

# Midcontinental Chapter of the Medical Library Association

Executive Committee Meeting Minutes

November 7, 2019, 9-10 am, GoToMeeting

## Roll Call

### *Voting Members*

Chair: Shandra Knight

Immediate Past Chair: Health 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

### *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

1. Chair Call to Order at 9:03AM
2. Agenda check
3. Introductions
4. Minutes from 13 October 2019
  - a. Approval of the October Executive Meeting Minutes (attachment, pg. 5-8)
    - DISCUSSION: Strike items 5a (bullet points 1, 4) and 6C (in its entirety). VOTE: All approved.
    - MOTION: Approval of the October Executive Meeting Minutes as Amended. Moved: Kim Harp, Seconded: Heather Brown. VOTE: All approved.
    - Additional discussion that a section in the Member's-Only area for Meeting Minutes will be created.
  - b. Approval of the October Annual Business Meeting Minutes
    - TABLED: Approval occurs at the 2020 Business Meeting.
5. Treasurers report – Jackie
  - a. Approval of the October Treasurers Report (attachment pg. 9-11)
    - DISCUSSION: The Chapter is in good shape for the remainder of the year. There are several new members, and the endowment fund has increased. As in past years, the annual meeting is where the Chapter incurs the most expenses.
    - MOTION: Approval of the October Treasurers Report as presented. Moved: Heather Brown, Seconded: Jeanne Burke. VOTE: All approved.
6. Old Business
  - a. Engagement survey
    - Heather, Shandra, Christian, and Danielle will serve on the group to analyze results.
    - A representative from Membership will be recruited.
    - Heather will create a timeline of activities.
  - b. Committee assessment

- Assessment will be combined with the work to examine the Engagement Survey.
- c. Chair's priorities (attachment, pg. 12-13)
  - Work with Heather to complete the work she started on member engagement and committee assessment.
  - Consider adding strategic area 7: Annual meeting to the strategic plan 2017-22.
    1. Goal 1: Rotation to include a combined meeting
    2. Goal 2: Appoint a long-term meeting advisor
    3. Goal 3: Adopt annual meeting policies/procedures
  - Advocacy
    1. Assess the Advocacy Committee goals/ consider combining with another committee.
  - Diversity & Inclusion
    1. Form a Task Force
    2. Adopt member policy statement revisions as needed
    3. Adopt annual meeting policies/procedures conduct/values statements
- d. MCMLA Published Proceedings Taskforce
  - DISCUSSION: to discharge the Published Proceedings Taskforce.
  - MOTION: To discharge the Published Proceedings Taskforce. Moved: Heather Brown, Seconded: Kim Harp. VOTE: All approved.
- e. MLA as online services provider Taskforce
  - DISCUSSION: To discharge the online services provider Taskforce.
  - MOTION: To discharge the online services provider Taskforce. Moved: Kim Harp, Seconded: Dana Abbey. VOTE: All approved.

## 7. New Business

- a. D&I Taskforce (attachment, pg. 14)
  - DISCUSSION: The Board will need to approve of the task force members.
  - TABLED: Will reintroduce when a full slate of proposed committee members is assembled.
- b. Annual Meeting 2020 Co-Chairs (attachment, pg. 15)
  - DISCUSSION: Susan Swoggert and Elizabeth Frakes were brought forward as potential co-chairs.
  - MOTION: To approve Susan Swoggert and Elizabeth Frakes as co-chairs for the 2020 MCMLA Virtual Meeting. Moved: Heather Brown, Seconded: Jeanne Burke. VOTE: All approved.
- c. MCMLA Committee Rotation Structure Proposal (attached, pg. 16)
  - DISCUSSION: Chair introduced proposal submitted by Dave Castelli to introduce a rotation structure to MCMLA committees for improved continuity. The group decided more discussion is needed.

## 8. Reports

- a. MLA Chapter Credentialing Liaison
  - DISCUSSION: Thus far, no one has applied for the AHIP award. Propose adding a second award for those seeking continuation at a higher level. The current budget is \$650. The Liaison will factor the second award in budget request for 2020.
  - MOTION: To approve a second award for those seeking continuation at a higher level. Moved: Heather Brown, Seconded: Kim Harp. VOTE: All approved.
- b. Web Editor
  - Access as editor has been updated to reflect new members and those who are no longer serving.
  - Style and design discussions to be tabled until a final decision has been made regarding the platform. Wild Apricot renewal occurs April 2020.
- c. MCMLA-L Discussion list owner
  - All appropriate parties have been added to the MCMLA Executive listserv.

