Midcontinental Chapter of the Medical Library Association  
Executive Committee Meeting Agenda  
13 February 2020 - 9-10 am MST

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 ☐

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 ☑

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 Westmark, Bylaws ☑
Karen Newmeyer, Education ☐
Rose Fredrick, Honors and Awards ☐
Alissa Fial, Membership ☑
Rebecca Graves, Nominating ☑
Amanda Sprochi, Publications ☑
Jackie Hittner, Finance ☑
Wlad Labeikovsky, Research ☑

1. Chair Call to Order 9:02am
2. Roll call
3. Minutes from 9 Jan 2020  
   - Approval of the January Executive Meeting Minutes  
     DISCUSSION: None  
     MOTION: Approval of the January Executive Meeting Minutes as presented. Moved: Jeanne Burke, Seconded: Melissa DeSantis. VOTE: All Approved.

4. Treasurers report – Jackie (attachment, pg. 6-7)  
   DISCUSSION: Jackie noted that MCMLA has over a $100K for the first time in Chapter history. She explained that Affinipay puts money into the checking account, and monthly deducts fees from the checking account so the report does not reflect fees that will hit the account. Membership numbers as of January 2020 are down significantly (54 regular members). She is hopeful the numbers will increase with renewal reminders. Melissa asked about the line item “Revenue – Avoid Dormant Fee” and if it should be noted as an expense, Jackie responded (via email, Feb. 21st) “Affinipay puts money into the checking account the next business day when one makes a credit card payment but does not deduct fees from the checking account until the following month so the report does not reflect January fees. January Affinipay fees will be reported in the February treasurer’s report.” Nancy asked if we could send out a notice to members to renew in order to be eligible to vote in the Chapter elections.
MOTION: Approval of the January 2020 Treasurer’s Report as presented. Moved: Melissa DeSantis, Seconded: Jeanne Burke. VOTE: All Approved.

DISCUSSION: Further questions regarding the Chapter election:
1. For those paying by check, if it’s dated by 2/14 will they still be able to vote? – Yes, information will be shared for those individuals paying by check.
2. How is the election being promoted? Are they using the listserv? Or are they sending only to those who are on the paid list? - Rebecca said the email would go out via Wild Apricot. Note: members are required to login to vote, so only current paid members can access the ballot (ballot will be open for 2 weeks).

1. Old Business
   - Scheduling committee meetings with GoToMeeting – Shandra
     Reminder to utilize GoToMeeting for committee meetings.
   - Policies and Procedures manual - Shandra
     Who is responsible for updating? Will anyone take this one with a small group?
   - The group determined it’s the responsibility of the past chair (Heather).
     - Shandra would like volunteers, and ask committee chairs to reach out to their committee members to assist Heather with this.
     - Amanda offered to promote in the Express.
     - Regarding the update frequency: Jeanne said it was decided a few years ago to make changes at one time, as opposed to changes throughout the year. Some suggestions were made to make the changes quarterly.
     - Heather (via email, attachment pg. 13-14) confirmed it is the past chair’s duty to update. She will be sending out proposed changes from the committee assessment last year. There may be further calls for participation from the Board to work on the changes.

2. New Business
   - Appoint an auditor – Shandra
     Question: Is the President responsible for appointing an auditor? Per the Policy and Procedure Manual, the Chapter Chair makes appointment/reappointment (pg. 17). Jackie shared that the audit is done every other year, and knows of a CPA who could conduct the audit. Jackie noted that she is waiting for receipt of several tax documents before the audit can be scheduled.

3. Advocacy – Requests a large prize for the MCMLA meeting this year, and will pose a bigger challenge from the advocacy committee.
   - Emily reported group has been meeting monthly. They would like help selecting a challenge to promote during MCMLA, maybe an advocacy project. Would also like to offer a prize (MCMLA membership, MLA membership, CE class). Group previously requested $500 for their budget ($25 gift cards now being given out for podcast participants) for budget. Jeanne shared consider funding a project. Shawn shared developing an Advocacy Grant process. Shandra shared awarding new members who participate in advocacy efforts.
   - Email the Advocacy Committee with further suggestions. Emily will consolidate ideas and present to the committee for consideration.

