

Midcontinental Chapter of the Medical Library Association (MCMLA)  
Business Meeting  
October 15, 2014  
Denver, CO

Minutes:

1. Call to Order.
  - a. The meeting was called to order at 3:32pm MT by Chair, Darrel Willoughby.
2. Approval of 2013 Business Meeting Minutes from September 15, 2013 in Salt Lake City, UT. Meeting minutes are on the MCMLA website: <http://mcmla.org/Resources/Documents/AnnualMeetingSaltLakeCity2013Minutes.doc>.
  - a. Motion to approve the minutes was made by Paul Schoening, seconded by John Jones, and approved by voice vote of the membership.
3. Financial Report 2013-14 from Executive Secretary, Karen Wiederaenders (see [Appendix A](#)).
  - a. Motion to approve the report was made by Amanda Sprochi, seconded by Lynne Fox, and approved by voice vote of the membership.
4. MCMLA Awards presented by Cindy Perkins.
  - a. Barbara McDowell Award for Excellence in Hospital Librarianship: Shandra Protzko
  - b. Bernice M. Hetzner Award for Excellence in Academic Health Science Librarianship: Marilyn De Geus
  - c. Outstanding Achievement Award: Jeanne Le Ber
5. Research Poster and Paper Awards presented by Tim Kenny.
  - a. Best Poster: Lori Fitterling, "Building an Innovative Infrastructure in Clerkship Curriculum: Integrating Virtual Library Services with Tablet Technology"
  - b. Best Paper: Claire Hamasu, "Lean Out: The Rounding Librarian"
  - c. Most Original: Barb Jones, "Evidence Transfer in Diagnosis: Exploring Evidence Interventions to Enhance Value and Reliability"
6. MCMLA Stars presented by Cindy Perkins.
  - a. Three names were drawn from the Stars recipients, and gift cards to Barnes & Noble were presented to Darell Schmick, Jean Shipman, and Rebecca Carlson.
7. Lisa Traditi announced the Armadillo Accolades, a fundraiser run by SCCMLA who shared its profits with the other chapters. Seventeen accolades were awarded to MCMLA members, and SCCMLA will give \$5 for each, so a total of \$85 will go to MCMLA.
  - a. The following MCMLA members received one or more accolades: Lori Fitterling, Lynne Fox, Rebecca Graves, Assako Holyoke, Margaret Hoogland, Timmi Johnson, Barb Jones, Jerry Perry, Shandra Protzko, Kate Anderson, Heather Brown, Peggy Cruse, Kristen DeSanto (2), Lisa Traditi (3)
8. Highlights from MCMLA 2013-14 and review of Presidential Priorities from Darrel Willoughby. The slides will be posted on Darrel's president's page on the MCMLA website.
9. Darrel recognized new members, first time meeting attendees and 2013-14 Officers, Committee Chairs, and Committee Members. People in these groups were asked to stand and be recognized.
10. Introduction of New Chapter President. Darrel passed the gavel to Jackie Hittner.
  - a. Jackie called for old business. Claire Hamasu asked for an update on the proposals submitted to the chapter regarding advocacy for hospital librarians. It was unclear if these proposals had been voted on, so they will be reviewed again by the MCMLA executive committee.
  - b. Jackie thanked Darrel for his service and presented him with a gift.
  - c. Jackie presented her theme and goals for 2014-15 (see [Appendix B](#)).
11. Promotion of 2015 virtual annual meeting by Tom Gensichen and Heather Brown.
12. Meeting was adjourned by Jackie at 4:58pm MT.

## Appendix A

### Annual Report of the Executive Secretary of MCMLA: Period from September 2013 – October 2014 Report to the membership October 2014

#### Membership:

→ Active members – 201 (158 regular members, 11 student members, 3 emeritus, 29 vendors)

#### Organization:

→ Completed W-9 forms.

→ Made payment to Medical Library Association for liability and directors and officers insurance, and filing of IRS form/Annual Report with the state of Illinois to maintain not-for profit status.

#### Finances:

→ Worked with Executive Committee, with input from committees and other groups, to develop a budget for fiscal year 2014

→ Submitted to MCMLA Board, leaders and membership:

2013 Statement of Assets

2013-2014 Income/expense report summary

→ Had the books audited by Marilyn DeGeus and Lori Fitterling.

