

**MCMLA Executive Committee Meeting
MINUTES**

August 14, 2015

10:00 a.m. Central Time / 9:00 a.m. Mountain Time

Action items noted in RED

Votes noted in BLUE

Call to Order

Jackie called the meeting to order at 10:07 CT.

Executive Committee Attendance:

Jackie Hittner – Chair

Darrel Willoughby – Immediate Past Chair

Lisa Traditi – Incoming Chair

Jenny Garcia – Recording Secretary

Heather Brown – MLA Chapter Council Representative and 2015 Meeting Planner

Kate Anderson – MLA Chapter Council Alternate Representative

Leadership Attendance:

Karen Wiederaenders – Executive Secretary

Amanda Sprochi – Express Editor and Publications

Tracey Hughes – Web Editor and MCMLA-L Discussion List Owner

Rebecca Graves – Annual Meeting Advisor

Tom Gensichen – 2015 Meeting Planner and Bylaws

Lisa Traditi – 2016 Meeting Planner

Cindy Perkins – Honors and Awards

Jeanne Burke – Membership and MLA Chapter Membership Liaison

Kristy Steigerwalt – Membership

Melissa Desantis – 2016 Meeting Planner

Unable to Attend:

Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force

Jan Rice - MLA Chapter Credentialing Liaison

Betsy Mueth – Advocacy and Government Relations

Kristy Steigerwalt – Membership

Gwen Wilson – Education

Margaret Hoogland – Advocacy and Governmental Relations

Marty Magee – Nominating

Timmi Johnson – Research

Approval of June 15, 2015 Minutes

- **Motion to approve the minutes of the previous meeting was made by Lisa Traditi, seconded by Kate Anderson, and approved by voice vote of the MCMLA Executive Committee.**

Treasurer's Report: Karen Wiederaenders

- MCMLA has almost \$69,000. Paypal just sent in \$500. Vendors have also sent money for the annual meeting. No costs for the meeting have come in yet.
- There are 136 active regular members, 7 emeritus, and approximately 25 student members. The number of students is not accurate.
- **Jackie Hittner requested a conference call to discuss how to handle student accounts. Tracey Hughes will take the lead, and Karen Wiederaenders, Jeanne Burke, Lisa Traditi and Jackie Hittner will attend.**

Committee Reports:

- Jackie Hittner reminded committee chairs to send any committee reports to Jenny Garcia.
- **Education Committee:**
 - Jackie Hittner reported on behalf of the committee. They have been working with the Virtual Planning Meeting team on preparing the CE that will be offered during the meeting.
- **Honors and Awards Committee:** Cindy Perkins
 - Cindy reported that the committee only received two nominations. Both were for outstanding achievement. The committee wants to give three awards. She asked the committee to nominate wonderful hospital librarians. The email requesting nominations will be posted on the MCMLA listserv again.
- **Membership:** Jeanne Burke
 - Jeanne reported on the Membership Survey Results. The Membership Committee surveyed past members. The survey was sent to 104 former members receiving 39 responses. Cost of membership not an issue. Most found MCMLA no longer relevant—changed jobs, or retired. Question 2 is about the conference. Considered cost of attending is reasonable, but some were no longer interested. Some do not have employer funding. Nothing caught the committee by surprise. Nothing stood out as something to address. Five responded that they did not realize membership had lapsed. There was some discussion about how this could occur. The system sends out four membership renewal reminders and the Membership Committee calls members when dues are not received. Were the email messages going to SPAM folder or was there an incorrect email? There was consensus that a general email message to the listserv prompting members to check profile for current contact information might catch those few members. Jackie Hittner thanked committee for this survey.
 - The survey results will be reported in the Express and at the annual meeting.
 - The committee will send a second survey to the active members. This survey will focus on currency, relevancy and members' needs.