4. Annual Meeting Advisory Committee (Shandra, Heather, Emily G., Rebecca G., Jackie)
   - Shandra reported the committee is meeting and will be addressing the following points:
     - Establish the council members.
     - Submit a proposal for a strategy to be included for the annual meeting.
- Submit a proposal to combine every other annual meeting with another chapter.
- Appoint long-term advisor.
- Heather (via email, attachment pg. 15-16) wondered if this group should be called a "Committee," or maybe a "Task Force". Does either require an Executive Committee vote? (attachment, pg. 13-14)

**ACTION ITEM: Discuss how the Annual Meeting Advisory Committee should be structured (e.g., task force, working group, committee).**

5. Reports (Send summary of your report to dana.abbey@cuanschutz.edu prior to the meeting)
   - MLA Chapter Credentialing Liaison – Shawn (attachment, pg. 8-9)
     - Have an upcoming meeting to discuss point system, AHIP portfolios. Still planning to write three articles.
   - Web Editor – Tisha
     - Looking at how materials are posted on the website, what is archived, what is visible. If you are interested in helping, let Tisha know.
     - Nancy – will write something for the Express clarifying with membership that MCMLA is a 501c3. Jeanne mentioned we are not recognized in each state as a non-profit. Nancy will work with Jeanne to determine how states can get it recognized.
     - It was agreed to post our non-profit status on the web.
   - MCMLA-L Discussion list owner – Holly
     - No report.
   - Annual Meeting Advisor – Emily
     - No report.
   - 2020 Annual Meeting Committee – Susan and Elizabeth
   - Advocacy – Emily
     - For podcasting and other activities, MCMLA does not have an Instagram account. Emily is interested in having a Instagram account for Advocacy and was told it need approval by the Exec Committee. Will also be updating website.

**ACTION ITEM: Discuss having Instagram account at next meeting.**

- Archives – Jessica
  - Continuing to scan and deposit items. Mountain Scholar now has 10,000 records total.
- Bylaws – Danielle
  - No report.
- Education – Karen
  - Group will be meeting. Have one new member, Brenda Fay. Lost Jennifer as a member. Please let Karen know ways to garner new committees other than listserv posting.
- Finance – Jackie (attachment, pg. 10)
  - Nothing further to report.
- Honors/Awards – Rose
  - No report.
- Membership – Alissa (attachment, pg. 11-12)
• Group recently met, still interested in developing a webinar promoting health sciences librarianship. Looking to revive the Mentorship service.

• Nominating – Rebecca
  • Have a full slate to present to membership. Have all but one bio.

• Publications – Amanda
  • Express is coming out. Amanda will write advertisement for new Express Editor. Please send any items to Amanda for the next issue.

• Research – Wlad
  • Met earlier this week. Drafting manual. Called for application for research stipend. Also actively recruiting new members.

• MCMLA Published Proceedings Taskforce – Amanda/Jessica
  • Nothing further to report.

• D&I Task Force – Jennifer
  • The task force is working on providing statement of conduct for annual meeting, and deciding on how terms will be defined. They are looking at what other chapters have done and coordinating with other committees to be diverse and inclusive.

  **D&I Goals**
  • Statement of Conduct for annual meetings
  • Statement of inclusivity on web site
  • Survey
  • Coordinate with other committees to give and receive recommendations

• Member/Committee Engagement Task Force – Heather
  • Via email, Heather reported, “The task force has been meeting to discuss recommendations from the engagement survey and committee assessment. I will have the recommendations to present at next month’s meeting for discussion.”
  • Shandra reported that group met and is continuing to look at survey results and making recommendations.

**ACTION ITEMS:**

**ACTION ITEM:** Discuss how the Annual Meeting Advisory Committee should be named.

**ACTION ITEM:** Discuss having Instagram account at next meeting.

6. Reminders

• **Next Meeting – 12 March 2020, 9 am MST**
CALENDAR

February

• Winter Express Deadline
• Membership renewals due – Deadline: February 14, 11:59pm Central Time

Chapter Chair

• Appoint Auditor in even-numbered years
• Inform Treasurer of audit and name of Auditor

Treasurer

• Send information to MLA to complete the Chapter’s IRS Form 990

Nominating Committee

• Conduct election, distribute ballots, close voting, count votes
• Notify candidates of results. Submit results to Chapter Chair, Representative of the MLA Chapter Council, Treasurer, MCMLA Express Editor