- d. Annual Meeting Advisor – No report.
  - e. 2019 Annual Meeting Committee (attachment, pg. 17)
    - A recap of the Annual Meeting has been submitted.
    - A full report will be available January 2020.
  - f. Advocacy – No report
  - g. Archives – (attachment, pg. 18)
    - Continuing to digitize items for Mountain Scholar.
  - h. Bylaws (attachment, pg. 19)
    - Updated bylaws will be uploaded to the website and sent to the archivist.
    - An FAQ for Policies/Procedures and Bylaws will be created by the Committee based on questions received by the Chapter’s committees.
  - i. Education – No report
    - DISCUSSION: Shandra referenced the Calendar item to poll membership on educational interests. Shawn added the results of the poll help inform program planning for the next year. Jeanne suggested contacting other groups who have surveyed their membership to see what education needs were identified.
  - j. Finance (attachment, pg. 20-22)
    - Request for Committee Chairs to submit 2020 budget request (either enter on spreadsheet or send Jackie an email). Reminder that the 2020 meeting is virtual, so certain budget needs may not be necessary.
    - Budget requests DUE: November 22, 2019.
  - k. Honors/Awards – Nothing to report
  - l. Membership – (attachment, pg. 23)
    - Members of the committee held a brief meeting at the MCMLA Annual Meeting Conference in October. Group discussed opportunities and potential projects. In particular, the group would like to partner with the Research Committee on CEs and continued exploration of mentorship. Also, considering hosting virtual networking meetings with GoToMeeting.
    - Continuing to reach out to new members as they join.
    - In the next year, continue to ask members what they are interested in and recruiting members for the committee and seeking a Vice Chair.
  - m. Nominating
    - Committee needs one additional member. Rebecca will send call for participation to Shandra for distribution.
9. Items held over for next meeting:
- a. Reports
    - Publications – Amanda
    - Research – Wlad
    - MCMLA Published Proceedings Taskforce – Amanda/Jessica
    - MLA as online services provider Taskforce – John B.
  - b. Reminders of Tasks Due
    - Bylaws Chair
      1. Publish revised Bylaws incorporating any changes approved at the Annual Business Meeting or in an authorized electronic vote
      2. Publish revised Bylaws on MCMLA-L and post to MCMLA web site within two (2) months of Annual Business Meeting
      3. Forward approved Bylaws to MLA Bylaws Committee, MLA Headquarters, MLA Chapter Council Chair, and Chapter Archivist
    - Publications Committee
      1. Photos of Annual Meeting submitted to Express Editor for publication

- Honors and Awards Committee and Research Committee
    1. After the Annual Meeting, update the MCMLA website with the winner(s) of the MCMLA awards, MCMLA Professional Travel Scholarship winner, STARS listing, and Research awards
    2. After the Annual Meeting, send letters to Awardees supervisors and send press releases to Awardees/Awardees supervisors for their organizational communications.
  - Recording Secretary
    1. Submit Annual Executive Committee Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
    2. Submit Annual Business Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
  - Annual Meeting Committee
    1. Submit necessary Annual Meeting records to the Archivist See Policy III Archive Policy
10. Next Meeting – December 12, 2020 via GoToMeeting.

MOTION TO ADJOURN. Motion: \_\_\_\_\_

Midcontinental Chapter of the Medical Library Association  
Executive Committee Meeting Agenda  
October 13, 2019, 1 – 3 p.m.  
Lotus Room, Magnolia Hotel, Omaha NE

Roll Call

*Voting Members*

Heather Brown, Chair   
John Bramble, Immediate Past Chair   
Shandra Knight, Incoming Chair/Vice Chair   
Euem Osmera, Recording Secretary   
Jeanne Burke, Chapter Council Representative   
Kim Harp, Chapter Council Alternate

*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   
John Jones, Annual Meeting Advisor   
Shawn Steidinger, AHIP Credentialing Liaison   
Euem Osmera, 2019 Annual Meeting Co-Chair   
Jeanne Burke, 2019 Annual Meeting Co-Chair

*Committee Chairs*

Emily Eresuma, Advocacy   
Christian Minter, Bylaws   
Brenda Linares, Education   
Judi Bergjord, Honors and Awards   
Nena Schvaneveldt, Membership   
Amanda Sprochi, Publications   
Jackie Hittner, Finance   
Wlad Labeikovsky, Research   
Amy Suiter sat in for Wlad Labeikovsky

