

## UNYOC 2023 Summer Executive Committee Meeting

June 21, 2023

### Present:

Denise Smith (Chair), Olivia Tsistinas (Past Chair), Stephanie Sanger (Vice Chair), Kim Nolan (Conference Planning Chair), Virginia Trow (Treasurer), Abigail Smith (Chapter Council Representative), Beth Mamo (Membership), Darcey Rodriguez (Conference Planning Immediate Past Chair), Sarah Lawler (CE), Amanda Ross-White (Member-at-Large, Ontario), Lorraine Porcello (Conference Planning Vice Chair), Michael Labrecque (Webmaster), Angélique Roy (Government Relations, Ontario), Lisa Buda (Archives), Stephanie Helsher (Secretary)

### Absent:

Mary McVicar Keim (Member-at-Large, East), Nell Araonoff (Nominee to the MLA Nominating Committee), James Evans (Government Relations NYS), Rebecca Kindon (Vice Chapter Council), Jaimi McClean (Interim Communications Chair), Liz Irish (MLA Credentialing)

### Action Items:

1. Lorraine to reach out to Kim, Sam & Lisa to set up a meeting to discuss the deposit for Chautauqua
2. Joint Conference with NAHSL to be discussed next year
3. Stephanie S. and Stephanie H. to connect to grant access to the Google Drive
4. Denise to revert the names of the Chapter Council positions
5. Abby to look into and advise on the updated name of the "Section Council"
6. Denise to add ineligibility note to the Nominee to the MLA Nominating Committee to advise that the Nominee is unable to serve/be on the ballot for leadership/elected positions in caucuses; also revise the updated term limit to "3 years unless the Nominee is elected"

7. Denise to add short discussion of the Nominee to the MLA Nominating Committee to the Annual Meeting Agenda
8. Denise to add language to the CE Coordinator description to include “this is renewable once for a total service term of 6 years”
9. Denise to update the Government Relations section with the wording “At least 2 representatives from Ontario and New York, maximum 4 representative as long as each member is from a different region”
10. Denise to send Bylaw changes to the membership at least 30 days in advance of the Annual Meeting
11. Denise to add the creation of a Fund-Raising Task Force to the Annual Meeting agenda
12. Denise to communicate back to Mary Jo the acceptance of the Future Focus Working Group’s list, and add the discussion to the Annual Meeting

Meeting called to order at 9:36 am

1. Approval of consent agenda (Denise)

**Motion to** approve the consent agenda

**MOTIONED** by Kim/**Seconded** by Olivia

**Discussion:** None

**Vote:** 8 in favor, none opposed or abstained

**MOTION CARRIED**

2. 2023 conference update (Kim)

- a. Going well, all information is in report

- i. Vendors

1. A few more vendors may have come in (8 or 9); conference committee meeting next week

2. Denise let the group know that Jennifer made the rounds to vendors at CHLA. They are all interested, but haven't gotten around to confirming yet
    - ii. Content
      1. Secured 2 keynote speakers
      2. CE: per Sarah, the committee did a poll amongst the group to rank choices. The group's 1<sup>st</sup> choice was unavailable, and they are waiting for a response from 2<sup>nd</sup> choice
  - b. The draft budget is on the on shared Google Drive. The budget is very dependent on vendor participation. We are \$9,000 ahead if projections are correct; hopeful for at least a \$5,000-\$6,000 gain
  - c. Draft schedule is available, but dependant on member content. This year there is an added ½ hour meet & greet for new attendees to the conference
  - d. The theme is "Bringing 1,00 pieces together"
  - e. Denise gave thanks to Kim & planning committee
3. 2024 conference (Lorraine)
  - a. Lisa DeSantis (signatory on Chautauqua contract) says that Chautauqua needs a deposit
    - i. That was not Kim's understanding. The deposit (just shy of \$5,000) should shift from Clayton per that contract. Denise and Stephanie S. Also recall that this was part of the Clayton contract language
    - ii. Lorraine to reach out to Kim, Sam & Lisa to set up a meeting
    - iii. Kim pulled the wording from the Clayton contract "Deposit and Payments Information: A non-refundable deposit of \$4,645.53 is due at signing of this contract. This amount is equivalent to 30% of the group's total estimated F&B expenditure including room rental and 30% of the total group room block value. The 1000 Islands Harbor Hotel requires this deposit on all banquet event orders which will be taken upon completion and agreement with UNYOC of MLA. This deposit will be applied to your final bill at full value. No

