



Upstate New York
& Ontario Chapter
MEDICAL LIBRARY ASSOCIATION

Annual Report to the Membership

October 2019

		A	B	C	D	E	F	G
TREASURER'S REPORT AND PROPOSED BUDGET FOR 2020								
		Actual 2017	Actual 2018	2019 Budget	YTD 2019	Proposed 2020	Comments	
1								
2	Submitted by Elizabeth Mamo							
3								
4	Expenses							
5	MLA Website hosting	\$360.00	\$288.00	\$360.00	\$360.00	\$360.00	\$360.00	
6	Liability insurance	\$550.00	\$550.00	\$550.00	\$140.00	\$140.00	\$140.00	
7	Director's and officers liability insurance				\$290.00	\$290.00	\$290.00	
8	Group federal tax exemption form 990				\$120.00	\$120.00	\$120.00	
9	Executive committee expenses – meals, mileage	\$132.84	\$758.47	\$1,500.00	\$976.58	\$1,000.00	\$1,000.00	
10	Chairs gift	\$106.00	\$97.01	\$100.00		\$100.00	\$100.00	
11	Stipend for executive committee member to attend MLA - 4 @ \$500		\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
12	Stipend for Chapter Council rep to attend MLA	\$300.00			\$500.00	\$500.00	\$500.00	
13	Reimburse for AHIP application fee			\$500.00	\$100.00	\$100.00	\$700.00	7 @ \$100
14	Postage	\$14.30	\$30.00	\$20.00	\$11.00	\$20.00	\$20.00	
15	Zoom	\$161.89	\$161.89	\$178.00	\$161.89	\$162.00	\$162.00	
16	Professional Development awards	\$4,213.18	\$3,748.76	\$6,000.00	\$3,955.55	\$6,000.00	\$6,000.00	6 @ \$1000
17	Ursula Poland Scholarships	\$500.00				\$1,000.00	\$1,000.00	2 @ \$500; 1 US member, 1 CA member
18	Digitization of chapter archival material			\$1,500.00				Asking Amy Lyons
19	External hard drive			\$75.00				F/U Lorraine and Mary Jo
20	Website contractor			\$4,000.00	\$4,000.00			
21	Retainer for website contractor					\$800.00	\$800.00	Retainer for routine maintenance
22	RTI donation MLA		\$1,000.00					
23	Donations - other		\$100.00				\$100.00	
24	Conference 17 expenses	\$19,265.84						
25	Conference 18 expenses	\$5,080.00	\$15,536.58		\$310.82			
26	Conference 19 expenses		\$500.00		\$50.00			
27	Membership pins				\$600.00			
28	Bank checks	\$30.62	\$0.00	\$0.00				
29	Total expenses:	\$30,714.67	\$24,770.71		\$13,525.84			
30								
31	Income							
32	Membership	\$967.50	\$840.00		\$1,084.34			
33	Scholarship raffle	\$361.00	\$342.50					
34	Misc. donations		\$10.00					
35	Conference 17 income	\$25,575.49						
36	Conference 18 income		\$22,908.32					
37	Conference 19 income				\$18,029.12			
38	Total income:	\$26,903.99	\$24,100.82		\$19,113.46			
39								
40								
41	Key bank checking account balance:							
42			January 1, 2019:	\$40,341.44				
43			October 21, 2019:	\$46,948.05				
44								
45								
46								
47	PayPal transaction fees							
48	2.9% + \$0.30 (US)							
49	2.9% + \$0.30 (CAD)							

Statement of Appropriate Conduct at MLA Meetings

The Medical Library Association (MLA) holds professional conferences and meetings to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. To provide all participants—members and other attendees, speakers, exhibitors, staff, and volunteers—the opportunity to benefit from the event, MLA is committed to providing a harassment-free environment for everyone, regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion, or other group identity.

As an association, MLA is strongly committed to diversity, equity, and the free expression of ideas. Taken cumulatively, the values and beliefs delineated in MLA policy describe conduct based on a firm belief in the value of civil discourse and the free exploration of competing ideas and concepts—with a fundamental respect for the rights, dignity, and value of *all* persons.

