

**Minutes**  
**MAC/MLA Executive Board Meeting**  
**September 24, 2004**  
**Durham, NC**

MAC/MLA Chair, Beverly Murphy, called the meeting to order at 9:00 am.

**Executive Board Members Present:** Beverly Murphy, Chair; Russet Hambrick, Immediate Past-Chair; Ann Duesing, Chair-Elect; Julia Shaw-Kokot, Chapter Council Alternate; Jane Borland, Treasurer.

**Committee Chairs and Representatives Present:** Cynthia Burke, Membership; Linda Collins, Publications; Gary Greenstein, Chair-Elect, Honors and Awards; Diane McKenzie, Co-Chair, 2004 Local Arrangements Committee; Jonathan Lord, Co-Chair, 2005 Local Arrangements Committee

**Archivist:** Diane McKenzie

**Benchmarking Chapter Educator:** Susan Craft

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

After reviewing the February 6, 2004 minutes, the name of the hotel for the 2004 annual meeting was corrected to read "Sheraton Capital Center." A motion was then made and seconded to approve the minutes as corrected.

**Executive Board Reports**

Highlights, additions and corrections from the written reports are presented below.

**Chair's Report:**

Beverly Murphy asked that the first item on her report be removed because it was a carry over from the last report. Highlights from her report included submission of an Annual Report to MLA, appointment of the Fees for Service Task Force, initiation of an ad hoc group to begin planning for 2006 annual meeting, and presentation of the welcome address at MLA'04.

**Treasurer's Report:**

The report covered income and expenses from January 1, 2004 to August 31, 2004. Total income of \$22,566.96 does not reflect an expected check from Acteva for the 2004 meeting registrations of around \$17,000 or an exhibitor check for about \$325. Total expenses of \$54,762.82 include a \$907.96 charge for bus transportation for the 2004 meeting. In addition, there are two registrations to be refunded. This report will be presented at the 2004 Annual Business Meeting.

**Chapter Council Reports:**

Julia Shaw-Kokot, Chapter Council Alternate, presented both the Chapter Council Representative and the Alternate reports. A Chapter Council member has asked that individual chapters fund free lunches for new chapter members to attend the Roundtables at the 2005 MLA meeting in San Antonio. Paula suggested that this request be discussed, and the item was added to new business.

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

**Committee and Task Force Reports:**

**Standing Committees**

**Honors and Awards:**

Gary Greenstein, Chair-Elect, was filling in for Kelly Near, Chair. He related the difficulty in getting nominations for awards. However, five nominations were received after some "arm twisting." Several difficulties were encountered while recruiting for nominees including a delay in publication of *MAC Messages*. The following awards will be given at the annual meeting in October: Librarian of the Year, Russet Hambrick; Marguerite Able Service Award, Ann Duesing; and One-Person Library Recognition Award, Daniel Oates. Each award winner

will receive \$200. One member of the committee, Nancy Wasson, retired this spring and another has requested to be relieved of her committee responsibilities. Beverly asked that the Committee also recognize Donna Flake for her international activities and the Students Scholars with certificates at the October meeting.

#### **Membership:**

Cynthia Burke, Chair, explained that the membership numbers reflect active members. There had been some confusion in the past about obtaining membership and promotional brochures. MLA recruitment brochures should be obtained from Lisa Fried at MLA and the MAC brochure from Cynthia. Diane McKenzie requested that all new brochures have a revised date and that both old and new brochures be sent to her for the Chapter archives. Beverly, Cynthia, and other MAC members will be participating in a recruitment event at North Carolina Central University the day before MAC.

#### **Professional Development:**

Holly Harden, Chair, was not at the meeting because she was getting married the next day. Beverly pointed out in Holly's report that Andrea Horne was not an ex-officio member of the PDC Committee but serves on the committee as part of her duties with the 2005 Local Arrangements Committee. Another question arose over the number of MAC AHIP Counselors agreeing to continue their roles. The report says "four," however there are actually five experienced counselors currently serving. Beverly will contact Holly for clarification. It was also noted that the instructor canceled the full day course scheduled for this year's annual meeting. All other sessions are half-day courses. The idea of surveying the membership to obtain course suggestions next year was discussed. The idea was supported, but Beverly will remind the group that the survey needs to be completed by the January Board Meeting when planning for courses begins.

#### **Publications:**

Linda Collins, Chair, reported that *MAC Messages* moved quickly to an online format and the feedback has been positive on the format. While there was a long time lag between issues that resulted in a combined summer issue, the publication schedule is back on track. New guidelines for State Reporters are attached to the committee report.

