

Midcontinental Chapter of the Medical Library Association  
Executive Committee Meeting Agenda  
09 Jan 2020, 9-10 am.

Roll Call

*Voting Members*

Chair: Shandra Knight   
Immediate Past Chair: Heather Brown   
Incoming Chair/Vice Chair: Melissa DeSantis   
Recording Secretary: Dana Abbey   
Chapter Council Representative: Jeanne Burke   
Chapter Council Representative Alt: Kim Harp

Susan Swogger, 2020 Annual Meeting Co-Chair   
Elizabeth Frakes, 2020 Annual Meeting Co-Chair   
Brenda Linares, 2021 Annual Meeting Co-Chair   
Jennifer Brady, D&I Task Force Reporting member

*Committee Chairs*

Emily Eresuma, Advocacy   
Danielle Drummond, Bylaws   
Karen Newmeyer, Education   
Rose Fredrick, Honors and Awards   
Alissa Fial, Membership   
Rebecca Graves, Nominating   
Amanda Sprochi, Publications   
Jackie Hittner, Finance   
Wlad Labeikovskiy, Research

*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

1. Chair Call to Order at 9:05am
2. Agenda Check
3. Roll call
4. Minutes from 12 December 2019 (available at <https://www.mcmla.org/sys/website/?pageId=1831725>)
  - a. Approval of the December Executive Meeting Minutes
    - **DISCUSSION** – None
    - **MOTION:** Approval of the December Executive Meeting Minutes as presented. Moved: Melissa DeSantis, Seconded: Heather Brown. **VOTE:** All Approved.
5. Treasurers report – Jackie (attachment, pg. 5-6)

**DISCUSSION** – Jackie stated we have three bank accounts: checking, annual meeting, and money market). Because the annual meeting account has not been accessed since Omaha hosted the annual conference this year, the bank assessed a dormancy/inactive account fee. To avoid this fee in the future, Jackie will deposit \$1 in January/June and then withdraw it so there is activity on the account. In December 2019, we did very well with the Endowment Fund. It's \$7,000 over the principal amount of \$29,000. For January 2020, we have started to collect membership dues, suggest we close down our PayPal account since we are now using AffiniPay. Currently, the PayPal account has no funds in it.

**DISCUSSION** – Will closing PayPal be an issue with the joint meeting? The planning committee should have their own checking account for payments. If they use our website, the payments would go through our AffiniPay account. MCMLA would normally receive its portion of the conference proceeds via check.

**ACTION ITEM:** Vote to close PayPal account at February 2020 meeting.

- a. Approval of the December 2019 Treasurers Report (attachment, pg. 7)
  - **DISCUSSION:** None
  - **MOTION:** Approval of the November Treasurers Report as presented. Moved: Kim Harp, Seconded: Melissa DeSantis. **VOTE:** All Approved.

## 6. Old Business

- a. Shared platform for documents – Heather

**DISCUSSION** – Heather has been investigating different platforms supporting HIPAA compliance so it's more easily accessible for our members. One option could be the Office 365 platform, which offers non-profit pricing for those with a 501c3 certificate (MCMLA is a 501c3, since 1995).

**DISCUSSION** – should the 501c3 certificate be posted on the MCMLA website, or behind the member login?

**ACTION ITEM:** Discuss and vote whether and where to put the 501c3 certificate at February 2020 meeting.

- b. Call for new Express Editor – Shandra/Amanda

**DISCUSSION** – No call has gone out yet. Amanda did make mention of it in the November 2019 issue of the Express, and will draft a formal announcement and call.

- c. Scheduling committee meetings with GoToMeeting

**DISCUSSION** – Reminder to all committees that GoToMeeting is available to them to use. Feel free to invite Shandra if you would like her to attend.

## 7. New Business

- a. Welcome to Jennifer Brady as reporting member for D&I – Shandra

**DISCUSSION** – Welcome to Jennifer Brady who will be reporting as a member of the Diversity and Inclusion (D/I) Task Force. Group has held their first meeting, want to look a D/I of membership via survey (to include needs of members). This data could be used to help other MCMLA committees achieve their goals. Will develop a statement of inclusivity.

- Question regarding scholarships – the Task Force is open to any suggestions.
- Question regarding D/I in meeting planning – the Task Force is discussing this.

- b. Summary report of Annual Meeting – Jeanne (attachment, pg. 8)

**DISCUSSION** - Jeanne said the final report will be ready by the end of February as they are waiting for a few reports. Question regarding the term ICON. Jeanne said it's the name of the Nebraska library consortium for those interested in the health sciences.

