

Minutes
MAC/MLA Executive Board Meeting
February 6, 2004
Durham, NC

MAC/MLA Chair, Beverly Murphy, called the meeting to order at 8:45 a.m.

Executive Board Members Present: Beverly Murphy, Chair, Russet Hambrick, Past-Chair; Ann Duesing, Chair-Elect; Jean Siebert, Secretary; Paula Raimondo, Chapter Council Representative; and Julia Shaw-Kokot, Chapter Council Alternate.

Committee Chairs Present: Kelly Near, Honors and Awards; Cynthia Burke, Membership; Holly Harden, Professional Development Committee; Linda Collins, Chair Elect, Publications; Diane McKenzie, and Rick Petersen, 2004 Local Arrangements Committee; and Jonathan Lord, 2005 Local Arrangements Committee.

Committee and Task Force Members Present: Gary Greenstein, Lynn Eades, Robert James, Janice Kelly, Melanie Norton, Bob Ladd, Margaret Moore, Patty Greenstein, Deniz Ender, Jill Mayer, Diane Fuller, Claire Meissner, Ann Sasser Evans, and Daniel Wilson.

Beverly distributed copies of the agenda, minutes, committee and task force reports, and new business items.

A motion was made and seconded to approve the minutes as written from the September 5, 2003 Executive Board meeting.

Executive Board Reports

Chair's Report:

Highlights from the written report include: completed the 2003/2004 MAC Goals and prepared and submitted the MAC Officer and Committee roster and the Midyear Report to the Medical Library Association (MLA). She appointed a LAC Chair Jonathan Lord for the 2005 Annual Meeting in Charlottesville VA. Beverly represented MAC on a panel discussing Medical Librarianship presented to SLA Student Chapter members at the UNC School of Information and Library Science in Chapel Hill.

Treasurer's Report:

The report covered income and expenses from January 1, 2003 to December 31, 2003. Income totaled \$5,753.60 (which included the \$1,000 reimbursement of the Seed Money for the Quint 2003 Meeting) and expenses totaled \$10,849.41. The balance at the end of the period was \$40,806.54. Income from the Annual 2003 meeting of \$8,798.98 was not included, as it was not received until January 2004. Still outstanding is a payment from a MAC member.

Chapter Council Report:

Julia Shaw-Kokot presented the list of Chapter Council Roundtable topics for the 2004 Annual Meeting. She said that volunteers will soon be recruited for chapter roundtables at

the MLA Annual Meeting. The Roundtable lunch will be offered on Sunday May 23rd from 12-2 pm. Unfortunately the cost of lunch is steep, \$32 for a box lunch. One member asked if they could attend the session but not buy the box lunch. This question will be referred back to Chapter Council.

A motion was made and seconded to approve the Chair, Treasurer and Chapter Council reports.

Old Business

Deactivation of the Governmental Relations Committee was discussed. MLA provides issues and information on a national level, but not every one is an MLA member. The Liaison to MLA might be a viable substitute. Lynn Eades asked about regional issues of importance to librarians. This issue was deferred and the Strategic Planning Task Force was asked to investigate whether one officer in charge of Governmental Relations might be a viable alternative. It was suggested that MLA Focus be forwarded to the MAC listserv.

Linda Collins reported on the changes made and proposed by the MAC Messages Editorial Board. She felt that a change to totally electronic publication of MAC Messages would decrease the pressure on the editorial board. Paper copies would continue to be sent to the MAC archivist and 18 retired members. This issue was discussed and the change to electronic was approved. The membership form brochure and web page will require updating to reflect this change.

Paula Raimondo presented the results of the inquiry about Chapter Liability Insurance. The majority of the respondents purchase Liability insurance through MLA. No chapter has been sued according to the respondents. A new issue was raised as to what is covered by this insurance. Jane Borland should have the documentation and Beverly will follow up on this issue.

A MAC Chapter Project was not submitted this year. Karen Crowell at UNC offered to spearhead a project this year. Ideas for projects included continuing education for library staff and/or a leadership development. Lynn Eades volunteered to work on this.

Beverly Murphy reviewed the highlights of MAC/MLA goals for the 2003-2004 year.