March

Chapter Chair

• Submit Chapter Annual Report to MLA [CC Chapter Council Representative and Alternate]

Auditor (Even-numbered year)

• Schedule time with Treasurer to conduct audit of Chapter’s financial records

Bylaws Committee

• Send recommended bylaws changes to MLA Bylaws Committee to allow time for approval before the bylaws changes must be published to the Chapter membership 30 days in advance of a vote, usually taken at the MCMLA Annual Business Meeting
Summary of Chapter’s Revenue and Expenses
Ending January 31, 2020

Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members’ Dues by Check</td>
<td>330.00</td>
</tr>
<tr>
<td>Members’ Dues by AffiniPay</td>
<td>1,530.00</td>
</tr>
<tr>
<td>Annual Meeting Loan Repayment 2020</td>
<td></td>
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<tr>
<td>Annual Meeting Profit 2019</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>7.41</td>
</tr>
<tr>
<td>Reimbursed Dormant Fee on Annual Meeting Checking Account</td>
<td>8.00</td>
</tr>
<tr>
<td>To Avoid Dormant Fee</td>
<td>2.00</td>
</tr>
<tr>
<td>Reimbursement for Book Club Books</td>
<td>902.99</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>2,780.40</strong></td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
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<tr>
<td>Chair Elect</td>
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<tr>
<td>Chapter Council Rep</td>
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<tr>
<td>Treasurer</td>
<td>63.70</td>
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<tr>
<td>Express Editor</td>
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<td>MLA Credentialing Liaison</td>
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<td>Parliamentarian</td>
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<td>Webmaster</td>
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<td>Finance</td>
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<td>Honors and Awards</td>
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<td>Research</td>
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<tr>
<td>Endowment/Finance</td>
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<tr>
<td>2020 Annual Meeting Seed Money</td>
<td></td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>63.70</strong></td>
</tr>
</tbody>
</table>

**PROFIT (LOSS) TOTAL**

2,716.70

MCMLA Membership Totals
Ending January 31, 2020 and Comparing with January 31, 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>2020</th>
<th>2019</th>
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<tbody>
<tr>
<td>Regular</td>
<td>59</td>
<td>84</td>
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<tr>
<td>Emeritus</td>
<td>11</td>
<td>13</td>
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<tr>
<td>Student</td>
<td>22</td>
<td>17</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>92</strong></td>
<td><strong>114</strong></td>
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Treasurer’s Report
Ending January 31, 2020

Total of All Chapter Accounts

<table>
<thead>
<tr>
<th>Date</th>
<th>Money Market</th>
<th>Checking</th>
<th>Annual Meeting</th>
<th>AffiniPay</th>
<th>Endowment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>58,328.72</td>
<td>5,403.10</td>
<td>26.00</td>
<td>30.00</td>
<td>36,508.43</td>
<td>100,296.25</td>
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<tr>
<td>February</td>
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NOTES
Endowment Number: month end amount from Charles Schwab
$5 of endowment money in chapter money market or checking account

Endowment

<table>
<thead>
<tr>
<th>Date</th>
<th>Endowment Principal*</th>
<th>Endowment Total Minus Endowment Principal (gain/loss)</th>
<th>Awards**</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>29,340.96</td>
<td>7,167.47</td>
<td></td>
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<td>February</td>
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<td>December</td>
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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
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 *
February 2020

Current Committee/Task Force Members *
none

Did you meet this month? *

- Yes
- No
| Summarize work accomplished and decisions reached since your last report. * |
| No actions to report |
| Summarize items needing follow-up action since your last report. * |
| Still need to submit article to our newsletter pitching both types of AHIP awards... |

Optional: Please provide any additional comments or thoughts about resources your committee might need to achieve its work.
Treasurer’s Report for Executive Committee Minutes
Financials ending January 31, 2020

As of January 2020, there is $100,296.25 in the Chapter’s checking, AffiniPay and Endowment accounts with $5 in the Chapter’s checking account earmarked for the Chapter endowment fund.

In January, the Chapter collected $1,830.00 in dues, $7.41 in interest

In January, the Chapter’s Endowment Fund Total is $7,167.47 over the Endowment Principal of $29,340.96. Endowment fund deposit for January was: $0.

In January, the chapter incurred $63.70 in expenses.