## 8. Reports (Send summary of your report to [dana.abbey@cuanschutz.edu](mailto:dana.abbey@cuanschutz.edu) prior to the meeting)

- a. MLA Chapter Credentialing Liaison – Shawn – no report (attachment, pg. 9-10)
- b. Web Editor – Tisha – no report (attachment, pg. 11-12)

- c. MCMLA-L Discussion list owner – Holly – no report
- d. Annual Meeting Advisor – Emily – reached out to annual meeting coordinators and provided guiding documents, as well as information from the 2019 meeting.
- e. 2020 Annual Meeting Committee – Susan and Elizabeth – Susan reported information from Emily received. A few meetings have been held, as well as conversations with the 2019 Virtual Meeting chairs. A call for volunteers is being crafted and will be sent out today. AffiniPay will be used for registration, GoToMeeting for streaming platform. Elizabeth added deciding the best way to send out announcements regarding conference. Shandra said to send out on listserv and to write something for the next Express issue. Jackie added that all funds related to the meeting will go through the annual meetings checking account, and that she needs to be kept in the conference planning loop.
- f. Advocacy – Emily – no report
- g. Archives – Jessica – no report
- h. Bylaws – Danielle – MLA bylaws, MLA Headquarters, and MLA Chapter Council have been updated with our new bylaws, and will be uploaded to the website. (attachment, pg. 13-14)
- i. Education – Karen – no report
- j. Finance – Jackie – submitted goals to Shandra.
- k. Honors/Awards – Rose – no report
- l. Membership – Alissa – via Jeannie, Membership will be meeting later this month (January).
- m. Nominating – Rebecca – Group has met twice and are gathering names for the slate. Encourage everyone to renew memberships. Will work with the D/I Task Force to get different types of libraries, different view of membership.
- n. Publications – Amanda – current issue of the Express is out. Next issue coming in February and will put out call for submissions. Reminder that it's not too early to start promoting the Virtual Conference. Looking for new Express editor.
- o. Research – Wlad – Emily reported Wlad submitted a report to Dana. (Wlad has not yet submitted, per Dana 1/22/20).
- p. MCMLA Published Proceedings Taskforce – Amanda/Jessica – no report
- q. D&I Task Force – Jennifer – no further report as she reported earlier in the meeting.
- r. Member Engagement Committee Task Force – Heather – submitted timeline in December, has met in January to review engagement survey results. The committee assessment will be more complicated because some of the committee charges need to be updated to reflect actual needs.

9. Reminders

- a. **Next Meeting – 13 February 2020, 9 am MST**

**Additional Documents:**

MCMLA 5 Year Strategic Plan (2017-2022) (attachment, pg. 15)

## CALENDAR

### December

#### Treasurer

- Will gather input from the Executive Committee on the online renewal form
- Budget is presented by the Treasurer and approved by the Executive Committee

#### Nominating Committee

- Obtain list of "Willing to Serve" volunteers from Treasurer

#### Solicit candidates for slate of officers

### January

#### Treasurer

- Open the online renewal period on the first working day of the new year
- Will work with the membership committee to maximize the numbers of members who renew in time for the chapter elections

#### Annual Meeting Committee

- Invite MLA Representative to attend upcoming Annual Meeting
- Notify Chapter Chair and Annual Meeting Advisor of name and acceptance.

#### Annual Meeting Chair/Co-Chairs

Submit final written Annual Meeting Report to Annual Meeting Advisor, Chapter Chair and Treasurer

**Treasurer's Report  
Ending December 31, 2019**

**Total of All Chapter Accounts**

Date	Money Market	Checking	Annual Meeting Checking Account	PayPal	Endowment	Total
January	58,240.32	2,784.10	25.00	2,224.16	29,853.71	93,127.29
February	58,247.02	4,595.52	25.00	640.31	30,559.39	94,067.24
March	58,253.96	4,715.83	25.00	67.07	30,820.11	93,881.97
April	58,261.62	3,823.19	25.00	57.66	31,572.54	93,740.01
May	58,269.04	3,880.85	25.00	28.83	30,337.32	92,541.04
June	58,275.74	3,787.68	25.00	0	31,887.00	93,975.42
July	58,283.64	7,418.54	25.00	115.32	32,268.78	98,111.28
August	58,290.83	3,915.15	25.00	144.15	31,669.18	94,044.31
September	58,298.26	3,780.18	25.00	2,894.21	32,133.13	97,130.78
October	58,305.69	2,903.28	25.00	28.83	33,238.88	94,501.68
November	58,312.64	2,838.81	25.00	0.00	35,869.93	97,046.38
December	58,320.31	2,703.81	17.00	0.00	36,594.09	97,635.21

**NOTES**

Endowment Number: month end amount from Charles Schwab  
\$0 of endowment money in chapter money market or checking account

