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MLA Board Meeting Minutes
June 9 - 10, 2016
Montana Learning Center, Canyon Ferry, MT

Thursday, June 9, 2016

President, Samantha Hines called the meeting to order at 5:00 p.m.

ATTENDANCE:

Samantha Hines, Mary Guthmiller, Debbi Kramer, Matt Beckstrom, Kirsten Bryson, Eileen Wright, John Finn, Lynde Roberts, and Diane Van Gorden.

BOARD MINUTES:

The April 6, 2016 Board meeting minutes approval was tabled until a quorum could be established.

ASSOCIATION REPORTS:

Those reports from officers, association representatives, divisions, standing committees, and executive director that were submitted prior to the board meeting were briefly discussed and all were in good order. After some discussion, Eileen suggested that a template for the reports be created. This template will include the year-end information as well as an accounting for any monetary disbursements.

ASSOCIATION CHAIRPERSONS:

Committee and interest group chairpersons were announced. Concern was voiced over reps that haven't paid their MLA dues attending other conferences with MLA funds, having one person on multiple committees, and lack of attendance by board members at meetings. Regarding lackluster board meeting attendance, suggestions were put forth to bolster it.

NEW BUSINESS:

- 1) Debbi Kramer asked if there was a problem in sharing the login information to the Freedom to Read Foundation with the MLA Intellectual Freedom Chairperson. After an explanation by Debbi of what the Foundation's information entailed and a short discussion, there was no objection.
- 2) MLA website correction for school membership as the current information indicates \$30.00 for first year membership. It will need to be updated to \$40.00.

The meeting was adjourned at 6:00 p.m.

Friday, June 10, 2015

President, Samantha Hines reconvened the meeting at 9:00 a.m.

ATTENDANCE:

Samantha Hines, Mary Guthmiller, Debbi Kramer, Matt Beckstrom, Kirsten Bryson, Eileen Wright, John Finn, Lynde Roberts, Diane Van Gorden, Dawn Kingstad, Nanette Gilbertson (Legislative rep/lobbyist), Jennie Stapp, Sheila Bonnand, and Pam Henley.

BOARD MINUTES:

A quorum having been established, Dawn Kingstad moved to approve the April 6, 2016 minutes. The motion was unanimously approved.

BUDGET:

Debbi Kramer indicated that the 2016 Quick Books program has been purchased for \$50.00. Debbi also stated the profit/loss ratio from the previous fiscal year overall looks good as most were under budget. Concern was voiced over D.A. Davidson as a holding company. This topic will be put on the October board meeting. Debbi also brought up revisiting overall investing.

Debbi indicated she has received questions from the membership regarding moneys from income and expenses. This information along with explanations will be made available on the MLA website.

- 1) Discussion was held regarding the Legislative rep/Lobbyist contract. John Finn and Nanette Gilbertson provided the board with information pertaining to a breakdown of fees and proposed that MLA switch from a one-year contract to a two-year one, which would run from January, 2017 through December, 2018. The breakdown would be: \$2,500.00 each month for 4 months (legislative sessions) and \$425.00 per month for the remaining time (legislature not in session) for a total of \$18,500.00 for the entire two-year contract. Diane Van Gorden asked about any compensation should there be a special session called. John and Nanette indicated an addendum could be added. Diane Van Gorden made a motion to move to a two-year contract for the lobbyist which will be effective January 1, 2017 through December 31, 2018. Eileen Wright seconded and the motion passed unanimously.
- 2) Debbi Kramer indicated that the current webmaster's salary is still okay. Dawn Kingstad indicated that he needs to be present at the October, 2016 board meeting to demonstrate changes to the MLA website. Debbi said she has asked him to log his hours.
- 3) Summer Reading Program funds were increased due to the State Library obtaining copyright to get login and copying for manuals and related materials needed to run the program.
- 4) An increase in the Executive Director's salary was broached by Debbi as she indicated that now she's retired, she pays for electricity, phone, etc. instead of utilizing an office in the Three Forks Community Library. Board members indicated that a contract can be reworked based on evaluations. Possible considerations are percentage of increase, cost of living, and based on income of MLA. Per the conversation regarding use of the ED's home resources to conduct MLA business, the preliminary budget's Line item 52 (telephone, telecommunications, etc.) will be absorbed into Line item 45 (contract services). Jennie Stapp recommended that the current salary be kept as is in the preliminary

budget, then rework the contract by the October board meeting. At that time, the budget can be amended.

- 5) An explanation and discussion ensued regarding the PLD's request for \$2,000.00. The funding request is primarily for advocacy training (how to advocate for your library). This stemmed from the State Library's survey in which advocacy was targeted as a need. Due to funding cuts from the decrease in the coal severance tax, the State Library will not have money available. After discussion, members thought this budget request item would be better under a different category, such as the legislative one.
- 6) Registration fees for events such as Offline, the Chico retreat, etc. were brought up. There was some concern that what is currently charged does not adequately cover the cost. Members expressed that registration fees for each should be considered on a sliding scale based on location of event and associated costs. The consensus of the group also said that in the spirit of transparency, that an explanation of where the fees are going should be included (food, meeting rooms, coffee, equipment, etc.). Refund policies for events were also discussed.
- 7) Kirsten Bryson asked if those that put in funding requests could submit an accounting of expenditures that would be submitted for April board meetings. All agreed that this would be good to put forward, especially to inform members of where the money is being spent.
- 8) Eileen Wright made a motion to approve the 2016-2017 preliminary budget with a net income of \$383.00 and Lynde Roberts seconded. The motion was unanimously approved.