date will be considered confirmed until the 1000 Islands Harbor Hotel has received the deposit set forth above along with this signed contract. This contract serves as the Invoice for your initial Deposit. This deposit will be held and apply to the 2024 event in Chautauqua Harbor Hotel.”

- b. Participation in 2023 conference may allow us to add an event to the 2024 conference (river boat cruise or wine tasting). Predicated on participation in Clayton to unlock the special event. Number to meet is 150 rooms total across both conferences.
  - c. Raised registration fees for 2023 conference. If the cost to us is the same for 2024, per person, Denise wonders whether we could establish a plan to have regular increased to attendance costs
  - d. Discussed going back to Watkins Glen
4. 2026 conference (Lorraine)
- a. Rachel Lerner reached out about joint conference (former chair of NAHSL chapter). 2026 is the 1<sup>st</sup> opportunity for that because NAHSL does alternating years virtually
    - i. Denise questioned whether Lorraine is proposing a joint conference. Lorraine expressed that she is just communicating NAHSL’s interest. Not sure if we want to discuss, or table. Denise noted that having it on the agenda this year will prompt Stephanie S to address it next year, which might be a better time to start this
    - ii. Denise questioned whether anyone had any concerns. It prompted a discussion on past joint conference
      - 1. The NY/NJ joint conference went poorly.
      - 2. Successful joint conference with Ottawa Valley.
      - 3. The fact that NAHSL approached us for this is a good sign
  - b. Discussion on whether 2025 is a good time to go to Ontario. Amanda commented that MLA/CHLA might be doing a joint conference that year (they haven’t decided where yet though, Vancouver/Montréal most likely)

- i. UNYOC's 2018 conference was hosted in Canada and received lower than typical attendance. Canada is also more expensive for hosting
  - c. The joint conference for 2026 will be tabled until next year
- 5. Policies and Procedures Manual Update (Denise, Stephanie, Lorraine)
  - a. This review extended to the Bylaws as well. Denise explained each of the changes listed in the summary
    - i. Made appendices (ex. Templates for letters)
    - ii. Email procedures (Eldiflor & Lorraine created)
    - iii. Separated appointed positions from committees
    - iv. Clarified treasurer language to clarify the treasurer's role
    - v. Updated position titles per Executive Committee's summer 2020, 2021 meetings
      - 1. Per Abby, we can't change the Chapter Council titles, they are designated by MLA. The Alternate does not need to be elect, but they often move into the Representative role after filling the Alternate position. Denise will revert titles for Chapter Council.
      - 2. Added chapter council reps to MLA stipend language
    - vi. Nominee to the MLA Nominating Committee: added a timeline for duties and position description
    - vii. Archives has moved to Rochester
    - viii. Added conference planning 3-chair system and took out the timeline. The Conference Planning Guide need to be updated. The Policies and Procedure Manual now links to this guide.
    - ix. Changed standing committee chairs to coordinators (e.g. Membership Coordinator) because there have not been groups attached to these roles

- x. Bylaws: removed the language on Fellows percentage of membership. No one could account for why this language was there.
- xi. Added mechanism for self-nominations to elected position
- xii. Added language on dissolution to be consistent with other chapters