**Endowment**

Date	Endowment Principal*	Endowment Total Minus Endowment Principal (gain/loss)	Awards**
January	27,082.96	2,770.75	
February	27,082.96	3,476.43	
March	27,082.96	3,737.15	
April	27,082.96	4,489.58	
May	27,082.96	3,254.36	
June	27,082.96	4,804.04	
July	27,082.96	5,185.82	
August	27,082.96	4,586.22	
September	27,082.96	5,050.17	
October	27,710.96	5,527.92	
November	29,340.96	6,528.97	
December	29,340.96	7,253.13	

**NOTES**

\*- cannot spend funds designated for the Endowment

\*\* - when the chapter uses the endowment to fund an award then this will reduce the endowment interest

**Summary of Chapter's Revenue and Expenses  
Ending December 31, 2019**

**Revenue**

Members' Dues by Check	960.00
Members' Dues by Paypal	3,250.00
Members' Dues Paid by PayPal for 2020	30.00
Kim Harp Dues Problem	125.00
Annual Meeting Loan Repayment 2019	2,000.00
Annual Meeting Profit 2019	
Returned check fee reimbursement from ICON	11.00
Interest	87.40
<b>TOTAL REVENUE</b>	<b>6,463.41</b>

**Expenses**

Chair	250.00
Chair Elect	56.69
Chapter Council Rep	
Treasurer	1,587.83
Express Editor	
MLA Credentialing Liaison	335.00
Parliamentarian	252.00
Webmaster	1,019.71
Finance	
Honors and Awards	971.37
Research	550.00
Endowment/Finance	116.55
2020 Annual Meeting Seed Money	
<b>TOTAL EXPENSES</b>	<b>5,139.15</b>

<b>PROFIT (LOSS) TOTAL</b>	<b>1,324.26</b>
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**MCMLA Membership Totals  
Ending December 31, 2019 and Comparing with December 31, 2018**

	<b>2019</b>	<b>2018</b>
Regular	134	128
Emeritus	15	16
Student	25	19
<b>TOTAL</b>	<b>174</b>	<b>163</b>

**Treasurer's Report for Executive Committee Minutes**  
Financials ending December 31, 2019

As of December 2019, there is \$97,635.21 in the Chapter's checking, PayPal and Endowment accounts with \$0 in the Chapter's checking account earmarked for the Chapter endowment fund.

In December, the Chapter collected \$0.00 in dues, \$7.67 in interest

In December, the Chapter's Endowment Fund Total is \$7,253.13 over the Endowment Principal of \$29,340.96. Endowment fund deposit for December was: \$0.

In December, the chapter incurred \$143.00 in expenses.

Membership Numbers for December 2019: 134 regular members; 15 emeritus members; 25 student members.

**Expenses for December**

135.00	AHIP fees for Cynthia Flanagan
8.00	Dormant fee on annual meeting checking account
\$143.00	TOTAL

2019 MCMLA Annual Meeting  
Omaha, NE  
The Magnolia Hotel

### Summary Report

(A full Annual Report will be available January-March 2020?)

**Attendees:** 89 people registered + 15 vendors = **104** (A few poster presenters and speakers aren't included in this number.)

- Includes 78 registered for both days + 15 vendors = 93
- Includes 6 business meeting only
- Includes 5 one-day only
- 83 registered for the opening reception

**Revenues:** Currently our checking account has just over **\$14,000** (minus the Magnolia banquet order except misc. reimbursements).

**Expenses:** Three checks still have not been cashed. We are still waiting for the registration checks from a couple of people. One instructor of the CE class still need to send receipts for reimbursements.

Splitting revenues half and half between MCMLA and ICON (local arranger) once revenues and expenses are accounted for.

- Hotel meeting facilities + Food & Beverage + AV equipment = \$19,510.15 (F&B being the costliest).
- Speakers' and CE instructor's fees and MLA fees = \$1900
- Sched = \$250
- Signs = \$361.56
- Misc. reimbursements = approx. \$200

**Survey results:** Some highlights

- **Food:** Good
- **Overall impression of the conference:** Mostly – good; Close second – excellent
- **Quality of program:** Good to excellent
- **Exhibits:** Good to excellent, one poor
- **Annual Meeting Website:** Good to excellent, one poor
- **Opening Reception:** Excellent to Good, one poor
- **Hotel meeting facilities:** Good

**Some comments from the survey:** The Table Discussion was confusing; too much time devoted to it, 1.45 – shortened it and have a panel or another speaker in an hour; Move TD to Monday; do we need Round Table ice breaker and TD – too much networking. The program had too much room in it – all meetings done by 1pm on second day. Business Meeting during breakfast on second day – more will attend? Lack of sufficient breaks in between some sessions. Sessions in different rooms. More break out rooms. The Magnolia a beautiful location. Great Opening Reception – band was great, but not conducive to socialize in the space provide.