Linda has the Web survey software, Perseus Software Solutions, loaded on her computer and will work with Lynn Eades and others after the MAC meeting to investigate server-hosting options. A draft of a Website survey created with the software is attached to the report. Board members were asked to send comments on the attachment to Linda by the end of the year. As part of the discussion of the survey software, it was suggested that a Web-based evaluation be used for this year's meeting. Beverly has a template she will forward to Linda. This will be investigated and publicized at the meeting, if available. Linda expressed her concern about having the online evaluation set-up by the meeting.

The policy and procedure manual review and updates were discussed. It was suggested that the manual be available as a PDF document for easier updating. Linda will talk with Adam Glazer about this suggestion. One problem with the current process is that changes come in different formats. It may be better to also have the documents located in a restrictive folder for easier editing.

The Strategic Planning Task Force recommended that the name of this Committee be changed to the Communications Committee. This recommendation was approved, but it will require a Bylaws revision to become official.

#### **Archivist:**

Along with the report distributed by email, Diane McKenzie discussed archival responsibilities of Board members. Items for the archives should be submitted in January unless otherwise noted. The newly elected treasurer should submit the treasury report every three years (is this correct?). The report should be formatted as a PDF with a link to the excel form and placed in the Board restrictive folder for the membership on the MAC Website. Diane also asked that the policy and procedure manual clearly define archival responsibilities.

#### **Benchmarking Educator:**

Susan Craft added to her presented report by mentioning that her role was more communicator than educator and this seemed to be the experience shared by benchmarking folks in other chapters. This year's data gathering survey was open to everyone including hospitals, academic libraries, and others. MAC fell in the middle of the rankings.

**Nominating:**

Russet Hambrick, Past Chair, reported that 178 ballots for the 2005 election of officers and chapter representatives were mailed along with the suggested bylaws change (see below). A follow-up message was sent to members via the listserv. Ballots must be postmarked by September 30<sup>th</sup>. Results will be tabulated and included in the report distributed at the annual meeting.

**Task Forces****Strategic Planning:**

Russet Hambrick, Chair, presented the Task Force's report, which is based on member feedback. Some of the resulting recommendations require Chapter bylaws amendments. Beverly, Jonathan Lord, and Russet recommend that the MAC membership be asked to approve the bylaws amendment by vote at the 2004 annual meeting. The amendment had to be sent to MLA for approval before it could be presented at the meeting.

Current wording: "These bylaws may be amended at any regular meeting of the Chapter by a two-thirds vote of those attending, provided that the amendment has been submitted in writing to the members."

Proposed change: "These bylaws may be amended by either: 1) a two-thirds vote of those attending any regular meeting of the Chapter, provided that the amendment has been distributed to the membership at least thirty (30) days prior to the meeting at which the vote shall be taken, or, 2) at any time by membership balloting, provided that the amendment and ballots have been distributed to the membership at least thirty (30) days prior to the voting deadline; amendments will be approved by a two-thirds majority of the returned ballots."

MLA dictates the 30 days and two-thirds approval rate numbers. The vote on this amendment will be taken at the 2004 Annual Meeting by a show of hands.

Phase 2 recommendations are amendments for 2005 and were handed out along with justifications. Motions and changes are recorded below. Only one bylaw, the establishment of an Annual Meeting Committee, has not been previously approved by the MAC Board.

A motion was approved to change the bylaws to eliminate the program and local arrangement committees and establish an annual meeting committee. This would be effective for the 2006 Annual Meeting.

After a discussion, the sentence "Committee members shall include representation from each state and from the Professional Development Committee" was dropped from the proposed wording of paragraph D on page 2 but will be added to the policy and procedure manual with revised wording.

Paragraph E on page 2 was discussed. The new proposed wording is "The Membership and Recruitment Committee shall be appointed by the MAC Chair. The Chair of the MAC Membership and Recruitment Committee will act as MAC's representative to the MLA Membership Committee. MAC's representative to the MLA Professional Recruitment and Retention Committee will serve as an ex-officio member of the MAC Membership and Recruitment Committee. This Committee shall be responsible for conducting an annual membership drive; maintaining tools for recruitment; gathering and maintaining information on the dues structures of other professional associations; and maintaining a database of MAC members."

In paragraph I on page 3, the last sentence was changed in the proposed wording to read "This committee shall be responsible for coordination of all MAC communications regardless of format."

Moved and approved that Amendment 6 be accepted to change the letter designations as edited.

Moved and approved to accept Amendment 7 to extend the term of the secretary and treasurer to three years.

