

MDMLG President’s Annual Report

2024-2025

The MDMLG President is charged with the following functions:

1. The President shall preside at all meetings of MDMLG and its Executive Board
2. The President appoints special committees as necessary
3. The President shall perform all other duties described by the Bylaws and by MDMLG’s parliamentary authority

In addition to the official duties of the MDMLG President outlined in the *Bylaws* and procedural document, I wished to address the following goals for 2024-2025:

1. Encourage the Executive Board members and Committee chairs to use the Google Drive and Wiki as the official depositories for all association materials
2. Resolve outstanding/missing reports from Executive Board positions on Wiki
3. Encourage member participation in leadership roles particularly among new members
4. Further develop guidelines and expectations for the Student Representative position
5. Evaluate the amount of the *Margaret Danowski Student Scholarship Award* against the financial health of the organization
6. Continue to review and update the *Bylaws*, where necessary, to reflect the changing dynamics of MDMLG
7. Continue to update and refine the MDMLG webpage as needed

**Accomplishments:**

Confirmed the committee chairs for the Newsletter, Webmaster, MHSLA Representative, Archivist, and Auditor. Confirmed appointment of new Archivist in 2025.

Organized and conducted the following Executive Board Meetings:

August 7, 2024

November 6, 2024

February 5, 2025

May 7, 2025

Conducted the following General Business Meetings:

September 18, 2024

January 29, 2025

April 23, 2025

June 25, 2025

Organized and conducted the following Special Meeting:

 February 17, 2025

The MDMLG Executive Board held a Special Meeting on February 17 to address discrepancies between MDMLG Constitution and Bylaws pertaining to Executive Board and Committee Member roles and those roles’ respective procedural documents. The most notable change was to the Archivist Procedural Document and their role on the Executive Board as a voting member.

Elizabeth Bucciarelli, Colleen Streeter, and I have discussed adding to the Duties of Officers to better reflect the position of Immediate Past President. The single occurrence for this change is located on page 5 of the Bylaws, Article V, Section 3 E.

If passed, the new section will read:

E. The Immediate Past President shall serve as Parliamentarian. The Immediate Past President may be available for ad hoc consultation on resources, event planning, and other committee work.

On May 15, the MDMLG Executive Board unanimously approved recommending the above change to the bylaws. On June 2, I informed the general membership regarding the bylaws vote at the Annual Summer Meeting and Luncheon.

**Other accomplishments by role:**

Secretary

* Discussed with the Secretary, Amanda Kelly, preferred method of sharing reports and meeting minutes.
* Met with Michelle Rau, Social Media Manager, and Amanda to discuss social media strategy for MDMLG’s Instagram and Facebook pages.
* Worked closely with Amanda to ensure MDMLG Executive Board members shared their meeting reports appropriately.

Treasurer

* Spoke with Treasurer, Jennifer Bowen, the Outreach Committee, and the Executive Board to determine the amount of the Margaret Danowski Student Scholarship Award for the year. It was agreed MDMLG was financially healthy enough to maintain the amount of $350.00.
* In August I met with past Treasurer Andrea Rogers-Snyr and Jennifer Bowen at Comerica Bank to transfer “ownership” of MDMLG Comerica account to current Treasurer and President. In October I returned to Comerica to sign additional documents needed for an internal audit.
* On September 17th, the Executive Board voted unanimously to approve the proposed MDMLG 2024-2025 Budget. The annual budget can be found on the Treasurer’s page of the MDMLG Wiki.

Outreach and Social Media Manager

* I met with the Outreach Committee (Michelle Rau and David Stewart) to choose the 2024 MDMLG Margaret Danowski Student Scholarship Award winner and approved of their decision of Sarah Patino, a MSLIS student at Wayne State University. Sarah’s profile is featured in the winter issue of *MDMLG News*.
* In March I met with members of the Outreach Committee to create a brief survey that was shared on University of Michigan and Wayne State University listservs, as well as with MDMLG student members. This survey sought to identify ways MDMLG could better serve student members. Results of this survey will be shared with Executive Board members and used to plan programming and other membership activities.
* In April I created a post for our Instagram account to promote recent publications by members of MDMLG, and shared with our Social Media Manager, Michelle Rau.
* Met with Michelle Rau, Social Media Manager, and Amanda Kelly, Secretary, to discuss social media strategy for MDMLG’s Instagram and Facebook pages. MDMLG will maintain social media accounts to present ourselves as an active and social group to members, non-members, and other people interested in our group.

Student Representative

* I’ve worked with Student Representative Jillian Beckwell on a few things, including establishing and documenting the responsibilities of the student representative especially related to the Margaret Danowski Student Scholarship Award. Jill also wrote an article for the newsletter on her experience as a library student who works full-time, and met to discuss the student survey.

Nominating Committee

* The Nominating Committee was able to fill the slate of candidates early this year.
* To assist with Nominating, I included information about Executive Board and Committee roles in each issue of *MDMLG News* and highlighted opportunities for new members.
* I also put together a guide to MDMLG Officers that will be shared at the Annual Summer Meeting and Luncheon. This guide includes a collection of positive remarks from MDMLG members in current/past roles.

Programming & Professional Development (PPDC)

* In July 2024, I met in-person with Colleen Streeter, President-Elect, to transition Google Account ownership, discuss President-Elect responsibilities, and to look for additional members of the Program and Professional Development Committee.
* The PPDC was composed of Colleen Streeter, Chair, and members, Bethany Figg, Alyssa Huffman, and Rachel Melton.
* For the “Ending Race-Based Medicine” program in February, I edited and made availlable the Zoom recording to Webmaster Valerie Reid, who posted the video to the members-only portion of the MDMLG website.
* For the Spring General Business Meeting at Michigan School of Psychology, I worked with the PPDC Chair to provide programming, event coordination, and refreshments. I also provided a registration list for attendees, which was shared with Secretary Amanda Kelly and Archivist Alyssa Huffman.
* Created the registration page for the Annual Summer Meeting and Luncheon

Webmaster

* On July 19th, I met virtually with Valerie Reid, Webmaster to discuss access issues with our Google Accounts for our Executive Board positions.
* On July 23rd, I met with Valerie Reid and Rachel Melton, a member of MDMLG who consulted on the issues for some members accessing our Google Site/Wiki and other pages that required a Google Account login. We updated instructions for members, and Val shared the updated instructions with Executive Board members.
* In October 2024 I met with Valerie to discuss MDMLG website updates and working on the SEMCME Quality Improvement project.
* In January 2025 I sent Quality Improvement-related articles and research projects by Henry Ford Health staff to Val Reid to share with SEMCME for their Quality Improvement library project.

Archivist

* Met with Alyssa Huffman to discuss archivist procedures and current practices for archiving MDMLG materials.
* Alyssa and I have been working on a survey to go to MDMLG Officers to identify the ways members would prefer to archive material they create in their role.

Respectfully submitted by,

Steven J. Moore, President 2024-2025