



**Michigan Chapter SLA Board Meeting
Teleconference
February 10, 2014**

President Jennifer Zimmer called the meeting to order at 12:07 p.m.

1. Call to order

Meeting was called to order by President Jennifer Zimmer, Jane motioned; seconded by Judy. In attendance were: Jennifer Zimmer, Randy Dykhuis, Chris Bloodworth, Jennifer Meekhof, Matthew Tansek, Christine Flott, Judy Smith, Jane Potee, Leanna Simon, and Jim Van Loon.

2. Secretary's Report – Jennifer Meekhof

Minutes for the December 2, 2013 meeting minutes were put to vote for approval. Jennifer moved for approval, Jane motioned; seconded by Judy. These minutes have been approved.

Minutes for the December 10, 2013 meeting minutes were put to vote for approval. Jennifer moved for approval, Jim motioned; seconded by Randy. These minutes have been approved.

3. President's Report – Jennifer Zimmer

Jennifer referred to The Leadership Summit, which covered many of the topics brought up for special discussion later in the meeting. Her notes were provided beforehand. She also referred to the gift card drawing that was further discussed later in the conference call. Special thanks to Matt for updating the website.

4. President-Elect's/Programming Chair Report – Randy Dykhuis

Randy referred to the Gale tour event, with thanks to Jane Potee and Gale staff. The March event will be held at the Northville District Library, in room B at 6 p.m. Deborah Charbonneau, from Wayne State University will speak about metrics. Further information will be posted on the website.

The first Librarian's Night Out is planned for March 27th in Grand Rapids. Invitations will be extended beyond SLA to other library organizations. Planning for further events is in progress with another Night Out in early May held in Lansing.

A panel discussion will be held tentatively on April 23rd. It will be a discussion by employers who hire librarians in special library settings. They will talk about what they look for in an employee and things that raise red flags. The programming committee would like to attract students and stream this event online.

The survey for the date and time for the 2014 Holiday party received approx. 30 responses, which were split between Wed, Thurs, Fri, Sat at noon.

5. Treasurer's Report – Chris Bloodworth

Chris sent out a summary of account balances up to the end of January. It includes the year 2013. He provided the total registration for the holiday party, the silent auction, and vendors and sponsors. Chris is working on the year end annual report to send to headquarters. Total allotted in dues is \$1525.

6. Director's Report – Jane Potee

Jane is working on getting names out for the nominating committee.

7. Webmaster's Report – Matthew Tansek

Matt asked if meeting minutes need to be displayed in the website in both .pdf and Word document. Meeting minutes will only be displayed in .pdf from here on out. Anything that needs to be on the website can be emailed to Matt directly or through the webmaster email.

8. Special Discussion

a. Meeting Schedule

In the past, the Board has scheduled monthly meetings. According to the Chapter by-laws, the Board is only required to have 1 meeting per year. Jennifer proposes the Board meet quarterly in February, April, July, October and a wrap up meeting in December, plus the holiday party. No one opposed the new schedule. Meetings will be held the second Monday of the month and be adjusted as needed. The next meeting will be April 21st at noon.

b. Tracking Board decisions

It is difficult to go back through all of the minutes to find out exactly what decisions were made. Jennifer look to find a better way to track and collect decisions made by the Board. Jennifer suggested a document to summarize board decisions could be done at the end of the year, but still needs to be tracked during the year. Randy said the decision should be added to the recommended practices document. Any ideas on tracking board decisions should be sent to Jennifer. Jennifer will post action items in the Wiki and write in the comments what happened.

c. Midwest Chapters Reception Sponsorship at SLA Annual in Vancouver

The discussion for this began at SLA Annual last year. Jennifer has been in discussion with the President of the Minnesota Chapter. We would to find sponsorship from a vendor to cover the costs. In the past the chapter has provided a couple hundred dollars. In addition to the MI and MN chapters, WI, IN, and IL are also interested. It would be a happy hour type event with appetizers and drinks and would be held the Saturday before the conference in Gastown. No decision was made. Further exploration is needed. Jennifer will report back with more information.

d. Activities for our 85th year

- i. Appoint Liaison to MLA for Cross Listing Programs—Jennifer raised the question of if a liaison with MLA should be assigned? Randy said it is already a part of the role of the programming committee. It is an informal

role with two points of contact. Christine contacted Laura Covey at MLA. Jennifer will follow up with Michelle.

- ii. Publicizing Program Attendance Incentive Drawing—Jennifer is working on publicizing the gift card drawing at the end of the year. The programming committee will record and track name of people who register for events. Anyone with ideas for publicizing can contact Jennifer.

e. Membership pins

Jennifer would like to purchase lapel pins for each of the members and some to hold in reserve to give to new members when they join the chapter as a way to recognize the membership in supporting the chapter and in recognition of the 85th year. Pricing on pins is around \$2.70 per pin. The total cost would be \$900-1000. The question was raised if there is anything else to spend the money on, to get a bigger bang for the money. The discussion is tabled until the next meeting. Any other ideas for recognizing the membership can be sent to Jennifer.

f. Updating Documentation

Jennifer requests all Board and Committee members review their corresponding sections of the recommended practices documentation for updating. Board information was last updated in 2012, but committee information dates to 2005. Each person is to look at their section and make notes for things that should be changed. Notes should be done by the April meeting. If any other documents need updating notify Jennifer so they can be fixed.

g. Travel reimbursement for Leadership Summit and Students

There was some discussion and decisions made last year on travel reimbursement. The minutes from January 2013 contain the relevant information. Any expenses applied to the Leadership Summit up to \$1100 are covered. This includes registration, airfare, hotel, food and transportation. For students, whatever money is raised at the silent auction is the limit. The information needs to be added to the recommended practices document.

10. Meeting Close

Jennifer moved that the meeting be closed, Christine motioned; Randy seconded. Jennifer adjourned the meeting at 12:57 pm.

Submitted,
Jennifer Meekhof, Secretary
February 11, 2013