Wording on Amendment 8 change to "Amend the duties of the Treasurer to delete maintenance of the membership list and add consultation with Annual Meeting Chair in budget preparation for the meeting." The last sentence of the proposed new wording of Amendment 12 was changed to read, "The Archivist will publish the list of materials to be archived." After these changes, the Board members approved Amendments 8-12.

Several recommendations in the report did not require bylaws revisions and were presented in a separate report. The best way to incorporate these recommendations into the 2005 goals and objectives of the appropriate committees was discussed. Some of these are longer-term projects.

#### Recommendations not requiring Bylaws revisions

*Enforce the dues payment clauses of the MAC bylaws* (Membership Committee). An invoicing system should be implemented, with the first invoice going out by November 15<sup>th</sup> and the second invoice by January 15<sup>th</sup>. The Board agreed to a mail invoice system for the current year with the results being evaluated at the next Fall Board Meeting. A membership card was also suggested. Some of these issues may be addressed by electronic dues payment.

*Enhance ability to communicate electronically as a Chapter* (Communications Committee). Many of these recommendations are underway. The first bullet (purchase software to enable easy establishment of listservs for the Executive Board, committees, tasks forces) was tasked to Inhye Son, Listserv Manager. The fifth bullet (establish mechanism to collect or submit information via the Website) is related but it has not been addressed at this point. These will be referred to the listserv owner, Inhye Kim Son, to investigate. The Board recommendations are as follows.

Items deferred for more study:

- 1) Listservs for easier communication
- 2) Russet will investigate "pay as you use" conferencing vendors
- 3) Russet will clarify submitting information via the Website especially for Honors and Awards and State Reporters

The planned Website evaluation survey of membership was discussed in order to make sure that questions addressed specific uses of the Website. The Board members felt that the number one priority was to make all forms web based and available via the Chapter Website. Linda will continue to investigate this with Adam Glazer, the Web manager.

*Task the Honors and Awards Committee with the development of a mechanism to consistently and effectively nominate MAC members for MLA scholarships and awards* (Honors and Awards). A discussion of how difficult it was to obtain nominations led to clarifying the role of the Committee and suggestions for ways to overcome the obstacles. This discussion led to a review of the need and importance of the Committee and its role within MAC based on a comment that the Committee should be dissolved. Gary was asked to have the Committee look at current policies and procedures, Board suggestions, and make changes as needed. The Board understands the difficulties and expressed their appreciation for the Committee's hard work.

*Encourage more articles in the newsletter about projects, activities or accomplishments in each MAC member library or about accomplishments of MAC librarians in order to foster excellence throughout the year* (Honors and Awards). This is an excellent idea, but one which has been difficult to get buy-in for in the past. This is also seen as a responsibility of the State Reporters. It was suggested that State Reporters look at institutional newsletters rather than just relying on self-reporting to cover accomplishments.

*The Executive Board should appoint a small task force or subcommittee to evaluate the following Professional Development issues* (Professional Development Committee). The suggestion that there be a small task force or subcommittee was not supported. However, the decision was made to clarify the Committee's charge. It was reiterated that annual meeting CE was the major duty of this Committee. After a discussion of the Internship Program and the new Scholars Program, a motion was made and passed to abolish the MAC Internship Program. The pilot project via Acteva will be submitted for this year's Chapter Project of the Year Award. Beverly will be responsible for updating the Policy and Procedure Manual to reflect these changes.

A motion was made and approved to accept the recommendations from the Strategic Planning Task Force as amended. The term of the Task Force was extended for one more year to complete outstanding tasks.

#### **Fees Payment Task Force**

Acteva is currently being used for meeting registration with few problems. The company has been responsive to problems, and the Task Force will evaluate continuing use of the company after the annual meeting. If the response is positive, a recommendation to expand the use of Acteva for electronic dues payment is anticipated.

## **Local Arrangement Committees**

### **2004 Program/Local Arrangements Committee**

Diane McKenzie presented the group's report. The latest available data, September 23<sup>rd</sup>, show 151 people have registered with 109 inclusive registrations, an average of 12 people per CE class, and that the hotel room reservation level (165 total) has been met. Meeting the room level means MAC gets a block of free rooms that will be used for CE instructors. Eighty-five of the members who paid the inclusive fee used a credit card. Diane asked if the Board felt there should be some sort of "event" when the exhibits open at 7:30 am on Thursday morning. It was decided that a ribbon cutting would be fine. There will be a number of special drawings at the end of the Business Meeting including a free MLA membership and books written by the keynote speaker.

### **2005 Local Arrangements**

Jonathan Lord presented this group's report. The Committee toured the facility last month, and Jonathan thinks the Omni Hotel will work well for MAC's purposes. A list of the committee chairs and their responsibilities was included in the report, and there will be a more detailed preliminary plan presented at the January Executive Board Meeting.