In the context of MLA policy and the professional practices of librarianship, critical examination of beliefs and viewpoints does not, by itself, constitute hostile conduct or harassment. Similarly, use of sexual imagery or language in the context of a professional discussion might not constitute hostile conduct or harassment.

MLA seeks to provide a meeting environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. *We recognize a shared responsibility to create and hold that environment for the benefit of all.* **Some behaviors are, therefore, specifically prohibited:**

- harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status
- sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact
- yelling at or threatening speakers (verbally or physically)

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Participants may—and do—exercise the “law of two feet.” Exhibitors must follow all MLA Exhibits rules and regulations and MLA policies.

All participants are expected to observe these rules and behaviors in all meeting venues, including online venues, and meeting social events. Participants asked to stop hostile or harassing behavior are expected to comply immediately. Meeting participants seek to learn, network, and have fun. Please do so responsibly and with respect for the right of others to do likewise.

Please contact MLA staff if you believe you have been harassed or that a harassment problem exists. All such reports will be directed immediately to the meeting manager and/or MLA executive director, who will determine and carry out the appropriate course of action, and who may consult with and engage other MLA staff, leaders, and legal counsel as appropriate. Event security and/or local law enforcement may be involved as appropriate, based on the specific circumstances. A follow-up report will be made to individuals who report being harassed.

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UNYOC Slate of Nominees	2019 October		Oct-Oct Term Yrs
Elected Position	Name	Term	
Executive Chair	Lorraine Porcello	2019-2020	1
Immediate Past Chair	Mary Jo Russell	2019-2020	1
Vice Chair/Chair-Elect	Olivia Tsistinas	2019-2020	1
Treasurer	Ginger Trow	2019-2021	2
Secretary	Stephanie Helsher	2019-2021	2
Member-at-Large, East	Deborah Crooke	2018-2022	3
Member-at-Large, West	Jennifer Raynor	2018-2021	3
Member-at-Large, Ontario	Amanda Ross-White	2017-2020	3
Nominee to MLA Nominating Committee	Amy Lyons	2019-2020	1
Chapter Council Representative	Christina Pope	2018-2021	3
Alternate Chapter Council Representative	Abigail Smith	2018-2021	3
Archivist	Amy Lyons	no term	
Communications Co-Chair	Rachel Becker	2018-2020	2
Communications Co-Chair	Andrea McLellan	2019-2021	2
Continuing Education Chair	Grace DeVirgillo	2017-2020	3
Government Relations	James Evans	2018-2021	3
Membership	Elizabeth "Beth" Mamo	2019-2022	3
MLA Credentialing	Elizabeth "Liz" Irish	2019-2020	1
Parliamentarian	vacant	no term	1
UNYOC-L Coordinator	Nell Aronoff	no term	
Conference Planning Co-Chair	Jennifer McKinnell	2017-2020	3
Conference Planning Co-Chair	Kim Nolan	2019-2022	3

Executive Chair Report

To: UNYOC/MLA Members

From: Mary Jo Russell, AHIP, MLS

Date: October 21, 2019

Hello Everyone!

We have been busy behind the scenes working on a number of updates that will help our Chapter run even more smoothly than it already does.

- Our work-in-progress is an overhaul of the Procedure Manual which has not been done comprehensively since 2006. While much progress has been made, it is not quite finalized yet. When it is, we will post it on our website.
- We have a newly updated website and a new logo! It was time for a refresh.
- PayPal is now an option for membership dues, registration, and for our vendors to use when signing up to be an exhibitor. Fees for the use of PayPal as a payment option are incorporated into what is charged back to the user. It is set up for USA and Canadian dollars. Check payments are still acceptable.
- UNYOC as a chapter continues to be in excellent financial shape, thanks in part to very generous donations from our vendors. We are not choosing at this time to increase membership dues.
- Inactive members will be removed from the membership list and from UNYOC-L if no activity after 5 years.
- Position of parliamentarian is currently unfilled (appointed by Executive Chair).
- We purchased two external back-up drives to contain our records, documents, certificates and other pertinent business items. One will be held by the treasurer and one by the Chair/Vice Chair. Printed documents of the business of the Chapter will continue to be archived annually.
- Annual conference meetings take up a majority of our planning efforts. If you have an interest in assisting, please join the planning committee. It is a rewarding effort when it all comes together each year.
- Please read through the attached reports to get a sense of what has been accomplished and where we are at as a Chapter.