STATE LIBRARY FUNDING:

Jennie Stapp reported on budgetary cuts the State Library is facing due to the coal severance tax decrease. She said that for the last 2 ½ years, this fund has been volatile. 5.46% of this fund is shared with 2 other state agencies. The State Library's reduction is about \$40,000, so areas that have been targeted for reduction are: Archive digital contract, statewide databases (specifically Ebsco – which has been completely discontinued), and overall professional development. She is working with the governor's office on the budget and indicated is looking for other possible funding sources and to restore complete funding, but she indicated she will not advocate for funding of databases. MLA needs to send a message to appropriations that the State Library's funding be completely restored and that the State Library has the autonomy to manage the budget (not get earmarked for specific projects or purposes). Nanette Gilbertson added that the overall state of Montana budget is looking tight due to the reduction of coal and oil monies. She also strongly suggested that MLA send a unified message to fully restore funding to the State Library and that the State Aid to Libraries statutory appropriations be extended for 6 more years as Jennie suggested. Samantha Hines and John Finn will send out a statement to the MLA membership regarding funding and the need for membership advocacy involvement. It was suggested that Federations coordinate the crafting of unique letters, infographs, etc. to send to their representatives telling the stories of their libraries.

The MLA board identified these priorities for the upcoming legislative session:

- 1) Extension of State Aid Statutory Appropriation funding
- 2) Support full funding of the State Library
- 3) Track other legislative issues that potentially affect libraries

MLA CONFERENCE:

- 1) Debbi has final figures for the 2016 conference and will send this to the secretary. Evaluation comments have been compiled in a spreadsheet and will be stored and shared through Google Docs.
- 2) The RFP process for hiring a conference process was briefly discussed and that continuation of the planner's contract should be based on favorable evaluations. If the reviews are not satisfactory, then the contract will be put out for bid. Diane Van Gorden made a motion that we renew our current conference planner's contract (DK2) for an additional 3 years, which will be through the 2020 conference. Dawn Kingstad seconded and the motion passed unanimously.
- 3) Currently, due to meeting logistics and needs, locations for the annual conference are: Billings (to be held March 28-April 1, 2017), Bozeman (2018?), and Missoula (2019?). Helena may be added since a new facility is being built. Different aspects of the conference format was discussed, such as session length, concurrent sessions, make-up of sessions (types/interests), and registration requirement for speakers/presenters.
- 4) For the 2017 conference, concurrent sessions will be set at 4 (each session will be 75 minutes – 60 minutes to present and 15 minutes "travel" time). Additionally, verbage to the vendor lunch will be changed to something similar to: Vendor time lunch sponsored by MSU-Billings.
- 5) The matter of free pre-conference sessions was brought up. The consensus of the group was that even though the session(s) may be free, the registration fee should still be paid.
- 6) The subject of speaker handouts was also mentioned. It was asked if there was going to be a separate repository set up. The decision was to keep any handouts available through the MLA website.

SLD RETREAT:

Lynde Roberts reported that everything seems to be in order.

MISCELLANEOUS TOPICS:

- 1) Clarification was made regarding Section 3 of the By-Laws pertaining to institutional membership. If a library has an institutional members, then 1 person can register for a conference at the membership rate and any subsequent staff at that library attends the same conference, then the non-member rate will apply.
- 2) There is interest in creating a Support Staff Outreach group (formerly Para-Professional Interest Group)
- 3) Discussion was held regarding more communication about MLA (transparency). The board indicated that information should be kept open and that a "for members only" login will not be currently pursued. It was also mentioned that statistics for visits to the MLA website should be compiled and posted.
- 4) The Montana State Library continues to support training and is seeking to branch out to offer regional locations instead of always being held in Helena. Webinars (about 30 per year) will continue to be offered (encourage anyone to develop and present as well). Such topics of these webinars may include: governance, technical services, technology, leadership, outreach, advocacy, cataloging, and social media.
- 5) The Communication Committee reported that the Constant Contact program has been implemented. A nice feature is that groups can be formed according to who needs the communication, i.e.: divisions, committees, messages, reports, Focus newsletter, etc.
- 6) Debbi announced that she is working on updating the MLA Handbook. It will be posted on the website as a PDF.

- 7) The days/times of the 2016-2017 MLA Board meetings were discussed. The Fall meeting will be on October 17th from 1-4 (most likely at the Livingston Public Library) which will be in conjunction with the Chico Retreat. The January one will be held in mid-month in tandem with Legislative Day (to be determined). The Spring one will be held on March 29th starting at 1:00 p.m. during the annual MLA conference held in Billings.
- 8) Pam Henley reported on the Mentoring Program for Public Library Directors. She gave an overview of what has been done so far and what possible next steps might ensue for the continuation of the program. She indicated that it was initially a project initiated by the State Library and requested that MLA take over the program with the State Library acting as consultants. It was recommended that this be a separate committee and not have it folded into the already full Professional Development one.
- 9) Attendance at MLA Board Meetings concerns were reiterated.
- 10) Debbi asked if the MLA bank account could be moved to the Western Bank in Laurel and that the secretary/treasurer, Mary Guthmiller could be added on the signature card/account. Sheila Bonnard so moved with a second by Eileen Wright. The motion was unanimously approved.

Having completed the retreat agenda, the meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Mary J. Guthmiller
MLA Secretary/Treasurer