

**Minutes**  
**MAC/MLA Annual Business Meeting**  
**Baltimore, MD**  
**October 11, 2007**

MAC/MLA Chair, Melanie Norton, called the meeting to order at 8:25 am.

**Executive Board Members Present:** Melanie Norton, Chair; Andrea Horne, Chair-Elect; Pat Hammond, Immediate Past-Chair; Deniz Ender, Secretary; Claire Meissner, Treasurer; Julia Shaw-Kokot, Chapter Council Representative; Jonathan Lord, Chapter Council Alternate; Dan Wilson, Benchmarking Chair; Susan Yowell, Archivist

Copies of the 2006 minutes plus board and committee reports were distributed.

Jonathan Lord made and Karen Crowell seconded a motion to approve the minutes from the October 15, 2006 MAC/MLA Annual Business Meeting as submitted. Motion carried.

**Chapter Reports**

**Chair Report:**

Melanie Norton reported her activities for the year as follows: prepared and submitted the MAC midyear and Annual Reports annual reports to MLA based on 2006/2007 goals; created MAC goals in alignment with MLA's 2007/2008 goals; sent out appointment letters to new committee members and chairs; submitted "Message from the Chair" column to MAC Messages (4 columns); worked with the Strategic Planning Committee to update/revise Policies and Procedure Manual; facilitated planning for the 2007 meeting when needed; met with students at UNC-Chapel Hill to discuss a financial feasibility study project for MAC; completed MAC budget for 2007; created a MAC Chair Timeline for incoming MAC Chair and appointed and wrote a charge for a Special Committee on Research.

**Treasurer's Report:**

Claire Meissner reported that the MAC/MLA treasury balance from December 2006 is \$41,439.14.

**Chapter Council Report:**

Julia Shaw-Kokot reported that she is the current MAC Chapter Council Representative and Jonathan Lord is the current MAC Chapter Council Representative. Both Chapter Representative and Alternate attended the 2007 MLA Annual Meeting in Philadelphia in May. Paula Raimondo, outgoing MAC Chapter Council Representative, was elected Chair of Chapter Council. Her term will run from 2007-2009.

Julia will serve as Chapter Council liaison to the MLA CE Committee beginning in May 2008. Jonathan is serving on the Majors/MLA Chapter Project of the Year Award Jury as part of his Chapter Council duties. Julia also communicated with the MAC members

about various MLA projects and programs, including promotion of the survey to select roundtable topics for the 2008 MLA meeting in Chicago.

**Benchmarking Chapter Educator:**

Dan reported that after serving a two-year term, Susan Simpson stepped down as MAC's Benchmarking Educator last fall, having served in the position from 2004 to 2006. Dan Wilson was appointed Chapter Benchmarking Educator last fall and will serve a two-year term, ending in 2008.

MLA staff has finished building and proofing the data entry site for the MLA Benchmarking Survey. Chapter Benchmarking Educators will be meeting soon via a conference call to discuss promoting the survey. Target launch date is early October. Data collection will go from **October 2007 through December 2007**.

One major change this year is a cooperative arrangement with the Canadian Health Libraries Association, with their members entering data in the site for benchmarking Canadian institutions. Dan did a presentation about the survey for the Hospital Librarians' Symposium during the MAC Annual meeting.

**Archivist:**

Susan Yowell reported that Diane McKenzie, who found a home for the MAC archives at VCU and developed the collection guidelines, retired after a stellar term as MAC Archivist. Contact information for Susan and Lynne are:  
Susan Yowell, Project Assistant at the Claude Moore Health Sciences Library, University of Virginia is the new Archivist ([ssy2n@virginia.edu](mailto:ssy2n@virginia.edu)).  
Lynne Turman, Head of Collections at Tompkins-McCaw, is the Assistant Archivist ([luturman@vcu.edu](mailto:luturman@vcu.edu)).

The MAC Board approved a change to its bylaws stating that the Archivist position, which is by appointment, will consist of one three-year term, with the option for a second three-year term. If any MAC officers, past and/or present, have materials from 2004 or earlier, please send them to Susan Yowell for the archives!

Dan Wilson made and Virginia Carden seconded a motion to approve and accept the Board reports as submitted. Motion carried.

**Committee Reports**

**Communications Committee:**

It was reported that new higher resolution imaging was added to MAC Website. Adam Glazer is testing templates for MAC libraries directory.

Technology Spotlight articles on communication technologies are being published in *MAC Messages*. So far they have published short pieces on Google Docs/Spreadsheets and Yahoo Groups. Forthcoming spotlights will be on instant messaging, Net Meeting,

Skype, and Festoon. The Communications Committee Chair is now proofing issues before publication.

As of 27 July 2007 there are 353 members of the MAC/MLA e-mail list. The revised Policy and Procedure Manual is available via the MAC website.

### **Honors and Awards:**

The Honors and Awards Committee conducted business this year via email and the use of the online collaboration tool Google Docs. Documents were created for scheduling, form letters, retiree letter templates, and award certificates.

