

**Minutes**  
**MAC/MLA Annual Business Meeting**  
**Charlottesville, VA**  
**October 6, 2005**

MAC/MLA Chair, Ann Duesing, called the meeting to order at 8:10 AM.

**Executive Board Members Present:** Ann Duesing, Chair; Pat Hammond, Chair-Elect; Beverly Murphy, Immediate Past Chair; Susan Arnold, Secretary; Claire Meissner, Treasurer; Paula Raimondo, Chapter Council Representative; Julia Shaw-Kokot, Chapter Council Alternate.

Copies of the minutes and committee and task force reports were distributed.

Janice Kelly made and Beverly Murphy seconded a motion to approve the minutes from the October 15, 2004 MAC/MLA Annual Business Meeting as submitted. Motion carried.

**Chapter Reports**

**Chair Report:**

Ann Duesing reported her activities for the year as follows: Prepared and submitted Midyear and Annual Reports to MLA; Completed the 2005 MAC Budget; Appointed MAC representatives to several committees for the MAC/Southern Chapter 2006 Meeting; Appointed the MAC 2007 Annual Meeting Chair; Wrote articles for each *MAC Messages* issue; Posted announcements and updates to the MAC listserv; Planned and chaired the Winter and Fall Executive Board Meetings; Appointed MAC Committee members from applications received; Developed the 2005-06 MAC/MLA Goals/Objectives planning format incorporating the 2005/06 MLA Priorities; Followed up on MAC Board meeting issues and MAC supported programs including the MLA 2006 Diversity Symposium planning; and Contacted and responded to MAC Board members, committee chairs, committee members, MLA contacts, and other MLA Chapter Chairs and members with requests and planning needs.

**Treasurer's Report:**

Claire Meissner reported that the MAC/MLA treasury had a balance of \$77,001.15 as of August 31, 2005. A complete breakdown of income and expenses was included in her report distributed to the membership. She also reported that there was a net profit of \$2,333.17 from the 2004 Annual Meeting.

Pat Hammond made and Russet Hambrick seconded a motion to approve the Treasurer's Report as presented. Motion carried.

**Chapter Council Report:**

Paula Raimondo announced the dates of future MLA meetings through 2010. She reported that attendance at the 2005 MLA Roundtable Luncheon was 357, a significant increase from past years. There were 52 tables representing 29 topics. She was pleased to announce that Janice Kelly was one of six nominees approved by Section Council to appear on the next ballot for election to the MLA Nominating Committee. The Chapter and Section Councils have proposed a program on Health Literacy for MLA 2007; Julia Shaw-Kokot will chair this program. Finally, Paula encouraged everyone to use the AHIP tools designed by Lynne Fox. These include an Avery printer label set for folders and an AHIP points spreadsheet. Her complete report is on file.

**Archivist:**

Archivist Diane McKenzie was not present; Ann Duesing requested that all relevant items be sent to Diane whose address can be found on the MAC Website.

**Benchmarking:**

Susan Nash Simpson reported that the 2004 MLA Benchmarking Survey results are posted on MLANET and are available for purchase from MLA. Out of 384 libraries that participated, there were 325 useable results. She thanked all who participated, although she noted that not many in MAC are currently participating. However, a few have expressed interest. MLA is looking into how to improve this process, and one of the considerations is to create a chapter benchmarking committee.

Jean Shipman made and Brenda Seago seconded a motion to approve and accept the Chapter Reports as submitted. Motion carried.

## Committee Reports

**Honors and Awards:**

Gary Greenstein reported that the committee worked as a virtual committee this year. They requested award nominations via email, telephone contact, *MAC Messages*, the MAC listserv, and letters during the period of April-June 2005. He encouraged the membership to submit nominations for the MAC awards in 2006.

**Membership Committee:**

Robert James introduced three new committee members: Susan Hardee, Cotina Jones and Susie Speer Corbett. He announced that the committee is looking for hospital librarians and a database manager. Robert thanked Shannon Jones for organizing and publicizing the 2005 MAC Conference Scholars project. He also thanked Melanie Norton, Becky Hebert, and Beverly Murphy for serving as MAC buddies to escort new members at the annual meeting. The rest of his report is on file.

**Professional Development Committee (PDC):**

Bart Ragon announced that more than 50 annual meeting attendees took CE classes this year. The classes included Horse Sense for Leaders, Foraging Through the Licensing Wilderness, Keeping Up with NLM's PubMed and Gateway, and Marketing as if Your Library Depended on It. The PDC submitted and received a \$500 RML Training Grant for teaching the Licensing CE course. He also reported that Theodora A. Bakker has completed 2 Journal Clubs at Dahlgren Memorial Library and that Margaret Norden is the PDC's AHIP representative to MLA. Margaret held AHIP sessions for members at the 2005 MAC Conference.

**Publications:**

Karen Knight gave the highlights of this committee report for Linda Collins, Publications Committee Chair. The updating and revision of the MAC Policy & Procedures Manual was completed in April, 2005. The manual will now be reviewed once every calendar year, before the annual meeting in October. *MAC Messages* is moving to a quarterly publication schedule starting in January, 2006. Karen urged members to support their state reporters and to make contributions to the newsletter. Finally, she announced that a new MAC logo has been approved and will be released for use in 2006.