**Guests:**

Alissa Fial  
Incoming chair Membership Chair  
Jeanie Mann – Chapter Council Rep  
Emily Glenn, Incoming Annual Meeting Advisor  
Dana Abbey Incoming Recording Secretary

1. Agenda check
2. Introductions of all who were present.
3. Minutes from 8-8-2019 and 9-12-2019
  - a. MOTION: Approval of the August Executive Meeting Minutes. Moved: John Bramble; Seconded: Shandra Knight. Approved as written.
  - b. MOTION: Approval of the September Executive Meeting Minutes. Moved: John Bramble; Seconded: Kim Harp. Approved as written.
4. Treasurers report – Jackie.
  - a. MOTION: Approval of the August and September Treasurers Report: Moved: John Bramble; Seconded: Jeanne Burke. Vote: all approved.
    - As of August 2019, there is \$94,044.31 in the Chapter's checking, PayPal and Endowment accounts with \$0 in the Chapter's checking account earmarked for the Chapter endowment fund.
    - As of September 2019, there is \$97,130.78 in the Chapter's checking, PayPal and Endowment accounts with \$0 in the Chapter's checking account earmarked for the Chapter endowment fund.

- In August, the Chapter collected \$180.00 in dues, \$7.19 in interest. (One due was a member who paid again for 2019. Her membership was extended through February 2021).
- In September, the Chapter collected \$60.00 in dues, \$7.43 in interest.
- In August, the Chapter's Endowment Fund Total is \$4,586.22 over the Endowment Principal of \$27,082.96. Endowment fund deposit for August was: \$0.00.
- In September, the Chapter's Endowment Fund Total is \$5,050.17 over the Endowment Principal of \$27,082.96. Endowment fund deposit for September was: \$0.00.
- In August, the chapter incurred \$18.02 in expenses.
- In September, the chapter incurred \$445.44 in expenses.
- Membership Numbers for August 2019: 130 regular members; 15 emeritus members; 24 student members.
- Membership Numbers for September 2019: 132 regular members; 15 emeritus members; 25 student members.

Discussion of revenues – profits from annual meetings and from endowment. Discussion on potential use of funds: charge less for CEs; more money to spend on annual meetings. Reminder: \$1500 for annual meeting speakers not to be paid back; consider including food cost in registration. Addition discussion on membership.

## 5. Old Business

### a. Exec meeting minutes viewable by members only – Kim Harp

- Discussion: Vendors as members, do they look at our financial.
- Put this out to the members to help decide.
- Make it available to members only.
- New category for vendors.
- Straw Poll: Board came into consensus to make available to members only.
  1. MOTION: To be approved by the Executive to add language in PnP.
  2. Seconded: John Bramble
  3. Vote: All approved.
  4. Kim has language she will share through the Listserv

### b. Engagement survey – Heather

- Heather shared some interesting areas.
  1. Well distributed in membership: most are in the 1-5 years; good numbers across the range.
  2. More than half are participating in as officers
  3. Top reason not participated – no time
  4. Most do not read the monthly Exec minutes - didn't know they were posted (suggested to send via Listserv)
  5. Top 4 reasons attend Annual Meeting
    - New trends
    - Networking
    - Location is convenient
    - Learn what other libraries are doing through presentation

#### **Topics to discuss in the future**

Keep MCMLA get together at MLA

Big name speaker during joint meeting

Hot topic webinars

Service projects

Mid-year CE for 2 credits

eForum, podcasts, have YouTube account to announce someone's accomplishments, promotions, retirements, etc.

c. Committee assessment – Heather

- PnP need lots of overhauling, e.g. cross ref; templates/forms;
- Specific manual, yearly hand-off procedures – no continuity (comments from Shandra – check with in-coming Chair and committees). Comment: out-going chairs staying on as ex-officio – spelling this out in PnP. Another comment: Mentorship, paid for membership to go to Annual, ROI is good for both, Secretary, Parliamentary, The Express – have a service for the next 2-3 year.
- Annual Meeting manual enhanced.
- Observation – clarifying objectives, CE committees and Research Committees for example.

6. New Business

a. Policy and Procedures Manual Update – John: Two updates:

- Remove lapsed membership from MCMLA-L after July 1 of each year.
- Recommend edit under List Owner: Responsibilities, section 3. b. “Register MCMLA-L Listserv owner to receive new member updates from Wild Apricot” – or something similar. Discussions.