#### Other:

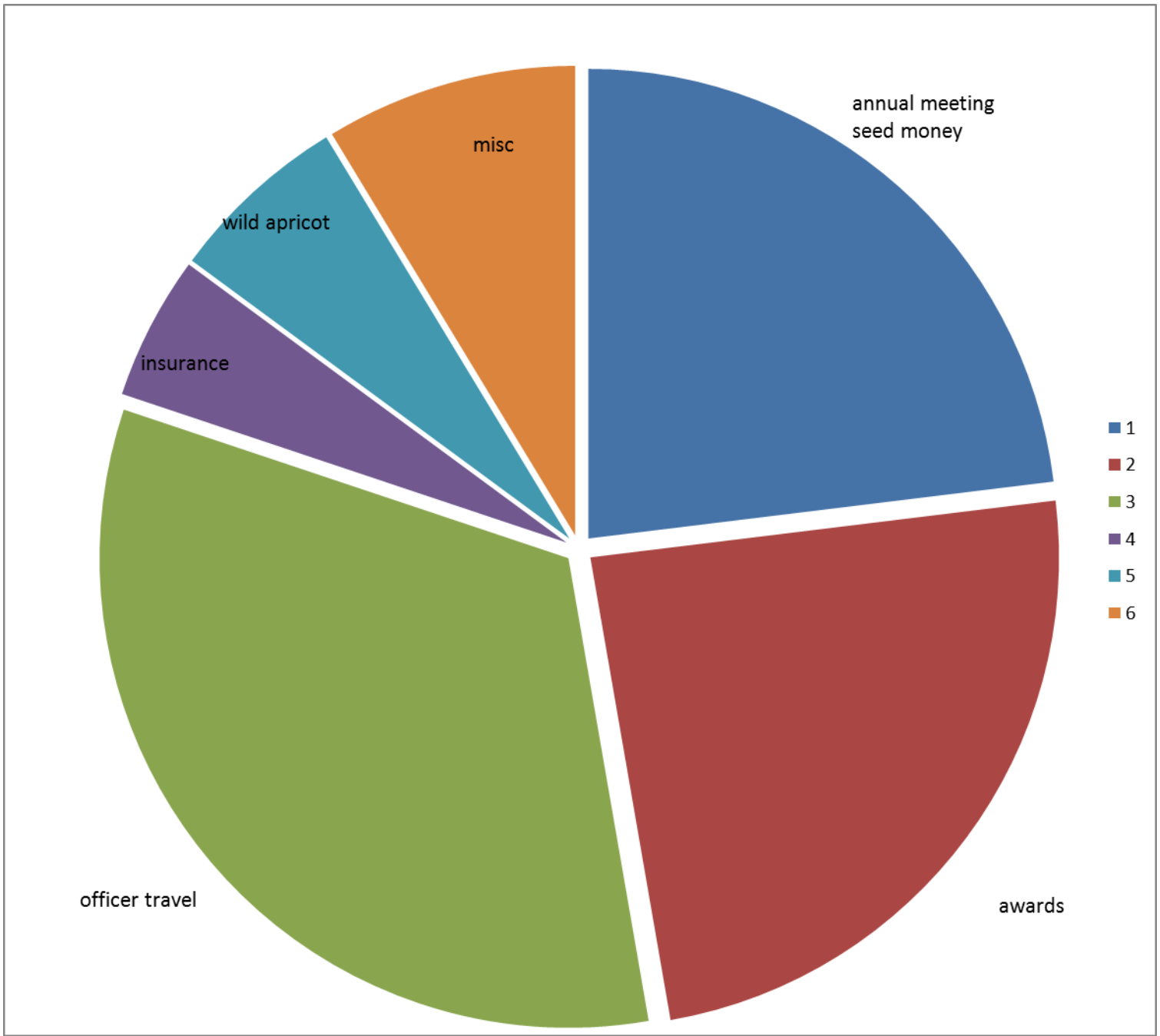
→ Have moved all but one CD into an interest bearing checking account so that all our money is earning interest all the time.

