

Minnesota Library Association

Board Meeting Minutes

Friday, December 20, 2013

10:00 AM – 12:00 PM

MELSA

1619 Dayton Avenue, Suite 320

St. Paul, MN 55104-6276

Present: In person: Jayne Blodgett, Nick Dimassis, Jennifer Hootman, Carla Lydon, Kristen Mastel, Michele McGraw, Michael Scott, Maggie Snow, Amy Springer, Claire Wilson, By phone: Carla Powers, Jim Weikum

Guests: None

Absent: Judy Schotzko

CALL TO ORDER: McGraw called the meeting to order at 10:14 a.m.

1. MLA Board Meeting Outline

1.1. Welcome and Introductions

1.2. Approval of consent agenda: McGraw introduced the idea of the consent agenda and explained reasons behind it. Items such as minutes and reports, which are likely not to require much discussion, are grouped together to save time for other items. Items can be pulled off consent agenda if a board member has concerns or wants to discuss something separately. McGraw asked board members to let her know if they notice anything ahead of time that they want pulled off consent for conversation. Reports are due two weeks before board meeting; the packet will be sent a week in advance. McGraw said if the consent agenda format doesn't work for whatever reason, the board will return to the old format.

1.2.1 Board meeting agenda

1.2.2 December minutes (Powers)

1.2.3 President's Report (McGraw)

1.2.4 Division, subunit and committee reports Legislative report

1.2.5 President-Elect liaison report (Snow)

Motion by Mastel, seconded by Springer, to approve the consent agenda.

Motion carried unanimously.

1.3. Approval of financials: Hootman highlighted the December financials. Total assets amounted to \$173,736. Year-to-date revenue was \$259,601, which exceeds the annual budget by 5 percent. Costs of sales through December totaled \$125,167, which exceeds the annual budget by 3 percent. Other expenses through December came to \$166,412, the majority of which was contract administration and professional fees. The year-to-date total is a loss of \$31,978. There was a question about line 600 Legislative Income Statement. The association budgeted \$46,620.12, and the year-to-date expenses were \$34,869.82, resulting in a loss of \$11,750.30. Wilson will follow up to see whether there are any outstanding payments or invoices that need to be sent to the partner organizations in the lobbyist contract. Hootman noted two corrections to the executive summary: revenue should state through December rather than November, and the cost of sales through December should be \$125,167 (which is what's on the income statement) rather than \$125,176. In addition, on the 100 Admin Income Statement the current month actual amount of \$134.61 listed for "food and beverage – admin" was for a policy meeting and not for conference. That amount should be moved

to “meeting expenses.” Motion by Hootman, seconded by Dimassis, to approve the financials with this correction. Motion carried unanimously.

2. Educating & activating a library support network

2.1. Legislative Platform: Weikum offered some background on the platform document that was sent out in advance of the meeting. The telecommunications plank has changed in that regional public library systems have decided not to seek an increase in RLTA given that the libraries have been successful in getting competitive pricing for telecommunications services. However, the plank still includes an increase in TEA for K-12 schools. The other significant change is the addition of a plank regarding eBooks. Weikum explained that there was a motion from the floor at conference to reinstate language pertaining to eBook pricing that previously had been removed by the legislative committee. After a number of conversations and discussion at the legislative committee meeting the language in the current document was developed for consideration by the board. Talking points with more background are forthcoming. Scott asked whether an investigation is what is being requested. Weikum replied that the language in the plank was suggested by MLA lobbyist Sam Walseth. The goal of the plank is to raise awareness of eBook pricing issues. McGraw noted that not all MLA members support this consistently, and the MLA board needs to be able to speak to the issue and make sure libraries have the information they need. She mentioned that the legislative platform comes under a broader umbrella of advocacy. The idea is to identify and create advocates from all areas who can respond to issues when they come up locally. There was brief discussion about the public library accessibility and improvement grant program, as concerns were expressed by a library director in the state. Weikum noted that there is an effort being made at the state level to improve the process. Motion by Weikum, seconded by Snow, to approve the legislative platform as presented. Motion carried unanimously.

2.1.1. Legislative eBook plank revision: Discussed above.

2.2 Put Capwiz on website: Weikum reported that Ben Trapskin was waiting for the management transition to take place before starting this project. Wilson noted that the website will be transitioned in February or early March, and now is a good time to discuss this. Weikum will follow up with Trapskin.