**Exhibitors:** Exhibitors were Sold Out! Many give-aways – not like in past years, but good: Gift cards \$25-\$100 (Visas and Starbucks), fit bits, MLA membership, and MLA books.

**CE: Two continuing education offered:** Creative Communications – Dazzling Visualization (10 attendees); Data Management (2 attendees)



# MCMLA Committee Report Form

Please use this form to report on MCMLA Committee, Task Force, or other roles monthly activities.

Name of Committee, Task Force, or Role \*

MLA Chapter Credentialing Liaison

Current Chair(s) \*

Shawn Steidinger

Chair's Email \*

shawn.steidinger@utah.edu

Co-Chair's Email (if applicable)

Reporting Period \*

January 2020

Current Committee/Task Force Members \*

None

Did you meet this month? \*

Yes

No

Summarize work accomplished and decisions reached since your last report. \*

I had one applicant for the First Time AHIP Applicant Award, Cynthia Flanagan, newly awarded Provisional Level AHIP. I worked with Jackie to cut her a check for \$135. No one else applied by the deadline for 2019 award funding. Cyndi should be recognized at the 2020 MCMLA annual mtg (virtual). One person contacted me in December - she is awaiting the decision of the Credentialing Committee on her AHIP membership, and intends to apply for our award in 2020.

Summarize items needing follow-up action since your last report. \*

Thank you to the Exec Committee for approving budget for second award for those who are renewing their AHIP at a higher level. I need to advertise this on website, listserv & newsletter soon.

Optional: Please provide any additional comments or thoughts about resources your committee might need to achieve its work.

N/A

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# MCMLA Committee Report Form

Please use this form to report on MCMLA Committee, Task Force, or other roles monthly activities.

Name of Committee, Task Force, or Role \*

Web Editor

Current Chair(s) \*

Tisha Mentnech

Chair's Email \*

tisha\_mentnech@ncsu.edu

Co-Chair's Email (if applicable)

Reporting Period \*

January 2020

Current Committee/Task Force Members \*

Tisha Mentnech

Did you meet this month? \*

Yes

No

Summarize work accomplished and decisions reached since your last report. \*

Currently working with Heather Brown to find a shared drive platform. Reached out to Shandra about starting an ad-hoc web review committee to go over policies for web retention and cleaning up the website

Summarize items needing follow-up action since your last report. \*

Waiting to hear back from Shandra

Optional: Please provide any additional comments or thoughts about resources your committee might need to achieve its work.

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# MCMLA Committee Report Form

Please use this form to report on MCMLA Committee, Task Force, or other roles monthly activities.

Name of Committee, Task Force, or Role \*

Bylaws



Current Chair(s) \*

Danielle Westmark

Chair's Email \*

danielle.westmark@unmc.edu

Co-Chair's Email (if applicable)

Reporting Period \*

January 2020



Current Committee/Task Force Members \*

Susan Swogger, Jennifer Brady, Heather Brown, and Nancy Woelfl

Did you meet this month? \*

Yes

No

Summarize work accomplished and decisions reached since your last report. \*

All appropriate MLA groups have been sent our updated bylaws document. Bylaws have also been sent to Jessica Gerber for the MCMLA archives

Summarize items needing follow-up action since your last report. \*

Updating the MCMLA Bylaws webpage by 1/10/20

Optional: Please provide any additional comments or thoughts about resources your committee might need to achieve its work.

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# MCMLA 5 Year Strategic Plan 2017-2022

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## **Strategic Area 1: Member engagement**

Goal 1: MCMLA Members utilize chapter programs and services

Goal 2: MCMLA leadership, committee, task force, etc., positions have broad representation of members

## **Strategic Area 2: Continuing education & professional development**

Goal 1: MCMLA members' educational and professional needs are supported

## **Strategic Area 3: Research**

Goal 1: MCMLA members are involved in member-driven research

## **Strategic Area 4: Advocacy**

Goal 1: MCMLA members are health sciences librarianship advocates

Goal 2: MCMLA members are aware of MCMLA, MLA Chapters, ALA, MLA, etc. advocacy resources

## **Strategic Area 5: Professional networking**

Goal 1: MCMLA members share and network throughout the year

## **Strategic Area 6: Financial responsibility**

Goal 1: MCMLA members are aware of the chapter financial management plan

### **Goals for 2020**

Write a quarterly article for the Express regarding the endowment and the financial situation of the chapter. This article will include a reminder to membership to read the monthly minutes of the Executive Committee for the current financials of the chapter.

Conduct an audit in 2020 of the chapter finances.

Create endowment marketing kit for each viewing site for the 2020 virtual annual meeting to raise awareness of the endowment and collect donations for the endowment.

Revise the 2020 Membership Renewal Form to include an endowment donation section.