Committee and Task Force Reports

Honors and Awards Committee

Kelly Near, Chair, described the difficulty of obtaining nominees for the awards. The committee wanted to eliminate the wooden plaque, which cost \$65.00 and offer cash instead. A lively discussion ensued. Many members wanted all awards to have the same monetary value. A motion was made, seconded, and approved by the Executive Board to leave the plaque as it is and add a monetary award of \$200 to the One Person Library Recognition Award and \$200 to the MAC Librarian of the Year. Gary Greenstein volunteered to create colorful nomination forms to be distributed via e-mail. Gary is the Chair-Elect for this committee.

Membership Committee

Chair of the Membership Committee, Cynthia Burke, reported on their innovative activities. Robert James is the new Chair-Elect for this committee. Lynn Eades, Melanie Norton and Linda Collins are working on a revision of the MAC brochure. This committee plans to show case what MAC member Health Sciences Librarians are doing. They plan to list names of librarians who volunteer with speaker's Bureau in each state. Direct print mailings are planned to lapsed members. In 2003 there were approximately 235 members. They are investigating developing a CD to promote medical librarianship. This committee is also examining conference calls to new members. They meet with new members at the MAC Annual Meeting Reception. March 15 is the deadline for renewal of membership. Several members suggested that MAC consider mailing out invoices in November like MLA.

Professional Development Committee

Chair Holly Harden reported on activities. They unsuccessfully applied for the Leadership and Management Section Chapter-Level Leadership Education Challenge Grant. Bart Ragon is the chair elect. They would like to survey the members on the web. Questions would include 1) Describe a CE course that you would recommend to MAC; 2) What are your top 3 professional issues and 3) Indicate your interest in teaching a class. Several officers responded that there is unfortunately not enough time to conduct a survey before class information is required. The web page needs revisions and special software to offer web-based surveys. The PDC needs to work closely with LAC with respect to CE courses offered at the meeting so that hands-on classes can be offered. Currently, there are enough meeting rooms available at the hotel to offer three Wednesday and three Saturday CE classes. Responses to suggestions for possible classes included Running with Squirrels, Adult Learners, and a database class offered by NLM. Leigh Medford from Eastern Carolina University was the intern this year.

Publications Committee

Linda Collins, Chair-Elect, reported on activities. In the redesign of the Membership Brochure, the colors and resolution of logo need to be updated. It was suggested that they consult Jonathan Lord and Steven Squires who have the history of our logo design. They are working on an update of the policy and procedures manual with having a PDF version up on the MAC web page. This committee wants to conduct a brief survey (10 questions or less) of membership about the web site and to see if they can accomplish the changes suggested by this survey. The Publications Committee needs to compile and edit the LAC Policy and Procedures Manual since there is not one currently available.

Archivist

Diane McKenzie was questioned about how long materials need to be retained. Several members requested that she email them the chart about retention of documents. It was also suggested that this chart be converted to a PDF and added to the web page.

Strategic Planning Task Force

Russet Hambrick, Chair, reported that they are assessing organizational structure and are tasked to make recommendations at the Fall Meeting of the Executive Board. Each

member has been assigned a group to assess and summarize by 03/06/04. They surveyed past officers this fall and they hope to address issues identified in this survey.

Recommendations from the Strategic Planning Task Force included:

- 1) State Reporters should have better defined guidelines and suggestions to what is appropriate to include in MAC Messages. It was suggested that these reports include regional governmental issues. Another member suggested that these individuals be appointed as Ex Official Members (non-voting) of the Publications Committee.
- 2) MAC Publication Committee has more communications functions than publications; therefore recommend changing its title to Communications Committee. This change would require a change in the bylaws, which can't be changed until October 2004.
- 3) MAC Program Committee Chair and Chair-Elect currently have some challenges. The Chair-Elect serves as chair of the program committee. The Local Arrangement Committee (LAC) is operational one year before the chair elect is elected. This Task Force wants to eliminate the Program Committee Chair from duties of the Chair-Elect. Instead there will be another individual as chair of the Program Committee (a standing committee). This Program Committee will start its work in conjunction with LAC. The Chair-Elect would take charge of Strategic Planning to respond to user needs. This change would facilitate continual evaluation of how we operate and facilitate the Chair-Elect take over the chair duties if necessary. These proposed changes require changes to the bylaws.
- 4) Bylaws under Article X <http://www.cbil.vcu.edu/mac/bylaws.html> can only be amended at regular MAC Meetings. This article should be modified to allow more participation by members and increase flexibility by conducting electronic voting and discussions over the MAC list-serv.
- 5) The survey of needs assessment, should be conducted, every other year, by the MAC Chair-Elect.
- 6) The next task force meeting is June 4th in Lynchburg VA.

