



MINNESOTA LIBRARY
ASSOCIATION

Minnesota Library Association

Board Meeting Minutes

Friday, May 20, 2016

10:00 AM – 12:00 PM

Present: Kate (Bessey) Anderson (Treasurer), Deborah Bifulk (Member at Large), Jayne Blodgett (ARLD Past Chair/Interim/Temp) calling from Colorado, Amy Boese (President Elect), Megan Kocher (Intellectual Freedom Committee Chair), Barbara Misselt (Legislative Committee Chair), Laura Morlock (Secretary), Tammy Schoenberg (Executive Director), Margaret Stone (President), Maggie Snow (Past President), Frances Veit (PLD Chair), and guests Greg Emmerich (Auditor) and Ann Wahlstrom (MYRA).

Absent: Amanda Mills (ARLD Chair), Amy Wilde (MLTA Chair), Sara Ring (ALA Chapter Councilor)

Meeting called to order by President Stone at 10:02am.

Welcome and Introductions

Approval of Consent Agenda

Board meeting agenda

April Minutes

Reports

Snow made a motion to approve the consent agenda. Boese seconded the motion. All were in favor and the motion was approved.

Approval of financials (Kate Bessey Anderson)

April financials included in the meeting packet.

1. **Total Assets:** \$160,773
2. **Total Revenue YTD:** \$62,912
3. **Total Cost of Sales YTD:** \$7,175
4. **Monthly Expenses for April:** \$15,038
5. **Showing YTD Net Income/(Loss):** \$76 -net (loss)
 - a. 2016 annual budget projected net income of \$3,067 at year end

Bessey made a motion to approve the April financials. Snow seconded the motion. All were in favor and the motion was approved.

Approval of 990 (Tammy Schoenberg)

One thing that changed on the financials for the 990 was that there was an adjustment of \$9,075 that we collected from the 2014 conference was moved out. As the Board members from last year may recall, we were not recording the accounts receivable as we should have at the end of 2014 and this change is a result of that. We will also have a penalty. A statement on the dues was dropped off from the electronic form; the penalty we will owe is about \$300. The statement has been added back to the dues statement.

Boese made a motion to approve the 2015 990. Bifulk seconded the motion. All were in favor and the motion was approved.

Strengthening our organization

Report from the Auditor (Greg Emmerich)

Refer to handout of audit. Good records are in place. There was one adjustment to propose as Schoenberg described above. Any dues or revenue in a previous year should be for that year. Audit highlights were shared; numbers are good. Items to note our cash position was down from previous year; but is in line with loss sustained during the year. Out \$6000 at end of the year; most is for the MHQ bill. Conference numbers are down; membership is down. Conference costs this year were higher. There was a general expenses decrease of \$19,000. They usually recommend for non-profits to have 4-6 months in reserve. Everything is in good order. See Management letter handout, which looks at internal controls, deficiencies, material weaknesses, etc. We do have a deficiency of segregation of duties but that is common to non-profits of this size. In the communications area there would have been mention of any issues. There were none.

MHQ Update (Tammy Schoenberg)

Nothing new to report. Had been working on Audit and 990 reports. She will be on vacation next month (June 9-17, 2016).

Response to requests for conference sponsorships (Margaret Stone)

We have had several requests for conference sponsorships. How should we respond to these requests? There can be costs to these requests. Should we do anything? There had been a request from the Small Rural Library Association; also the Association of State Librarians re: a basket of local items given to their conference. Margaret would like to have some procedure and criteria for what to do, especially for the future. Does it depend on the financials of the Association at that point in time? Should it be a concrete item that MLA is sponsoring and not just "a conference" Is this valuable/helpful to us now to support as an organization and for our members? How will we contribute (money, gift item, etc.)? How determine the monetary amount or support the request specifically? Is it reviewed by the entire Board, all members, the Finance Committee? And should it go through a process? Will we accept late requests which need immediate response? Does it contribute to the overall integrity/goal/image/reputation/mission/etc. of the entire organization? Is

it contrary to “the impartiality” of our organization? First, have the Executive Committee review the criteria, and then have the entire Board Review it? Then bring it before the members, via email?

There is interest from the Board in doing this but there needs to be guidelines and process. Margaret will work on a guidelines draft and send it to the Board to review. There is a pending request from Jennifer Hootman for the LOEX Conference (a national information literacy conference). Jennifer is on a Committee that is working on trying to host this conference in MN. Margaret will communicate with Jennifer about this now.

