

# Midcontinental Chapter of the Medical Library Association

## Executive Committee Minutes

8-8-2019

<https://join.me/mcmlameeting>

### 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 ☒

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

#### *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 ☒

#### *Committee Chairs*

Emily Eresuma, Advocacy ☐  
Christian Minter, Bylaws ☐  
Danielle Drummond, Vice-Chair, present instead X  
Brenda Linares, Education ☒  
Judi Bergjord, Honors and Awards ☐  
Nena Schvaneveldt, Membership ☒  
Amanda Sprochi, Publications ☒  
Jackie Hittner, Finance ☒  
Wlad Labeikovskiy, Research ☐

**Yellow** = vote required / **Green** = attachment

1. Agenda check
2. **Minutes from July**
  - a. MOTION: Approval of the July Executive Meeting Minutes. **Moved:** Shandra; **Seconded:** Jeanne. **Approved.**
  - b. MOTION: Approval of the July 25 special Executive Meeting minutes. **Moved:** Kim; **Seconded:** Jeanne. **Approved.**
3. **Treasurers report** – Jackie.
  - As of July 2019, there is \$98,111.28 in the Chapter's checking, PayPal and Endowment accounts with \$0 in the Chapter's checking account earmarked for the Chapter endowment fund. There is \$3,570.86 in the checking account that belongs to ICON and will be sent in the beginning of August.
  - In July, the Chapter collected \$180.00 in dues, \$7.90 in interest.
  - In July, the Chapter's Endowment Fund Total is \$5,185.82 over the Endowment Principal of \$27,082.96. Endowment fund deposit for July was: \$0.00.
  - In July, the chapter incurred \$4.68 in expenses.

- Membership Numbers for July 2019: 125 regular members; 15 emeritus members; 19 student members. In July a student member became a regular member.

a. **MOTION: Approval of the July Treasurers Report. Moved: John; Seconded: Jeanne. Approved.**

#### 4. Old Business

- Chapter Standing Committee Chair position paper – Jeanne: Still advocating.
- Exec meeting minutes viewable by members only: Still forthcoming.
- Engagement survey – Heather: Distributed via Listserv and received several responses. Will send reminder soon.
- Committee assessment – Heather: Wrapping real soon; will pull findings to share in September or October.
- 2019 MCMLA annual meeting code of conduct. Discussion. Heather made comments on document and will send to Christian for approval and change. The Executive group will further work on procedures to establish initial contact person(s), reporting line, etc. Motioned to strike “any MCMLA Executive Committee member of”. Moved: Shandra; Seconded: John. Approved.**

#### 5. New Business

- MCMLA Annual Reports due September 20**
  - Sent out to all committees chairs and appointed officials.
  - Template due September 20 included in the document sent out earlier.
  - Need information for business meeting in Omaha, 2019.
- MCMLA Twitter account – Tisha. Discussion. Continue with Twitter account. Retweet items of interest from other regions/libraries and try this out for a year and reevaluate. Followers: 78.**  
Options:
  - Stop using it?
  - Keep using during annual meeting?
  - Focus on curated and posts from different libraries/members and really engage medical librarians field.
- Bylaws change – Danielle**
  - Language changes to match to the MLA Bylaws.
  - Lowering the number of quorum to 25 from 35 due to reduction in membership.
  - Move most elected officer’s duties, keep 3 or 4 important duties and the rest move to PnP. Also move most description officer terms and duties to PnP.
  - Model bylaws handling of nominations and election has changed; MLA is not requiring 2 nominees for Chair Elect. However, currently MCMLA language states a slate of 2 candidates for each elected positions: MCMLA bylaws is suggesting in keeping 2 candidates for Chair Elect even though MLA has changed to 1 candidate. Also, MLA changed Vice-Chair/Chair Elect to Chair Elect, MCMLA bylaws is recommending the same.
  - MLA model bylaws allowed the executive committee to appoint for any vacancy. MCMLA bylaws is recommending there should not be an auto rubber stamping for Chair Elect, there should be a Special Election for this position. If changes are adopted, September 15 is the date to send to MCMLA members, 30 days before the annual meeting, October 15, 2019. Therefore, the changes will have to go to MLA Bylaws Committee quickly! **Vote: Approved.**

#### 6. Reports (Send summary of your report to [eosmera@unmc.edu](mailto:eosmera@unmc.edu) within one week of this meeting)

- MLA Chapter Credentialing Liaison – Shawn – No Report.
- Web Editor – Tisha – No Report.
- MCMLA-L Discussion list owner – Holly – No Report.
- Annual Meeting Advisor – John J. – No Report.

