



MHSLA Executive Board
Meeting Agenda
September 14, 2018

In-person:

Andrea Kepsel
Susan Kendel
Jennifer Barlow
Liz Lorbeer
Diane Gardener
Iris Kovar-Gough
Jessica Sender
Betsy Williams
Emily Ginier
Jill Turner
Jennifer Bowen
Alexandra Sarkozy

Online:

Kate Saylor
Chana Kraus-Friedberg
Margaret Hoogland
Barb Platts

1. Call to order

Liz Lorbeer

Called to order at 10:04am

2. Approval of minutes

Kate Saylor

Alexandra Sarkozy will send at a later time to be shared for approval at the next meeting.

3. President's Remarks

Liz Lorbeer

Thanks to everyone for joining the meeting and enjoy the the appreciation lunch. Please register for the annual meeting. Please work on the procedures manual before the leadership transition. Annual reports are due by the business meeting (a week prior would be optimal), and be prepared to deliver them. If you do a PP slides, get with the conference planner first to make sure that there is enough technology in the room.

4. Treasurer's Report

Jennifer Bowen

Report has been posted.

Balance \$ 29000.58. Vendor payments and conference registration coming in. \$10,000 for park place hotel, but we will not pay until we receive an invoice.

5. Bylaws

Mary Hanson (absent)

Mary is absent

6. Archivist's Report

Alison Konieczny

Report posted.

The Archivist's poster, entitled Rock and Stock the Archives, has been accepted for the upcoming annual conference. This poster, detailing the "Adopt a Box" program that had been discussed at 2018 MHSLA Board Meetings will hopefully generate a collaborative effort to add thousands of MHSLA documents to the Archives. Additionally, the Archivist's Manual will be fully updated prior to the annual conference and conference Board Meeting.

7. Review of Committee Reports

a. Audit

Diane Gardner

Report posted. Procedures manual has been updated.

b. Communications

Andrea Kepsel

Almost all procedures have been updated. The remaining manuals are listed in the report.

Next issue of the newsletter will be published in December.

c. Conference Planning

i. 2018 Local arrangements

Betsy Williams

Report posted.

We've only got 36 registered (4 single-day registrations). Will be sending additional email blasts.

Extended late fee to September 20.

We may be paying for some empty hotel rooms.

We are brainstorming additional groups/regions to reach out to.

At the MDMLG meeting someone mentioned that were no more rooms available - has this happened to other attendees? There appears to be inconsistent messaging from the hotel staff.

Please send Betsy Williams a message about any hotel issues ASAP.

Iris will update the website with weekend hotel options.

Will we be responsible if the hotel rooms are filled by other guests? Should we release the rooms since the early reduced rate has passed?

ii. 2018 Education

Emily Ginier

Report posted.

Caralee and Emily prepared presentation materials. Received outstanding speaker agreement. Regular check-ins with speakers about handouts. Lots of promotion. 5 lightning round presentations - we will give them more time for QA and discussion. Worked with Barbara Platts about hotel registrations.

Education procedure manual has been posted.

iii. Vendor/Exhibits

Jennifer Barlow

Sponsorships have been secured for Thursday lunch (Ovid), Friday breakfast (Elsevier), Friday lunch (EBSCO), and a beverage break (ProQuest).

We will also need a table for the MHSLA 2019 conference, and another for raffle items, for a total of 15 tables in the exhibit area.

We sent reminders to exhibitors before the hotel reservation deadline so they could be sure to get the discount room rate. Another wave of reminders will go out next week, confirming names for vendors' badges and soliciting items for the raffle.

Raffle donations from members or regional groups are welcome! Contact Jennifer Barlow.

Committee procedures have been written up and submitted to Andrea for the procedure manual.

Questions for the team:

- If an exhibitor wants to set up Thursday evening, would that be possible? How can we make it work, given the timing of the Special Event? We will need to get the tables labeled so exhibitors know where to go.
- Can we use hotel signage to recognize sponsors, or do we need to make our own?
- Who is making name badges for exhibitors?
- Who is preparing the attendee list for packets?