Local Arrangement Committees

2003 Quint Meeting Final Report

Beverly reviewed the highlights of the budget and the comments of members about the Quint Meeting.

2004 Program and LAC

Rick Peterson, LAC Co-Chair, reported that the Omni features luxury in a convenient location, wireless should be available at the meeting. October weather is unpredictable. Minimum room guarantees were presented. The meeting will start Wednesday 10/13/04 with CE courses in the hotel and the Welcome Reception in the state capital. The exhibitors will only be there on the 14th and posters will be available all day in convenient locations. Friday will be a half-day meeting. Rooms will be \$105 a night. Registration materials and the preliminary program will only be available on the Internet. Registration will be \$175.00. CE classes will be \$65 for a half day and \$130 for a full day. Gary Greenstein raised the issue of event insurance. He was asked to investigate costs and what the coverage would provide. The motion of a maximum of \$6000 support on expenses was made, seconded, and approved by the Executive Board.

Ann Duesing, Program Chair, reported that the theme of this meeting will be “The Sky’s the Limit” with “Meeting the Challenges” as a possible sub-theme for panel or speaker. The proposed meeting schedule was discussed.

Thursday

7:00-8:00 MAC Committees (Honors & Awards, Publications, Membership, and PDC) and the Strategic Task Force Meetings	12-1:30 Round Table Luncheon
7:30-9:00 Exhibit Opening Breakfast	1:45-3:00 Contributed Papers
9:00 Opening Remarks	3:00-4:00 Panel
9:15- 10:15 Keynote Address	4:00-5:00 Ice Cream Social
10:15-10:45 Break	5:00-6:00 State Meetings
10:45-11:45 Posters	6:30 Dine A Rounds

Suggested changes included that the ice cream social be moved to an earlier time to avoid having the papers and panel next to each other, and NLM report replace the Panel on Thursday.

Friday

8:00-9:30 Breakfast & Business Meeting	10:45-12:00 Contributed Papers
9:30-10:30 Speaker	12:30-2:00 Awards Luncheon MAC 2004

2005 Local Arrangements Committee

LAC Chair, Jonathan Lord reported that the MAC Annual Meeting would be October 3-6 midweek, which would not conflict with the Virginia Library Association. This shift would require that the MAC Fall Board Meeting would need to be scheduled earlier than normal.

MLA Annual Meeting will be May 21-26 2004. Janice Kelly said the preliminary programs are being mailed out next week.

New Business

Software

Since many committees want to conduct web-based surveys, survey software is needed. The MAC Publications Committee will investigate products and costs. Beverly Murphy and Lynn Eades may have suggestions.

The Board approved a suggestion by Beverly Murphy that Adam Glazer and Jane Borland make credit card payment for dues and registration fees live on the MAC web page.

Beverly reviewed the **MAC 2004 Budget** and the suggestions for what to do with the **Quint profits**. The Board will review relevant and appropriate proposals from each committee by the next fall Executive Board meeting.

2006 Joint Meeting with Southern Chapter

The current chair of Southern Chapter proposed a joint meeting in Atlanta in 2006. Beverly will discuss with them during the 2004 MLA Annual Meeting.

Videoconferencing the Winter Executive Board Meeting

Jean Siebert presented the options and possibilities of videoconferencing for the winter executive board meeting. The Board will discuss this idea further.

Chapter Bench Marking Educator

Susan Craft is willing to serve in this position but would like some clarification. Russet suggested a term of two years, with the option of continuing for a second two-year term, with the status of ex-officio member of the executive board. This motion was passed by the Executive Board.

MLA Lindberg Research Fellowship Program

A motion was made, seconded and approved by the Executive Board to contribute another \$1,000.00 to this fund.

The meeting was adjourned at 3:30 pm.

Respectfully Submitted

Jean L. Siebert
MAC Secretary

Revised 02-24-04 pm