



*Supporting Montana's libraries
from the mountains to the prairies*

**MLA Board Meeting Minutes
June 19-20, 2017
Boulder Hot Springs, Boulder, Montana**

Monday, June 19, 2017

President Lisa Mecklenberg Jackson called the meeting to order at 1:08 p.m.

ATTENDANCE:

Lisa Mecklenberg Jackson, Elizabeth Jonkel, Mary Guthmiller, Carmen Clark, Rachel Rawn, Matt Beckstrom, Gavin Woltjer, Aaron LaFromboise, Carly Delsigne, John Finn, Beth Boyson, Pam Carlton and Hannah McKelvey.

Guest: Samantha Buechler

BOARD MINUTES:

Matt Beckstrom moved to approve the March 29, 2017 Board meeting minutes. Rachel Rawn seconded. The motion unanimously passed.

AGENDA REVIEW:

The crossover meeting with new board members, review of new website, and next year's goals slated for 7:00-8:00 p.m. was changed (crossover meeting to 4:00-5:00, new website review for better web connection and goals for next day). The date for the action item for the budget approval should read 2017-2018 (not 2016-2017). Matt asked if an agenda item needed to be added regarding the government documents preservation resolution and its subsequent submission to ALA. This will be discussed later (see Government Affairs).

ASSOCIATION REPORTS:

Debbi reminded everyone that annual reports need to be submitted. Members decided that report updates should be submitted for the October and January meetings and that an annual

report should be submitted for MLA Conference board meeting. No report will be necessary for the retreat meeting. Recaps of reports were as follows: Carly provided information about the awards that were given out at the MLA conference. Carmen talked about the upcoming PNLA conference and PNLA Leads Institute. She indicated that grant money for the PNLA Leads Institute was not renewed. Beth said that a Wired-MT message to recruit members for MLA will be sent out. She also said that there will be an increase use of social media by the Marketing & PR Committee. Debbi reported that she attended some training for her Executive Director position. She said as Executive Director, she is bonded for \$100,000. Due to lack of income generation from the Ameriprise fund investment, it will be put into mutual funds with the aim to increase investment income for the MLA Restricted Fund (MLA Reserve Fund). It is expected that a quarterly report of such mutual fund investment will be provided. She switched the Quick Books program from “for profit” to “non profit”. She also met with the ESSA coordinator from OPI to talk about MLA. She contacted several insurance agents regarding liability insurance for MLA board representatives. Matt reported that he attended ALA midwinter in Atlanta. He was elected to a conference committee, but was not elected to the Intellectual Freedom or the new Exec ALA chair. He will be attending the upcoming ALA conference in Chicago. Mary indicated that various forms have been updated, minutes and reports were sent to get posted to the website, Google group lists were updated, and a flashdrive for record preservation was purchased. Gavin announced that Conor Cote (Director of Large – West) submitted his resignation. Lisa said the year went well. She is working on getting a keynote speaker and author speaker for the 2018 conference. Rachel talked about the upcoming MPLA conference. Lisa reported that \$4,152 was raised for the Cates Scholarship. July 3rd is the deadline to submit scholarship applications. The committee is discussing doing something different for the Cates event.

BYLAWS REVIEW:

Lisa recommended that all current bylaws be reviewed. Lisa asked for input by August 1st for a discussion at the October meeting. However, a few sections were reviewed. Article IX pertaining to when Regional and National Reps take office was discussed. It was decided to leave as is. Article IX, Section 3 regarding the title ALA Councilor. It was suggested that wording be added that the title is also known as the ALA Representative. Article XIII, Section 2 specifying that the President appoint interest group chairs, wording should be updated to how chairs are appointed/elected/replaced.

MLA ASSOCIATION CALENDAR:

Lisa indicated that anything MLA related should be added to the calendar. Send any additions or corrections to her and she will communicate with our webmaster to have them updated. In order to streamline the wording and workflow, a change will be forthcoming to the May section regarding:

- President-Elect presents committee chairs for upcoming fiscal year to Board of Directors for approval.

- President Elect completes committee member appointments to be submitted to the Board for approval at its summer meeting.

These above two bullet points will be combined to read:

- The incoming President completes committee member appointments.

Discussion was held about orienting new members (chairs). Lisa said that all committees have been filled. She also asked that all look at the calendar, cross checking them with the bylaws and send any changes to her by July 1st.