MOTION: Approval of the changes to the policy and procedure manual. Moved: Kim Harp;  
Seconded: Shandra Knight. Vote: All approved.

b. 2019 Annual Business Meeting agenda

- Discussion on how to handle Bylaws changes.

1. Christian will present in PPT to membership as high overview.

Discussion on how to vote: Parliamentarian suggested vote as a whole

c. Task force for Appropriate of Conduct

- No votes on specific
- Open forum to gather thoughts and ideas, overall big picture and where they want to go to set the stage.
- Limit the first statement, however minutes
  1. Start the second round, however minutes
    - Proceed informally. Set time to speak, discuss, another speaker to speak, etc. -- Not to confine but limited. There will be time during the whole process at a later time to voice opinions or join the Task Force.

d. Incoming Chair’s priorities – Shandra Knight

- First priority: add a strategy to include Annual Meeting to the planning Annual Meeting Manual – one stop shop.
  - a. Finding people to do the planning – geography; virtual is harder
  - b. Council, Annual Meeting
  - c. Helping with putting data in one place: website.
- Second priority: Combined meeting with other another chapter(s) at every other meeting.
  - d. Continuing the community engagement.
- Third priority: Advocacy – opportunity, lead by the members
- Fourth priority: Diversity and inclusion – adopting the members input.

7. Annual Reports (*Send summary of your report to [eosmera@unmc.edu](mailto:eosmera@unmc.edu) within one week of this meeting*)
- a. MLA Chapter Credentialing Liaison – Shawn – No Report.
  - b. Web Editor – Tisha -- No Report.
  - c. MCMLA-L Discussion list owner – Holly – No Report.
  - d. Annual Meeting Advisor – John J. No Report.
  - e. 2019 Annual Meeting Committee – Euem/Jeanne – The annual meeting is here in Omaha, October 13-15, 2019!
  - f. Advocacy – Emily – No Report.
  - g. Archives – Jessica – No Report.
  - h. Bylaws – Christian – Will report fully at the business meeting on Tuesday, October 15.
  - i. Education – Brenda – No Report.
  - j. Finance – Jackie: Expenses form for reimbursement – detailed receipt - Checks will be sent after the meeting; Make sure to fill/signed the form.
  - k. Honors/Awards – Judi – Have lists of winners and will announce at the Business meeting.
  - l. Membership – Nena – No Report.
  - m. Nominating – Jim – No Report.
  - n. Publications – Amanda – No report other than please send any pictures taken at the annual meeting to her.
  - o. Research – Wlad – No Report.
  - p. MCMLA Published Proceedings Taskforce – Amanda/Jessica – No Report.
  - q. MLA as online services provider Taskforce – John B.
    - i. Task w/ MLA as our online provider
    - ii. Replaced with MLA Community
    - iii. Replaced the Listserv
      - 1. Web conferencing
      - 2. Bare bone
      - 3. **Recommendation:** Not at this time ....at this time.

At the advisement of Parliamentarian, Heather Brown asked for a Straw Poll to move the recommendation from the Taskforce.

Moved: Euem Osmera

Seconded: Jeanne Burke

Vote: All approved.

8. Next Meetings: Shandra wants to keep the Executive Meetings the same as 2019, second Thursday.
9. Reminders of Tasks Due



### Treasurer's Report for Executive Committee Minutes

Financials ending October 31, 2019

As of October 2019, there is \$94,501.68 in the Chapter's checking, PayPal and Endowment accounts with \$0 in the Chapter's checking account earmarked for the Chapter endowment fund.

In October, the Chapter collected \$60.00 in dues, \$7.43 in interest, \$2,000.00 repayment of seed money for 2019 annual meeting, \$11.00 reimbursement for returned check fee from ICON

In October, the Chapter's Endowment Fund Total is \$5,527.92 over the Endowment Principal of \$27,710.96. Endowment fund deposit for October was: \$628.00.

In October, the chapter incurred \$2,076.59 in expenses.

