



Montana Library Association

From the Mountains to the Prairies

MLA Board Meeting Minutes
Thursday, June 7, 2018 DRAFT
Leadership Retreat
Montana Learning Center, Helena, MT

President Elizabeth Jonkel called the meeting to order at 1:32 p.m.

ATTENDANCE:

Board and Committee members: President Elizabeth Jonkel, PNLA Rep Corey Fifles, ALA Rep Matt Beckstrom, PLD Chair Mitch Grady, PLD Vice-Chair Kit Stephenson, SLD Co-Chair Angela Archuleta, Government Affairs Chair John Finn, Executive Director Debbi Kramer. Online: Secretary/Treasurer Megan Stark, Past President Lisa Mecklenberg Jackson, MPLA Rep Rachel Rawn, And State Librarian Jennie Stapp.

Elizabeth welcomed everyone to the meeting and introductions were made. Additional agenda items were presented and in the absence of Secretary-Treasurer Megan, Debbi was appointed to take minutes.

BOARD MINUTES:

Angela moved to approve the minutes of the April 11, 2018 board meeting as presented. Matt seconded the motion. Motion carried.

ASSOCIATION REPORTS:

- A.** Angela gave a brief report on the School Library Division: Dates and plans have been made for the 2018 SLD Summer Retreat for July 25 & 26 in Bozeman; division bylaws were updated; SLD section of handbook has been updated, Erin Regele was elected co-chair at the 2018 annual conference and Angela will be helping with the August PNLA conference in Kalispell.
- B.** Matt submitted a detailed ALA representative report and it is included in reports.
- C.** Corey, newly elected PNLA representative will be attending the August PNLA conference in Kalispell.
- D.** Rachel, MPLA representative will be attending the joint Kansas-MPLA conference in October.
- E.** Lisa submitted Cates Scholarship and Past Presidents reports.
- F.** Jennie State, Montana State Librarian, will be working with MLA as an advocacy partner.
- G.** Mitch is looking forward to a successful year.
- H.** Kit submitted a PLD year-end report and looks forward to working with ASLD Chair on the Fall Workshop.
- I.** John, Govt. Affairs chair, submitted a report for the April 2018 meeting.

Debbi presented the Interest Group Formation paperwork. The Interest Groups whose paperwork qualifies for the 2018-19 membership year include: Public Library Directors, Technical Services, Friends and Foundations, Montana Information Literacy Alliance and Service to Children's and Young Adults. Matt moved to approve the Interest Groups. Corey seconded the motion. Motion carried.

SUCCESSION PLANNING:

Discussion was held concerning passing on information to newly elected officers and the Leadership Retreat. Next year the retreat will be held on Friday afternoon and Saturday morning with emphasis put on outgoing officers to attend at least the Friday section of the meeting to pass on information and materials to the new officers. Personal invitations will be sent and members running for MLA offices will be informed of the retreat and attendance.

COMMITTEES:

A. The Public Library Division is looking into following the SLD model of co-chairs elected on alternating years. As bylaws will have to be addressed, this discussion will be held at the division meeting held during the Fall Retreat.

B. At the present time the MLA Network Advisory Council (NAC) member is the Vice President with a three year term. As there is some confusion as to how the position will be handled in the future. It was the consensus of those attending the meeting to keep the position as outlined and bring a discussion before the annual membership as to filling the position going forward.

C. The Audit Committee's duties, process and appointed members was discussed. Debbi will send reconciliation reports, claims, and bank statements on monthly bases. When an external audit is scheduled materials will be sent to the committee as soon as books are closed for the fiscal year with the audit to be performed as quickly as possible so the yearly 990 EZ non-profit report can be completed and sent to the audit committee to check before sending to the IRS. The 990 EZ must be submitted no later than the 15th day of the 5th month following end of the fiscal year. (December 15th)

D. MLA Lobbyist, Nanette Gilbertson, joined the meeting to discuss the plan of action for the upcoming 2019 legislative session. It has been made clear that there will be no new money requests for the 2019 session. It will benefit MLA and libraries to be educating legislators and candidates to increase their understanding of the service libraries of all types provide Montanans. A face to face discussion is the most effective way to communicate library needs and importance in communities. It is important that all Montana library advocates stress public awareness and essential services that Montana libraries contribute to their communities. The Government Affairs committee has decided to no longer generate READ posters but instead focus on videos with legislators that can be shared on social media sites. The Legislative Reception will continue to provide a buffet dinner, but alcohol will no longer be served.

