



MINNESOTA LIBRARY
ASSOCIATION

Minnesota Library Association

Board Meeting Agenda

Friday, January 15, 2016

10:00 AM – 12:00 PM

Present: Kate Bessey (Treasurer), Deborah Bifulk (Member at Large), Amy Boese (President Elect), Amanda Mills (ARLD Chair), Barbara Misselt (Legislative Committee Chair), Laura Morlock (Secretary), Sara Ring (ALA Chapter Councilor), Tammy Schoenberg (Executive Director), Margaret Stone (President), Maggie Snow (Past President), Frances Veit (PLD Chair), and Dayle Zelenka (Intellectual Freedom Committee Chair).

Absent: Amy Wilde (MLTA Chair).

Meeting called to order by Margaret at 10:00am.

Welcome and Introductions. Went through with names, titles and locations for all Board members.

Approval of Consent Agenda

Board meeting agenda

December Minutes

Reports

Approve agenda by Dayle; seconded by Barb. All in favor.

Approval of financials (Bessey)

December financials included in the meeting packet.

1. **Total Assets:** \$164,686
2. **Total Revenue YTD:** \$286,683
3. **Total Costs of Sales YTD:** \$148,606
4. **Monthly Expenses for December:** \$11,484
5. **Showing YTD Net Income/(Loss):** \$9,438 - net (loss)
 - a. 2015 annual budget projected Net (Loss) of (\$50,205) at year end
 - b. \$50,205 was the original projected net loss in the 2015 annual budget – at year end loss is \$9,438. This is a variance of \$40,767.

Motion to approve proposed by Kate; seconded by Maggie. No additional discussion. All approved.

Review of 2016 budget (Bessey, Schoenberg)

Looking at the 2016 budget in comparison to 2015 we are looking at a \$282,300 income due to membership dues increasing and projection of new members; should be \$8000 higher in 2016. Projections are based on previous years. There will be expenses that go up, with increase of MHQ and Capitol Hill and Associates.

Engaging our members

Project Updates (Ring, Stone)

Digital History: Sara leads a group of 5-6 volunteers to help do metadata work in cooperation with MHS and MN Reflections Digital Archives, like newsletters. Formal announcement was at MLA 2015 conference. They are about halfway completed and have had training. They work remotely and divvy up their own assignments. It would be nice to have more people helping but they'd need to be trained; so not at this time. Could have partnerships with MLIS students at St. Kate's. They do have 2 MLIS students at St. Kate's working on this. All volunteered to do this from a call that MLA put out. They get reports from Google Analytics about their collection. She brought the Board some reports to look over. We can see that it is being used. As they upload new items and notes in the RoundUp. There could be more social media to promote it. Show statistics at the next Annual Meeting. Hottest item is the 1902 MLA Roundup piece.

125th Celebration. Committee is doing their own work. Laura M and Laura H are putting items in the RoundUp about MLA 125th items. Soon we'll start mini video records of MLA members. The Board may be asked to participate. We'll post them and will play them at the conference. We do have a timeline plan and can share it. Gearing back up on the work. [Barb can send names of older MLA members who need to do their mini videos NOW to Margaret –like Bill Asp]. Have videos now and combo it so people can do it at the conference as well, like a reflection. Everyone should send names to Margaret.

Subunit meeting minutes (Stone). Margaret asked Amanda and Frances if they use Robert's Rules. Do they take business meeting minutes? Yes and they are posted on the MLA website. PLD just recovered 2014 minutes and are working on posting them to the website. Trying more to engage members. If MLA members can see meeting minutes they can have a better sense of what is going on. It was suggested that Legislative Committee Meeting minutes shouldn't be posted due to confidentiality, etc. Jami and Barb will work on their minute-taking procedures. They will be shorter and reiterate the agenda. Most working groups list the attendees and Barb will discuss with the Legislative Committee to see if that is okay. Margaret reiterated we do need agendas, minutes, attendees, etc.

Legislative committee (Misselt). Nothing more to add at this time.

Subunit Orientation (Snow, Stone)

Date for second one. Maggie shared that there was a Subunit Orientation conference call. They hope to have another one since not everyone could attend. CYP, MILE, DORT possibly, etc. did not attend.

ALA Chapter Councilor's report (Ring).