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

#### Expenses for October

1.17	PayPal Fees October
350.00	Hetzner Award
350.00	Outstanding Achievement Award
250.00	Best Research Poster
250.00	Best Research Paper
50.00	Best of Show
252.00	Parliamentarian Travel Reimbursement
71.55	Endowment Reimbursement
263.96	Treasurer Travel Reimbursement
60.00	Stars Gift Cards Awarded at Annual Meeting
9.59	Frames from Named Awards
56.69	Gift for Chair
66.63	Outstanding Achievement Plaque
45.00	Endowment Gift Cards Award at Annual Meeting
\$2,076.59	TOTAL



**Treasurer's Report  
Ending October 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						
December						

**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			
December			

**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 October 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	72.79
<b>TOTAL REVENUE</b>	<b>6,448.79</b>

**Expenses**

Chair	250.00
Chair Elect	56.69
Chapter Council Rep	
Treasurer	1,579.83
Express Editor	
MLA Credentialing Liaison	200.00
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>4,996.15</b>

<b>PROFIT (LOSS) TOTAL</b>	<b>1,452.64</b>
----------------------------	-----------------

**MCMLA Membership Totals**

**Ending October 31, 2019 and Comparing with October 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>

## Abbey, Dana

---

**From:** Mcmla-l-admin <mcmla-l-admin-bounces@listserv.kumc.edu> on behalf of Knight, Shandra <KnightS@NJHealth.org>  
**Sent:** Friday, October 18, 2019 8:37 AM  
**To:** mcmla-l-admin@listserv.kumc.edu  
**Subject:** [MCMLA Exec Cmte] MCMLA Exec Committee Welcome  
**Attachments:** GoToMeetings Directions.docx; ATT00001.txt

Hello MCMLA Executive Committee,

First, thank you to everyone who participated in the Annual Meeting in Omaha. It was a great event. On a side note, if I don't respond to an email, please persist. We have a new spam filter at work that is overly enthusiastic.

### PRIORITIES

As a reminder, these are my priorities for the coming year:

1. Work with Heather to complete the work she started on member engagement and committee assessment
2. Consider adding strategic area 7: Annual meeting to the strategic plan 2017-22.
  - a. Goal 1: Rotation to include a combined meeting
  - b. Goal 2: Appoint a long-term meeting advisor
  - c. Goal 3: Adopt annual meeting policies/procedures
3. Advocacy
  - a. Assess the Advocacy Committee goals/ consider combining with another committee
4. Diversity & Inclusion
  - a. Form a Task Force
  - b. Adopt member policy statement revisions as needed
  - c. Adopt annual meeting policies/procedures conduct/values statements

### IMPORTANT LINKS

- Listservs
  - MCMLA Listserv <http://listserv.kumc.edu/mailman/listinfo/mcmla-l>
  - MCMLA Leadership listserv at [mcmla-l-admin@listserv.kumcedu](mailto:mcmla-l-admin@listserv.kumcedu)
- Web Page – <http://mcmla.org/>
  - Online Directory - <http://mcmla.org/directory>
  - Contact Elected & Appointed Officers <http://mcmla.org/executivecommittee>
  - **Bylaws**
  - **Policy & Procedure Manual**
- Chapter Website – you all have editing privileges

### TO DO

- Establish D&I Task Force (Shandra)
- Draft first thoughts about the priorities for the Nov 7<sup>th</sup> Meeting (Committee Chairs)
- Submit reimbursement forms to Jackie, if needed
- Reply to Executive committee meeting invitations

Shandra Lee Knight, MS

Pronouns: she/her/hers  
Director, Library & Knowledge Services  
National Jewish Health  
1400 Jackson Street  
Denver, CO 80206  
303-398-1483 (p)  
ORCID ID <https://orcid.org/0000-0002-4404-3833>  
Website <http://library.nationaljewish.org>  
Blog <https://tuckerinfo.wordpress.com/>

Disclaimer: Results of database searches are subject to limitations of the database(s) searched. It is the responsibility of the requestor to determine the accuracy, validity and interpretation of the search results. Search results may be subject to the restrictions of the U.S.

Copyright Law (Title 17, U.S.Code).