- e. 2019 Annual Meeting Committee – Euem/Jeanne: 8 vendors register; Early Bird extension to August 26; encouragement to reserve for hotel, sleeping rooms are going fast; will use Hotel’s AV to be convenient; will broadcast business meeting, need to advertise to members. To vote one must be in attendance and/or registered – link will be sent out to online registers.
  - f. Advocacy – Emily – No Report.
  - g. Archives – Jessica – No Report.
  - h. Bylaws – Christian – See above.
  - i. Education – Brenda – No Report.
  - j. Finance – Jackie: Jackie will email Judi to send in names to obtain plaques. Tisha will send nomination forms to Judi. September 1, 2019 is the deadline.
  - k. Honors/Awards – Judi – No Report.
  - l. Membership – Nena – No Report.
  - m. Nominating – Vacant.
  - n. Publications – Amanda – Working on the next Express. Need annual meeting information!
  - o. Research – Wlad – Selected papers, posters, and lightning talks. Time crunch – wants to extend time by 10 minutes. Working on Proceeding Taskforce.
  - p. MLA as online services provider Taskforce – John B. – Met on Monday and has a hefty list of questions for MLA/Kate.
  - q. MCMLA Published Proceedings Taskforce – Amanda/Jessica -- No Report.
7. Next Meetings
- a. September 9, 2019 at 10 a.m. CT / 9 a.m. MT
    - Nomination missing 2 members.
    - Shandra will send list to Heather to be approved at the next meeting.
    - Shandra will send out electronic certificates soon.
  - b. In person, annual meeting exec – October 13 2019 @ 1 p.m. in Omaha. New Leadership is at 3 p.m.
8. Reminders of Tasks Due

## August

- Summer Express Deadline

### Vice-Chair/Chair-Elect

- Solicit recommendations for committee chairs, committee member positions. Use volunteers listed on Willingness to Serve forms submitted with membership. Committee chairs may have additional recommendations. Submit names to Chapter Chair for approval at Annual Executive Committee Meeting
- Obtain names and prepare Certificates of Appreciation for all officers, committee chairs, committee members and local planning committee to be distributed at the Annual Meeting
- Work with Chapter Chair and Annual Meeting Chairs and Committee to plan distribution of Certificates of Appreciation at the Annual Meeting

### Executive Committee

- Approve officers and committee chairs for the next year at an Executive Committee Meeting before the Annual Business Meeting.

- Approve goals and objectives by Vice-Chair Elect at the Executive Committee Meeting before the Annual Business Meeting.

#### Officers and Committee Chairs

- By this month, annual reports due to Chapter Chair.

#### Express Editor

- Select photographer(s) for Annual Meeting
- Select additional Express reporters for Annual Meeting

#### Bylaws Committee

- Send bylaws revisions to membership at least 30 days before MCMLA Annual Business Meeting

#### Web Editor

- Provide administrative access for incoming officers and chairs to the appropriate section of the web site, including the creation of a new president's page for the current president

#### Honors and Awards Committee

- Recommend selected recipients of McDowell, Hetzner and Outstanding Achievement Awards and the Professional Travel Scholarship to Chapter Chair for Executive Committee approval
- Notify all nominators of the selection or non-selection of candidates they nominated for awards
- Notify winner of the Professional Travel Scholarship Award
- Notify recipients of awards unless awards are going to be given as a surprise at Annual Meeting
- Work with Chapter Chair and Annual Meeting Chairs and Committee to plan Awards ceremony, distribution of Certificates of Appreciation and STARS recognition at the Annual Meeting
- Prepare recognition for Stars Program including STARS list to be posted on the MCMLA website

#### Meeting Planners

- Collect MLA Free Membership and MCMLA Free Membership for Annual Meeting Prize by working with MCMLA Membership Committee

#### **September**

## Chapter Chair

- Set agenda for Annual Executive Committee Meeting
- Set agenda for Annual Chapter Business Meeting
- Prepare final report on Chapter goals and priorities, actions taken by Executive Committee and other pertinent Chapter business to be presented at Executive Committee and Business Meeting

## Incoming Chapter Chair

- Appointment of Appointed Officers
- Recommend new member of Nominating Committee to Executive Committee at Annual Meeting
- Presents strategic plan update and objectives for the upcoming year as part of the Annual Business Meeting.

## Vice-Chair/Chair-Elect

- Select thank you gift for Chapter Chair to be presented at the Annual Business Meeting

## Bylaws Committee

- Send bylaws revisions to membership at least 30 days before MCMLA Annual Business Meeting

## 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