



In-person attendance: Andrea Kepsel, Jill Turner, Mary Hanson

Via zoom: Kate Saylor, Jessica Sender, Mike Fitzpatrick, Chana, Iris Kovar-Gough, Margaret Hoogland, Stephanie Swanberg, Barbara Platts, Betsy Williams, Elizabeth Lorbeer, Emily Ginier, Jennifer Bowen

1. Call to order Jill Turner
 - a. Meeting called to order at 10:05am
2. Approval of minutes Kate Saylor
 - a. Correction in list of retirees – Valeria’s name misspelled
 - b. Motion to approve Betsy Williams moved to approve the minutes, seconded by Jessica Sender
 - c. Minutes approved
3. President’s Remarks Jill Turner
 - a. Thanks to everyone serving on the board.
 - b. There will be significant changes coming to MHSLA in the next few years
4. Treasurer’s Report Jennifer Bowen
 - a. Report loaded on wiki.
 - b. Motion to approve the report Chana, seconded by Betsy Williams.
 - c. All in favor of accepting the report
5. Bylaws Mary Hanson
 - a. No updates
 - b. Only thing pending from last year – business from treasury. We are piloting MCLS fiscal agent. We will need to approve it next fall. Mary already has bylaws language for this change.
 - c. If anyone has suggested changes, send them to Mary.
 - d. Question about bylaws other members – in order to serve on the committee they must be members.
6. Archivist’s Report Alison Konieczny (absent)
 - a. Report not loaded
 - b. If anyone wants to volunteer to adopt a box, contact
7. Review of Committee Reports
 - a. Audit
 - i. Audit Procedures Jennifer Bowen)
 1. With MCLS doing the report, how are we going to handle the audit. Will Diane Gardner be able to do the audit this year? Jill will follow up with Diane about this year.
 2. Next year, can it be part of the duties of the treasury liaison’s duties?
 3. Mi-ALA hires an outside company to run their report. This costs

\$2500-\$3000 – which exceeds our budget.

4. If there are any concerns about conflicts of interests, please contact Jill Turner.

- a. Jen Bowen has a debit card which may be a COI.
- b. Could it be the past president duty? Or a member at large? A student for a smaller amount (Liz Lorbeer has students in mind for this)? Reciprocal relationship with MDMLG?

b. Communications

Andrea Kepsel

- i. Winter 2018 issue of newsletter will be coming out in December. Submissions due November 30.
- ii. Presentation content is loaded on the conference website.
- iii. 2-factor authentication in Survey Monkey – new process. Contact Andrea if you are using it.
- iv. If you are responsible for any products (for example, Iris is the contact for Wild Apricot) to create a list of point people.
- v. Reports need to be submitted by the Friday before the meeting! Jill Turner will send a reminder to post reports when she sends out a call for agenda items.

c. Conference Planning

i. 2018 Conference wrap up

Betsy Williams/Emily Ginier

- 1. Report has been loaded on the wiki
- 2. Iris has already pulled responses from the survey. Overall pretty good. Some issues were brought up about food and keynote speaker.
- 3. Who is supposed to post the final budget with actual expenses: local arrangements and education chair should both submit a final expense report (either individual or combined)

ii. 2019 Local arrangements

Jessica Sender

- 1. Everything is moving along well. Subcommittees have been set up. Currently working at the special event – can't host anything on capitol grounds. Should have a preliminary budget for the board in February or March (6-7 months prior to the conference). They will be seeking volunteers shortly (after Thanksgiving).
- 2. Reduce the hotel commitment based on the numbers from the previous conference. Signed a new contract last month.

iii. 2019 Education
(absent)

Iris Kovar-Gough / Chana Kraus Friedberg

- 1. Iris has an addendum – will be posted to the wiki shortly.
- 2. 2 new members (Caralee and Mel) on the team. Recruited

Sharon Williams will Diversity Inclusion Equity panel, Eric Branger from Wolters Kluwer will also present.

3. What is the MHSLA policy for travel (airfare/lodging) for panelists? They receive a \$100 honoraria, but no mention of travel costs.

- a. We have previously reimbursed mileage for panelist.
- b. We have also not provided any funding for other speakers.
- c. Iris will send out speaker agreements without any mention of funding and revisit in the spring when we have a better idea about the budget.

i. Offer mileage reimbursement for Sharon

4. Proposed budget for non-conference fees

- a. Iris will need to submit a budget to MHSLA
- b. Webinar fees for sites that don't get funding elsewhere. Contacted Emily and Barb \$1700 that would fund 4 25 CE code sites for those that don't get funded by NNLM GMR.
- c. MHSLA will need to vote on this budget item for 2019.
- d. Iris put motion forward. Stephanie seconded the motion. All in favor. No oppositions or abstentions. Motion passes.
- e. Can we develop a process for prioritizing, communicating, and coordinating across the regions? Possibly schedule 2 sites so we don't short any group codes. Webinar group is meeting after Thanksgiving and will discuss this. GMR also collects unused codes.

iv. Vendor/Exhibits Open Position

- 1. Jill will put a call out for this position shortly. If anyone has recommendations, contact Jill.

v. 2020 Local arrangements Jennifer Bowen

- 1. MDMLG region – using the Meeting Expert service
 - a. Give them 2 sets of dates to see if it makes a change in the negotiation process.
 - b. 10/15-10/16 or 10/8-10/9 – will present these to Meetings Expert and will report back to the board.

vi. 2020 Education

- 1. Alexandra will track down a chair

vii. 2021 Local arrangements Working Group / Jill Turner

1. Letter review

- a. Post in wiki documents.