NOTICE: This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

**Proposed MCMLA Diversity & Inclusion Task Force**

**Purpose: To help us express and adopt D&I values, policies and practices.**

**November 2019**

**Brianna Chatmon**

**[bctkd@mail.missouri.edu](mailto:bctkd@mail.missouri.edu)**

**University of Missouri/ Stephens College  
Missouri**

**Margarita "Maggie" Shawcross**

**[Maggie.shawcross@unco.edu](mailto:Maggie.shawcross@unco.edu)**

**University of Northern Colorado  
Colorado**

**Yumin Jiang**

**[YUMIN.JIANG@CUANSCHUTZ.EDU](mailto:YUMIN.JIANG@CUANSCHUTZ.EDU)**

**University of Colorado  
Colorado**

**Emily Vardell**

**[evardell@emporia.edu](mailto:evardell@emporia.edu)**

**Emporia State University School of Library and Information Management  
Kansas**

**Jennifer Brady**

**[jbrady@SBuniv.edu](mailto:jbrady@SBuniv.edu)**

**Southwest Baptist University  
Missouri**

**Brenda Linares**

**[blinares@kumc.edu](mailto:blinares@kumc.edu)**

**Kansas City Medical Center  
Kansas**





Proposed MCMLA 2020 Virtual Meeting Co-Chairs

6 November 2019

**Susan E. Swogger, MLIS**

Library Branch Manager

CGHS/MOSDOH Liaison Librarian

A.T. Still Memorial Library - Missouri

A.T. Still University

800 W Jefferson St.

Kirksville, MO 63501

660-626-2340

[susanswogger@atsu.edu](mailto:susanswogger@atsu.edu)

<https://www.atsu.edu/library>

**Elizabeth Frakes, MSIS**

Assistant Librarian for Clinical Services

Spencer S Eccles Health Sciences Library

10 N 1900 E Bldg 589, Rm. 207

Salt Lake City UT 84112-5890

801.587.9247

[elizabeth.frakes@utah.edu](mailto:elizabeth.frakes@utah.edu)

Elizabeth started at the University of Utah on October 1<sup>st</sup>. She comes from Vanderbilt University Medical Center. She has been an Information Scientist with the Center for Knowledge Management for the past 4 years. Prior to that she was with Eskin Biomedical Library at Vanderbilt.



Hi Shandra,

I am the one who spoke up briefly about sponsoring new MCMLA committee chairs for the first year, and asking them for a three-year commitment as MCMLA members. My thinking is that this type of structure would make serving MCMLA a less daunting process, would ensure membership for a few years, and would offer MCMLA a development opportunity to use some funds. I went on a vacation after MCMLA and I returned this week, so I am just getting around to sending this message.

I envision a five year implementation plan, which means that only a few committees would be in transition at any one time. I present the committees alphabetically but any combination may be used.

<b>Committee</b>	<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>
Advocacy	Orientation	Service	Prepare successor	Etc.	Etc.
Bylaws	Orientation	Service	Prepare successor	Etc.	Etc.
Education	Orientation	Service	Prepare successor	Etc.	Etc.
Finance		Orientation	Service	Prepare successor	Etc.
Honors and Awards		Orientation	Service	Prepare successor	Etc.
Membership		Orientation	Service	Prepare successor	Etc.
Nominating			Orientation	Service	Prepare successor
Publications			Orientation	Service	Prepare successor
Research			Orientation	Service	Prepare successor

Dave Castelli

Dave Castelli, MLS, MSM  
Senior Medical Librarian  
UCR Medical Library @ Intermountain Med Ctr  
5121 S. Cottonwood Street  
Murray, UT 84107  
(801) 507-5142 [dave.castelli@imail.org](mailto:dave.castelli@imail.org)



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 expenses 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, MLA books,

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



## Abbey, Dana

---

**From:** Gerber, Jessica  
**Sent:** Friday, November 8, 2019 1:32 PM  
**To:** Abbey, Dana  
**Subject:** RE: Report for MCMLA?

Hello Dana,

I don't have anything new to report. Just working on digitizing and adding stuff to Mountain Scholar, like always. Thanks!

Jessica

---

**From:** Abbey, Dana <DANA.ABBEY@CUANSCHUTZ.EDU>  
**Sent:** Friday, November 8, 2019 1:28 PM  
**To:** Gerber, Jessica <JESSICA.GERBER@CUANSCHUTZ.EDU>  
**Subject:** Report for MCMLA?

Hi Jessica,

As the new secretary for MCMLA, I wanted to follow up with you to see if you had a report from the Archives committee I could include with the meeting notes from yesterday.

If you don't have anything to report, that's fine too! Just let me know either way.

