

MCMLA Executive Committee Meeting
MINUTES
March 13, 2015
9:00 a.m. MT / 10:00 a.m. CT

Action items noted in RED

Votes noted in BLUE

Call to Order

Jackie called the meeting to order at 10:01 a.m. 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

Nancy Woelfl – Parliamentarian and Ad Hoc Endowment Task Force

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

Jan Rice – MLA Chapter Credentialing Liaison

Tom Gensichen – 2015 Meeting Planner and Bylaws

Gwen Wilson – Education

Margaret Hoogland – Governmental Relations

Cindy Perkins – Honors and Awards

Betsy Mueth – Library Advocacy

Jeanne Burke – Membership and MLA Chapter Membership Liaison

Unable to Attend:

Amanda Sprochi – Express Editor and Publications

Rebecca Graves – Annual Meeting Advisor

Lisa Traditi – 2016 Meeting Planner

Kristy Steigerwalt – Membership

Marty Magee – Nominating

Timmi Johnson – Research

Approval of January 9, 2015 Minutes

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

Approval of February 13, 2015 Minutes

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

Treasurer's report: Karen Wiederaenders

See attached for March 2015 Financial Report

Karen created a list of members, as Wild Apricot does not update when members do not renew. There are now 134 current members.

Tracy: Wild Apricot moves status to lapsed. Four notices are sent to members when renewals are due. Members who have not paid dues are not permitted by the system to vote in the February election, which prompts last minute renewals. Discussion followed about sending a fifth notice after they are no longer officially members.

The Membership Committee will contact those members who have not renewed.

Committee Reports:

Bylaws: No report

Education: No report

Government Relations: See attached motion from joint Library Advocacy and Government Task Force and discussion below under Library Advocacy .

Honors and Awards: Cindy Perkins

The committee recommended an increase for awards. There was some discussion. This change will take place in 2016, as the budget has been set for 2015.

The Honors and Awards Committee moves that the amount awarded annually to the MCMLA McDowell, Hetzner, and Outstanding Achievement award recipients be increased from \$250 to \$350 per award effective in 2016.

Kate seconded. Motion passed by voice vote.

Library Advocacy: Lisa Traditi

See attached motion from joint Library Advocacy and Government Relations Task Force.

The recommendation has been edited based on last week's comments. These two committees be merged and called the Advocacy Committee: Change in Bylaws needs to be changed in the list of committees.

Jackie Hittner: the specific items regarding advocacy for hospital libraries, which were recommended at MCMLA two years ago, would be the addressed by this committee.

The MCMLA Advocacy Committee and Government Relations Task Force moves that the Library Advocacy Committee and the Government Relations Committee be merged and

- 1) The new committee shall be called the Advocacy Committee,**
- 2) The proposed changes, as submitted on March 13, 2015 to the Policy and Procedures Manual be implemented, and**
- 3) The proposed changes, as submitted on March 13, 2015, to the Bylaws be implemented.**

Kate seconded.
Motion passed by verbal vote.

Membership: Jeanne Burke See attached prospective member brochure and new member memo, both pending minor revisions

Brochure has been updated to include new meeting information. This will go out to prospective members. There was general approval with minor changes. Any comments send to Jeannie by March 20. After that date the new brochure on be posted on the web site.

The revised welcome letter now includes information previously not included, such as awards, participation, etc. While this letter is a little longer, it includes more information about benefits of membership. The letter will be personalized, so that when the letter is sent, it will have the new member's name and password. There were some suggestions for minor changes and those will be sent to Jeanne via email.

Nominating Committee: Jackie Hittner

The election results are as follows:

Vice-Chair Elect:	Tom Gensichen
Recording Secretary:	Shandra Protzko
MLA Nominating Committee:	Rebecca Graves

Publications: No report

Research: No report

2014 Meeting: No report

2015 Meeting: No report

Old Business:

Travel reimbursement policy: Heather Brown and Kate Anderson

The Ad Hoc Committee recommended changes to the Expense Reimbursement Policy regarding the travel reimbursement policy.