- Several MOTIONS will be proposed at Friday’s business meeting:
 - Acceptance of the meeting notes from November 2018
 - Acceptance of the 2019-2020 budget
 - Posting of a list of paid members by name
 - Adoption of the “Statement of Appropriate Conduct at MLA Meetings”
 - Acceptance of Slate of Nominees for 2019-2020

Goals for 2020:

1. Complete Procedure Manual upgrade
2. Update awards and certificates process
3. Codify PayPal into website
4. Initiate a Chapter Project

Lastly, I would like to thank the members of the 2018-2019 UNYOC Executive Committee who have done a yeoman’s job of helping us keep on track. The success of a professional Chapter is based on an active and engaged membership and good leadership. Thankfully, we have both!

Respectfully Submitted,

Mary Jo Russell

Executive Chair, 2018-2019

Chapter Council

May 4, 2019

Submitted by: Melissa Ratajeski

Leadership Roster:

- Chair: Melissa Ratajeski
- Chair Elect: Donna Berryman
- Secretary: Dina J. McKelvy
- Chair, Elections Committee: **David Charles Duggar**
- Chair, Majors Majors/MLA Chapter Project of the Year Jury: **Latrina Keith**

Executive Summary:

Chapter Council “provides an opportunity for chapters to participate more directly in the governance of the Association through representation of their interests at the Board level”. It also facilitates communication for chapters to discuss issue related to the functioning of their individual organizations. Topics discussed this year are below in the facts and data section.

Group Strategic Plan:

Goal: Update Chapter Council manuals to align with 2017 bylaws, updated Board policies, and outdated practices.

- Strategies:
 1. Have each committee chair review their respective sections
 2. Appoint a sub-committee of Chapter Council members to review the current manuals and suggest changes

- Status: A motion to approve the drafted board policies relating to chapters/chapter council was submitted with this report.

Facts and Data:

Chapter Council facilitates communication for chapters to discuss issue related to the functioning of their individual organizations. Topics discussed this year include:

- If chairs of ad hoc committees and task forces (at chapter level) need to be MLA members
 - According MLA to bylaws: Only chapter officers and chairs of standing committees are required to be MLA members so chairs of ad hoc committees and task forces (at chapter level) need NOT be MLA members.
 - Most chapter feel as though the bylaws need to be modified to remove the language about standing committees.
- How MLA annual can be promoted at a chapter level.
- Onboarding of new representatives and alternates.
- What membership databases chapters use (ie: Wild Apricot).
- Using MedLibEd catalog for chapter planning.

Elections Committee (report submitted by David Duggar)

- The Election Committee Chair updated the Election Information Form for Candidates for MLA Nominating Committee on January 23rd. Main change was removing the wording regarding mandatory attendance at the MLA annual meeting.
- The Election Committee members were activated and Candidates' names were requested February 4th. Distribution of the Election Information Form to candidates began March 5th. Despite a deadline of March 18th for return of forms, the final one was received March 28th. All thirteen chapters provided candidates.
- The 2019 Chapter Council Election for MLA Nominating Committee is being held from April 1st to April 8th.

- The thirteen Candidates for MLA Nominating Committee and the chapter they are representing are:

Walter R. Benavitz, III	(Hawaii-Pacific)
Caroline Marshall	(Southern California and Arizona)
Roger Russell	(Mid-Atlantic)
Angela Spencer	(Midcontinental)
Jessica DeCaro	(Midwest)
Antonio DeRosa	(New York-New Jersey)
Debra Berlanstein	(North Atlantic)
Michelle Lieggi	(Northern California and Nevada)
Loree Hyde	(Pacific Northwest)
Ene Belleh	(Philadelphia Regional)
Joy Summers-Ables	(South Central)
Brenda Seago	(Southern)
Amy Lyons	(Upstate New York and Ontario)

Majors Majors/MLA Chapter Project of the Year Jury (report submitted by **Latrina Keith**)

- Three submissions were received.
- After review, the jury reached a motion to nominate the North Atlantic Health Sciences Libraries Chapter (NAHSL) for the 2019 Majors/MLA Chapter Project of the Year Award.
- The project “NAHSL Narratives” are oral histories of chapter members captured in video format. In them, members relay anecdotes from their professional experiences as health sciences librarians in the North Atlantic Region.