**Motion to** approve the proposed changes

1. Move compilation of reports (Annual and Mid-Year), distribution of agendas from Chair duties to Secretary duties
2. Change Secretary term of office from 2 years to 3 years for consistency with other officers
3. Nominee to the MLA Nominating Committee
  1. Change term of office from one-year to three-years, renewable once, for consistency
4. Archivist: added role description (previously not included) - requires discussion
5. Continuing Education Committee → CE Coordinator
6. “UNYOC funds for MLA accreditation” - is this available? Does it need to be re-tooled? - discussion
7. Government relations committee: revisit having 4 reps? (James Evans)
8. Bylaws:
  1. Article VI: Nominee to the MLA Nominating Committee: 3-year term?
  2. Update all terms of service so they are consistent with position descriptions in Sections II and III of P&P manual (three years,

option to renew one time for a max of six years service) -  
Treasurer, Members-at-Large, Secretary

**Motioned by Denise/Seconded by Kim**

- Compilation of reports
  - Reports to be solicited and gathered by the Secretary
  - Stephanie S. & Stephanie H. to get together and give Stephanie H. access to the Google Drive for storage of the documents
- Nominee to the MLA Nominating Committee language. Abby read through and noted:
  - Should include that they can't serve for 5 years after, or can't serve on any caucus of MLA (concurrent ballot, or elect position) in the current year. The Nominee can be in a caucus, but can't be in a leadership position
    - Denise to add ineligibility note
  - Section Council: Abby to look into and correct name
  - Abby to take a longer look at the document to review the timeline proposed
  - The Nominee to the MLA Nominating Committee is currently a 1 year term. The draft presented proposes extending to a 3 year term. Abby noted that if the Nominee wins, they are immediately ineligible. Denise suggested adding language that the term is 3 years UNLESS they are elected.
    - Do we need to talk to membership about this role? Abby is happy to do 5 minutes on it. Denise to and Nominee to the MLA Nominating Committee to the Annual Meeting agenda
  - Tabling the Changes for this role for now
- Change the term for Secretary from 2 to 3 years to be consistent with other officers

- Archivist: previously no role description—added description to the Bylaws.
  - Lorraine to hand the archivist working group over to Lisa
- Changed CE Chair to CE coordinator
  - Denise to change the language to “this is renewable once for a total service term of 6 years”
- UNYOC Funds for MLA accreditation
  - No one was aware of it
  - Olivia thinks the language refers to a situation where we found a class we liked, and wanted to sponsor it to become MLA accredited
    - Kim questioned what the cost of this process is
      - Sarah advised that the cost differs depending on the situation. Some instructors need to apply with MLA, where other courses are already in the coursebook and just need to be scheduled. Last year, we went through the process for the speaker. The amount for this process was in the hundreds of dollars.
        - Kim noted that we will probably need to do this for Miranda. Part of the CE budget for the conference
        - From this discussion, Denise decided to leave this language in
- Government relations: James would like us to have 4 representatives. James Evans is no longer with Rochester. Mary is also gone from Rochester
  - Denise’s suggested wording to have “at least 2 reps”
  - Denise proposed the language “At least 2 representatives from Ontario and New York, maximum 4 representative as long as each member is from a different region”



- Bylaw changes to Treasurer, Members-at-Large, and Secretary to 3 year terms with one optional renewal, for a maximum 6 years of service
  - Lorraine commented that after the changes are made, we should submit to MLA Bylaw committee again
  - Denise noted that before we amend the Bylaws, we need to send to membership 30 days before Annual Meeting. This rule is specific to Bylaw Changes (specifically the Bylaws)

Motion amendments noted in red:

1. Move compilation of reports (Annual and Mid-Year), distribution of agendas from Chair duties to Secretary duties
2. Change Secretary term of office from 2 years to 3 years for consistency with other officers
- ~~3. Nominee to the MLA Nominating Committee~~
  - ~~i. Change term of office from one year to three years, renewable once, for consistency~~ **Denise to update the wordings on eligibility and term. Abby to take a closer look.**
4. Archivist: added role description (previously not included) - requires discussion
5. Continuing Education Committee → CE Coordinator **and revise renewability language**
6. ~~“UNYOC funds for MLA accreditation” - is this available? Does it need to be re-tooled?—discussion~~ **Language is being kept as-is**
7. Government relations committee: revisit having 4 reps? (James Evans)
 