There is an irreconcilable difference between the calendars of the Chapter Council Rep/Alternate and the other MCMLA elected officers. The changes presented seek to add some fairness into how the Chapter Council reps are reimbursed for travel. Previously, the rep and alternate could be reimbursed up to \$500 whether they attended one meeting or two. The Chapter Council Representative or Alternate will only be reimbursed for going to MLA if they are there to represent MCMLA. For example, if Heather attended MLA as our official CC rep, she would be eligible for travel reimbursement and Kate would not (even if she attended MLA that year). Both Heather and Kate would be eligible for travel reimbursement for the MCMLA meeting. The MLA Liaisons can be reimbursed for either the MLA meeting or the MCMLA meeting and only when their position requires attendance at a particular meeting. The revised travel policy will be entered into the Policy and Procedure Manual.

Moved: Kate moved that the revised travel policy be accepted as presented. Heather seconded.
Motion passed by voice vote.

New Business:

Request for information from NLM: Jackie Hittner

Jackie Hittner, Betsy Meuth, and Jenny Garcia sent in RFI on behalf of the membership. Other members stated that they also sent in individual comments.

Letterhead: Jackie Hittner

The MCMLA letterhead that was approved at the February 2015 meeting has been posted on the MCMLA website under the Committees link.

Unemployed and reduced salary librarian dues: Jackie Hittner

There has been some discussion about a salary status for unemployed and reduced salary librarians. Jackie suggested that if a member asks for help with dues, we can grant dues waiver. One other chapter has some wording about this and so does MLA. No further status change is necessary.

Endowment Task Force: Nancy Woelfl

Endowment Task Force members were all present.

Nancy: This recommendation took four years of investigation and research. The committee recommends that MCMLA establish an endowment fund. (see attached) Endowment fund does not replace checking account or prevent us from having certificates of deposit. The return on investment is higher with low risk. It is not used for operating funds, but can be taken out if needed. Earnings would be used or reinvested. Assets could be designated to MLA endowment fund if MCMLA should disband. Safeguards are in place to protect the investment. The committee is planning a series of articles in *MCMLA Express* to explain what an endowment is and why we should consider this financial option.

Claire: Many good uses for an endowment fund that cannot be done with current account.

Karen: All funds are in checking account now, with low interest, and a lot of money sitting in the account. The endowment fund would be permanent and not in the name of a specific member.

Nancy: Lodestar will take any startup amount and we can start with as little as \$5000, but should be doing additional fundraising to increase the amount. The income will not be taxable as we are a non-profit 501-C3 organization.

Motion 1: The Task Force moved that the MCMLA establish a professionally managed endowment fund.

Heather seconded.

Motion passed by verbal vote.

Motion 2: Eligible members of MCMLA should vote on the establishment of an endowment fund during the 2015 annual business meeting or electronic ballot.

Heather seconded.

Motion passed by verbal vote

Motion 3: If MCMLA members vote to establish an endowment fund, MCMLA should enter into an agreement with Lodestar Investment Counsel LLC to manage the investment. Tabled pending outcome of member vote.

Adjourn:

- **Motion to adjourn was made by Kate, seconded by Lisa, and approved by voice vote of the MCMLA Executive Committee. Meeting was adjourned at 11:06 CT.**

Treasurer's Report

MCMLA accounts 2015

Renewing Members

Regular	128
Emeritus	4

	Dec-14	Jan-15	Feb-15	Mar-15
Checking	59,258.19	61,931.91	63,796.94	63,491.55
Paypal	3307.38	4459.38	4891.83	4949.49
Total	62,565.57	66,391.29	68,688.77	68,441.04

Receipts to Checking memberships
interest

	90.00
	7.31
Total	97.31

Expenses Paid from Checking
Heather Brown - postage
Heather Brown - travel to MLA

	34.00
	368.70
Total	402.70

Receipts to Paypal memberships

	60.00
Total	60.00

Expenses from Paypal fees

	2.34
Total	2.34

Library Advocacy and Government Relations Task Force

Motion to submit to Executive Committee:

The MCMLA Advocacy and Government Relations Task Force moves that the Library Advocacy Committee and the Government Relations Committee be merged and

- 1.) the new committee shall be called the Advocacy Committee;
- 2.) the proposed changes, as submitted on March 13, 2015, to the Policy and Procedures Manual be implemented; and
- 3.) the proposed changes, as submitted on March 13, 2015, to the Bylaws be submitted to membership for approval at the next business meeting.