E. Intellectual Freedom Chair Jim Kammerer presented a Memorandum of Understanding. The collaboration between **MSU Library** and the **Montana Library Association's Intellectual Freedom Committee** (MLA-IFC) to create and maintain a Montana banned books database. Gavin explained the purpose of the MOA and keeping the database updated. (MOA follow minutes) Matt moved to create and maintain a Montana banned book database. Angela seconded the motion. Motion carried.

The meeting was recessed at 5:25 pm for the day.

The MLA Board Retreat meeting reconvened on Friday morning at 9:17 am. Attendance remained the same with the exception of Lisa leaving the meeting and Kendra Mullison, newly elected Director at Large West joined the meeting online. Gavin arrived at the meeting.

Conflict of Interest Statements were distributed to those attending. A conflict of interest statement needs to be signed and kept on file for all voting members of the MLA board according to IRS regulations.

CONFERENCE 2018:

Debbi presented the latest financial statement for the 2017-18 fiscal year. Discussion was held on the revenues and expenses for the year. Also presented was the 2018 final financial report for the 2018 annual reports. MLA realized a profit of \$32,512.68 for the annual conference. Also discussed were conference statistics ranging

from number of conference attendees, division number, number of programs presented to cost per attendee and meal per attendee cost. Debbi will send the survey results to board members for their information. Also discussed was the membership raffle. Was the purpose of the free memberships for member retention or as a reward? Membership committee will continue the discussion.

CONFERENCE 2019:

Stephan Licitra, 2019 conference co-chair joined the meeting. Elizabeth informed the meeting that her theme was “Going the Whole Way” stressing the need for libraries to support the “whole” patron. Also discussed was the opportunity for 60 and 90 minute sessions and possibly videoing some programs for archiving and those who are unable to attend. It was also the consensus of the meeting to continue including meals in registration. The Bookstore will be included in 2019 with a subcommittee established to take over the duties. Debbi will contact Montana libraries for contact information of their library vendors in order to increasing the conference vendor database.

Debbi as MLA conference planner has toured the Holiday Inn in Great Falls and believes it would be a viable conference site. She will also tour the Copper King Clarion Inn in Butte as a possible conference site as well. Another conference site will have to be selected in April 2019 in order to stay with a three year conference site selection.

HANDBOOK:

The updates to the MLA handbook have been completed. The document will be an ongoing project with sections of the handbook being reviewed at each board meeting. It is the expectation the entire handbook will be reviewed with updates on a two year cycle. Debbi will have a timetable list of sections to be reviewed at each meeting ready for the October board meeting.

Debbi will also create a condensed MLA calendar with important dates for inclusion on the website.

Awards Chair Carly Delsigne submitted verbiage changes in the MLA Champion Award and Special Friend to Libraries Award in the Awards Presented section of the Awards Committees section of the Standing Committees. The committee also submitted criteria for a new award. “Library Program of the Year Award” Gavin moved to accept the verbiage changes and new award criteria. Corey seconded the motion. Motion carried.

NEW POLICIES:

The draft Advocacy Policy was presented to the meeting for discussion. Gavin moved to accept the Advocacy Policy as presented. Matt seconded the motion. Motion carried.

The draft Confidentiality Statement Policy was presented to the meeting for discussion. Matt moved to accept the Confidentiality Statement Policy as presented. Gavin seconded the motion. Motion carried.

OTHER MLA EVENTS:

SLD Summer Retreat is scheduled for July 25 & 26, 2018 at MSU Bozeman.

Fall Retreat is scheduled for October 14-15, 2018 at Chico Hot Springs.

Offline is scheduled for Butte but no date has been set at this time.

Renewal of contracts for the Executive Director and Webmaster are due on July 1, 2018. Elizabeth will send out evaluation forms to board members prior to that date.

Debbi asked if a "Job Links" section could be added to the MLA website. Board members agreed. Debbi will contact Stephen to create the section on the website.

2018-19 PRELIMINARY BUDGET:

The 2018-19 preliminary budget was presented. Revenue and expense amounts were discussed. The preliminary budget with proposed requests has a shortfall of over \$9000. Each line item request and revenue stream was discussed. Because of the shortfall Matt moved to table passing the preliminary budget until the Budget Committee could weigh in with comments and their suggestions. Corey seconded the motion. Motion carried.

The meeting was recessed at 5:24 pm.

