

Minutes
MAC/MLA Annual Business Meeting
Morgantown, WV
October 22, 2008

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

Executive Board Members Present: Andrea Horne, Chair; Dale Prince, Chair-Elect; Melanie Norton, Immediate Past-Chair; Deniz Ender, Secretary; Stefanie Warlick, Treasurer; Julia Shaw-Kokot, Chapter Council Representative; Jonathan Lord, Chapter Council Alternate; Dan Wilson, Benchmarking Chair; Susan Yowell, Archivist

Copies of the 2007 minutes plus board and committee reports were distributed. Melanie Norton, Chair of Nominating Committee passed out ballots for MAC Nominee to MLA Nominating Committee Tiebreaker election.

Claire Meissner made and Pat Hammond seconded a motion to approve the minutes from the October 15, 2007 MAC/MLA Annual Business Meeting as submitted. Motion carried.

Chapter Reports

Chair Report:

Andrea reported that she prepared MAC annual budget; appointed and wrote charge for a Financial Planning special committee to investigate MAC's financial health; submitted MAC's midyear report to MLA; updated MAC's annual goals to correspond with MLA's annual goals; sent out appointment letters to new committee members; sent out congratulation notes to retirees; submitted "Message from the Chair" column to MAC Messages; updated MAC Chair timeline and Chair's notebook; worked with Board to select location for MAC 2010 and choose Annual Meeting Co-Chairs; discussed merger with Pittsburgh Chapter with their leaders and prepared matter for discussion at the 2008 Business Meeting.

Treasurer's Report:

Stefanie Warlick reported that the MAC/MLA treasury balance from December 2007 is \$61,143.80.

Chapter Council Report:

Julia Shaw-Kokot reported that both Chapter Representative and Alternate attended the 2008 MLA Annual Meeting in Chicago.

Chapter Council Representative now serves as liaison to the MLA Continuing Education Committee, and Chapter Council Alternate is the liaison to the MLANet editorial board.

Chapter Council Chair, Paula Raimondo talked with both Chapter Council Representative and Alternate about proposed merger of the Pittsburgh Chapter and MAC. Paula had

talked with MLA prior to the meeting to see what policies and procedures were needed. Chapter Council Representative discussed the proposal with MAC Chair Andrea Horne, for follow-up.

The Chapter Council Alternate made a proposal to change the MLA Bylaws to stipulate that all members will vote on dues increases via e-mail rather than at the Annual Meeting. The proposal was defeated at the 2007 MLA Executive Board Meeting. This proposal was discussed again at the recent MLA Executive Board Meeting, but was again denied.

Benchmarking Chapter Educator:

Dan Wilson reported that MLA released the Benchmarking Survey in October 2007. He gave a presentation about the survey at the Hospital Librarian Symposium during the MAC Annual Meeting in Baltimore.

Overall 307 MLA libraries completed the survey (9 %); the number of MAC libraries completing the survey was low (total: 11) compared to other chapters. Target release of benchmarking reports is November 2008. MLA has yet to determine the timing of future surveys because they are waiting to see the capabilities of the new management system.

Archivist:

Susan Yowell reported that she deposited various committee documents, program packets and other materials from the years between 1996 and 2007. She collaborated with Jodi Koste, Archivist at Virginia Commonwealth University, to determine a strategy for archiving digital photographs for the chapter. Goals for 2008/2009 are: develop and document best practices for preservation and archiving of photographs for the chapter and determine best practice for archiving of born-digital and ephemeral content for the chapter.

The URL address for the MAC Archives is:

<http://ead.lib.virginia.edu/vivaead/published/vcu-tm/vircuh00026.xml.frame>

She also mentioned that she could use help with picture taking during the meetings.

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

Committee Reports

Communications Committee:

Beth reported that <http://macmla.org> is now an approved alias for our website. It is also reported that VCU will no longer be able to host MAC's website and therefore the committee is in the process of transitioning the server to a commercial host.