→ We have not had to pay anything for the 2015 virtual meeting yet. Since there is no hotel rental and no officer travel, we could save a significant amount of money. Since the annual meeting is usually our biggest money maker, we could also forgo a significant profit.

| Bank                 | Account type | Balance 9/2013   | balance 10/2014  |
|----------------------|--------------|------------------|------------------|
| Bank of Lee's Summit | checking     | 37,343.03        | 0                |
| Bank of Lee's Summit | savings      | 4,535.00         | 0                |
| Commerce Bank        | checking     | 156.00           | 56,455.55        |
| US Bank              | CD           | 7,932.51         | 7,948.40         |
| Bank of Lee's Summit | CD           | 6,161.07         | 0                |
| Bank of Lee's Summit | CD           | 6,149.01         | 0                |
| Paypal Account       |              | 201.81           | 3,344.28         |
| <b>Total Assets</b>  |              | <b>62,478.43</b> | <b>67,748.23</b> |

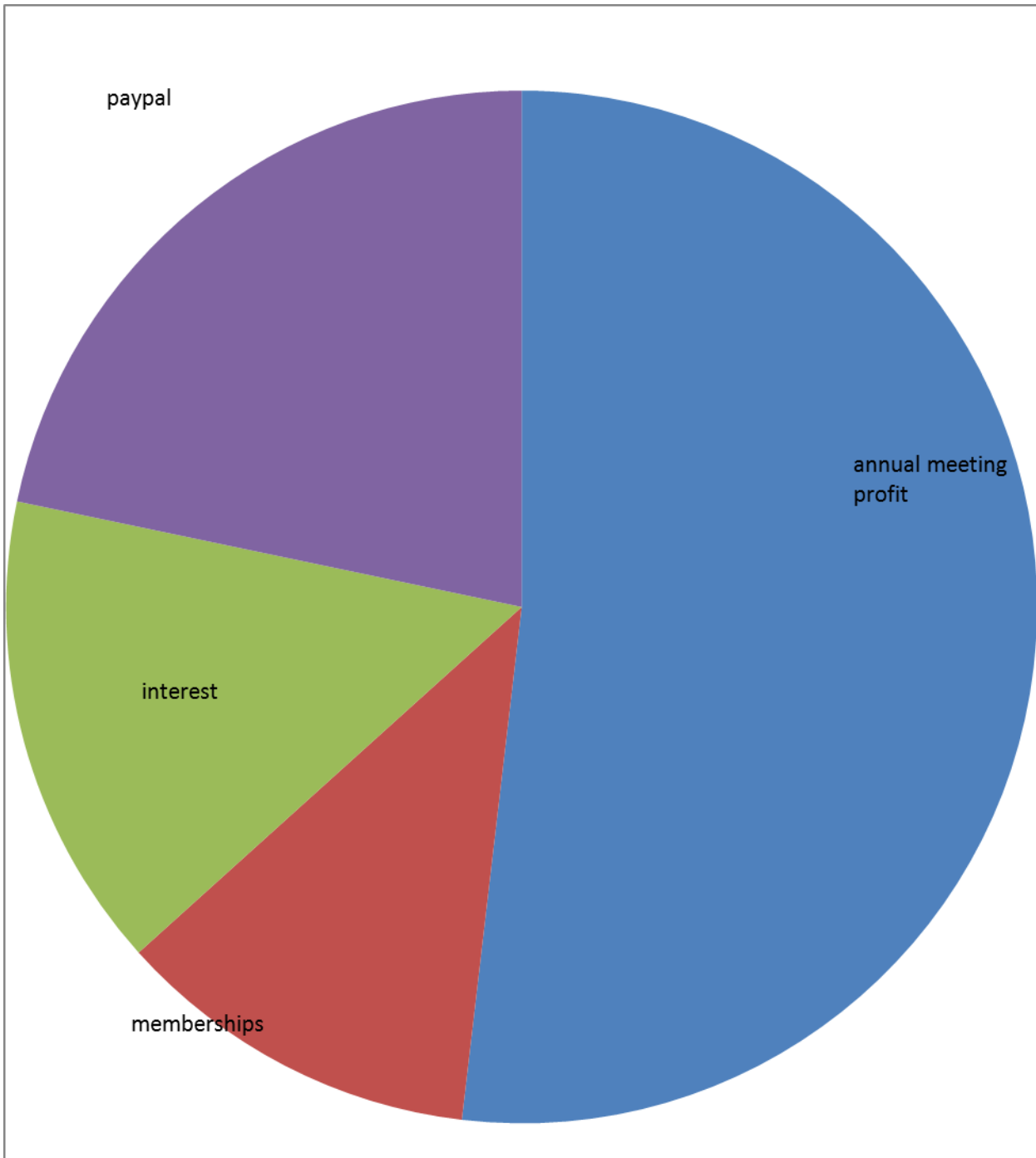
**Increase: \$5269.80**

# MCMLA Expenses 2013-2014



Miscellaneous – gifts, P.O. box, postage, MLA filing fee, chapter sharing roundtable, etc