Advocacy Committee

MEMBERSHIP:

1. Committee has at least four (4) members including the Committee Chair. Each member, except the NN/LM Advocacy Liaison, serves a three year term.
2. One (1) member rotates off/on each year.
3. NN/LM MCR Library Advocacy Liaison serves as an ex officio member of the Committee

OBJECTIVES:

1. Promote and support the role of health sciences librarians within the region.
2. Promote value of librarians/libraries to administrators
- A. As committee hears of librarians preparing to retire
 - i. Ask retiring librarians if their institution plans to replace them.
 - ii. Consider sending message to administrators
3. Support libraries/library positions under threat
 - A. When we hear of hospital library closing, someone on committee is tasked to fill out the MLA "Change in Status of a US Medical Library" form and submit to MLA.
 - B. Respond to threats of potential or actual library or library organization closings or reduction in force with letter on behalf of MCMLA.
4. Coordinate meeting with MLA representative(s) for Joint Commission and other accrediting bodies. Report back to Executive Committee and MCMLA membership.
5. Communicate regularly with membership and gather information from membership – such as Library Change of Status information, JCAHO and other accreditation news, legislative news, etc.
6. Coordinate lobbying efforts between MLA's Governmental Relations Committee and Chapter members.
7. Inform Chapter members about legislative concerns and encourage Chapter members to respond.
8. Gather, post to MCMLA website and share with members advocacy talking points from MLA with members and encourage them to attend State library advocacy lobby events
9. Gather salary survey information as needed and post to MCMLA website and share with members

RESPONSIBILITIES

1. Chair directs and organizes the flow of committee work.
2. Chair maintains communication with the Chapter Chair and the Executive Committee.
3. The committee informs Chapter members on issues of legislative interest.
4. NN/LM Library Advocacy Liaison serves as coordinator between Chapter Committee and NN/LM MCR library advocacy programming.
5. Chair or designee submits articles to the MCMLA Express, MCMLA-L and MCMLA website.
6. Chair may inform or petition Chapter members using electronic mail or via MCMLA-L.
7. Committee will work to develop additional governmental relation ties with other library organizations: local, state, regional and national

8. Chair submits invoices and receipts for any Committee expenses to the Executive Secretary.
9. Committee regularly reviews relevant parts of the website to update and notifies Website Editor as needed.
10. Chair recommends candidates for Committee membership and the Chair designate to the Chapter Vice-Chair/Chair-Elect by August 1st or as requested.
11. Chair serves as ex-officio member of Executive Committee.

Proposed Bylaws change:

Article IX. Standing and Ad Hoc Committees, Section 3:

The standing committees are Advocacy, Bylaws, Education, ~~Government Relations~~, Honors and Awards, ~~Library Advocacy~~, Membership, Nominating, Publications, and Research.

Proposed Policy and Procedures change:

1. See above for recommended wording for committee membership, objectives, and responsibilities.
2. All other references to either committee should be changed to Advocacy

Midcontinental Chapter of the Medical Library Association



The Midcontinental Chapter of the Medical Library Association is a professional organization of individuals and institutions in the health sciences library field.

The states encompassed by MCMLA are Colorado, Utah, Wyoming, South Dakota, Kansas, Nebraska, and Missouri.

MEMBERSHIP APPLICATION:

Available at www.mcmla.org/join
Payment accepted online or by mail

ELIGIBILITY FOR MEMBERSHIP:

Membership is open to any individual working or interested in hospital or health sciences libraries including persons in mental health, pharmaceutical, dentistry, and veterinary libraries, and health related industry.

BENEFITS OF MEMBERSHIP:

- Discussion & collaborations with colleagues
- In person and virtual continuing education
- Leadership opportunities
- Honors, grants and awards

COST OF MEMBERSHIP:

- Annual dues are \$30.
- Student memberships are available for free for two years.