Janice Mason's last issue as editor of MAC Messages was the #123 July/August/September issue. The group is prepared to move MAC Messages to a blog.

She thanked Bob Ladd for creating the blog and agreeing to be the first managing editor. The new e-mail address for submissions is macmlablog@gmail.com.

Currently there are 369 listserv recipients at MAC/MLA e-mail list. This is an increase of 19 recipients from April 2008 report.

Honors and Awards:

Virginia Carden reported that in February 2008, Jeanne Larsen stepped down as chair of the Honors & Awards Committee, due to increasing job responsibilities. Virginia was asked to become chair of the Committee. The MAC Chair sent a letter to each retiree. An article reminding retirees to contact the Committee Chair was included in MAC Messages.

This year the Honors & Awards Committee has conducted its business via email and Google Docs. The categories for awards were: MAC Librarian of the Year, One-Person Library Recognition, and the Marguerite Abel Service Recognition. The awards will be presented at the annual MAC meeting in Morgantown, WV, in October 2008.

Membership and Recruitment:

There are 38 new MAC members since October 2007. This includes 9 student members. Welcome letters have been sent to new and student members who have joined MAC since February 2008. Two complimentary regular memberships for 2009 were provided to the 2008 MAC Conference Scholars applicants.

Pamela Lovera, Medical Librarian/CME coordinator, with the Prince William Hospital in Manassas, VA has been awarded the 2008 MAC Conference Scholarship. She is the first hospital librarian to receive the scholarship.

Shannon Jones announced that a little over \$300 was raised from the fundraising event during the MAC Meeting in Baltimore.

Professional Development:

Roger Russell submitted his report. 4 classes were offered at the annual meeting. Seven mentors and six mentees signed up for the speed mentoring session. 12 members signed up for the AHIP counseling session.

Strategic Planning:

Dale Prince reported that the Strategic Planning Committee (SPC) met at the Winter Board Meeting. They discussed video conferencing and the necessity for a centralized, web-based location for often-used documents such as "how-to-be-chair" and annual meeting forms.

The SPC met again via telephone on September 10, 2008 and discussed the necessity of moving the MAC website from VCU to another site and the Pittsburgh/MAC Chapter merger. They also observed that the Strategic Plan has not been updated since 1994, nor

has it been modified since 2000. The group agreed that a new Strategic Plan is needed, but would like to wait Diana McDuffee's leadership.

Dale also reported that activities for the upcoming year will include the Pittsburgh/MAC merger and implementation of the financial recommendations.

2008 Annual Meeting:

Susan Arnold and Pat Hammond were recognized for their work at the MAC Annual Meeting in Morgantown, WV. Susan thanked everyone making the meeting a success. Susan reported that there were 142 registered attendees, 26 vendor representatives, 4 invited guests and 1 MAC Scholar at the annual meeting.

Special Committee Reports

Special Research Committee:

Rex Robison reported that the Special Research Committee (SRC) has the charge of exploring how to encourage and support research within the MAC community. This year's SRC built on the ideas of last year's SRC, as well as the results of the 2007 Needs Assessment. The main projects were: Writing draft text to be added to the MAC Policies & Procedures manual; reviewing websites of other MLA chapters to assess their research activities; surveying MAC members to ascertain interest in, employers' support for, and obstacles to conducting research is another step SRC are taking; and beginning compilation of a bibliography of MAC members' published research. Members are encouraged to e-mail Anna Tatro their citations: atatro@hshsl.umaryland.edu

In the coming year SRC will review submitted abstracts for the annual meeting, create and maintain a page of links to resources for conducting a study, and organize a chapter-wide research project. Rex also asked for new members for SRC.

Financial Planning Committee:

Ann Duesing reported the summary of the financial planning report. Associations of all revenue sizes reported the median reserve target as 50 % of the organization's total operating budget or six months of budgeted operating expenses. The main recommendation is to establish defined reserve funds for security and bookkeeping purposes and it may be helpful to consider dividing the current MAC reserves into three categories: Long term reserve, operating reserve, and awards reserve.