Other notes:

- Merger talks between NJ/NY and Philadelphia Chapters are still happening. A Merger Steering Committee has been formed and is being chaired by Robb Mackes and Micki McIntyre.

People Update:

- None to date. New liaisons will be recruited as needed and candidates for MLA Nominating Committee will be announced once elections are complete.

Actions Required by the Board: This report is informational and requires no action by the Board.

UNYOC Communications Committee - Chair's Report

Submitted by Rachel Becker

We began using PayPal in December 2018. The new UNYOC Wordpress site went live on February 11, 2019. Many thanks to Devin Kerr and Ginger Trow for all their hard work making it look great!

2019 was our first year using both the new site and PayPal for conference registration. As of this writing, we have received 22 online registrations. So far no technical problems with PayPal have been reported.

At the Executive Committee Meeting in June 2019, the Board made the decision to remove Chapter Officers' emails from the website. This decision was made to combat spam, phishing and other malware. Officers' names, institutions, and phone numbers are still publicly available. Thanks to Devin for adding the phone number option to the site. Officers who would still like their emails included on the site or find an error in their contact information can email me (Rachel.becker@rochesterregional.org).

Since UNYOC 2018, I've added 5 blog posts from winners of the Professional Development Award. Google Analytics has also been added to the site. Going forward it should make it easier to track site usage and referrals.

Our Facebook page, managed by Ginger, currently has 111 followers and 104 likes.

Informational only; no action required.

UNYOC/MLA Annual Continuing Education Report October 2019

Respectfully submitted by: Grace Di Virgilio, Chair, Continuing Education

Regional in-person MLA CE courses since October 2018:

Forthcoming at UNYOC Annual Meeting:

October 23, 2019, Watkins Glen Harbor Hotel, Watkins Glen, NY

Implicit Bias Training for Information Professionals.

Shannon D. Jones, MLS, M Ed, AHIP, Director, Libraries, and Professor, Medical University of South Carolina–Charleston; Kelsa Bartley, Manager, Library Services, Reference & Education Department, Louis Calder Memorial Library, University of Miami, Miller School of Medicine, Miami, FL; **Dr. Kimberly L. Reynolds**, Assistant Professor, Clinical Pediatrics, University of Miami Miller School of Medicine, Miami, FL

4 MLA CEUs

September 10, 2019, WNYLRC, Buffalo, NY

ACE: Activate, Collaborate and Educate: Health Outreach and Programming in Your Community

Michael Balkenhol, Health Programming Coordinator, National Network of Libraries of Medicine, Middle Atlantic Region (NN/LM MAR), Pittsburgh, PA
4 MLA CEUs

Update

Monthly MLA Webinars continue to be sponsored at various locations within the region. NNLM webinars are another source of free CE opportunities. In-person classes are rarely offered. Chapter CE Chair Committee meetings are no longer being held at the MLA Annual Meeting.

Informational only; no action required.

Government Relations Report

Submitted by James Evans

New York State Budget:

- Governor Cuomo proposed a \$5M cut in Library Aid in this year's Executive Budget. The FY2019-20 enacted budget rejected this proposed cut - total State Library Aid will be \$96.6M.
- The Governor proposed a \$20M cut in capital funding - from \$34M back to \$14M. Despite the efforts of thousands of library advocates, this cut was the first time in the Governor's last nine proposed cuts we were unable to repel - these funds were not reinstated in the final product. Language in the Assembly's one-house budget that would have amended the program to provide for a 90/10 matching category as well as making the program permanent in law was not included.
- Census Efforts-The budget includes \$20m for complete count efforts, with efforts by "public libraries" noted in the appropriation language. These funds will be administered by the Empire State Development Corporation.
- The budget includes \$15m in targeted aid to school districts, public libraries, and not-for-profit institutions, divided equally between the Senate, Assembly, and Governor.

No word from Canadian members on their situation.

2020 Objectives:

- Attend Library Advocacy Day in Albany. Tuesday, February 25th
- Continue to reach out to MLA, NYLA, and Canadian members on national/regional updates
- Continue to work hard to keep the membership informed of current actions and to mobilize members to contact their representatives in support of library funding.