COMMITTEE CHAIRS:

Rachel Rawn moved to approve the following committee chairs, seconded by Carmen Clark:

Carly Delsigne – Awards; Bobbi Otte – Bylaws; Dawn Kingstad – Finance;
John Finn – Government Affairs; Lisa Mecklenberg Jackson – Cates;
Dawn Kingstad – Communications; Nominating – Dawn Kingstad
Jim Kammerer – Intellectual Freedom; Beth Boyson – Marketing and PR;
Gavin Woltjer & Director at Large West – Membership;
Pam Henley – Mentoring; Hannah McKelvey – Professional Development;
Rachelle McLain, Pam Henley, & Lois Dissly – Conference Planning

The motion was unanimously approved.

Lisa also asked if we still needed the Communications chair and committee since we have an active Marketing & PR one. Gavin moved to dissolve the Communications committee. Aaron seconded. The motion passed unanimously.

In order to update the handbook, it was suggested that a message be sent to each committee chair to look at the handbook pertaining to relevant committee and send suggestions/updates to Lisa by August 1st.

NEW MLA WEBSITE:

Debbi demonstrated the new website, which is now live. She said to report any problems with contact or links. Aaron asked about the contact us area. Pam asked if there could be a single contact form in which information will be funneled to. The exception will be for the Focus editor(s). Debbi indicated that printable forms are available and that all advocacy information and links are up to date. All MLA members are encouraged to suggest content for the website and that the vetting should go through Debbi.

DIRECTOR AT LARGE – WEST:

Due to Conor Cote's resignation, the remainder of the term needs to be filled. Anne Kish from the University of Montana – Western has agreed to do this. Gavin will reach out to her to coordinate membership efforts. John asked if Anne would have any conflict of interest serving on both the MLA Board and the State Library Commission. Aaron indicated she is currently serving in both capacities and so far there have been no concerns. The rest of the MLA Board concurred.

GOVERNMENT AFFAIRS:

John Finn gave an update about the government documents preservation resolution that was put forth to the membership at the annual conference. After discussion with Suzanne Caro, government docs librarian at the University of Montana, as well as information from a government documents round table, it is recommended that this resolution not be sent to ALA, but rather copies of it be sent to both Senators Tester and Daines. John indicated he will do so.

MLA POLICIES:

Debbi led the board through a number of policies for revisions as well as new ones to consider for addition. She stressed that the new policies are needed to file the 990 form to the IRS.

Revisions:

Expense Reimbursement – Gavin made a motion to accept revisions to the following sections: 1b – change the word should to shall 2b – change 100 to 200 4a – Beth suggested to add a section iv. For Legislative Day in D.C. – 2 people to attend (Government Affairs chair and current MLA President or other approved MLA representative) 4c – update reimburse mileage to say at ½ the applicable Montana State mileage rate 4d – add wording after reimbursed for meals, not included with conference registration; delete for its employees 4e – delete 50% 5b – change withing four months to one month

Lisa seconded the motion. It was unanimously approved.

In-Kind Donation Form – Debbi indicated that this is needed for filling out the 990 form. John asked if the 501C statement needs to be included on the form. This donation receipt form will be used for all in-kind donations (such as Cates' auction items, board meetings, etc.). Aaron moved to replace the current form with the revised form. Gavin seconded. The motion unanimously passed.

Gift – Gavin made a motion to revise the current gift policy to add that the market value of the gift is determined by the donor and that all gifts become the property of MLA. Matt seconded and the motion passed unanimously.

Preservation of Association Records – Aaron made a motion to approve the address change for the Executive Director in section 1. Gavin seconded and it unanimously passed.

Reserve Fund – Carmen moved to approve changing the percentage in the Fund Balance section to eighteen (18) in order to add more money to MLA's reserve fund. Gavin second and the motion was unanimously approved.

New:

Accountability & Transparency – This policy pertains to MLA's accountability and transparency regarding its missions, activities, and decision-making processes. Gavin moved to adopt this policy. Aaron seconded and the motion was unanimously passed.

Communications – This policy pertains to internal and external communications. Gavin moved to adopt this policy, seconded by Carmen. After further discussion, adoption of this policy was tabled as more components of this policy need to be addressed.

The meeting was adjourned at 5:03 p.m. and will convene tomorrow morning at 9:00 a.m.

Tuesday, June 20, 2017

President Lisa Mecklenberg Jackson reconvened the meeting at 9:00 a.m.