Some of the major findings indicate that the balance of the budget is growing but not in particular order. If there are two major loses in a row, it would cost MAC \$22,000. There was discussion about whether \$30,000 was too large an amount needed to be put in reserve.

She also reported that the report is open for discussion and Ann encouraged members to send their feedback. Paula Raimondo suggested that MAC should consider submitting this report as a Chapter Project to MLA.

Jean Siebert made and Paula Raimondo seconded a motion to approve and accept committee reports as submitted. Motion carried.

New Business

Nominating Committee:

Melanie Norton reported that a list of possible candidates was created from input by all committee members. The candidates' biographic sketches were posted on the MAC website on August 13, 2008. A total of 189 ballots were successfully delivered: 157 to MAC/MLA members and 32 MAC members only. 136 MAC members voted for a 72 % return rate. Newly elected officers are: Diana McDuffee, Chair-Elect; Terri Ottosen, Secretary.

Distributed paper ballots were collected and counted. Melanie announced that Anne Linton was elected as the MAC Nominee to the MLA Nominating Committee.

Proposal to Merge with the Pittsburgh Chapter:

Andrea Horne announced Pittsburgh Chapter's intentions to merge with MAC due to the low number of members. The FAQ was sent out to the MAC members and the four responses Andrea had received were positive. According to MLA, a Chapter becomes recognized by MLA through a petition "signed by a minimum of one-half of the Association's Voting Members who reside or work within the area covered by the proposed new chapter." Therefore only MLA members can participate in a vote to merge MLA-recognized Chapters. Individuals who are members of the Pittsburgh Chapter or MAC, but are not MLA members can participate in the Chapter votes to pursue the merger, but not the final vote. 50 % of the support from members should be enough for the merger.

Because Pittsburgh area libraries are part of the Middle Atlantic Region NN/LM, a merger would mean that MAC is no longer covered by one RML (SE/A). There was a discussion about SE/A funding for MAC meetings if the meetings would now include librarians from another NN/LM region. As a Chair of one of SE/A's Regional Advisory Committees, Pat Hammond indicated that based on her discussions about this issue with the SE/A Director, if MAC applies for CE instructors or grants for meetings, it will be supported. Further discussion is encouraged.

Pat Hammond moved and Virginia Carden seconded to move forward with exploring the merger option with Pittsburgh Chapter. The motion is carried.

Announcements:

MLA Membership Winners:

Andrea Horne announced the following awards:

One Year Membership:

Melanie Sorsby of Duquesne University

\$100 off 2009 registration:
Merle Colglazier of Bon Secours Richmond Health System

Bring Your Own Bag Contest Winners:

Older than Dirt Award: Julia Shaw-Kokot
Heirloom Award: Margaret Norden
Exploring New Vistas Award: Mark Funk
Hidden in the Holars Award: Melissa Ratajeski
Almost Heaven Award: Pat Hammond
You've Got to be Kidding Award: Pam Lovera
Apple of my Eye Award: Clair Meissner

Call for 2009 MAC/NY-NJ/Philadelphia Tri-Chapter Annual Meeting:

Steven Douglas reported that the Steering Committee for the 2009 meeting has been established:

Micki McIntyre from New York/New Jersey Chapter;
Cynthia McClellan from Philadelphia Chapter;
Steven Douglas from MAC.

The next annual meeting will be held in Atlantic City, NJ on October 5-8, 2009. Resorts, Atlantic City's first Casino Hotel, was chosen as the site for the 2009 Tri-Meeting. Room rates are \$99.00 per night and the hotel is located on the Boardwalk.

With no further business, Sheila Snow-Croft made and Jamie Blanck seconded a motion to end the business meeting. The meeting was adjourned at 9:20 am.

Respectfully submitted,

Deniz Ender, MAC Secretary