

MILEX MEETING – June 8, 2018

12:00 pm – 4:00 pm

Loyola University Maryland Columbia Campus, Columbia, MD

Present: Gina Calia-Lotz, Sarah Crest, Melissa D’Agostino, Chris Drolsum, Stephen Ford, Sarah Gilchrist, Shana Gass, Sara Godbee, Jenny Hattleberg, Michael Macan, Claire McDonald, Jennie Ray, Lisa Sweeney, Brandy Whitlock

Elections

All current officers ran for re-election: Gina Calia-Lotz, Chair; Sarah Gilchrist, Treasurer; Mike Kiel, Assistant Treasurer; Jill Burke, Secretary; Lisa Sweeney, Registrar; Melissa D’Agostino, Webmaster. Unanimously reelected en masse.

January 19th Minutes

Minutes approved with the edit of “buried treasure” not treasurer.

Discussion: Could minutes be approved through email? Such a long time from January to June. Will put on next agenda to decide.

Discussion: Providing MILEX swag at TCAL Conference next month. IDEA: create a “What is MILEX” trifold pamphlet to put in our folders. Blurb from About Us website page is a good place to start. Bullet points on who we are, where we are from, especially plug the inexpensive cost of conferences! Could use program template and print as needed. Brandy Whitlock volunteered to make a mock-up of the pamphlet. Add phrase “non-profit collaborative” to website blurb.

Announcement: Simmona Simmons officially retired at the end of May. Could we make her a member emeritus? Make her a certificate for her years of service to the group? If we create member emeritus status, what does that entail? Free membership for life? Should we also include Sara Nixon who retired years ago? Could we have a special emeritus meeting and invite them back to provide insights, get lunch and hang out? Add to agenda of July meeting to fully discuss.

New Member: Claire McDonald is a recent grad from College Park, heard about our group just yesterday and is here today to check it out!

Treasury Report

Report by Sarah Gilchrist, Treasurer:

M&T Checking	\$3899.65
M&T Savings	\$100.33

PayPal	\$33.93
UMSF Foundation	\$5013.94
TOTAL	\$9047.85

Branded Material: \$862.28

157 Bags at \$2.24 each = \$351.96

168 Pens at \$0.54 each = \$90.72

232 Notepads at \$0.62 each = \$142.85

205 Folders at \$1.35 each = \$276.75

Grand Total of Assets: \$9910.13

*Notes: UMSF haven't submitted last two conference reports so that will be lower soon. Savings account was opened to keep checking fees at \$0...plus it gets interest! Grand total is under the \$10,000 cap the IRS allows so we don't owe any taxes.

Notable Issues during the last year:

- On June 2, 2017, the Office of the Secretary of State notified MILEX that we needed to amend contact information and annual update registration using an "Exempt Organization Fund-Raising Notice." That form was filed on August 10, 2017 and we were notified of compliance under our registration number (28492) on August 17, 2017. Our next renewal date will be February 28, 2019.
- May 25, 2018, filed our annual tax return with the IRS for 2016-2017.
- May 24, 2017, the Comptroller of Maryland notified MILEX that our Maryland Sales and Use Tax Exemption Certification should be renewed before September 30, 2017. Online form number CN67859-765-10142 was submitted on August 10, 2017 and a new card was issued (confirming our renewal) before September 30, 2017. Our next renewal date will be September 30, 2022.
- On April 13, 2018, Melissa D'Agostino renewed our subscription with Omnis Network for MILEX web site hosting at a cost of \$83.40.
- On January 24, 2018, the Maryland Department of assessments and Taxation informed us that due to our lack of property, our Charitable/Education Organization Exemption Application was denied. After calling the office, it was determined that no further actions needed to be taken at this time.
- On December 12, 2017, Melissa D-Agostino renewed our subscription with Omnis Network for milexmd.org for a cost of \$13.95.