Informational only; no action required.

UNYOC Membership Report

October 2019

Members	2017	2018	2019
Regular (US)	67	55	67
Regular (Canada)	9	8	10
Student (US)	1	2	0
Student (Canada)	1	2	0
International	0	0	0
Emeritus (US)	3	3	3
Emeritus (Canada)	1	1	1
Fellows (US)	7	7	8
Fellows (Canada)	1	1	1
Total	90	79	90

Activities:

The call for membership renewal was delayed until February of this year to accommodate the roll-out of completing the membership form online and using PayPal for dues. In July of 2019, the membership co-chairs collaborated with the UNYOC-L coordinator to remove individuals from the list-serv who had not renewed their UNYOC membership within the last 5 years, which resulted in an influx of membership renewals in July. By October 18, 2019, 90 members have either joined or renewed membership with UNYOC. Fifteen new members joined UNYOC in 2019; 14 from the United States, and 1 from Canada. Approximately 50 members paid for their membership dues via PayPal of 77 paid members. There was an issue with Canadian membership payments via PayPal in the beginning of the online option implementation, but that has since been resolved.

Recommendations:

Both joining and renewing UNYOC membership online is very popular, and the UNYOC membership co-chairs recommend maintaining this option for the foreseeable future. We also recommend that annually the UNYOC membership chair/co-chairs collaborate with the UNYOC-L coordinator to remove individuals from the list-serv; the list is a perk of membership, and this project resulted in a spike of membership renewals during the summer months. With the removal of the paid membership list from the UNYOC website, several members have been unsure of their membership status, resulting in some members paying their membership dues for 2019 twice. We would recommend re-including the paid membership list on the website so members can check their membership status; we also recommend that this list does not contain any contact information and just be a list of names, and if possible, behind a password protected link for privacy.

Expenditures: \$0

Respectfully submitted,

Elizabeth Stellrecht and Rita Ferri

Membership Co-Chairs, UNYOC/MLA

Actions:

1. Request **MOTION** from the members to list names of paid memberships on website for payment confirmation. No other contact information to be included.
2. Request **MOTION** from the members to remove from UNYOC-L any email addresses of members inactive for more than 5 years.

2018 - 2019 MLA Credentialing Liaison (AHIP) Report

Submitted by Elizabeth Irish, MLS, AHIP

During the current year, I responded to questions from 4 members regarding AHIP membership. The questions ranged from help with the application process to guidance on the feasibility of applying for based on their circumstance.

I attended the MLA Credentialing meeting held at the MLA Annual meeting in Chicago in May 2019. I also participated in a Chapter Liaison phone meeting prior to in-person meeting.

UNYOC is still partially subsidizing first time AHIP memberships. Please consult the Treasurer's report and proposed budget for details.

In late 2019/early 2020 I will be working with Tomi Gunn, MLA Staff Liaison to the Credentialing Committee to offer an AHIP Q & A for UNYOC members. Date and time will be announced on UNYOC-L.

This report is informational only and requires no motion.

UNYOC-L

Year End Report 2019

Update: On July 10, I sent an email to the list to notify people that anyone that had not been a member in the last 5 years would be removed. They were encouraged to re-join. 47 email addresses were removed on July 10.

Number of subscribers by year (past 5 years):

2015 - 186

2016 - 185

2017 - 189

2018 - 177

2019 - 141

Messages sent over UNYOC-L by year:

1993 - 7
1994 - 23
1995 - 77
1996 - 83
1997 - 112
1998 - 106
1999 - 135
2000 - 125
2001 - 124
2002 - 190
2003 - 219
2004 - 236
2005 - 206
2006 - 163
2007 - 126
2008 - 163
2009 - 123
2010 - 94
2011 - 147
2012 - 141
2013 - 155
2014 - 191
2015 - 159
2016 - 136

2017 - 129

2018 - 114

January - September 2019 - 102

2019 monthly totals:

January 2019 - 13

February 2019 - 14

March 2019 - 19

April 2019 - 11

May 2019 - 6

June 2019 - 3

July 2019 - 5

August 2019 - 16

September 2019 - 15

Respectfully submitted,

Nell Aronoff, UNYOC-L Coordinator

Informational only; no action required.
