

Minutes
MACMLA Executive Board Meeting
September 5, 2003
Durham, NC

MAC/MLA Chair Russet Hambrick, called the meeting to order at 9:00 am

Executive Board Members Present: Russet Hambrick, Chair; Beverly Murphy, Chair-Elect; Janice Kelly, Past-Chair; Karen Crowell, Secretary; Jane Borland, Treasurer; Diane McKenzie, Archivist; Paula Raimondo, Chapter Council Representative; Julia Shaw-Kokot, Chapter Council Alternate.

Committee Chairs Present: Melanie Norton, Membership; Patty Greenstein, Professional Development; Jana Allcock, Publications

Committee and Task Force Members Present: Becky Johnston (representing Pat Vaughn, Honors and Awards)

A motion was made and seconded to approve the minutes, as amended, from the February 21, 2003 Executive Board Meeting.

Executive Board Reports

Chair's Report:

Highlights from the report: Russet Hambrick prepared and submitted the annual report to MLA and attended the MLA conference. With approval from the Executive Board, she signed the hotel contract for the MAC 2004 meeting in Raleigh, North Carolina. She chaired the Strategic Planning Task Force, which conducted a survey of current and past officers and committee chairs, and she started recruiting committee volunteers and a new Benchmarking Chapter Educator.

Treasurer's Report:

The report covered income and expenses from January 1, 2003 to July 31, 2003. Income totaled \$3,689.38 and expenses totaled \$8,049.20. Included in total expenses was a \$3,582.71 penalty for unoccupied rooms paid in January 2003, to the hotel in Washington, D.C. where the 2003 meeting was held. The balance, as of July 31, 2003, was reported to be \$41,543.03.

Jane Borland explained that the liability insurance is made available by MLA to protect chapters from potential lawsuits related to travel and attendance at conferences. Locations where meetings are held generally do not provide insurance coverage for attendees. See Group Insurance under Chapter Business Guidelines at <http://mlanet.org/chapters/cbg.html#12> on the MLA web site for details. Paula will ask Chapter Council members how many chapters purchase the insurance and if any chapters have ever been sued or filed a claim.

Jane also shared the results of the review of MAC financial statements and supporting documentation recently conducted by Harry Skinker. Highlights from the review include recommendations that (1) each disbursement check be supported by an invoice or voucher, (2) checks to transfer funds between treasurers or accounts be made payable to the individual as Treasurer, Mid-Atlantic Chapter, MLA rather than to the individual alone, and (3) alcoholic beverage charges should be covered by registration fees at meetings in order not to jeopardize

MAC's tax exempt status. Recommendations will be added to the chapter's policies and procedures.

Chapter Council Report:

Paula Raimondo reported the results of the Chapter Council elections and introduced several topics for Board members to consider:

- (1) Should we have a **recruitment committee**?
The Board agreed not to establish a new committee, but, instead, to rename the Membership committee to include Recruitment in the title since the Membership already does recruiting. Russet will make a recommendation to revise the by-laws at the Annual Meeting and add it to the chapter's policies and procedures.
- (2) We need a chapter **liaison to the Recruitment & Retention committee**.
The Board agreed that this would require active participation and we should appoint both a liaison and an alternate liaison, selected from members of the Membership committee. Russet will make an announcement to recruit applicants.
- (3) Would MAC want to get involved in **career fairs** that take place in the region?
Melanie noted that the Membership committee already is participating in career fairs and organizing such events on an informal basis, but is willing to do so on a more formal basis if desired. Janice reminded everyone that NN/LM helps fund such initiatives.

Paula also attended a meeting of the Credentialing Committee at the MLA Annual Meeting and noted that the committee approved adding the Independent Reading Program to the list of approved CE programs for earning AHIP credits. The committee also approved a new renewal process that will no longer require submitting documentation. Bev Murphy offered to write an article about AHIP for the chapter newsletter.

Julia Shaw-Kokot attended her first Chapter Council meeting and will be polling MAC members about their Roundtable experiences. Managing roundtables was a problem at the last MLA meeting due to the large number (392) of participants. Julia passed along several questions that had been raised on the Chapter Council listserv.