# MCMLA Revenues 2013-2014



## Appendix B

### Theme: **It's All About Us or Bringing It On Home**

#### **MCMLA 2014-2015 Goals**

1. Survey MCMLA membership
  - why do you remain a member
  - why is the chapter relevant to you
  - obtain membership demographics
- 1a Survey past MCMLA members
  - why are they no longer members
2. Review each MCMLA committee in regards to
  - committee relevance
  - total number of members serving on the committee
  - committee responsibilities
3. Evaluate combining the Governmental Relations and Library Advocacy Committees
4. Annual Meeting Task Force will be created and charged with the following:
  1. Evaluate the effectiveness of the 2015 MCMLA meeting which will be a virtual meeting – did the meeting work overall to meet the needs of the organization. If yes, which parts of the meeting worked well and which parts of the meeting need to be improved.
  2. Explore how MCMLA could hold face to face annual meetings in the future – the feasibility of having a local planning committee vs a distributed planning committee among other options.
  3. Explore feasibility of setting a meeting schedule with more joint meetings with other chapters
  4. Explore feasibility of multi-chapter joint meetings every five to seven years.
  5. Review MCMLA meeting planner job description to determine if it still reflects what the meeting planner needs to do.
    - a. Generate a list of possible MCMLA members who might be interested in being the MCMLA meeting planner in the future.
5. Advocacy Project
  - joint RML/MCMLA project
  - collect information on hospital libraries' importance to the business of hospitals
6. Archives
  - what items to keep
  - how to keep the items
  - where to keep the items

#### **Executive Committee Meeting Schedule**

Meet second Friday of the month at 10:00am (Central) / 9:00am (Mountain)

#### **Schedule of Committees to be Reviewed**

|          |   |
|----------|---|
| November | Bylaws                                  |
| December | Nominating                              |
| January  | Honors and Awards                       |
| February | Governmental Relations/Library Advocacy |
| March    | Membership                              |
| April    | Research                                |
| May      | Publications                            |
| June     | Education                               |

## Calendar of Activities

### 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.
- Chapter Council Representative and/or Alternate prepare formal report for Annual Business Meeting
- Committee Chairs - Conduct committee meetings at the Annual Meeting. Prepare goals and objectives for upcoming year.
- Outgoing Officers and Committee Chairs - Turn over files to incoming replacements at the Annual Meeting
- Officers and Committee Chairs - Send two copies of reports and official documents to the Archivist
- Recording Secretary - Submit Annual Executive Committee Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
- Recording Secretary - Submit Annual Business Meeting Minutes to Chapter Chair and Immediate Past Chair within one month following meeting
- Annual Meeting Committee - Submit meeting brochures, items of interest to Archivist
- Education Committee Chair surveys MCMLA membership for Continuing Education topics following MCMLA annual conference.
- Incoming Chapter Chair presents goals and objectives for the upcoming year as part of the Annual Business Meeting.
- Honors and Awards – After the Annual Meeting, update the MCMLA website with the winner(s) of the Awards; if no awards are presented note that on the web site.
- Research – After the Annual Meeting, update the MCMLA web site with the winner(s) of the Research Awards; if no awards are presented note that on the web site.
- Eligible members should submit travel receipts for reimbursement no later than three weeks after the Annual Meeting.

### October

- Fall Express Deadline
- Publications Committee - Photos of Annual Meeting submitted to Express Editor and Web Editor for posting

### November

- Immediate Past Chair – Prepare Mid-Year Chapter Report for MLA. Share with Chapter Chair.
- Representative to the MLA Chapter Council – Submit MLA Midwinter Report
- Committee Chairs – Submit goals and objectives and a budget for the year.
- Honors and Awards – Solicit applicants for the Chapter Council Sharing Roundtable Free Lunch Award