ATTENDANCE:

Lisa Mecklenberg Jackson, Elizabeth Jonkel, Mary Guthmiller, Carmen Clark, Rachel Rawn, Matt Beckstrom, Gavin Woltjer, Aaron LaFromboise, Carly Delsigne, John Finn, Pam Carlton and Hannah McKelvey.

MLA POLICIES (CONTINUED):

New:

Audit Committee – This policy is to define who the committee is and what its scope and duties are. Aaron moved to adopt this policy. Gavin seconded. The motion passed unanimously.

Conflict of Interest and Annual Statement – This policy is to protect MLA's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an MLA officer or director or might result in a possible excess benefit transaction. Matt moved to adopt this new policy, seconded by Rachel. The motion was unanimously approved.

Whistleblower Protection – This policy is to protect those that may raise serious concerns regarding MLA. Matt moved to adopt this new policy, seconded by Rachel. The motion was approved unanimously.

Financial Management – This policy is to address the management of MLA's financial resources pertaining to compliance of requirements and the use of sound accounting principals. Mary moved to adopt this policy. Matt seconded and the motion was unanimously approved. Debbi has made changes to the policies. Lisa will review and Debbi will get to Stephen for the web page. We will need a new section on the web page for policies or they will be interspersed as appropriate.

FINANCE COMMITTEE:

In August of 2008, a Finance Committee was established. After some discussion, it was recommended that due to the committee's inactivity, that it be dissolved and its duties and responsibilities be absorbed into the newly formed Audit Committee. Rachel made a motion to do this. Carmen seconded and the motion was unanimously passed.

BUDGET:

Debbi went through the line items for the 2016-2017 budget. She reported that because the actual revenue did not match predictions, approximately \$12,000 was overspent, therefore there was a fiscal loss. She also presented the 2017-2018 preliminary budget and stressed that revenue needs to increase. She also indicated that as a non-profit organization, we are not required to have a balanced budget, but it is highly recommended. The line item for the

Intellectual Freedom amount of \$1,920 for presenters will be moved as part of conference speakers as James LaRue is scheduled for the upcoming annual conference. Some discussion was held regarding any benefits to our membership into the Newspaper Association. The topic will be revisited at the October 2017 meeting.

Carmen explained the reasoning for the increased budget request from \$500 to \$1,000 for PNLA Leads is two-fold. It is hoped that the increase would encourage more applicants from Montana and that there was a decrease in grant money.

Matt moved to approve the 2017-2018 preliminary budget. Gavin seconded and the motion passed.

INVESTMENTS:

The committee that was formed to look into MLA's investments has had little time to gather information or have discussions. Board members agreed that it would be in MLA's best interests that the audit committee be apprised of discussions and decisions.

SPONSOR AGREEMENT:

Debbi explained that the Cates line items must be part of the budget because MLA is the sponsor. Since there currently is no formal agreement that MLA sponsors the Sheila Cates Scholarship Fund with regard to the implementation and operation of the fund, a draft document was presented to the board. Gavin moved to approve the sponsorship agreement. Matt seconded and the motion passed unanimously.

STATE LIBRARY BUDGET CUTS:

Aaron reported on information from the State Library Commission regarding the funding issues that the State Library will be facing. Regarding House Bill 2, there will be a 5% cut across the board with a 6% vacancy savings. This translates to about \$300,000 in funding. To deal with this, the State Library will be closing the reading room, which includes the Grizzly Conference room and public computers. Office space will be converted for a conference room and public computers will be relocated to the Talking Book area. The Talking Book program will merge with the Digital Library. With this merge, two people will be laid off. Print collections will be reduced, especially if it's already been digitized. Regarding Senate Bill 261, there will be three levels of trigger points. Based on those, there may be an additional \$666,000 in cuts. There will probably be a reduction in Digital Library projects. The general fund is slated to be temporarily back-filled with coal severance money. LSTA funds are about the same as last year.

GOALS:

Lisa had asked board members to come up with goals they would like to work towards.