2.3 Training/procedures for using Capwiz: No report.

2.4 Update advocacy page on website: No report.

2.5 Survey members on advocacy needs: Powers reported that the committee intends to survey members after the previous steps have been completed, to find out what additional work needs to be done.

3. Strengthening our organization

3.1. Transition update: Wilson reported that the management transition was final December 31, although work continues with Ampere regarding the financials. Physical materials have been moved to MHQ offices, and three hours per month of office space is provided for MLA meetings. Older financial records have been transferred to a secure storage space. MLA phone calls are being answered at MHQ, the toll-free number has been transferred, and mail has been forwarded. The website is still being worked on. The front end of website will continue to look the same. The back end will be hosted by Your Membership, which provides more comprehensive services. Website work will be done before end of February. In the meantime, Ampere will do website updates at Wilson's request. There was discussion about providing online registration and/or website information about ARLD Day and Legislative Day, which are coming up soon. Wilson replied that there will be no disruption in service. She will make sure the new communications committee chair and membership chair are kept informed about website progress. Mastel said she is excited about having a place on the website to put

documents for association leaders, such as the budget, board orientation materials, policies, etc. Wilson noted that the website currently cannot accept credit card payments to join MLA or renew membership. Payments are being accepted by check only. Any questions or concerns about the website should go to Wilson.

3.2. Audit reviews: McGraw explained that per MLA policy an audit is done every two years as a new treasurer takes office. Hootman reported that the MLA board requested Ampere to collect proposals from multiple accounting firms to provide audit and tax preparation services for the fiscal year ended Dec. 31, 2013. A request for proposal was sent to four local CPA firms that Ampere uses on regular basis: Thomas Lewis and Associates, P.A.; Carpenter Evert; Olson Thielen; and Clifton Larson Allen. Ampere recommended hiring Thomas Lewis, which was the low bidder and has prepared MLA's Form 990 for the past several years. Motion by Lydon, seconded by Scott, to accept the recommendation and hire Thomas Lewis. Motion carried unanimously.

3.3. Membership report: Wilson reiterated that new and renewing members currently cannot pay by credit card. She is still working with the data provided by Ampere to come up with a comprehensive membership report. McGraw noted that one of MLA's strategic goals is to better use and understand our membership data. Three new members were added last month. Wilson is sending membership confirmations via email rather than postal mail. She will get input on this from the membership committee.

3.4 Next steps for strategic plan: McGraw explained that the strategic plan is broken down into quarterly projects, and it is time to discuss next steps. She plans to recap the status of the strategic plan at the February board meeting. There will be discussion of scheduling a follow-up meeting with the consultants at MN ToP who helped the board develop the strategic plan.

4. Engaging our members

4.1. Volunteer job descriptions for subunits, roundtables: Mastel has lists from subunit leaders regarding what tasks volunteers are needed/used for. At this point all of the responses revolve around moderating at conference or various subunit events. She would like to see a place on the website for people interested in volunteering. Mastel distributed a draft of job descriptions for chairing divisions, roundtables and sections that she put together based on documents from another state library association. She asked for feedback from board members.

4.2. ARLD Dialogue Update: No update.

5. Developing and equipping our leaders

5.1. Subunit orientation: McGraw has scheduled this for January 31. She will use the orientation as an opportunity to welcome new subunit leaders and go over the information in Mastel's document.

5.2 Structure exists for training and support for online meetings: Mastel has revised directions for using Go To Meeting. She may look for additional help from others who use this platform regularly.

5.3. Have well defined job descriptions for Board & Division Leaders: McGraw noted that it would help to have better documentation when people are being asked to run for board positions. Board members will be asked to provide input as the job descriptions are being developed.

Additional housekeeping items

Conflict of interest forms: Powers was going to hand them out at today's meeting but instead will send them via email. Paper forms will be distributed for signatures at the February meeting.

Eblast schedule: Powers said that she has assigned board members to a schedule for writing a short wrap-up of each month's board meeting for distribution in the Round Up eBlast. Springer noted that there was a mistake in March and she should be the person listed. Powers will get that corrected. McGraw explained that Round Up articles are a way of being transparent to members, because the minutes of the board meetings are not distributed until after they are approved the following month. Mastel clarified that just a short article is needed; it is not necessary to give every detail of the board meeting.

ADJOURNMENT: Meeting adjourned at 11:28 a.m.

Next meeting: Friday, February 21, 2014 10 a.m. to noon at MELSA.