Jeanne Larsen was selected as incoming Honors & Awards Chair. In February 2007 MAC members were requested to help the committee identify retirees. A single retiree, Diane Mckenzie, was identified and a letter was written to her and signed by the MAC chair. This letter has been saved as a template in Google Docs for future use. A form letter for requesting nominations was created and then distributed to DC, Maryland, North Carolina, Virginia, and West Virginia by various committee members. Additionally, requests were made in *MAC Messages* and on the MAC Listserv. Fifteen nominations were received. The committee reviewed and discussed the nominations and a winner was chosen for each category.

The following individuals were selected as this year's award winners: Julia Shaw-Kokot, MAC Librarian of the Year Award; Andrea Horne, Marguerite Abel Service Award; Claire Meissner, One-Person Library Recognition Award.

### **Membership and Recruitment:**

There are 35 new MAC members since September 2006. This includes 12 student members. Welcome letters have been sent to new and student members who have joined MAC since February 2006. Four complimentary student memberships for 2008 were provided to the 2007 MAC Conference Scholars applicants.

\$4800 was received from VaCOHSL to establish the VaCOHSL Scholarship Fund. Plans are to sponsor one \$500 scholarship per year from this fund. Minh Troung and Travis Scott have been selected as the 2007 MAC Conference Scholars. Fundraising items will be raffled at the MAC Meeting in Baltimore to support MAC Conference Scholars program.

Shannon Jones announced that \$551 was raised from the fundraising event during the MAC Meeting in Baltimore.

### **Professional Development:**

Roger Russell reported that 4 classes were offered at the annual meeting.

### **Strategic Planning:**

Andrea Horne reported that the committee undertook the task of performing a needs assessment of current MAC members this year. A total number of 121 survey responses

were received survey, representing a response rate of 47%. Beverly Gresehover and Lucy Koscielniak won the random drawing for the gift certificates. Complete survey results can be found on the MAC Website under "What's New". The committee and Board will work in the upcoming year to analyze the survey results.

**Special Research Committee:**

The Research Committee is designated as "Special" because it is not a standing committee but instead is an exploratory committee appointed 2006. During the upcoming year the committee will analyze the results of the MAC Needs Assessment to assist in determining activities that are of most value to MAC members. The committee has two continuing members and would like to add three new members. Potential new members should contact [Diana\\_McDuffee@unc.edu](mailto:Diana_McDuffee@unc.edu) or Rex Robison [robisonr@od.nih.gov](mailto:robisonr@od.nih.gov) . Rex Robison is the chair-elect.

**2007 Annual Meeting:**

Terri Ottosen and Dale Prince were recognized for their work at the MAC Annual Meeting in Baltimore.

Monique Mackey made and Gretchen Arnold seconded a motion to approve and accept committee reports as submitted. Motion carried.

**Old Business**

**Constitution and Bylaws Changes:**

Pat Hammond announced the following changes in the term of office for the Archivist and Chapter Benchmarking Educator were approved:

Term of Office for MAC Archivist. Section 1- J. Change from "The Archivist will continue in his role until he/she chooses to resign the position." to "The term of office for the MAC Archivist shall be three years with the option of additional three-year terms."

Term of Office for the MAC Chapter Benchmarking Educator. Section 1 - K. Change from "The term of office of the Chapter Benchmarking Educator shall be two years with the option of continuing for a second two-year term." to "The term of office for the Chapter Benchmarking Educator shall be two years with the option of additional two-year terms."

**New Business**

**Call for Committee Members:**

Melanie invited MAC members to participate in committee work.

**2009 Annual Meeting:**

Melanie Norton announced that the Board is exploring the possibility of having a joint meeting with New York and New Jersey Chapters in Atlantic City in 2009.

**Nominating Committee:**

Pat Hammond reported that the candidates' biographic sketches were posted on the MAC Website and Survey Monkey ballots were sent via email to current MAC members.

Newly elected officers are: J. Dale Prince, Chair Elect; Stefanie Warlick, Treasurer and Ann Duesing, MAC Nominee to the MLA Nominating Committee.

**Invitation to the 2008 MAC Annual Meeting:**

Susan Arnold reported that the next annual meeting will be held in Morgantown, West Virginia. The contract with Waterfront Place Hotel is signed. The meeting dates are: October 20-22, 2008. Co-Chairs of Annual Meeting Committee are Susan Arnold and Mary Frances Bodemuller. The theme of 2008 MAC Meeting will be "Almost Heaven: Exploring New Vistas".

Members of the planning committee presented a slideshow about West Virginia and announced Hattie Vines as the winner of the "West Virginia" basket.

Melanie announced the door prize winner. The one-year membership to MLA was presented to Marian Czajkowski.

Andrea Horne accepted the MAC Chair's gavel and joined Melanie to adjourn the meeting at 8:45 am.

Respectfully submitted,

Deniz Ender, MAC Secretary