

Minnesota Library Association
Board Meeting Minutes
Friday, December 19
10:00AM – 12:00 PM
MELSA
1619 Dayton Avenue, Suite 320
St. Paul, MN 55104-6276

Present: Current board members: Jayne Blodgett, Robin Ewing, Jennifer Hootman, Carla Lydon, Kristen Mastel, Michele McGraw, Carla Powers, Maggie Snow, Amy Springer, Jim Weikum, Amy Wilde, Claire Wilson; Incoming board members: Pat Conley, Maureen Gormley, Laura Morlock, Margaret Stone

Absent: Michele McGraw

CALL TO ORDER: Mastel called the meeting to order at 10:03 a.m.

- **Welcome and Introductions**

- **Approval of consent agenda**

- Board meeting agenda
- Minutes of November 21 meeting
- Reports

Ewing noted a few corrections to the minutes of the November 21 meeting. Powers will make the corrections and re-send the minutes to Wilson and Morlock.

Motion to approve consent agenda, with corrections to the minutes, passed by unanimous consent.

- **Approval of financials**

Hootman presented the October financial report. Total assets in October were \$242,211. Year-to-date revenue was \$209,857, and costs of sales came to \$24,990. October's expenses totaled \$14,973 resulting in a year-to-date net gain of \$42,361. The 2014 annual budget projects net loss of \$44,692 at year end.

Motion by Hootman, seconded by Ewing, to approve the financials as presented. Motion carried unanimously.

- **2015 budget**

Hootman reviewed the budget draft and offered information about discussions that took place as budget was put together. Mastel noted that this will be a MILE year, which will incur additional expenses. In September MILE requested up to \$5000 from MLA. This adjustment was added to the draft budget under "other program costs." The additional cost will result in a budgeted net loss of \$38,750 for the year.

Motion by Springer, seconded by Blodgett, to approve 2015 budget. Motion carried unanimously.

- **Formal recognition of 2014 board of directors**

On behalf of McGraw, Snow thanked the board members who will be leaving the board after today's meeting.

- **Educating & activating a library support network**

- Legislative platform: Weikum gave a brief update. The reworked platform is nearly complete and may be sent out to members as early as next week. ITEM has requested that a statistic be added and wording be adjusted to read "MLA *and* ITEM support ...". Additional language was suggested that will be included as a talking point rather than in the platform document. Weikum reminded members that the Legislative Committee meets the first Wednesday of each month via GoTo Meeting and is open to all MLA members.
- Status of lobbyist contract: The agreement has been set, but a formal document has not yet been signed. Cost sharing has been agreed upon. Weikum shared some history of the lobbyist contract for the benefit of new board members.
- Library Legislative Day: Will take place March 2 and 3 at the Capitol Ridge Hotel (formerly Kelly Inn). There will be a late afternoon briefing on Monday, repeated on Tuesday morning, at the Capitol Ridge, with visits on March 3. The event will be challenging due to construction at the State Capitol. MLA does not schedule appointments with legislators, which has been a point of confusion in the past. Supporting documents (talking points) to accompany the platform are still being developed.
- Ignite Afterschool: Snow shared information about this program, which is a network of service providers who work with kids after school. There will be a \$50 million proposal in the state budget for the 2015-2016 biennium. Snow requested permission to put together a letter of support from the board and offered to testify at hearings if needed. Funding would be used to provide competitive grants for libraries and other organizations to do after school programs for low-income youth.

Motion by Ewing, seconded by Springer, to have Snow draft a letter of support. Motion carried unanimously.

- **Strengthening our organization**

- Digitizing records: Snow noted that as 2016 will be the 125th library conference in Minnesota, this seems like a good time to digitize MLA's archives. Minnesota Reflections recently put out a call for proposals. Sara Ring has offered to move it forward with the help of a small committee. Snow requested permission to appoint a two- to three-person committee and move forward with digitization. Mastel noted that MHS owns these materials. She suggested having a board liaison on this committee. Snow will include this committee in her call for volunteers in January.