Membership Numbers for January 2020: 59 regular members; 11 emeritus members; 22 student members.

Expenses for January

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.70</td>
<td>Dues reimbursement minus AffiniPay fees</td>
</tr>
<tr>
<td>30.00</td>
<td>Free MCMLA Membership</td>
</tr>
</tbody>
</table>

$63.70 TOTAL
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 *

Membership

Current Chair(s) *

Alissa Fial

Chair's Email *

alissa.fial@marquette.edu

Co-Chair's Email (if applicable)

Reporting Period *

February 2020

Current Committee/Task Force Members *

Christi Piper, Nena Schvaneveldt, Debra Loguda-Summers, Yumin Jiang, and Brianna Chatmon; Jeanne Burke (ex-officio), Jackie Hittner (ex-officio)

Did you meet this month? *

☐ Yes
☐ No
Summarize work accomplished and decisions reached since your last report.*

Alissa has been in contact with chairs from Advocacy and Education to discuss developing a webinar for library students and early career librarians about duties and responsibilities for health sciences librarians. Nena has put together documents for the group to review as revitalizing the mentorship program. Gathering names for lapsed members to get in touch with about renewal.

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

N/A

Optional: Please provide any additional comments or thoughts about resources your committee might need to achieve its work.
Hey all! I see there was a discussion regarding the PnP manual at the last meeting when I was unable to attend. Yes, it is the past chair’s (me this year) duty to update. As a part of the committee assessment I conducted last year and the taskforce we pulled together to work on proposed changes, I will be sending those proposed changes out before the next exec meeting for discussion and approval. These changes primarily address committee related process and charges. Once the changes (concepts, not verbiage) are approved, I will then start editing the manual. Melissa has volunteered to help. I don’t think we need a larger group to do this. It’s a lot of work, yes, but there are a lot of little details to consider, so knowledge of those details is crucial and I think should stay at the exec level, where members have taken deep dives in to. Not knowing what I’m really facing. I may call on one or more of you to help with a section. Once the edits are done, the draft (with track changes) will be sent to everyone for review, comment, any changes, then approval. As for frequency of updates, I feel we should discuss that further for subsequent years. Because I will be touching every inch of the manual in order to make it more user friendly, add new content, and create cross referencing, frequent updates/approvals this year could be tricky, but my plan is to make the editing systematic and roll out updates as they make sense so that you all don’t have to review and approve everything at once. We’ll see if I can work that out! I have also attached the timeline (I think?) I shared a few months ago.

I hope that clears up any confusion. There’s a lot going on, so it can sometimes be difficult to keep track of everything! 😊

I will be leaving on a week’s vacation starting tomorrow (Thursday), so I can address any follow up questions then.

Thanks!

Heather
Non-UNMC email
Hi Everyone,

The draft meeting minutes for the February 13, 2020 Executive meeting are now available online for your review.

To access, visit [https://www.mcmla.org/sys/website/?pageld=1831725](https://www.mcmla.org/sys/website/?pageld=1831725) and look for the PDF named "Meeting Minutes Feb 13 2020 A."

Please email me any questions, comments, or updates by Friday, February 28th.

Best wishes,
Dana

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.
Reading a bit further in the minutes, is this a committee? I don’t know if we should term it that? Taskforce? Does that require a vote? And maybe a taskforce isn’t needed? Just strategizing how to get the council off the ground and how to recruit a long term AMA. Then the council can create a proposal about having joint meetings. I’m also not sure what the second bullet is about, referring to strategy but I’m not sure about what it is referencing?

Ok, I think that is it! Logging out for vacation soon! 😊

Heather

Heather L. Brown, MA
Associate Professor | Associate Dean, Collection Services
McGoogan Library of Medicine

University of Nebraska Medical Center
986705 Nebraska Medical Center | Omaha NE 68198-6705
402-559-7097
hlbrown@unmc.edu

Non-UNMC email
Hi Everyone,

The draft meeting minutes for the February 13, 2020 Executive meeting are now available online for your review.

To access, visit https://www.mcmla.org/sys/website/?pageld=1831725 [mcmla.org], and look for the PDF named "Meeting Minutes Feb 13 2020 A."

Please email me any questions, comments, or updates by Friday, February 28th.

Best wishes,
Dana

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.