Thanks!  
Dana





## MCMLA Bylaws Report, 2019-2020

### Completed Objectives

1. Publish revised Bylaws incorporating any changes approved at the Annual Business Meeting or in an authorized electronic vote **IN-PROGRESS**
2. Publish revised Bylaws on MCMLA-L and post to MCMLA web site within two (2) months of Annual Business Meeting **COMPLETED**
3. Forward approved Bylaws to MLA Bylaws Committee, MLA Headquarters, MLA Chapter Council Chair, and Chapter Archivist **COMPLETED**

### Priorities for the 2019-2020 year

1. Monitor MCMLA business for future bylaws changes (continuous)
2. Continue to monitor MLA Bylaws for future changes (continuous)
3. Track the Chapter Standing Committee Chair statement paper and Inclusion Statement for any needed changes in the MCMLA Bylaws
4. Create an FAQ document for use of MCMLA Members and Committee Chairs that will include where to find information in the Bylaws and/or Policy & Procedures



## Abbey, Dana

---

**From:** Mcmla-l-admin <mcmla-l-admin-bounces@listserv.kumc.edu> on behalf of Hittner, Jackie <jhittner@aaortho.org>  
**Sent:** Thursday, November 7, 2019 10:17 AM  
**To:** MCMLA Admin  
**Subject:** [MCMLA Exec Cmte] 2020 Budget Projections: Due Friday, November 22, 2019  
**Attachments:** 2020\_MCMLA Budget Projections.xlsx; ATT00001.txt

Hi Exec Committee Members,

Attached is the 2020 Proposed Budget spreadsheet. The rules:

1. I need to every from every elected official; appointed official and committee chair regarding their projected budget – even if you are requesting zero dollars.
2. In 2020 MCMLA will be meeting virtually so no travel should be budgeted for attending the meeting.
3. 2020 Meeting Planners I need to hear from you if you will be asking for seed money from the chapter.
4. The deadline for getting your proposed budget to me is Friday, November 22, 2019.

If you have any questions, contact me.

Thanks - Jackie

\*\*\*\*\*

Jackie Hittner, MA, MBA  
Library Services Manager  
Charles R. Baker Memorial Library  
401 N Lindbergh Blvd  
St. Louis, MO 63141  
Email: [library@aaortho.org](mailto:library@aaortho.org)  
Phone: 314.292.6542  
Phone: 800.424.2841 X542





MCMLA BUDGET 2020

approved:

INCOME	2019 Year to		Notes	2020 Notes
	2020 Projection	Date		
Members' Dues for 2019 by Check		960.00	1,000.00	Add check dues as deposited in bank; includes free membership for Holly Henderson (total \$30.00)
Members' Dues for 2019 by PayPal		3,250.00	2,800.00	
Members' Dues Paid by PayPal for 2020		30.00		PayPal thru October
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		72.79	70.00	Bank interest thru October
<b>Total Revenue</b>		<b>6,448.79</b>	<b>3,870.00</b>	