Meeting reconvened at 9:02 a.m., Saturday, June 9th.

Members present included: Angela Archuleta, Gavin Woltjer, Corey Fifles, Kit Stephenson, Mitch Grady, Matt Beckstrom, Elizabeth Jonkel and Debbi Kramer and online Kendra Mullison and Rachel Rawn.

STRATEGIC PLAN:

The MLA Strategic Plan 2015 was presented to those present. Discussion was held on the goals that had been accomplished. All four goals have had some successes and failures.

Goal 1: A stronger succession plan is needed at the beginning of each fiscal year. Outgoing officers need to be more mindful of educating his or her successor.

Goal 2: Objectives "a-c" have been improved but more work is needed. Objective "d" needs to be utilized with more social media developed.

Goal 3: These objectives are an ongoing project.

Goal 4: The objectives for this goal need extensive work.

The SWOT analysis sections were discussed.

Opportunities: more inclusive activities at conferences

Threats: maintaining libraries relevance, keeping up with technical trends, meeting patrons needs

Weaknesses: prioritize challenges to physical and digital collections, push to get new members, difficulties in helping other to feel included

As more work is needed to fulfill the plan Elizabeth and Debbi will work on Objective 1, and Gavin, Mitch and Kendra will work on Objective 4. Reports will be given at the October meeting.

ELECTION RESULTS:

Newly elected officers included Mary Anne Hansen, Vice President/President Elect, Megan Stark, Secretary-Treasurer, Kendra Mullison, Director at Large West and Pacific Northwest Library Association Representative

Corey Fifles. Matt moved to accept the results of the 2018 election. Gavin seconded the motion. Motion carried.

UPCOMING MEETING DATES:

Dates for the upcoming year were discussed.

The fall meeting will be held on Monday, October 15, 2018 at 1 pm at the Livingston Park Co. Library following the Fall Retreat. Lunch will be served for those attending and an online option will be available.

The winter meeting will be held in January 2019 in conjunction with the Legislative Reception. Dates will be set as soon as possible.

The spring meeting will be held on Wednesday, April 10, 2018 at the Radisson Colonial Inn in conjunction with the 2019 annual conference. Meeting time will be 1-4 pm.

The summer meeting will be held at the Leadership Retreat in early June 2019 when dates are set.

With no further business to come before the meeting, the meeting was adjourned at 10:55 am.

Respectfully submitted by,
Debbi Kramer, Executive Director

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Chat Log C:\Users\Debbi\Documents\ChatLog MLA Retreat _ Friday 2018_06_08 12_15.rtf

Chat Log C:\Users\Debbi\Documents\ChatLog MLA Retreat _ Friday Afternoon 2018_06_08 17_26.rtf

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Memorandum of Agreement

The collaboration between **MSU Library** and the **Montana Library Association's Intellectual Freedom Committee** (MLA-IFC) to create and maintain a Montana banned books database and map has the following goals:

1. MSU Library will create an online database and map using current information about Montana book challenges.
2. MSU Library will create a database serving up documentation of those challenges.
3. MLA-IFC will take the lead on keeping the databases and metadata current by sharing information and documentation about new challenges.
4. MSU Library and MLA-IFC will promote the database to the Montana library community.

Project Participants

Montana State University Library

Head of Special Collections and Archival Informatics, Special Collections and Archival Informatics

*Scholarly Communication Librarian, Collection Development *lead on project*

Computer Specialist, Digital Library Initiatives

Montana Library Association-Intellectual Freedom Committee

Current committee chair(s)

Project Phases

- Phase 1: initial database and map publicly available
- Phase 2: documentation added
- Phase 3: maintenance

Deliverables and Requirements

- MSU Library: Creation of new metadata records and development of Public Search/Browse interface for display of new metadata fields and scholarly search engine indexing routines.
- MLA-IFC: Create and enter metadata on new book challenges.

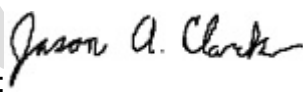
Oversight and Tasks

- MSU Library Special Collections and Archival Information department will provide support for process, programming, and procedures.
- MLA-IFC will collaborate with MSU Library to maintain the database and keep it up to date.

Associated Costs: contributed by MSU Library

- File hosting and application maintenance
- Metadata entry oversight and quality control maintenance
- Database design and administration

Initial project work (Phase 1) completed by September 2018 (in time for Banned Books Week).

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