**MAC 2005 Local Arrangements Committee:**

Jonathan Lord announced that there were 124 registrations for this meeting. There were 12 one-day registrations, 20 vendors, and 3 sponsorships. He thanked everyone on his committee and singled out

Lynne Turman and Barbara Wright for their work with the vendors. A final, detailed report will be forthcoming.

**MAC/MLA 2005 Program Committee:**

Pat Hammond thanked the eight outstanding members of her committee and also thanked Ann Duesing for sharing wisdom from last year's meeting. Pat announced that there was a record number of poster submissions this year (31) compared to 20 received last year. She encouraged those who were not selected to re-submit their ideas elsewhere or again next year. She noted that the call for MLA 2006 posters is out now. Pat said that her committee had good participation with the LAC, the MAC Webmaster, and Janice Mason, editor of *MAC Messages*. She also thanked the volunteers who reviewed the poster and contributed paper submissions.

**Joint 2006 MAC/Southern Chapter Meeting:**

Russet Hambrick reported that the MAC representatives to the Joint Meeting steering committee are herself, Pat Hammond, Beverly Murphy, and Julia Shaw-Kokot. The joint steering committee had a very productive meeting at the 2005 MLA Annual Meeting in San Antonio. Russet outlined the general structure planned for each day of the joint meeting, scheduled for October 12-16, 2006 in Atlanta, GA. They are planning for 250-300 attendees. MAC will be leading the CE program planning, hosting the meeting Website, and helping to develop the graphic/logo for the meeting. MAC is also contributing \$1,000 seed money toward the meeting.

**MAC/MLA 2007 Meeting Planning Committee:**

Dale Prince, Co-Chair of the MAC/MLA 2007 Annual Meeting, announced that he and Co-Chair Terri Ottosen are looking for volunteers for their committee.

## **Task Force Reports**

**Strategic Planning Task Force:**

Beverly Murphy reported that the Strategic Planning Task Force submitted 13 bylaws amendments via an email announcement for approval by the MAC membership this year. These were approved by an overwhelming majority of the ballots returned. The changes approved will make our bylaws more consistent with the MLA Chapter Model Bylaws and give MAC more flexibility. Some of the changes include a change in role for the Chair-Elect, the establishment of an Annual Meeting Committee (rather than both a LAC and Program Committee), the designation of the MAC Archivist and the MAC Chapter Benchmarking Educator as appointed officers, and name changes for the Membership Committee (now Membership & Recruitment Committee), and the Publications Committee (now the Communications Committee). Beverly concluded her report by thanking the members of the Strategic Planning Task Force for their service.

**Fees Payment Task Force:**

The charge of this task force was to investigate methods that would allow MAC members to use credit cards for paying their dues and registration fees. Jane Borland announced that the trial of Acteva was successful last year, so at the January Executive Board meeting it was decided to use Acteva for both dues renewal and annual meeting registration in 2005. At this time, MAC will absorb the costs associated with this service and not pass any costs on to the membership since there has been a reduction in mailing costs for the annual meeting. The work of this task force is now completed, and Jane thanked the task force members for their service.

Jean Siebert made and Ginger Carden seconded a motion to approve the committee and task force reports as submitted. Motion carried.

## **New Business**

### **Call for Committee Participation:**

Ann Duesing requested that interested people send in their committee request forms for 2006 to her as soon as possible.

### **Nominating Committee:**

Beverly Murphy thanked her committee members and all of the candidates who ran for office. The newly-elected officers are Melanie Norton, Chair-Elect; Deniz Ender, Secretary; and Jill Mayer, MAC Nominee to the MLA Nominating Committee. Beth Wescott made and Julia Shaw-Kokot seconded a motion to approve the Nominating Committee report.

### **Hurricane Katrina support:**

Ann Duesing announced that the Executive Board had approved a \$1,000 donation from MAC to the Salvation Army to assist with hurricane relief. MAC plans to do something additional for libraries in the affected region at a later date.

### **SLA 2006 Meeting:**

Ann Duesing announced that the Special Libraries Association will host their Annual Meeting in Baltimore, MD from June 11-14, 2006.

### **Programming Events for the Day:**

Pat Hammond announced locations for the morning session and break. She also reminded attendees that the roundtable luncheon would be a box lunch. She thanked the facilitators for the roundtables and reminded them to appoint a recorder for each table so that ideas discussed could be printed in a future issue of *MAC Messages*. Finally, she encouraged everyone to complete and submit the meeting evaluation forms.

### **Invitation to the 2006 Meeting:**

Linda Garr Markwell, a representative from the Southern Chapter, led the invitation to the 2006 Joint Meeting to be held in Atlanta, GA on October 12-16. A video from the Atlanta Convention & Visitors Bureau was shown, followed by an entertaining PowerPoint presentation. MAC and Southern Chapter members marched in wearing hats related to Atlanta, specifically the new aquarium, and taught those in attendance a song about all that Atlanta has to offer. Attendees were awarded an assortment of Atlanta-related door prizes.

Gary Greenstein made and Dorothy Spencer seconded a motion to adjourn the meeting. The meeting was adjourned at 9:18 AM.

Respectfully submitted,

*Susan J. Arnold*  
*MAC Secretary*