**Language on this is being amended for the possibility of 4 representatives, but not stipulating them**

8. Bylaws:

- i. Article VI: Nominee to the MLA Nominating Committee: 3-year term?
- ii. Update all terms of service so they are consistent with position descriptions in Sections II and III of P&P manual (three years, option to renew one time for a max of six years service) - Treasurer, Members-at-Large, Secretary

**Vote:** 11 in favor, none opposed or abstained

**MOTION CARRIED**

6. Budget Report (Ginger)

a. Scholarships

- i. We don't balance scholarships out with anything. We need a change in behavior for donations or fund-raising activities
  1. Asked others, but received responses on par with what we already do in terms of fund-raising activities
  2. Suggestion to pause scholarships for a year
  3. We operated at a deficit last year, and are on target to do that again this year
- ii. Denise stated that our goal should be to bring in more to sustain these activities. She questioned whether there is a goal amount. Ginger responded that we would want to break even on the scholarships, and wants to implement a target each year
- iii. Alternately to fund-raising, we could try to limit executive expenses (stipends to MLA)
- iv. Amanda spoke in favor of a scholarship pause for practical reasons, as we are down two Members-at-Large

- v. Denise suggested forming a fund-raising committee. While we have issues getting volunteers for the Executive Committee, we didn't have problems recruiting for task forces. Maybe we need a fund-raising committee/working group, with at least one executive committee member on the group, and one member of the conference planning committee
  - 1. Might be better to make the pitch for this task force in person to the membership. Denise to add the to Annual Meeting agenda
- vi. Idea to raise the CE fee, and create a mid-year CE
- vii. Amanda commented that there are rules against not-for-profits building a war chest of assets. They are expected to spend the money down, so I think that was part of the reason we had to spend this money down
  - 1. Ginger agrees, and wants to create a specific, separate scholarship fund
- viii. Darcy suggested increasing membership dues
  - 1. Lorraine noted that we don't have a schedule to do so, and should maybe create one
  - 2. Dues are currently \$25 they last went up went up from \$15 in 2020
  - 3. Beth is concerned that if we hike the fees, we might lose members, making the move a wash in terms of increasing funds
  - 4. Dues increases would have to be approved by the membership
  - 5. Beth researched the dues of other chapters, and all are \$25 or under.
  - 6. Not aware of any negative commentary from the last raise in dues, but it was tied to functionality that the membership wanted (paying online via Wild Apricot)

7. Revenue streams for the chapter (Denise)

- a. CE
- b. Conference registration fees increased this year, and we are implementing a new tiered system for late registrants
- c. Fund-Raising Task Force
  - i. Denise commented that we should expect this committee to tap into existing knowledge. For example, if pursuing a Summer CE event, then they connect with Sarah to figure out the process; for adding something to conference, they would connect with the Conference Planning Committee
- d. Ginger noted that when appropriate or desired, we can set up a separate account for scholarship funds
- e. Michael noted that there is a donation button on numerous pages on the website
- f. Ginger suggested that the Communications Coordinator send out emails about what is being done with scholarship funds
- g. Discussion on tax deductions for donations, and whether this would work for both Canadian and US taxes
  - i. Michael nor Ginger know if users are given receipts for the donations. They are probably sent an email with a record of the donation.
  - ii. Ginger suggested that people should get a nice thank you email for donations. Denise thinks the Fund-Raising Committee should draft this

**Motion to** propose at the next Annual Business meeting, striking a Fund-Raising Task Force tasked with identifying and pursuing fund raising opportunities, and well as communicating with the membership and sort out the tax issues

**Motioned by** Denise/ **Seconded** by Lorraine

**Discussion:**

- a. Stephanie S. noted that they need to look into the tax receipt process, which is different in Canada

