

## Meeting Minutes

### SLML Board of Directors Meeting

March 11, 2010

University of Missouri – St. Louis South Campus

Attendees: Cheryle Cann, Holly Hubenschmidt, Donghua Tao, Maria Minowitz, Brian McFerron.

Discussion and minutes to be approved – start 3:12 p.m.

Call to Order (by): Cheryle Cann opened the meeting.

Minutes (approval from the last Board Meeting 12/10/2009): corrections from the last Board Meeting as follows:

Holly Hubenschmidt noted in the Communications Report that there should be a correction to read – Leann Balzer.

Noted also in Continuing Education and Programs that there should be a correction to read: - Betsy Mueth. (note: will make amendments and re-post to the December minutes on the SLML Web site archive).

These minutes were then approved.

### **Treasurer's Report:**

Donghua passed out ledger/balance sheet/membership expenses. There is a balance of

\$ 7,349.96 in the SLML treasury. Donghua stated that there were no special expenses at this time. The forthcoming Webcast on 3/24/2010 costs will be incurred and Cheryle has posted/charged on her credit card and will submit the expenses to Donghua.

The transactions of January thru March were discussed:

Cheryle stated that when we look at the budget proposal, the figures that appear were drawn up and Donghua said that the hand-out (which was received by members present) was a draft. The committee chairs have estimated their expenses. Donghua said that there were going to be estimates quarterly of how much expenditures will be. Holly asked about expenses for the officers. Cheryle thought that it was a good idea in case someone would have to buy something and expense it back.

Donghua stated that there will be a reflection of budget requests and actual expenditures. Cheryle suggested the placement of grid lines on the estimated expenses vs. actual expenses form and that would make it easier to read.

The Treasurer's report was then approved.

### Committee Reports:

- **Archives:** Phil Skroska (in absentia) stated in his report that nothing has changed since the last meeting and that he is still working on the process of acquiring appropriate boxes for storage of the SLML archives.
- **Communication:** Holly is still addressing the technical issues of the SLML Web site. Maria wanted to know how old the information should be on the Web site. Cheryle stated that we should have a record and make efficient use of whatever we currently have, and asked if there should be a decision on how long documents should remain on the Web site. Cheryle asked Holly to ask Committee Chairs how long their contents and records should be on the SLML Web site. Holly will run it by the Committee Chairs. It was suggested that there be an area for protected documents that should always be on the Web site. It was agreed that we want the public to look at professional documents.
- **Governance:** Cheryle has revised the Bylaws, Strategic Plan and the action plan for the general membership's interest and appropriate votes. She took the sections of the Procedure Manual and updated them. Each elected Office and Committee Chair will receive (electronically) their sections of the Procedure Manual. She is asking them to read over the revised content of their section and rewrite them as needed to reflect current practice so that the Board may discuss and seek appropriate approval at its May meeting. Maria reminded us that the Members-at-Large positions were no longer assigned liaison duties to Committees. Do we want them to have specific assignments?
- It was agreed that we could bring up the discussion about Members-at-Large at our next Board meeting in May or the Annual Business Meeting in June. The general membership could then be polled for their impressions and ideas for the Members-at-Large activities. Also, the Bylaws revision would need a vote of the general membership (in person at the Annual Business Meeting, or via the listserv).

Donghua asked about the Treasurer's responsibility to make a report for the IRS. Cheryle reminded us that we are a 501c 3 charitable group. Do we need to file a report with the IRS? Donghua will investigate the matter further.

Cheryle reported that the Bylaws, the Strategic Plan, the Evaluations of the Strategic Plan, and the Procedure should be available at the SLML Web site. Maria mentioned that we should have a copy of "Robert's Rule of Order" available to the Board of Directors

and the Chair of the Governance Committee. There are some web based sites with information on Roberts' Rules, and can be linked to the SLML Web site. A discussion began regarding the change of the Membership Year to a regular/calendar year. The Organizational Year is structured for the business/organizational issues for the organization. It was mentioned that maybe this would be a good place for the Members-at-Large to help.