- (1) How are MLA requests for special programs handled at chapter meetings?
Board members agreed that the MAC chair, in consultation with the Program Chair, should contact MLA in advance to offer them a time slot for a forum or update.
- (2) What meetings are individual chapter Liaisons expected to attend at the MLA Annual Meeting?
Two meetings mentioned were Credentialing and Membership, but there should be something added to the policies and procedures for new Liaisons.
- (3) How are chapters handling mentoring – a new committee? task force? incorporating it with another committee?
Board members agreed that mentoring should be considered part of the responsibilities of the Professional Development committee. Paula noted that MLA is dissatisfied with the number of members who have added their information to the mentoring database. It was suggested that members visit the web site. Patty agreed to write an article promoting the database for the MAC newsletter. In order to be consistent, AHIP counselors should be referred to as AHIP mentors

Committee and Task Force Reports

Honors and Awards:

Becky Johnston reported that the committee received eleven nominations this year. Winners are: Gabe Rios, MAC Librarian of the Year; Paula Raimondo, MAC Service Award; and Monique Mackey, One-Person Library. The committee will prepare a list of certificates that will also be

awarded to outgoing committee members and chairs at the Awards ceremony during the annual meeting. Chairs and board members were asked to review the list for accuracy.

Membership:

The total number of members is now 210, reported Melanie Norton, and 23 new members were sent welcome letters, including committee applications, by the committee. Renewal reminders were published in the MAC newsletter and posted on the listserv three times. Library school students were targeted at UNC Chapel Hill and the University of Maryland through the use of brochures and, at UNC, a panel of librarians discussing the field of librarianship. Melanie reviewed updates the committee made to the membership brochure and noted that it has been forwarded to the Publications committee.

Professional Development:

Patty Greenstein reported that the committee is not responsible for planning CE courses for the annual meeting this year and chose to communicate by email, but members often did not respond to her messages. Letters were sent to all the deans of regional library schools to encourage applicants for the internship, but only one application was received. It was suggested that the applicant, Leigh Medford, be invited to the annual meeting and that she might be able to assist with updating the policy and procedures manual. It was also agreed that an online CE course is too much work and that MAC might be better off exploring the possibility of co-sponsoring courses in the region.

Publications:

To relieve Janice Mason of some of the responsibilities of editing the newsletter, the committee has assigned Adam Glazer, MAC's web master, to take over the formatting and publishing of the newsletter. Carolyn Willard has volunteered to handle mailing and Janice will continue in her role as editor. Committee documentation will need to be updated to reflect these changes. Deniz Ender, who also volunteered to assist the committee, will be asked to work on updating the Policy and Procedures manual. The need for a separate policy and procedure manual for the Local Arrangements Committee was discussed. It was suggested that previous LAC members be contacted to obtain copies of any notes they might have to supplement information in the committee's official reports.

A survey, using a random membership list and past and current officers as the sample, is planned for September to evaluate the chapter web site.

A comparison was made of MAC's logo with logos from other chapters that appear on the Quintessential Meeting promotional materials. Board members agreed that the logo is satisfactory but might be enhanced with a new color and/or fonts. Bob Ladd, who designed the logo for the Quint meeting, will be consulted, but it was agreed not to delay printing the membership brochures until after the changes are made.

Archivist:

Copies of the list of chapter documents were distributed to remind everyone who is responsible for collecting them and when they are to be sent to Diane McKenzie to be archived.

Benchmarking:

Copies of Merle Colglazier's report summarizing his activities as Benchmarking Chapter Educator, were distributed. Included also were copies of the MLA Benchmarking Implementation Task Force Final Report and a memo from BITA's chair providing background information.

Nominating:

Janice Kelly reported that candidates for three positions were selected: Chair-Elect, Secretary, and MAC Nominee to the MLA Nominating Committee. Two versions of the ballots were prepared, one for MAC members who are also MLA members, and one for MAC members who are not MLA members (thus ineligible to vote for the nominee to the MLA Nominating Committee). 200 ballot packets were mailed to MAC members on August 1, and a follow up reminder sent to the MAC list. The deadline was September 2 and ballots were still in the process of being tallied at the time of the Board Meeting, but results of the elections will be sent to the Board as soon as the counting is completed.

Task Force Reports**Strategic Planning:**

Russet reported on a survey tool sent by the task force in July to 54 MAC committee chairs, officers and ex officio members of committees who are currently serving or previously served (within the last 5 yrs.) in these roles. 44% of those surveyed have responded so far. Results will be compiled and shared with members of the task force to determine next steps.