- d. THIS WILL BE SENT TO MI-ALA
- c. Alexandra, Barb Platts, Alexandra, Jen Bowen, Jessica Sender, Mel Bednarski, Diane Gardner, Jill Turner
 - i. Stephanie Swanberg interested in joining the working group
- d. Will send the letter after the holidays.
- e. Put it on the agenda for the March meeting.
- f. Presented by the working group as a motion. Seconded by Jessica. All in favor, no opposition. Motion passes.

d. Membership

Iris Kovar-Gough

i. Report posted.

1. Membership is slowly declining. Iris would like to propose a discussion of the membership structure which would impact bylaws.

a. What is the difference between institutional vs. personal?

- i. Personal membership lets you participate in committees. Institutional lets you participate in resource sharing.
- ii. Change institutional membership to group purchasing fee. \$45. Single invoice.
- iii. Can membership become a members along with conference registration through Wild Apricot? Iris said that wasn't an issue.
- iv. Iris will send out a survey to the membership to get more feedback about the membership levels/types.
- v. Table this discussion while Iris does some additional investigating.
- vi. Stephanie will emphasize all of the benefits for different membership levels/types in her role as Outreach chair.
- vii. Liz brought up a point about benefits for free ILL. DOCLINE is supportive of organizing groups.

ii. Heather Ladiski – guest

1. No concerns.
2. All bills have been paid. Receive a check from Park Place hotel

e. Nominating

Jessica Sender

- i. Mike and Jessica met at the MHSLA meeting for binder handoff. Investigating digitizing the binder.

f. Resource Sharing / Group Purchasing Susan Kendell (absent)

- i. Susan agreed to continue working on resource snaring

g. Outreach & Advocacy Stephanie Swanberg

- i. No formal report
- ii. Reviewed the wiki. Position has been vacant for quite a while.
- iii. Stephanie will create a procedures document
- iv. What should this role be?
 - 1. Good connection for other library organizations
 - 2. Will talk to MDMLGs outreach rep to discuss collaboration between regional and state groups.
 - 3. Create promotional materials to outline benefits. Also investigate the ILL point mentioned above in the membership discussion.
 - 4. Point brought up about attending discipline-specific state-level conferences.

h. Research Margaret Hoogland

- i. Will send out survey questions to inform the group
- ii. Involved with My Favorite Tool
- iii. Looking for suggestions on how to go forward with the position. This can be shared in the MHSLA newsletter and email.

8. Regional Group Reports

- a. GMR Regional Council Barbara Platts
 - i. Funding available for professional development award
 - ii. Provided a list of upcoming NNLM classes for November
 - iii. Provided information about 12/12 MLA webinar
- b. MDMLG Alexandra Sarkozy (absent)
 - i.
- c. M-MHSLA Chana Kraus-Friedberg (absent)
 - i. Meeting after thanksgiving, haven't met since last board meeting.
 - ii. Focused on planning 2019 (10/2-10/4).
- d. WMHSLA Betsy Williams
 - i. Report posted
 - ii. Meeting on 11/7 – but they had power issues and couldn't watch webinar
 - iii. Mike Fitzpatrick is the new president, elected Barbara Harvey as president elect.

9. Other Business

- a. Bad weather phone tree update
 - i. Jill is updating the phone tree. Send Jill the best number to get in touch with you and a note about text vs. calling as a preferred method. And then a back-up number.
- b. Committee budgets due for the January board meeting
 - i. Any other expense that fall under your office, please submit a proposed budget.
- c. Conference budget due March meeting

- a. GMR Emergency Preparedness Coordinator for Michigan
 - i. <https://nmlm.gov/gmr/guides/preparedness-coordinator>
 - ii. Some discussion on the listserv. It was previously Barb Platts. Anyone interested in stepping up?
 - iii. Typical responsibilities:
 - 1. Liaison between GMR and state
 - 2. If a library is impacted due to emergency (fire, flooding, etc.), this person helps to facilitate/communicate to make sure that the library has access and support to continue operating.
 - 3. Meets 4 times a year through webinar
 - 4. Funds individual to regional conference to present, table, educational session, etc.
 - 5. [Disaster information specialist certification](#), cost is covered
 - 6. Representative from each state in the GMR
 - 7. There is a [charter on the GMR website](#)
 - 8. Contact Jill if interested.
10. Liz put motion to adjourn forward. Jessica Sender seconded. All in favor. Motion passed
- a. Meeting adjourned at 11:53am.