Boese made a motion to offer LOEX a general sponsorship of a minimum of \$250 as an MLA sponsorship at the LOEX show should it come to Minnesota. Veit seconded the motion. All were in favor and the motion was approved.

Foundation Board Position (Margaret Stone)

Minnesota Library Foundation Board is working on revitalization of the Foundation. Stone proposed that the position be part of the Past President’s work. Stone moved that we add this position to the job description of the Past President. There was discussion of the term limits of this position; ideally 3-5 years. Or whom would be best for this position. It could be an appointed member for the Board versus elected. They could be more ad hoc. The MLF Board member position meets quarterly. Ask MLF for a job description?

Misselt moved to table this discussion and request MLF to give MLA more information. Boese the motion. All were in favor and the motion was approved.

Engaging our members

2016 Conference update (Maggie Snow, Margaret Stone, Amy Boese)

The committee completed a site visit to Duluth to check out the facilities. There is a lot of space so sessions could be expanded. Sessions were selected. Low proposals overall from the Academic sector. Keynote speakers are almost finalized. Fees for conference will be increased by \$20-25.

Project Updates

PLD Day (Frances Veit)

PLD Day was on May 4 in Stillwater. There were 60 plus registered and over 70 showed up. Two speakers had the wrong date but Skyped in. It was on class and classism by speakers from the U of M. No one complained about the food!

ARLD Day (Jayne Blodgett)

ARLD Day was great on April 29 at the Arboretum. They had had issues in the past with technology at the Arboretum but Tammy solved that this year! The pre-event for ARLD was successful also. Great sessions. So many proposals. Evaluation results came back from 1/3 of the attendees. It was successful.

125th Celebration (Margaret Stone)

Board members have you done your video selfies? Do them now! There will be a page on the MLA website for 125th resources, including these selfies.

MYRA

Ann Wahlstrom is our Regional Chair MLA representative on the Maud Hart Lovelace Award for MYRA (MN Youth Reading Award) Selection Committee. MLA sponsors two Chairs: the Maud Hart Lovelace Award and the Star of the North representative. She has been on this Committee for three years. Ann gave a summary of MYRA. There is a party on Maud Hart Lovelace usually with ITEM; this year it was at the Rondo Library. The Selection Committee meets once a year. Margaret asked that Ann write up a summary of the role and position description for the Board. Ideally it will be a three-year position. When should we have this position meet with the Board? The month of May was suggested. Christine Berg is the MLA Star of the North Selection Committee. There are many open positions for the Star of the North group; it is in its second year. MLA could send something out about promoting the Maud Hart Lovelace Award, Start of the North, and MYRA more.

Intellectual Freedom Committee (Megan Kocher)

Megan is the new Chair. Book Challenge Update, There was a book Challenge in Henning, MN. The School System didn't have a process so there was a decision to pull the book: *This One Summer*, a graphic novel. The librarian had also reported the book challenge to ALA, but she pulled the book. It was posted with the ALA. Megan, as MLA Intellectual Freedom Committee Chair, did post a letter of response on the Intellectual Freedom page. She will contact the school librarian and follow up.

Educating & activating a library support network

Legislative Platform (Barbara Misselt)

Jami and Barb have been working on this. The bonding proposal was put in at \$2 million in competitive grants. The Committee is evaluating the Lobbyist contract; there is a steering committee. They need a Steering Committee meeting after the Legislation is done. They started a Legislative Round Table which will be offered at the MLA conference. There will be a July 12, 2016 meeting. At the last Board meeting, Amy Wilde suggested having a meeting for MLA members to understand what advocacy is all about for MLA, with the Lobbyist, if that is part of the contract. She will have a session at the MLA conference on this. CRPSLA has engaged with Sam to do a session separately at the conference.

Legislative Day and Forum Update (Barbara Misselt)

It was suggested to have the Lobbyist talk on advocacy as part of the MLA Board business meeting. Margaret will review this. Barb will propose another set of dates for a meeting. There is strong value to having a long-standing Lobbyist.

Other

Adjourn

Boese moved to adjourn the meeting at 12:03pm. Snow seconded the motion. All were in favor and the motion was approved.

Next meeting: June 17, 2016 from 10 am to noon at MELSA.