

**MILEX Meeting – December 7, 2012**  
Loyola Graduate Center, Columbia  
10 a.m. – 12:30 p.m.

Present: Natalie Burclaff; Sharon Casey; Sarah Crest; Stephen Ford; Shana Gass; Sarah Gilchrist; Jeremy Green; Rosie Hanneke; Sally Jones; Kay Kazinski; Mike Kiel; Wanda Meck; Julie Nanavati; Sara Nixon; Marianne Sade; Simmona Simmons; Lisa Sweeney; Brandy Whitlock

**MILEX Business Meeting**

**Current business:**

- Treasurer's Report –Mike Kiel
  - Eliminated petty cash at MD Foundation
  - Has begun to check into banks (to replace MD Foundation), which suggested options for accounts such as personal checking (a joint account w/ chair), small business, or nonprofit
  - Transition would be straight forward – go together and directly sign over
  - Need to think about tax ramifications – tax setup would have to be prior – probably setup by January
    - Noted that we would need a federal ID #
  - Could operate w/ dual account until we get a bank account setup
    - Once set up, we could put all new monies into the new account at the same time as depleting the old account
    - Plan to put monies from the conference in the Spring into a new account
  - Mike will now investigate further
  - Annual dues will be due when we open a new account
  - In the meantime, it was suggested that those who want to renew membership/become a new member go online and fill in membership form and send it to Mike Kiel at UB by January 15<sup>th</sup> – just the form w/o money for now
    - Membership form can be found at <http://milexmd.org> > About MILEX > Join us
- By-Laws discussion
  - Bylaws one word – **take out and tabs**
  - **Do we want to include institutional memberships?**
    - Marianne Sade will look into institutional memberships and report back to us
  - Article I – **formed** to promote; include **just name**
  - Change Article II from **purpose** to **Mission** – take out **will; then put what is on the homepage**
  - Article III – 2<sup>nd</sup> paragraph – change tense so it reflects that this is history – and switch paragraphs on the top of page 2
  - Article V – take out stuff on USM Foundation
  - Stephen asks if we need to have all info on dues?
    - Agreed to make it more general – dues information can say to refer to MILEX page – take out part about a good deal

- Renumber Articles
- Add Registrar to officers – Registrar will receive conference and workshop registration and remit funds to the treasurer.
- Article VII – shall be voluntary and confirmed by the President
- VIII – Annual meeting shall occur in the Summer
  - Other meetings shall occur quarterly
- Put Roberts Rules of Order after information regarding Approval
- Majority of officers and meeting attendees
- Drop the word These bylaws
- Article XIV- dissolution – drop THE; also add officers + those members present
- Need to vote on this by January or in the Spring so that it goes out by July
- Conference Committee report by Brandy Whitlock
  - Call for Proposals
  - Will be held Friday April 19, 2013 at Loyola Graduate Center, Columbia, MD; 9 a.m. Continental breakfast; start at 10 a.m. to 3 p.m.
  - Topic: Best practices in library instruction
  - 15-30 minute proposals – want demo
    - Examples: what one is currently using and is successful; what and how we teach
    - Proposal should include bio/brief description/ learning outcomes
  - Feb 1<sup>st</sup>/15<sup>th</sup> proposals due; registration 3/1; slate by 3/15
  - Decided it was more appropriate to use word conference instead of workshop
  - Brandy will get proposal out by 12/15
    - In it, she will list some of the skills that a presenter might address
- Meetings and discussions for Spring/Summer 2013
  - Feb 22, 2013
  - March 15, 2013 - Rosie will check for room availability – KK will check about availability of Institute of Well-Being
  - Possible discussions on Information Literacy – Should librarians have to teach style/ citations? Whose job is it? IL in the workplace or something else; plagiarism; discovery tools

**11:00**

- Presentation by Kay Kazinski - "Technology Questions to Ask When You Don't Know Which Technology Questions to Ask"
  - Kay spoke about , determining technology needs, choosing software/hardware that effectively meets those needs, various strategies for getting to know one's technology, technology agreements, and the importance of establishing relationships with the people who support new technologies, including vendor reps, those in the library and/or those in the institution
  - See the accompanying Powerpoint presentation on the MILEX website

**NEXT MEETING - Workshop:**

Friday, February 22, 2013 - Loyola Graduate Center, Columbia - 10 a.m. - noon

Respectfully submitted,  
Sara Nixon, MILEX Secretary