

**President**

**Annual Report 2023-2024**

**Annual Goals & Objectives**

1. Develop guidelines and expectations for the Student Representative position
2. Encourage the Executive Board members and Committee chairs to use the MDMLG drive and wiki as the official depositories for all association materials
3. Evaluate the amount of the Margaret Danowski Student Scholarship Award (MDSSA) against the financial health of the organization
4. Continue to review and update the Bylaws, where necessary, to reflect the changing dynamics of MDMLG
5. Encourage member participation in leadership roles, particularly among new members
6. Update the MDMLG documentation into current software formats to promote security and accessibility of data; determine the year-ranges necessary for updating

**Accomplishments**

Confirmed the committee chairs for the Newsletter, Webmaster, MHSLA Representative, Archivist, and Auditor

Organized and conducted the following Executive Board Meetings

August 2, 2023

November 1, 2023

February 7, 2024

May 1, 2024

Conducted the following General Business Meetings:

September 20, 2023

December 6, 2023

April 17, 2024

June 20, 2024

Secretary - Discussed with the Secretary, Amanda Kelly, the Executive Board & General Business Meeting agenda formats, as well as and the sequence of the annual communication emails, reports, and correspondence.

Treasurer – Spoke with Treasurer, Andrea Rogers-Snyr, to determine the amount of the MDSSA for this year. It was set for $350.00. **(Goal #3)**

Outreach and Social Media Manager - Met with the Chair, David Stewart, and Social Media Manager, Michelle Rau, to review and discuss:

* Their respective roles and responsibilities as the Outreach Committee
* Reasonable expectations for the MDMLG Student Representative Position. We worked together to create guidelines for this position which were approved by the Executive Board at the November 1, 2023. **(Goal #1)**
* Margaret Danowski Student Scholarship Award (MDSSA)
* Scheduled dates to promote the MDSSA
* Along with David Stewart and Michelle Rau, I reviewed the applications and we selected an awardee.
* Discussed methods for promoting the field of health science and medical librarianship to the schools of information at the University of Michigan and Wayne State University
* The updating of the *Job Bank*
* The updating of the *Recent Publications* webpage
* David Stewart created two new association promotional brochures, one for new members and one for students. I assisted with the editing.

Nominating Committee - I worked with the Nominating Committee to locate eligible MDMLG members to fill the open positions for Treasurer and President-Elect. I wrote a promotional post for the MDMLG blog; sent an email to the general membership; spoke personally with members; and asked the Social Media Manager to post these openings to the association’s Instagram and Facebook accounts. **(Goal #5).** The election with a full slate of candidates.

Newsletter – I emailed the previous Newsletter editor to gauge her interest in continuing in the position. When she decided to step down as the Chair of the Newsletter Committee, Steven Moore agreed to chair it.

Wrote a *President’s Message* and the article, ‘Empty Offices, Empty Chairs: New Employees, the Culture of Belonging, and Career Success: Problems and Solutions’, Parts I & II, for the Fall and Winter, (Vol. 50, Issues 1 & 2) of the *MDMLG News.*

Programming & Professional Development (PPDC) – The PPDC was composed of Steven Moore, Chair, and members, Brianna Andre, Bethany Figg, and Jill Turner.

Webmaster - Regularly communicated with the Webmaster, Valerie Reid, to discuss:

* website, wiki, and system issues **(Goal #6)**
* the website security certificate **(Goal #6)**
* the placement of the two new association brochures
* the possible reordering of the documents on the ‘Student Portal’.
* potential formatting revisions to the MDMLG main webpage

Other Accomplishments

* Created slides and moderated the virtual Mini-Meeting focused on library marketing, on February 21, 2024. The slides were posted to the MDMLG blog.
* Reviewed the MDMLG Constitution, Bylaws, and Procedural Document and noted changes that need to be made to reflect: 1) the name change from the ‘MDMLG Student Award’ to the ‘Margaret Danowski Student Scholarship Award’, and 2) the MDMLG Student Representative position and Guidelines. The Executive Board reviewed and approved these changes. I posted these changes to the general membership on May 14, 2024, for an approval vote at the Annual Meeting in June 2024. **(Goal #4)**
* Organizational condolences were sent to longtime member, Wendy Wu of Wayne State University, upon the loss of her husband in late December 2023. An announcement was made to the MDMLG membership and her family received a condolence card.
* Reminded the Executive Board to use the new logo, paginate, and date any posted documents or reports. Encourage the Board members to use Google drive and the wiki as the repository for all official association documents. **(Goal #2)**
* Ordered a replacement for the missing new Presidential gavel

Respectfully submitted by,

Elizabeth Bucciarelli, President 2023-2024