A motion was made and approved by the Board to allow the task force to continue its work in the coming year to allow them to make their final recommendations.

Local Arrangement Committees**2003 Quint Meeting Report:**

Bev Murphy distributed copies of updated budget projections for the Quint meeting. Budgeted income totals \$121,478.00 and expenses total \$112,922.17. She also distributed copies of revised schedule, noting that the business meetings will be scheduled on Tuesday morning. Russet will send out a reminder to MAC members.

Board members also discussed ideas for future joint meetings. It was agreed that we should try to find another chapter closer geographically to ours, either Southern or Midwest. It was suggested that we find out when South Carolina will be hosting the next Southern Chapter meeting. Paul Raimondo will find out and report back to us. It was also suggested that we explore the possibility of partnering with SLA for a joint meeting.

2004 Local Arrangements Report:

Diane McKenzie distributed copies of the committee's report. The 2004 MAC meeting is to be held in downtown Raleigh October 13-16. The contract for the hotel has been signed (no deposit required) and a block of rooms reserved at the rate of \$105 per night for single or double rooms. Fewer rooms have been reserved than in the past to avoid paying a penalty for unused rooms, but the hotel will guarantee the rate as long as rooms are still available. Exhibits, posters and breaks will be held in one room and there will be dine-arounds instead of a banquet. The reception will be held at one of three locations off site and buses will be needed for transporting attendees.

2004 MLA Annual Meeting:

Janice Kelly noted that the 2004 MLA meeting will be held May 21-26 in Washington, D.C. The website is still under development. MLA representatives will be meeting with the planners at the conference hotel, the Hilton near DuPont circle, in November.

Old Business

Credit Card Payments:

No further progress has been made in determining whether or not to adopt a process for accepting and processing payments for chapter dues or registration.

Committee for LAC Policy and Procedure Manual:

Usually, LAC members can readily contact previous year's LAC members for guidance with policies and procedures. This year is unique because the meeting is outside our region and responsibilities are shared by five chapters. Rather than rely on LAC final reports, that aren't always detailed enough to be useful, and informal notes or conversations, the Board agreed that a separate Policy and Procedure manual is needed. It was suggested that a committee of at least three people, with fairly recent experience on a MAC LAC, be recruited to draft the manual.

New Business

Chairs and Committee Needs for 2003-2004:

In addition to recruiting members for a LAC P & P Committee, several MAC committees have members and/or chairs whose terms are up and will need to be replaced. A list of existing committee and task force members, including terms, was distributed for review. Committee chairs were asked to verify the number of upcoming vacancies and Russet will begin recruiting volunteers. As mentioned previously, Janice will retain her role as editor on the Publications Committee, with the assistance of Adam Glazer and Carolyn Willard as ex-officio members, and we will need to find a replacement for the MAC Benchmarking Chapter Educator.

Chapter Prize Nomination:

MAC will not be submitting a nomination for the MLA Chapter prize this year, but ideas for future projects that might be eligible for nomination were discussed, including conducting a needs assessment for strategic planning. Karen Crowell proposed exploring ways to support staff development such as extending membership or meeting registration and continuing education discounts to library staff, holding staff poster sessions, and more.

Other Nominations for MLA Awards:

It has been suggested that names of people who have been nominated for MAC awards should be forwarded to MLA as potential nominees for association awards. It was agreed that a better method would be to have the Honors and Awards committee routinely encourage the nominees themselves to apply for other MLA awards.

MAC Logo:

See Publications Committee Report

November 12, 2003 NLM Tour co-sponsorship:

MAC will be joining DC/SLA in sponsoring a tour of the National Library of Medicine and a demonstration of the ToxSeek in Bethesda, Maryland to be held on November 12. Copies of the DC/SLA flyer detailing the event were distributed. As cosponsor, we will not be responsible for any of the arrangements, just giving them permission to use our chapter's name to promote the tour.

2003-2004 Goals and Objectives:

Copies of the 2002-2003 Goals and Objectives were distributed and chairs were reminded to submit their goals and objectives for 2003-2004 to Bev Murphy by mid-November.

Other Business

Travel Expenses for Business Meetings:

A motion was made and approved to increase the limit for reimbursed travel expenses for business meetings from \$50 to \$100, to go into effect in January 2004.

The Executive Board adjourned at 3:00 pm.

Respectfully submitted,

Karen Crowell, MLIS, AHIP
MAC/MLA Secretary

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