Old Business:

- Jackie Hittner announced that the MOU for 2016 Joint MCMLA/Midwest Meeting – approved by executive committee by email; signed and emailed to Melissa on June 23, 2015
- Jackie Hittner also announced that Tracey Hughes reported in an email on June 16, 2016 that the following pages on the MCMLA web site has been password protected: Membership Directory; Current Roster; Directions for getting on the listserv.
- Tracey Hughes reported on changes with Wild Apricot and the MCMLA web site.
 - Currently there are numerous individuals with editing privileges and username/passwords to the website. This must be pared down to a maximum of ten, requiring the some individual and dummy accounts to accommodate the

continuation of these editing functions. Tracey had identified the positions that would need access, with suggestions about multiple accesses to some dummy account. After some discussion, the following ten access accounts were designated:

- Webmaster (Tracey)
- Executive Secretary
- Dummy account designated to past, present and incoming chairs
- Archivist
- Annual meeting chair for current year
- Annual meeting chair for next year
- Publications Chair
- Dummy account for committee chairs
- Dummy account for MLA Liaisons
- Reserve account for Ad Hoc Committees
- Tracey will make changes accordingly, allowing each position access to relevant pages within the website. She will then notify each individual with access information
- As reported at earlier meetings, Wild Apricot is increasing the monthly rate. The monthly rate will increase from \$50 to \$70. However, if we sign up in advance for one or two years, we can keep current rate. This must be done by the end of August. Jackie Hittner suggested we should continue with Wild Apricot for two more years and asked for a vote.
- **Lisa Traditi moved that MCMLA pay Wild Apricot in advance for two years at the current rate. Kate Anderson seconded. Motion passed by verbal vote.**
- Jackie Hittner requested the Executive Committee vote on adding a review statement to the Policy and Procedure manual.
 - **Jackie moved that the following statement be added to the Calendar section of the P&P manual:**
 - **For years ending in 0 and 5 an in-depth review of committee size and structure, and in years ending in 1 and 6, an in-depth review of elected and appointed officials responsibilities will be completed. The Chapter Chair calls for this review and the Executive Committee and Committee Chairs complete this review.**
 - **Lisa Traditi seconded the motion. Motion passed by verbal vote.**

New Business:

- Jackie Hittner reported she posted the May 8, 2015 minutes on the MCMLA web site.
- Jackie Hittner also reported that she wrote a letter in support of the NN/LM MCR 2016-2020 contract process.
- **Strategic Goals:** Lisa Traditi
 - Lisa showed the draft of new MLA strategic multi-year plan. Current and upcoming presidents and board have all had a say in these organizational goals. Chapters can map their goals to these goals.
 - Chapters should show statement, what they want to accomplish and strategies, timeline and owner.
 - Lisa began looking at what MCMLA would like to have for 2-5 year goals. We have good start with some of the initiatives set by Jackie. As an example, we are exploring virtual and live meetings. Other examples might be the combined advocacy committee, using Socius, as a content management system and other issues such as reminders for renewal, and student membership.

- Jeanne Burke suggested that the member survey could be incorporated into goals by looking at ideas generated from the survey responses.
- Lisa will send out email for committee to add ideas for goals. She will put more details in current document before sending to members.
- **Library Closures Research:** Karen Wiederaenders
 - It is important for the membership to know what consequences occur when a hospital library closes, but there is no research to address this issue. Our chapter and HSLN have funds to conduct research in this area. Jackie thought this issue should be given this to the Advocacy and Government Relations Committee. This was followed by discussion about how the research could be done. Those suggested included: talking to PhD programs to see if PhD students do this research, hiring someone experienced in this type of research, partnering with NN/LM. Other issues: It is important that someone outside the field of librarianship should conduct the study for more credibility and acceptance. If we contributed \$10,000 for the research, what would that give us? What would be a realistic cost of this type of study? If we cannot get a quality, valid study within our budget, is the study worth pursuing? We need a proposal from the Kansas City group with more details about the problem, steps needed, etc.
 - Jackie will call NN/LM to discuss dovetailing with them, or pursuing our own study.
- Need a volunteer to take minutes at the September 11, 2015 meeting
 - Jackie will email asking for volunteers as no one volunteered
- Annual reports from committees are due to me by September 11, 2015 as well as slides for Annual Business meeting.
 - Jackie created a slide with three points. Use of 2 slides is ok. Must have this out to the planning committee.
 - There will be an Executive Committee meeting October 5, prior to Annual meeting

Adjourn:

- **Motion to adjourn was made by Heather Brown, and the MCMLA Executive Committee. Meeting was adjourned at 11:03CT.**