Membership patterns:

- 2016-2017 – 31 members total; 19 did not renew for 2017-2018

- 2017-2018 – 40 members total; 26 members did not renew for 2018-2019
- 2018-2019 – 30 members total so far

Notes: Sarah G. will send out a renewal reminder for all 17-18 members who haven't renewed yet...can also send out a "thank you" email to those that have with the date they are paid through (paying at the spring conference is for the following fiscal year)

Conference Costs:

- April 11, 2018 – "The Future of Teaching Librarianship"
 - Spent \$1,866.35
 - Panera – Breakfast: \$267.87
 - Lisa Sweeney – Breakfast – Reimbursement for Supplemental Cash Tip: \$25.00
 - Brian's Catering – Lunch: \$723.00
 - Rachel Gammons – Keynote: \$500.00
 - Gina Calia-Lotz – Reimbursement for 250 MILEX VistaPrint Folders: \$350.48
 - Earned \$2,685.00
 - PayPal charged \$16.97 in fees
 - Square charged \$16.47 in fees
 - Total revenue: \$785.21
- July 18, 2017 – "The One-Shot Clinic"
 - Spent \$1,395.86
 - Brian's Catering – Lunch: \$643.00
 - Megan Hodge – Keynote: \$500.00
 - Megan Hodge – Lodging: \$107.34
 - Megan Hodge – Gas: \$145.52
 - Earned \$2,820.00
 - Total revenue: \$1,424.14

Meeting costs:

- July 14, 2017
 - Spent \$88.99 on Wegman's – Lunch
- January 19, 2018

- Spent \$103.32
 - Wegman's – Lunch: \$96.78
 - Wegman's – Chips: \$6.54
- June 8, 2018
 - Spent \$121.78 on Wegman's - Lunch

Discussion Points:

- Outreach and marketing to new and recurring members.
 - Should every meeting be open?
 - Or we could have a specific recruitment drive with a mini program to give “flavor”
 - How did Claire find out about us? Word of mouth – also noted that the UMD iSchool does have a course on “Info Lit Inclusion & Public Good” with an assignment to observe info lit instruction – this would be a perfect opportunity to reach out to professors as the topic does repeatedly come up
 - Gina will start to reach out to iSchool profs to perhaps partner – Stephen and Sarah C. will be at UMD next week for the forum on info lit and can try to plug MILEX
 - Video promotion? Had mentioned this idea in the past since Towson does have recording equipment
 - Or we could hire a professional? The results are night and day
 - Stevenson has a film school – students take on clients throughout the semester to work with them and create a product and profs are always looking for partners!
 - Workgroup will look into this option (as it is free! And mutually beneficial!) Sara Godbee (from Stevenson), Jennie Ray, Stephen Ford, Sarah Gilchrist

Spring Conference Results

Gina provided handout with survey results. Ideas we liked: program on networking & mentoring, lesson planning & pedagogy, lots of mentions of roundtables. Lots of comments on repeating this format – as it is unique and a “solid format.” Brandy also noted that we always get better response to call for presenters for this type versus traditional peer review proposals.

Mini-Program given by Jessame Ferguson, “IL Framework Cooperative Project for At-Risk Student Success in Smaller Colleges”

IMLS Sparks! Ignition Grant project. Collaboration between McDaniel College (MD), Ursinus College (PA), Washington College (MD), Washington & Jefferson College (PA), and Goucher College (MD). Look for PowerPoint presentation on MILEX website. More information at digitalcommons.ursinus.edu/imps_ilframework

Future Programming

July Meeting: July meeting will be at Salisbury. Will need RSVPs at least a week in advance to put in food order with campus catering. (Stephen will put in order with library account and then get reimbursed from MILEX – will work with Sarah Gilchrist)

Melissa D’Agostino volunteered to do her missed program from the Spring Conference as the mini program – an interactive lesson in SoftChalk

Program Planning Checklist: created by Gina. Add Chair to the conference committee. Delete incorrect info after Jennie Ray – currently has to be a Loyola person to book the Loyola space. Discussion about honorarium concluded that it can also include travel expenses – change wording to “coordinate with the Treasurer for travel planning and reimbursement”. Separate call for presenters as its own bullet point (some people missed that it was included). Add back up plans for when a speaker doesn’t show. Brandy will edit further based on her experiences as conference planning committee chair.

Fall program ideas:

- Half-day program and business meeting
- Possible dates: 11/13 or 11/27?
- Already have group for video with Stevenson students – perhaps invite students to showcase their work? Group will brainstorm ideas by next meeting.
- Tech sandbox?
- “Faculty: What are they thinking?” (What do your students struggle with? Why do you create certain assignments? How assignments evolve over time as you work with librarians.) Faculty surveys? (Focus groups on faculty experiences?)
- Makerspaces? (MILEX fieldtrip to makerspaces in Baltimore area? How they connect to instruction?)

Side note: “ASK me about MILEX” buttons? Some libraries do have button makers in their makerspaces! Jennie is doing maker space collaboration at LNDL with Health and Human Services Library.

Meeting adjourned at 4 p.m.