ANNUAL MEETINGS:

Annual meetings are held in the fall, usually September or October, in conjunction with other Chapters.

- 2015 - First online virtual meeting
- 2016 - Joint meeting with MWMLA (Midwest Chapter of the MLA) in Des Moines, Iowa

MCMLA Annual meetings offer many opportunities to network, share experiences, and present posters and papers.



Midcontinental Chapter of the
Medical Library Association

Dear New Member,

Welcome! You have been registered as a new member of the Midcontinental Chapter of the Medical Library Association (MCMLA). The MCMLA website is at <http://www.mcmla.org/>. Please go on the MCMLA website's Membership Directory in the next two weeks and check to see if your information is correct. (You may log into the MCMLA website and update your information at any time.) MCMLA does not automatically enroll new members to the Chapter's listserv so be sure to sign-up this service at <http://mcmla.org/listserv> so you are able to stay current on Chapter activities, information, and discussions. Below is your username and password to access the MCMLA website:

Username: memberemail@whatever.edu

Password: XXXXXX

Membership benefits include:

MCMLA awards, grants & honors

Professional development & continuing education opportunities

Networking & expertise sharing

Job openings

Leadership & colleague collaboration opportunities

We would like to invite you to participate in our annual meeting, (our first virtual meeting.) Information on all our upcoming meetings can be found on the MCMLA website at <http://mcmla.org/2013meeting>.

Feel free to contact the Chapter Officers if you have any questions regarding MCMLA. Their names and contact information can be found on the website at <http://mcmla.org/executivecommittee>. MCMLA encourages all its members to volunteer for projects, committees, and Chapter offices. We also hope you will share your thoughts and expertise on our listserv, newsletter, and annual meetings so don't feel shy. The more you participate, the more benefit you will receive from your MCMLA membership.

Thank you for your membership and once again welcome to MCMLA. We hope your membership will be beneficial to your library career!

MCMLA Chapter Chair ☺

Jackie

Jackie Hittner, MA, MBA

Membership Co-Chair

Kristy

Kristy Steigerwalt, MLS

Membership Co-Chair

Jeanne

Jeanne M. Burke, MLIS, M.Ed

Midcontinental Chapter
Of the Medical Library Association

Recommendations of the MCMLA Ad Hoc Endowment Task Force

March 13, 2015

BACKGROUND:

The Ad Hoc Endowment Task Force was established in December 2010 to investigate whether and how an MCMLA endowment fund might be created. Task Force members worked diligently toward this goal and now wish to make three recommendations.

Creation of an MCMLA endowment fund will support the long-term financial viability of the chapter by generating additional operating revenue at relatively low risk. The risk associated with a professionally managed investment fund is comparable to the risk most chapter members assume with their own personal investments. An endowment fund will generate a greater return on MCMLA assets than is currently possible with checking accounts or certificates of deposit.

The research process was thorough and guided by the fact some nonprofit organizations have had success investing their funds with community foundations. The Task Force gathered data on 5 major community foundations within MCMLA's geographic boundaries and on MLA's investment manager, Lodestar Investment Counsel LLC. Data were gathered from the organizations' websites, in person visits and interviews, and by teleconference. In February 2015, the Task Force concluded Lodestar Investment Counsel LLC should manage an MCMLA endowment fund if one is created.

Following a vote of the MCMLA Executive Committee on the three motions stated in this document, the Task Force plans a series of articles in the *MCMLA Express* to inform chapter members about the endowment fund concept and what an endowment fund could mean for the chapter.

MOTION 1: The Task Force recommends that MCMLA establish a professionally managed endowment fund;

MOTION 2: Eligible members of MCMLA should vote on the establishment of an endowment fund during the 2015 annual business meeting or by electronic ballot;

MOTION 3: If MCMLA members vote to establish an endowment fund, MCMLA should enter into an agreement with Lodestar Investment Counsel LLC to manage the investment.

Submitted by:

Claire Hamasu

Betsy Mueth

Karen Wiederaenders

Nancy Woelfl, Chair

We wish to acknowledge former members Peggy Mullaly-Quijas and Carolyn Warmann for their contributions to the work of the Task Force.