Cheryle informed us that the last time SLML had made a substantial change to the Bylaws was in 2001. Also, she stated that there was currently a special requirements section with each section of the Procedure Manual. She also reminded us that the Procedure Manual is intended to serve as a reference source where an officer or committee chair may find suggestions or examples which help define the position and its responsibilities. Cheryle is going to mail out these sections to the appropriate officer and Committee Chairs so that they may review the changes which are suggested and add their own comments to the description of the position within SLML.

- **Membership:** Cathy Sarli (in absentia) said that she has received several renewals, and that we have new members because of our forthcoming web cast. Cathy had updated her responsibilities as well.
- **Nominating:** Because of our off-scheduled fulfillment of empty Executive Committee positions, Cheryle is now serving as the Past President and Chair of the Nominating Committee. There should be at least three people on the Nominating Committee. They will come up with a list of candidate names which can be placed on the ballot. Cheryle asked Maria to join her and they will find at least one other member to serve on the Committee. Holly agreed that she would be able to make our election of new Board Members available on the SLML listserv. We need to have nominations for candidates to serve as President Elect, Treasurer, Secretary and one Member-at-Large for the Organizational Year of 2010/2011. Donghua Tao (our current Treasurer) agreed to be a candidate for Treasurer. Cheryle and Maria will get together in April and will work on the Nominating Committee's business. There can be more than one candidate for any open position. Holly suggested that we ask Lauren Yaeger to join the Nominating Committee.
- **Recognition and Awards:** Cheryle didn't have an opportunity to talk with Christina Sullivan. Maria says that it needs action. Christina has agreed to be the "titular" head of the committee. Maria said that she would contact her on Monday, March 15<sup>th</sup>. Cheryle said that nominations should be received by the 15<sup>th</sup> of April – at least a call for nominations.

Cheryle stated that the award for 5 years should be maintained. Maria stated that she will get more information from Cathy Sarli.

Depending on when the King Room (at the Becker Library) is available, we might wait until the 6<sup>th</sup> of May for the Annual Awards Luncheon.

- **Continuing Education and Programs:** Jennifer Plaat (in absentia) stated that she was planning a “show and tell” of instruction techniques on evidence-based medicine at the American Association of Orthodontists.

### **Old Business**

The issue to buy another Certificate of Deposit (CD) was brought up again. Cheryle stated that there was a previous consensus (about this time last year) that we would check now to see if we wanted to invest another \$ 2,500 18-MONTH Certificate of Deposit. At this time, an 18 month CD is currently earning only 1.15 %. A motion was made, seconded and passed that SLML will not purchase another CD at this time.

The planned MCMLA (Mid Continent Chapter of the Medical Library Association) Conference will be held in the Fall of 2011. The Executive Committee agreed that SLML will not spend funds at this time to sponsor the MCMLA Annual Conference here in St. Louis. Any requests for funds will be discussed with the Board of Directors.

There was a question regarding the Institutional membership category which is in limbo at the moment. It had been brought up at several Board of Directors meetings, but no motion or vote was taken at the time. We believe the intention was that the issue would be voted on by a quorum of the Board of Directors. Maria asked if we have enough members to discuss at present (we did, but tabled the vote until we had more than five members present from the Board of Directors). It was suggested that the Institutional Membership dues should be higher. Holly said that when we discussed this in the Fall of 2009, there were three people who checked off on the Institutional Membership category. This issue was tabled and will be brought up again with a quorum of Board members in attendance.

Also, the question was raised if we should have non-member charges for SLML events. Cheryle stated that we should have a member charge, a non-member charge, and a student membership which would be at no charge. Donghua said that we have never charged before for the Webcasts. Maria said that she thinks it should depend on the program or event. Cheryle suggested that we should table this decision until the next Board Meeting in May.

Cheryle has sent out two welcome messages for the forthcoming Webcast event on March 24<sup>th</sup>, 2010. Jennifer has diligently sent invitations and reminders to SLML members, SLA-Arch members, library school students and the Saint Louis Regional Library Network listservs. Finally, there was an important question to think about: *What should we do about the pricing of our events?* This is the big question which we should consider prior to the next Board meeting.

**Annual Report, Evaluations, etc.**

Cheryle will obtain written annual reports so that Jennifer will be able to prepare a written evaluation of the Strategic Plan based upon the information of the Officers and Committee Chairs.

**New Business:**

There was no new business at this time.

Movement to adjourn – meeting was adjourned at 4:40 p.m.