### **2006 Joint Meeting with Southern Chapter**

Beverly, Julia, Russet and Pat Hammond met with a group from the Southern Chapter at MLA to discuss the feasibility of a joint meeting in Atlanta in 2006. The meeting went well, and the Chapters have begun planning for the joint meeting. Beverly passed out two email messages from Sandra Franklin of the Southern Chapter. The first message reviewed the meeting held at MLA, and the second message offered hotel recommendations.

## **Old Business**

### **Chapter Liability Insurance**

Jane recently received an invoice from MLA for the Chapter Liability insurance. She has contacted MLA to find out about the apparent rate increase, but has not yet heard back from MLA. The Board approved payment of the invoice.

Gary presented information on two companies, Shoff Darb Companies and Gales Creek Insurance Services, which provide event insurance. These companies offer three kinds of insurance: general liability, event cancellation, and office and crime. The feeling was that the MLA Chapter Liability insurance covered the same things. Beverly will double check with MLA to make sure this is a fact. Jonathan will check the Omni Hotel contract to identify insurance requirements. The Board thanked Gary for the information.

### **Chapter Project for MLA Nomination**

As mentioned earlier, the implementation of the Acteva system will be submitted for this year's project. The nomination is due November 1<sup>st</sup>, and Beverly and others will help Karen Crowell with the information needed to complete the electronic submission.

### **MAC Messages Editorial Team**

The Board endorsed the editorship proposal and the suggested guidelines for MAC Messages State Reporters attached to the Publications Committee report.

### **MAC Logo Redesign**

Linda presented a potential new MAC logo. The group looked at the logo and asked to see a smaller image before making a decision. Linda will have Bob Ladd, the logo designer, to prepare a thumbnail version.

### **Quint Meeting Profit**

A portion of the \$9,296.40 profit gained from the 2003 Quint Meeting has been used for online registration startup costs and associated 2004 meeting expenses.

### **Videoconferencing the Winter Executive Board Meeting**

Jean Siebert, the current secretary, suggested this option. While there are obvious advantages related to decreased travel, this suggestion needs follow-up with the new officers.

## **New Business**

### **MAC Address**

Due to new federal guidelines, NLM staff members have a form that needs to be completed for approval of professional activities. The form requires an "official" contact address. The Board decided that this should be the secretary's address.

### **Website Hosting Options and Password Protection**

A suggestion was made that MAC have its own domain name. One suggestion was to have MLA serve as host with a mac/mla.org address available. The Board rejected this move. The domain name mac.org is available and can be registered for \$10.00 per year plus \$25.00 a year for hosting fee. However, the current host, Virginia Commonwealth University, would not be able to continue hosting the site with a domain name change. Since the current host situation is working well, the Board decided to leave the Website at VCU. MAC will pay for the mac.org name and hold it until such time as it might be needed.

The current site has password-protected areas for Board members and the general membership. Linda will look into how passwords can be distributed to the membership when they are needed.

### **Mileage Reimbursement Increase**

Jane discussed the option of increasing travel mileage reimbursement based on the increase in gas prices. A motion was made and approved to increase the mileage reimbursement from \$.31 to \$.36 a mile, based on the federal government reimbursement, starting January 1, 2005. The total travel cap is still \$100.00/per meeting.

### **Credit Card Payment for Dues**

The decision to make dues payable by credit care will be based on the evaluation of Acteva.

### **Credit Card for MAC**

The advantages and disadvantages of a MAC credit card were discussed. One advantage is that needed items could be purchased quickly. There are corporate credit card options that include Visa and American Express Small Business plans. A brief discussion of who would be authorized to use the card, the approval process, and other logistics indicated that this topic needed more in-depth discussion. The topic was suggested as one to be discussed as Old Business at the January Board Meeting.

### **State/Other Organizations—Exhibition at Annual Meetings**

The Board reiterated its unanimous opinion, first stated in an email discussion, that everyone is welcome to exhibit at an annual meeting but everyone pays the same fees.

### **Chairs and Committee Needs for 2004-2005**

Beverly is currently "advertising" for new committee members. There has been some difficulty getting the right state mix - representation from all states within the region.

### **2004-2005 Goals and Objectives**

Beverly gave the members a copy of the MAC strategic imperatives based on JoAnne Marshall's theme and priorities for MLA. Due to time constraints, Beverly asked that questions be directed to her.

Beverly extended thanks to Julia for filling in for the secretary who was unable to attend the meeting.

The meeting was adjourned at 3:45 pm.

Respectfully Submitted,

Julia Shaw-Kokot