Editor – Tisha -nothing further to report
 3. MCMLA-L Discussion list owner – Holly – verified with Melissa to get current list of new committee members.
 4. Annual Meeting Advisor – Emily G. – meeting to talk about a joint meeting in Indiana – options are an in-person meeting (joint mtg in Indiana with Midwest) or another virtual meeting.

5. 2020 Annual Meeting Committee – Susan and Elizabeth – Elizabeth reporting that everything is getting finalized, practice sessions for presenters occurring this week, finalized vendors, 170 registrants, 10 regular vendors, 2 library association vendors. CE is ready to go, Keynote will record presentation, but will be live for questions.
 - a. Elizabeth noted that anyone can be made a host to present.
6. Advocacy – Emily E. – nothing to report. Question: had a budget for the year, and wants to provide larger prizes for the Advocacy Committee Challenges. Shandra said to let her know who won the drawing and she will put in on one of the award slides, and to communicate with Jackie for payment.
7. Archives – Jessica – no report
8. Bylaws – Danielle – nothing to report
9. Education – Karen – nothing to report
10. Finance – Jackie – Annual Endowment Fund Raising Drive is currently going.
11. Honors/Awards – Rose – no report
12. Membership – Alissa – will get links for mentorship program to Shandra.
13. Nominating – Rebecca – no report
14. Publications – Amanda – Katie is assisting with the Editorial transition. Amanda sent out link.
15. Research – Wlad – Presentations for meeting all scheduled. Only one award application submission has been received for the Research Award. Question: Best in Show – group had talked about having attendees from both regions vote, noting that half of the candidates are non-chapter members.
16. MCMLA Published Proceedings Taskforce – Amanda/Jessica – Jessica’s microphone not working, but she chatted about the permissions for the proceedings – does she need to get submission documents from everyone? Can the organization as a whole approve proceedings be published in Mountain Scholar? Can we give permission as an organization? Amanda says no – it’s an individual permission. Jessica would like to go back to 2019 and 2020 presentations and get permission. Most thought seeking retrospective permission would be too time consuming.
 - a. Going forward, ask when the abstract is submitted to get permission up front, or opt out.
17. D&I Task Force – Jennifer – nothing to report
18. Member/Committee Engagement Task Force – Heather – Shandra notes that they are caught up.

G. Reminders

1. **Next Executive Meeting – Thursday, November 12, 9am MT?** (Melissa as Incoming Chair/Vice Chair said she will continue this day/time for next year’s meetings).
2. **Annual Business Meeting and Awards– Friday, October 16th 1:30-3:00 MDT (2:30-4:00 CDT).** Full schedule at <http://midwestmla.org/virtual2020/program/>.

CALENDAR

Annual Meeting

- All committee chairs and appointed officers submit annual reports to the Chair and post them on the MCMLA website so that they can be reviewed by the membership before the Annual Business Meeting

Outgoing Officers and Committee Chairs

- Turn over files to incoming replacements at the Annual Meeting

Officers and Committee Chairs

- Send one digital copy of reports and official documents to the Archivist