**Vote:** 11 in favor, none opposed or abstained

**MOTION CARRIED**

8. Future Focus Working Group

- a. Met between Dec-March with a focus on member engagement, born out of a struggle to get volunteers
- b. Some items have already been done (membership pins, donation button, new member huddle)
- c. Denise questioned that if the Executive Committee approves this, how do the items move forward?
  - i. Some responsibilities can be asked of existing committees
  - ii. How to make them actionable is for a different day, need to decide to communicate back to the working group

**Motion to** accept report and recommendations

**MOTIONED by** Denise/**Seconded** by Olivia

**Discussion:**

- Michael questioned the biannual review of the website. This would need more than one pair of eyes
  - Ginger recommended that the Membership Coordinator should review the membership portion, Conference Planning to review conference planning portions of the website. Policy manual should be updated with wording like “work with the webmaster to make sure web is up to date”
  - Michael unsure what needs to be archived. Needs to work with the Archives Working Group to decide what needs to be preserved
  - Blog

- Michael suggested giving the proposed blogger direct access to add the blog if it's going to be frequent
- Beth noted that Wild Apricot has some membership communication capabilities that we haven't used
- Ginger suggested that the blog also doesn't have to live on the website, could be linked. Wild Apricot is probably not the optimal blogging tool.
- Darcy commented that the blog was about celebrating each other and could take different forms, such as emails about recent presentations, papers, etc. of members
- Denise suggested that the Communications Coordinator reach out and probe for information every month, or every other month
  - Denise to respond to Mary Jo with approval (if voted on)
    - Olivia clarified that approving doesn't mean that we have to do all of them, we are just accepting the list

**Vote:** 12 in favor, none opposed or abstained

**MOTION CARRIED**

Denise to communicate back to Mary Jo with executive committee's acceptance, and to discuss next steps; this will be an item for the Annual Meeting agenda

9. Update on 2023 Chapter Objectives
  - a. Conference Planning two years ahead (progress update with 2024 meeting)
  - b. Research Award update
    - i. Reached out to Jennifer for an update, but haven't heard back
  - c. Inclusion & diversity committee
    - i. Olivia: we have been talking about DEI initiatives for a few years and thinking about how we can show we're on the same page as MLA.

1. We do a lot with our CE and education. Abby needs to report out every 6 months to MLA—one report is great, the other is lacking
2. In hiring, Olivia has noticed that candidate pools aren't very diverse, and library schools aren't very diverse either
  - a. This prompted her thoughts on early engagement—engaging middle school-aged people about medical librarians and how to enter the field
  - b. Olivia looking for support in forming a committee that might explore the following:
    - i. Mini e-conference for middle schoolers
    - ii. Career prep tips
    - iii. MLA librarian elevator speeches

**Motion to** approve strike a committee for developing early interest in medical librarianship and discuss at the Annual Meeting

**MOTIONED by** Olivia/**Seconded** by Kim

**Discussion:**

- Ginger question whether we have a DEI committee. Olivia replied that her efforts to form one met resistance, in part to the broad nature of the topic
  - Denise commented that in her experience, broader committees don't usually produce anything actionable
- Goal of getting to students before they decide their direction
- People from underrepresented groups might not think of librarianship as an option this option
- UB ischool just won an awarded to improve diversity among librarians
- Good profession for neurodiversity
- Darcy commented on addressing barriers to pursuing this career—unpaid internships, practicums, etc, and what supports are in place to help them succeed

- Olivia does plan to work this into a full program to guide students in finding support and addressing barriers. Starting with younger groups builds time to figure out such a plan

**Vote:** 11 in favor, none opposed or abstained

**MOTION CARRIED**

- d. Library advocacy day in Albany
  - i. Denise doesn't think James was able to attend

10. New Business

- a. None

11. Adjourn

Denise motioned to adjourn the meeting at 12:46 pm

Seconded by Amanda

**MOTION CARRIED**