

**Minnesota Library Association**  
**Board Meeting Agenda**  
Friday, January 17, 2014  
10:00 AM – 12:00 PM  
MELSA

Present: Maggie Snow, Kristen, Carla Lyden, Micheal Scott, Amy Springer, Jayne Blodgett, Jennifer Hootman, Nick , Claire Wilson, Michele McGraw, Phone: Jim and Carla Powers

**1. MLA Board Meeting Outline**

- 1.1. Welcome and Introductions
- 1.2. Approval of Consent Agenda
- 1.3. We are moving to a consent agenda, it can be moved off the agenda or onto the agenda. We can revisit if this is not working. Kristen moves to approve the consent agenda as included. Amy Springer seconds the motion. Motions Passes. We will include Go To Meeting in Agenda from here on out.
  - 1.3.1. Board meeting agenda
  - 1.3.2. December minutes (Powers)
  - 1.3.3. President's Report (McGraw)
  - 1.3.4. Division, subunit and committee reports
  - 1.3.5. President-Elect liaison report (Snow)
- 1.4. Approval of financials\* (Hootman)

Treasurer Report, (ask Jennifer for a copy of her report). Outstanding payments or invoices (Legislative Invoice out there?) Executive Summary: and change to meeting expenses Jennifer makes a motion to approve the Dec. Financials, ND seconds, motion passes

**2. Educating & activating a library support network**

- 2.1. Legislative Platform (Weikum) RLTA is not pursuing an increase in this environment, but it does have an TEA, public libraries will support it. Jim described the differences between the Platforms from the Membership meeting. LC developed and passes along this as part of the entire platform (that's the 2.1) Talking point documents are meant to be accompanying documents, background information on certain initiatives). This language was suggested
  - 2.1.1. Legislative eBook plank revision (Weikum)
- 2.2. (This language was suggested by the lobbyist). Who would conduct the investigation and mentioning agencies was removed. This is an attempt to raise awareness of the issue) Jim moves the platform as presented for approval. KM: Talking points will be really important for members and the board. POI: Jim will be working with others to make sure that language is presented in the next few weeks. MLA will need the information and those talking points in that conversation. State Library is starting a conversation (why pricing, not other issues related?) JB: Is this academic or just public libraries? MG: Trying to bring more parts of our board and members together and happening more holistically together. Working together to create advocates so we have the right team to make sure we are successful. This plank depends on the accompanying talking points (creation and dissemination). Maggie Snow seconds the motion. Motion Passes.

Discussion of the concern that the process is not transparent for the distribution of the grant funds (see Tim Hayes email) The process has not been to the libraries advantage. See funding @ what we hope it will be.

- 2.2 Put Capwiz on website (Weikum) : Update: Ben Trapskin still working on this. Waiting for the office transition to take place before the transition. MHQ and Ben and Jim will follow up to utilize it.
- 2.3 Training/procedures for using Capwiz (Weikum)
- 2.4 Update advocacy page on website (Weikum): Claire check in with Jim and Ben re: advocacy updates
- 2.5 Survey members on advocacy needs (Weikum) Get capwiz and update the advocacy page and then survey the members when those things are in place

### **3 Strengthening our organization**

- 3.1 Transition Update (McGraw/Wilson)
- 3.2 Audit Reviews (Hootman)
- 4 Proposals collected for audit purposes (4 locals responded) RFP's have been sent in. Quote from each: Thomas Lewis and Associations recommended by Ampere, lowest cost has been the recommendation. Audit at the transition of treasurer (audited set of books). Two year process to audit. Motion to accept the recommendation for Thomas Lewis, MS seconds, (Carla moved). Motion passes
- 4.2 Membership Report (Wilson)
- 4.3 Next steps for strategic plan (McGraw)
- 5 This will be a more fulsome conversation @ the upcoming board meeting. Slowed down a bit by the change in the middle. Review of financial data, the capwiz project, next step is what comes next. March is soon for the next check in with the consultants, but they will come back and check in. demonstrate to members that we are working on the processes they have been working on. Feb. evaluating the current projects/planning new
- 6 Background on the Top Facilitation; could think about hosting a meeting in the spring with the whole strategic planning group.

### **7 Engaging our members**

- 4.1 Volunteer job descriptions for subunits, roundtables (Mastel, Board)  
KM: Almost all volunteer job descriptions involve events. Look @ new web to see if we can list ways to be involved. Communications Committee might have some ideas about putting people onto this this. Passed out a subunit chair responsibilities: for roundtables this is a drafty draft) Read the description and send feedback to KM. She will email it to the board. Baseline for all committees (then you can add your local needs on to it!). Ask for linking. SEND FB by the 31<sup>st</sup>.
- 4.2 ARLD Dialogue Update (Possibly Delete if Jayne does not have updates) Deleted

### **8 Developing and equipping our leaders**

- 5.1 Subunit Orientation (McGraw)  
January 31<sup>st</sup> will be the subunit orientation. 11:00 AM
- 8.2 Structure exists for training & support for online meetings (Mastel, Board)

9 Webinar training/ Go To Meeting/ MILE ( we can look @ document refine that document and and make it friendly for first time users

9.2 Have well defined job descriptions for Board & Division Leaders (Board, Mastel) Policies and Procedures. Might ask folks we need to look @ job descriptions and make sure that

Bring Conflict of Interest Forms to next Board mtg and will be mailed to you following this.

For Round-Up let us know if you can't do it and we can fix it. This is for transparency. Minutes get posted and does not have to be a detailed piece but lets people know that was happening

## 10 Adjournment

Next meeting: Friday, February 21, 2014 10-12PM MELSA

### Board Meeting Round UP eBlast Schedule

January – Powers

April – Weikum

July – Mastel

October – Scott

February – Dimassis

May – Blodgett

August – Schotzko

November – Conley

March – Springer

June – Hootman

September – Snow

December – Lydon