EXPENSES	Year to Date		Budgeted	Notes	2020 Notes
	2020 Projection	Date			
<b>Elected Officers</b>					
<b>Chair</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			-		
MLA Research Training Institute		250.00	250.00		
<b>Chair Elect</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			500.00		
Gifts		56.69	100.00		
<b>Recording Secretary</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			-		
<b>Immediate Past Chair</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			-		
<b>Chapter Council Rep</b>					
Travel to MLA Annual Meeting in PP Manual \$500			-		
Travel to MCMLA Annual Meeting in PP Manual \$500			-		
<b>Chapter Council Alt</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			-		
<b>Appointed Officials</b>					
<b>Annual Meeting Advisor</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500			500.00		
<b>Archivist</b>					
Auditor			-	Audit done in even years	
<b>Treasurer</b>					
Group Federal Tax Exemption 990 Filing		120.00	120.00		
<b>Insurance</b>					
Insurance: General Liability		140.00	140.00	Scan hotel contract, send to MLA and MLA will take care of Certificate of Insurance. Only need for face to face meetings	
Insurance: Professional Liability		290.00	290.00		
<b>GoToMeeting</b>					
GoToMeeting		307.95	250.00	Cancelled JoinMe subscription 8.28.2019 received \$9.97 credit Started GoToMeeting 8.28.2019 cost \$367.92 but had credit from JoinMe; automatic billing paid on credit card Given away at the 2018 meeting but the cost incurred in 2019 when member claimed the prize; must be put into each year budget; 2019 Winner is Holly Henderson	Starting with 2019 renewal GoToMeeting at 150 participants, and at \$370.00 annual fee Will be due in August
<b>MCMLA Free Membership</b>					
MCMLA Free Membership		30.00	30.00		
<b>PayPal Fees</b>					
PayPal Fees		133.55	120.00	PayPal fees thru October	2020 winner:
PO Box		122.00	112.00		
Postage			-		
Travel to MCMLA Annual Meeting in PP Manual \$1000		263.96	350.00		
<b>Reimbursed Dues</b>					
Reimbursed Dues		40.00	-	\$10 to Kathleen Cimpi Wagner, \$30 to Karen Wells	
<b>Reimbursed Extra Payment</b>					
Reimbursed Extra Payment		121.37	-	Paid to Kim Harp; she paid \$155 for dues because Wild Apricot wanted her to pay for 2018 Annual Meeting;	
<b>Returned Check Charge</b>					
Returned Check Charge		11.00		Registration fees Sara Molsinger - check returned because Sara's institution cancelled check	
<b>Express Editor/Publications</b>					
<b>MLA Credentialing Liaison</b>					
Dana Abbey AHIP Fees		200.00	650.00		
NAME AHIP Fees					
NAME AHIP Fees					
<b>Parliamentarian</b>					
Travel to MCMLA Annual Meeting in PP Manual \$500		252.00	250.00		
<b>Webmaster</b>					
Network Solutions (Domain Name Renewal)		37.99	40.00	for June 6, 2019-June 5, 2020; company charges credit card 60 days out	Acct #: 27672773; 866.908.3442
Listserve Hosting (KUMC)			-		
<b>Wild Apricot</b>					
Wild Apricot		972.00	1,069.00	Paid through April 18, 2020. Best way to talk to billing is by email: billing@wildapricot.com	Account #: 24985
Wild Apricot International Service Fee		9.72	11.00	Wild Apricot is in Toronto and there is a service charge for paying the invoice with a US credit card	
<b>Standing Committees</b>					
<b>Advocacy</b>					
Advocacy			-		
<b>Bylaws</b>					
Bylaws			-		

Education		300.00	
Finance			
Endowment		200.00	
		25.00	2019 winners: Mary Helms
		10.00	2019 winners: Shawn Steidinger
		10.00	2019 winners: Jackie Hittner
		21.87	Donor Stickers
		19.68	Raffle Tickets; Candy for table
		30.00	Poster design
Honors & Awards			
Hetzner Award	350.00	350.00	2019 winner: Mary McFarland
McDowell Award		350.00	2019 winner: None
Outstanding Achievement	350.00	350.00	2019 winner: John Bramble
Travel Scholarship		500.00	2019 winner: None
Outstanding Achievement Plaque	66.63	65.00	
Frames	9.59	15.00	
Certificates		10.00	
Star Pins	135.15	55.00	purchased 100 pins on 9.23.2019; pins sent to Judl Bergjord
Stars Gift Cards	20.00	20.00	2019 winners: Liz Kellemeier
Stars Gift Cards	20.00	20.00	2019 winners: Brenda Pfannehstiel
Stars Gift Cards	20.00	20.00	2019 winners: Emily Glenn
Nominating			
Membership			
Research			
Best Research Paper	250.00	250.00	2019 winner: Stephanie Wiegand
Best Research Poster	250.00	250.00	2019 winner: Danielle Drummond
Best of Show	50.00	50.00	2019 winner: Cynthia Cox
Research Grant in PP Manual \$1000		1,000.00	
AdHoc Committees			
Annual Meeting Task Force			
Annual Meeting Planning Committees			
2020 Annual Meeting			
Speaker Enhancement Fund		1,500.00	
Seed Money		-	
			<b>General Note:</b>
			Speaker Enhancement Fund: \$1,500.00
			Seed Money: \$2,000.00 if meeting makes a
			profit then the seed money is taken from the
			profit and whatever money left over is split
			between the planners, if they have an
			organization, and the chapter. If no
			organization or virtual meeting then the
			profits come to the chapter.
<b>Total Expenses</b>	4,996.15	10,087.00	
<b>Profit (Loss) Total</b>	1,452.64	(6,217.00)	

## MCMLA Membership Committee Report October 2019

Members of the committee held a brief meeting at the MCMLA Annual Meeting Conference in October. We discussed opportunities and potential projects we are interested in exploring. In particular, the group would like to partner with the Research Committee on CEs and continued exploration of mentorship. Also, we are considering hosting virtual networking meetings with GoToMeeting.

We are continuing to reach out to new members as they join.

In the next year, we want to continue to ask members what they are interested in and recruiting members for the committee and seeking a Vice Chair.

