



MHSLA Executive Board  
Meeting Agenda  
March 29, 2018

In attendance: In-person: Elizabeth Lorbeer, Randy Dykhuisl, Jennifer Barlow, Mary Hanson  
Via Zoom: Betsy Williams, Kate Saylor, Diane Gardner, Chana Kraus-Friedberg, Emily Ginier, Iris Kovar-Gough, Susan Kendall, Barbara Platts, Andrea Kepsel, Alexandra Sarkozy, Jennifer Bowen, Heather (member)

- 1. Call to order** **Liz Lorbeer**  
Called to order at 10:06am
  
- 2. Approval of minutes** **Kate Saylor**  
Motion to approve introduced by Iris Kovar-Gough. Minutes are approved.
  
- 3. President's Remarks** **Liz Lorbeer**  
No remarks.
  
- 4. Review of MCLS Proposal** **Randy Dykhuis**
  - a. Continue discussion regarding MCLS proposal. Do we need to schedule another time to speak over Zoom in April?
    - *We need clarification on what is meant by the preparation of the tax forms.*
      - We have been filing the N so they were not online, Randy said that the N is easier.
      - We don't have to file anything with the state.
      - Iris gets asked about a W9 form - members ask the hospitals to pay for their members fees and the hospitals need the W9. Do we have to apply for the W9?
        - It doesn't need to be done every year.
        - It provides the taxpayer ID number.
        - Just use the same form we have been using.
    - *Confirmation of the pilot period and timeline for transition (12 months, 19 months, start day May 1, November 1, etc)*
      - MHSLA fiscal year starts in October. Randy doesn't have a preference.
      - The annual fee would be on an annual basis. May 1 sounds too soon. June 1 might be better. Can be prorated for the 4 months until the start of Oct 1.
      - June 1, 2018 - September 30, 2019 1 year/4 months
      - Delay sending out membership renewals by one month to ease the transition.
    - *Is this \$750 annual rate negotiable?*

- It is not negotiable.
- *Would they be collecting registration payments for membership and conference fees (activities that the treasurer typically does)?*
  - Randy: Have members send the checks to treasurer to track membership and then send them to MCLS. MCLS is open to any process that works for us. Having the most streamlined process is preferred. Money going directly to MCLS.
  - We have an online membership database (Wild Apricot) - would MCLS be willing to update the database based on the payments.
    - Randy isn't familiar with Wild Apricot. He and Heather can investigate. Can Iris show them how to use it?
    - Iris can report back at April meeting
  - Conference registration: The process will look similar to the membership payment. We wouldn't do it for the 2018 conference.
- *Could registration go through the MCLS store?*
  - No. Too complicated.
- *How would they handle reimbursement? What kind of turnaround time are we looking at? Can we set terms for expected turnaround times (30-90 days seems reasonable)*
  - About 30-45 days.
  - We can send invoices directly to MCLS.
  - Question about restaurants for special event: We would notify MCLS about needing a check, but we should notify all vendors that we are a 45 day net organization. MCLS can handle it in any way, they need a heads up.
    - Anyone planning the conference needs to notify MCLS about the amount of the check needed
    - MHSLA has a debit card and can reside with MCLS.
- *We currently pay for a subscription to QuickBooks (\$180/year). Will they use our subscription or do they use their own software?*
  - MCLS will use our subscription.
  - We will need to renew the subscription.
- *Can they administer the PayPal account?*
  - There's not a way to do it automatically. Will MCLS transfer the funds collected to the bank? Yes, MCLS can manage the transfer the PayPal funds.
- We will make a decision during April's meeting.
- Question about voting vs. notifying the membership. Members have received a message in January and March about this potential change. Need to provide very clear procedures and policies.
  - How will this affect the audit?
    - It is prudent to maintain the oversight.
    - Diane will update any changes and will work with Randy and Jennifer. Audit will be run end of June or July. Next year, Diane will work with Heather to clarify what is needed for the audit.