Just returned from ALA Midwinter on Tuesday. Would like to give a fuller report next month. Today is a verbal highlight with a handout (Sara will send Laura an electronic copy); see it for full details. Went to her first Council meeting; four days straight of the meeting; like the Congress for ALA. 155 Councilors were present. They are all very invested in the organization. ALA President spoke on "Libraries Transform" campaign and its toolkit. We can have someone from ALA come and talk about the campaign. ALA Librarian of Congress has a limit of ten years for their term. [Margaret is working on getting a volunteer graphic designer to help with a MN Libraries Transform logo.] Sara will share more on this at the next meeting. Is MLA a Freedom to Read member? Don't think so. Dayle will investigate this and bring a motion to the February meeting for discussion.

PLD Day (Veit).

Starting to come together. The venue in mind is in Stillwater in early May. Similar model to last year. Wanted it closer to Twin Cities in 2016. Small speaker budget. Hoping to get an update on trends in MN and looking for the future. Would like to share and talk about diversity initiative; racial equity and initiatives. Let Frances know if you have ideas of speakers for the diversity topic. There will be a sharing "what's happening at your library" per usual. Have a lot of good ideas; just working on details. Cost: more expensive than last year so may raise price from \$30/\$50 last year to \$40/\$60 proposed.

Strengthening our organization

MHQ Update (Schoenberg).

MHQ lost events manager in the fall. Close to hiring a new person. MLA just signed a new agreement with MHQ. See handout for details on what MHQ will do for us.

Membership update.

See handout. There was a drop for those who choose the "Bill Me" option. Someone needs to go in and actually check on if the fee was paid or not. There was a boost in membership right before conference. Margaret brought up checking up on those whose memberships lapsed. We do send out reminder invoices. Deborah will contact those individual members whose memberships lapse; a cheery message. Membership Committee members should be updated on the website. Amanda asked if there is a way to set up an automatic renewal. Tammy can look into this. Barb's system pays for trustees to have memberships with MLA. Other regions may do this too. May be an issues with reminding people whose organizations pay for individual employee memberships.

Margaret will send updates to Tammy so that the committees and Board members can be updated on the website.

RFP for Accounting Firm (Bessey).

Tammy sent out RFP and three firms responded to the RFP: Harrington Langer, Carpenter Evert, and Thomas Lewis (whom we used last year). Finance Committee made motion and was seconded for acceptance of Harrington for 2015 audit with a fee not to exceed \$4900. Rate for last year was lower. Barb felt that this fee was high and suggested that we post the RFP to the League of MN Cities. This is an every other year audit process for MLA but they audit only a single year. Note,

broaden the reach for options for next time. Barb votes no on record for the proposal. All others were in favor and the motion was approved. RFP went out early November. Add to Board meetings for next time. Due to time, we need to make a decision now.

Maggie shared that Sara Zettervall, DORT Chair, put out request for 2-3 volunteers for diversity project. Sara sent it specifically to DORT members, as a pilot project.

Educating & activating a library support network

Legislative Platform (Misselt). Not much new to report. Was approved in November 2015. Arrowhead has volunteered use of their Graphics Designer. Did want to use current data so crunching statistics now. Should be ready for Feb mtg. Bonding year. There are things MLA will support.

Legislative Day update (Misselt). April 14, 2016. We need a Legislative Day for concerted efforts to meet with Legislators. Capitol is under construction as is Kelly Inn. Lobbyist traditionally sponsors a briefing in morning and duplicated in the evening the next day. Morning briefing will be in Judicial Conference Center; Liz Reppe sponsored it for MLA. Building opens at 8am. Will do briefing and then end the morning session. Barb is looking at refreshments pricing. MLA can't use the Rondo Library their room is booked. Attendance was 30-40 people. Roseville Library? Could try Metro State. Arlington Hills. Barb will continue working on this.

RFI status. We need to refer back to the minutes of the Legislative Steering Committee meeting; will return this to pending until the Legislative session ends. From the 082115 minutes we had "It has been suggested to call the position "MN Library Lobbyist." Are there issues with Capwiz? Sara shared a Capwiz update by ALA, as some states still use it but others use Engage. We need to start using it more. Have Communications Committee take on more of a role with the Legislative Steering Committee. Barb needs/would be eager to meet with them and create a plan. Margaret will contact Pat and see what she wants to do about these Committees and Engage.

Ignite Update (Snow). There is no report at this time.

Other. n/a

Adjourn

Dayle moved to adjourn the meeting; Frances seconded the motion.

Next meeting: February 19, 2016 from 10 am to noon at MELSA.