Matt (ALA): learn more about ALA and how it affects MLA; get more involved in ALA; communications regarding ALA

Aaron (ASLD): incoming ASLD orientation; review past conference sessions; explore role of ASLD

Carly (Awards): come up with ideas to stick with the time limit for awardees acceptance speech(es); changes to handbook

Hannah (PD): professional development award spending; awareness of awards for different divisions; work on list of past awardees; revamp application; committee membership to include more school librarians

John (Gov't Affairs): better handle on legislative night – like donations and READ posters; cut costs for D.C. legislative day; better preparation for next state legislative session

Debbi (Exec Dir): inventory in order to assess costs for events; advocacy; website handbook update

Mary (Sec/Treas): better place for document drop; central place for forms; organize current files and documents

Gavin (Dir Large – East): partner with other groups/committees; 20% recovery of lapsed members; present at other conferences about MLA

Rachel (MPLA): recruit for MPLA leadership institute; succession planning; familiarize self with MPLA board

Pam (Youth Svcs): communicate with others – generate presentations; Facebook page to enhance communication; personally propose a presentation for conference

Elizabeth (V Pres): goals to be forthcoming

Lisa (Cates): pictures of Cates' winners; revamp Cates' event; video from various Cates' pictures (Pres): improve the annual conference; get policies and procedures in place; work with Interest Groups

MLA CONFERENCE:

Debbi reported on both this year's and next year's annual conferences. For the 2017 conference, all bills have been paid, attendance figures have been finalized, and survey results and comments have been compiled. For the 2018 conference, Rachele McLain, Pam Henley, and Lois Dissly are co-chairs. Suggestions are welcome for days held, topics for presentations, etc.

ADMINISTRATIVE DUTIES FOR RETREATS:

Debbi asked if administrative functions for all retreats (Offline, ASLD/PLD, etc.) and the legislative reception could be handled by the Executive Director. She indicated that the person in this position already collects the money and pays the bills for these functions. These added duties would include negotiating better rates for different things like accommodations, meeting rooms, and meals. It would not include determining content (programs). Aaron moved to add administrative functions for all retreats to the Executive Director's duties beginning July 1, 2017. The duties in the handbook will be amended, as well. Gavin seconded and the motion passed unanimously.

RETREATS:

There is an SLD Teacher retreat scheduled for August 2nd and 3rd at MSU in Bozeman. Ann Ewbank is doing a great job of organizing. The ASLD/PLD retreat will be held October 15th and 16th at Chico. Aaron LaFromboise and Kit Stephenson are the co-chairs. Discussion was held to possibly rename this retreat, as not everyone knows what these acronyms mean. The co-chairs will look at this issue.

AWARDS COMMITTEE:

Carly indicated that there was a recommendation to change the Trustee Award due to Jane Lopp's passing. Elizabeth made a motion to make a change in the handbook for a language change to Trustee Award to reflect a champion award and to add a memorial award of \$350. This money was generously donated by representatives from the Imaginelf library. Matt seconded and the motion unanimously passed. Now that a memorial award was established, Lisa made a motion that for the next five years, the Trustee of the Year Award be renamed the Jane Lopp Memorial Award. Gavin second and the motion passed unanimously. Lisa made a motion that the \$350 donation be used as trustee scholarships for the next five years so that 1st year trustees can attend the annual conference. It will be disbursed at the rate of two per year for \$50 each until the \$350 donation is entirely used. Matt seconded and the motion was unanimously passed. The Awards Committee will handle all the logistics.

CAR DONATION PROGRAM:

Lisa gave an overview of how the program works. The company gets contacted by the donor. The designated non-profit gets a percentage. Information about the program is already available on the MLA website and information will be sent out to the membership via Focus and Wired.

FOCUS NEWSLETTER:

Caroline Campbell stepped down as co-editor of FOCUS. As an appreciation for her work, Debbi will send Caroline a \$25.00 gift card. Kendra Mullison will continue as co-editor. Alice Kestler will now be co-editor.

EVALUATIONS:

Lisa asked that evaluations of both the Executive Director and the Webmaster be sent to Lisa by June 23rd.

BOARD MEETING:

The next MLA Board meeting will be held on October 16, 2017 at the Livingston Public Library starting at 1:00 p.m. Agenda items to consider are: bylaws changes, strategic plan, updates on goals, and Code of Ethics and Strategic Plan policies.

CONFERENCE SPEAKER UPDATE:

John Finn gave an update that the ACLU may be able to provide funds for the Intellectual Freedom speaker.

Having completed the MLA Conference board meeting agenda, Rachel moved to adjourn the meeting at 2:30 p.m. It was seconded by Gavin. All approved.

Respectfully submitted,

Mary J. Guthmiller
MLA Secretary/Treasurer