Concerns: Having worked with exhibitors for many successive conferences, we notice it's becoming harder to recruit for MHSLA. Vendors are cutting back on statewide conferences because the ROI for them is small. We hear time and again that companies are focused on regional and national conferences as their marketing budgets are squeezed. We also hear complaints about the limited amount of time that conference participants actually spend with vendors.

Discuss of moving conference to the summer.

Signage/poster for beverage breaks "lunch brought to you by proquest..." Iris Kovar-Gough

and Jennifer Barlow will create signs and send to Barbara Platts to print.

iv. 2019 Local arrangements Jessica Sender

Report posted.

“Connect at the Capital” theme.

Met with the Raddison about contract: has reduced the room block and work on room needs for presentations.

Arranged for a table at the 2018 conference to promote 2019.

The Education Committee has a budget for approval by Board.

Sub-committee chairs are filled.

v. 2019 Education Iris Kovar-Gough

Co-chairing with Chana.

Proposed budget and keynote speaker. Shannon Jones Director of MUSC Libraries (\$1500 honoraria, \$289 lodging, \$500 travel - \$2289 TOTAL)

Talk - diversity, inclusion

CEs: 2 panels with a mix of librarians, vendor reps, and non-librarians - one on "digital knowledge infrastructure", the other one "beyond cultural competence" currently investigating speakers (public health researchers, app developers)

Predatory publishing - open access as another potential topic

CE registration:

Per Sarah, CE sessions: 18 for Doctor Speak

16 for Intro to Data Visualization

8 for Protecting Human Subjects

30 for Super Searcher Strategies

2 Marked not attending any

Vote needed for keynote. Motion passed, no opposition, no abstentions.

vi. 2020 Local arrangements Jennifer Bowen

Working with meetings Experts (Kelly hanson) for helping with

Board vote on using the Meetings Experts for 2020 for booking a hotel.

We should be able to provide budgetary guidelines so that we can get a good rate for conference attendees.

Vote needed for approval - all in favor, no oppose, no abstentions

Motion - go ahead using experts for with 2020

No conference 2021 - only single day of CE, mini conference

Establish working group (Alexandra, Jen bowen, Diane, jessica sender, Jill Turner) to work with MiALA for combined conference in 2022

Timing of conference - there is no good time. The better months seem to be March

Vote needed - motion passed, no oppose, no abstentions

d. Membership Iris Kovar-Gough

Migrating membership duties over to Heather updating procedures manual, adding screenshots from Wild Apricot. Combine procedures with treasurer procedures.

Several new members, but it's not enough to offset non renewals for personal memberships, 119 members, but not much engagement. We need to have a discussion about what we are doing, what is our purpose, etc. Is planning a conference worth it?

Put a motion forward for a call for interest at conference for strategic planning task force.

Motion passed, no oppose, no abstentions

e. Nominating Michael Fitzpatrick (absent)

Report posted - Absent

Final day for voting September 20. Results will be shared on september 24.

f. Resource Sharing & Group Purchasing Susan Kendell

Statref group purchase is a major reasons for members to be part of the organization.

2 institutions have dropped out, potentially raising the rates for other members. Western michigan main library dropped out, but their school of medicine picked it up. Now we have the same number of subscribers which won't change the rates. Renewal date is some time in the fall.

8. Regional Group Reports

a. GMR Regional Council Barbara Platts

Report has been posted.

All of the funding opportunities have been expensed New announcements will be posted in october.

b. MDMLG Alexandra Sarkozy

Report has been posted.

Cassaundra Fitch decided to pursue nursing instead of library science so she will not be the MDMLG student liaison

c. M-MHSLA Chana Kraus-Friedberg

Meeting last month about local arrangements. Was reported by local arrangement earlier in the meeting.

d. WMHSLA Betsy Williams

Report has been posted.

WMHSLA members met on August 1, 2018, for a short business meeting and the Mary Ellen Bates webinar.

Betsy is working on recruiting candidates for President-Elect (elections at our fall meeting).

We continue to use web conferencing so members can participate from remote locations.

31 members

9. Other Business

Meeting closed 12:13pm