- 5. Treasurer's Report** **Jennifer Bowen**  
Report posted
- a. Audit Committee procedures Diane Gardner  
Off the call. Diane will be working on them.
- 6. Bylaws** **Mary Hanson**  
No updates.
- Have a liaison to the Treasury
    - Part of the Immediate Past President role or change the charge of the Treasurer Office. Other library organizations have a Liaison between MCLS and the organization.
    - There will be duty changes. Will be confirmed before the election. Jennifer and Mary will work on the bylaws.
    - Goal - in place by the annual conference.
    - Need to remove group purchasing and move to resource sharing. It wasn't in the bylaws. It is in the procedures. Susan can send them to Andrea
- 7. Archivist's Report** **Alison Konieczny**  
Not on the call. Report is loaded on the wiki.
- 8. Review of Committee Reports**
- a. Audit Diane Gardner
- b. Communications Andrea Kepsel
- Report has been posted.
  - Mentioned at the March 20 meeting - How do we want to handle contact info for board members?
    - MDMLG had a similar issue and now requires a two step process for requesting funds (form AND in-person meeting/phone call).
    - Table the decision.
  - Investigating moving it to a wordpress platform (more features available!).
  - 2 newsletters (June and December).
  - Update procedures by annual conference.
- c. Conference Planning
- i. 2018 Local arrangements Betsy Williams
- Everything is set. Rate: \$250 members (full conference) / will offer a 1-day rate
  - Profit of \$5700 / Loss of \$2600
  - Needs approval on the budget
  - Jennifer bowen moved to approve. Liz seconded
- ii. 2018 Education Emily Ginier

- Report posted.
  - In addition to CE listed on the report, tentative agreement with Matt S. data librarian on a course for big data.
- iii. 2019 Local arrangements                      Jessica Sender
  - Not on call. No report.
- iv. 2019 Education
- d. Membership    Iris Kovar-Gough
  - Will send out renewals in May. Keep the message the same, won't change details on where to send checks.
- e. Nominating    Michael Fitzpatrick
 

Not on call. No report. Mentioned that put out nominations. Will discuss at next board meeting.
- f. Outreach and Advocacy                              Vacant – Review charge of position
- g. Resource Sharing & Group Purchasing                      Susan Kendall
  - Report posted.
  - Asked Jill, Diane Gardner and Caralee. Looked at usage stats. Ideas for books to remove and others to add. Getting quotes.
  - Looked at procedures and bylaws. In charge of the MHSLA docline group. Susan didn't know much about it and reviewed old reports. Nothing has been done/reported since 2011/2012. Does the board know anything about it? Confirm that MHSLA members were DOCLINE members. Question about institutional members?
  - Benefit of institutional membership was access to DOCLINE.
  - Susan will get the list from NNLM to confirm membership
- h. Vendor Relations    Jennifer Barlow
 

Vendor registration is open! Paypal button loaded. 2 exhibitors: MCLS and Stat Ref signed up.

## 9. Regional Group Reports

- a. GMR Regional Council    Barbara Platts
  - Report is posted on wiki. NLM has released strategic plan - asking for feedback.
  - New funding cycle May 1. Awards are listed on the report.
  - NLM classes are posted on the website.
- b. MDMLG    Alexandra Sarkozy
  - Report posted. They are having CE for members. Upcoming financial advocacy. Co-sponsored by MHSLA, will be live streamed and recorded. MHSLA members can access them for \$25.
  - New student member.
  - Wikispaces is retiring. They are investigating other file sharing systems. Firewall issues are the main concern with other services.
  - Reducing number of meetings to 3. Investigating streaming options for long distance members.

- Phishing incident, similar to MHSLA, and have implemented the new 2 point procedure for funding requests.
- c. M-MHSLA Chana Kraus-Friedberg
  - Report is posted. Received GMR funding in February for MLA webinar on systematic reviews.
- d. WMHSLA Betsy Williams
  - Not on call. Jennifer reporting on meeting. Updates on MHSLA business and conference planning. Speaker from Spectrum health talking about All of Us study.

**10. Other Business**

- a. Change date of July meeting
  - Liz Lorbeer has a mandatory in-service meeting on July 17. I will contact MCLS to find a different date, either Tuesday, July 10 or July 24.

**Meeting closed at 11:57am.**