Motion by Ewing, seconded by Hootman, that a group be formed to pursue this project. Motion carried unanimously.

- Records retention: Discussion of treasurer/secretary's role in destroying records and keeping the policy up-to-date. Blodgett suggested keeping donor records and acknowledgments in the archives.

Motion by Blodgett, seconded by Hootman, to make donor records and acknowledgments permanent. Motion carried unanimously.

Wilson noted that many of the documents referenced in the policy are now electronic. Morlock and Wilson will investigate preservation practices for electronic documents. Blodgett suggested that MDL may be willing to archive electronic documents for MLA. The policy will continue to be fine-tuned and MHS will be contacted. Powers will change the draft to reflect the decision on donor records and send the policy to Morlock for continued work.

- ALA/MLA Chris Olson memorial resolution: Ewing has adjusted the resolution passed at conference and added information about Olson's ALA work. Morlock can provide addresses for loved ones who should receive copies of the resolution.
- ALA/MLA chapters/lobbyist relations draft: Ewing has reviewed some information from ALA on lobbyists. Many state associations have dropped lobbyist contracts due to financial constraints. Others have part-time lobbyists or the executive director is the lobbyist. There was no information available on evaluating lobbyists.
- Update on MHQ transition: Wilson has been tapped by MHQ to work with another organization. There were interviews this week with several promising candidates for MLA executive director, and an offer will likely be made next week. Wilson will assist with the transition, and the new person will come to the January board meeting. In the meantime, Wilson will remain the main point of contact for MLA.
- MILE: Snow shared that 31 people applied by the deadline and a few additional applications came in late. MILE will be looking for mentors. A few speakers have been lined up. MILE is not listed on MLA's org chart, and Snow asked for clarification about this. Lydon noted that on the website MILE is listed as a subunit. Springer suggested that there be a leadership excellence committee formed, which would be the entity putting on MILE. A recommendation regarding this will be made at the next meeting.

- **Engaging our members**

- 2015/2016 conference update: Snow is working on finding chairs and committee members. She asked for a recommendation about whether the 2016 conference should be two or three days. Mastel noted that the previous year's survey showed strong support for a two-day conference. However, some presenters asked about the possibility of back-to-back sessions, and there is the potential for a preconference as well. Discussion ensued.

Motion by Snow, seconded by Ewing, to have a two-day conference in Duluth in 2016, with the option of a Wednesday evening event or preconference at the Duluth Public Library. Motion carried unanimously.

- MLTA brochure update: Wilde reported that she has been asked to update the brochure because supplies are running low. MHQ is working on it, and Wilson confirmed that no additional charges will be incurred for this work. Wilde requested a camera-ready copy that she can take to a local print shop. Any remaining brochures will be recycled.
- 125th anniversary committee: Snow proposed the formation of a committee to put together some activities to celebrate the association's upcoming anniversary. Springer offered to help.

Motion by Ewing, seconded by Lydon, to form a 125th anniversary committee. Motion carried unanimously.

- IRT proposal: Mastel shared a proposal by the Instructional Round Table to take advantage of Char Booth's trip to the region for the Lake Superior Libraries Symposium and plan a half-day workshop in the Twin Cities. There was discussion about the price of registration and whether the workshop will reach its maximum capacity of 50 too quickly. Springer suggested raising the price to \$35 for members and \$50 for nonmembers. MLA will commit the money upfront and be reimbursed by registrations.

Motion by Snow, seconded by Ewing, to approve the budget for this project with the increase in registration fees.

- Project updates: Snow mentioned that CYP is working on organizing an unconference this year.
- **Developing and equipping our leaders**
 - Project updates
 - Board/subunit leader job descriptions are done. Lydon is working on job descriptions for volunteers. She is awaiting more information from a couple of members and expects to have them done in January. Wilde noted that the MLTA president position is a two-year rather than a one-year term. That change will be made in the job description.

ADJOURNMENT: Meeting adjourned at 11:51.

Next meeting: Friday, January 16, 10 a.m. to noon at MELSA.