



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

## **MLA Board Meeting Minutes January 20, 2018 Online GoToMeeting**

President Lisa Mecklenberg Jackson called the meeting to order at 1:01 p.m.

### **ATTENDANCE:**

Board and Committee members: President Lisa Mecklenberg Jackson, Vice-President Elizabeth Jonkel, Secretary/Treasurer Mary Guthmiller, Executive Director Debbi Kramer, PNLA Rep Carmen Clark, ALA Rep Matt Beckstrom, Director at Large East Gavin Woltjer, Past President Dawn Kingstad, PLD Chair Kit Stephenson, SLD Chair Angela Archuleta, State Librarian Jennie Stapp, and Government Affairs Chair John Finn. Guests: Public Library Division members Jonna Underwood and Sara Creech.

### **BOARD MINUTES:**

Gavin Woltjer moved to approve the October 16, 2017 Board meeting minutes. Carmen Clark seconded. The motion passed.

### **ASSOCIATION REPORTS:**

Reports were disseminated prior to the meeting. Elizabeth gave an update regarding the Network Advisory Council (NAC). She indicated that she attended her first meeting and it was mostly a listening and learning opportunity for her to get orientated. Another meeting of NAC is scheduled for March 13<sup>th</sup>.

### **OLD BUSINESS:**

- A. Progress on Goals: Matt said he is scheduled to attend more ALA conferences with the aim of better understanding and getting more involved in ALA. He's also working on more communications through Focus articles and webchats. John indicated that room costs for National Legislative Day will be cut by utilizing a different hotel. He, Nannette, and Jennie have been discussing the Montana Legislative Reception, especially with regard to scaling back the reception due to the limited space at the State Library. He also is working on getting a better handle on the READ posters and engaging in a discussion for its continuation. Debbi reported that inventory is done. Her MLA advocacy efforts are ongoing. She has also completed updating the handbook, and getting the updated version onto the website is forthcoming. She also indicated that she will put in place a 2 year handbook update cycle. Mary indicated that the notebook has been compiled and organized and files and forms from her tenure have been organized and transferred to a flashdrive. Gavin said his goals are ongoing and that he needs more information on what he and Anne are expected to do at the conference new member breakfast. Elizabeth had no updates at this time. Lisa said that for her Cates goals, she is working on pictures and creating videos of past Cates

awardees. She reported that regarding her President goals she has been helping to update policies and procedures and getting those updates on the website. She has also had conversations with interest group members.

- B. Handbook Updates: As previously indicated, Debbi has complete the updates. She is currently working on having links for the Table of Contents as well as making each section more user-friendly. Debbi also gave background information regarding the Budget Committee and Finance Committee. She said that in 2008, it was voted on to start a Financial Committee with the intent to gather information to send to the Budget Committee, who then forwards the information to the MLA Board. However, in practice, the Finance Committee was not being filled and it was felt that their charges were being covered by the Budget Committee. Based on that information, it was voted by the MLA Board at the June 2017 meeting to dissolve this committee. She said she sends out budget forms to members and based on those forms, puts in preliminary figures. She sends this to the Secretary/Treasurer for input and to double check amounts. This is then sent to the MLA Board for discussion and approval. She said she is currently working on a financial history timeline document.
- C. Resolution Supporting State Library: Anne is still working on the communication piece. Both Gavin and Anne are working on gathering stories from different libraries regarding how the State Library's resources and services affect them.

#### NEW BUSINESS:

- A. American Library Association (ALA): Matt said he looked for information regarding caucuses. He is currently trying an idea that will bring issues and updates to Montana librarians through partnering with the state librarian via the quarterly website chats. The January chat issues pertained to net neutrality, LSTA funding, and state aid to libraries. He is currently working on a resolution for net neutrality. At the Fall retreat, he plans to hold a workshop that addresses library issues. As to resolutions, he would ideally bring those resolutions to MLA divisions at conference, then to the general membership. From there, he would put them forward to ALA and to pertinent D.C. personnel. He also is working with our webmaster to create an area on the MLA website just for resolutions. It was also brought forward for possible consideration to form a Resolutions Committee with perhaps either the ALA rep or the Government Affairs chair as the head of such committee. John added that he may be bringing forth a few more resolutions.
- B. New Website Pages: More changes are forthcoming to the MLA website, especially for better organization. New pages are being created for Policies, Resolutions, and Forms.
- C. MLA ByLaws Review: Lisa went over proposed ByLaw changes that Bobbi Otte submitted. They are: Article IV, Section 1 The city, venue and date and approximate date of said meeting; Article V, Section 1 . Number. The affairs of the Association; Article IX, Sections 1, 2 & 3 term of three years, **beginning on June 1.** ~~beginning of such term to coincide with that of the officers of PNLA MPLA ALA;~~ Article XIII, Section 1 Board of Directors, **after the annual MLA Conference,** any; and Article XIII, Section 2 Appointment of Chair. ~~The President shall appoint all Interest Group Chairs during her/his term subject to the approval of the Board of Directors.~~ **The Interest Group should elect a chair and submit that name to the President. In the event a chair is not elected, or the death, resignation** After some discussion regarding the terms of the ALA, PNLA, and MPLA representatives, it was decided that the June 1 date for PNLA and MPLA will be put forth, but a September 1 date will be put forth for the ALA rep. Matt made a motion that we approve the above changes to the ByLaws and to submit to members at the annual membership meeting for approval. Carmen seconded and the motion passed unanimously.
- D. New Policies: Lisa and Debbi indicated that these policies were taken from the Montana Nonprofit Association and were adapted for MLA. Lisa made a motion to accept the Code of Ethics Policy which addresses MLA's practices for Personal and Professional Integrity, Mission, Governance, Legal Compliance, Responsible Stewardship, Transparency and Disclosure, Program Evaluation, Inclusiveness and Diversity, and Fundraising. Gavin seconded. The motion passed. Lisa made a

motion to accept the Independent Contractor and Volunteer Policy which addresses MLA's practices for Recruitment, Retention, Succession, and Human Resources. Matt seconded. The motion passed. Lisa made a motion to approve the Strategic Planning Policy that addresses MLA's practices for its Vision, Mission, and Values as well as Assessment and Planning. Elizabeth seconded the motion and it passed unanimously.

- E. Strategic Plan Review: The last review was done at the June, 2015 board retreat. Lisa will suggest updates and changes and send out the document for board members to discuss at the April board meeting.
- F. School Library Division: Angela brought forth ideas to boost MLA membership of school librarians. After discussion, it was suggested that each division have one gratis membership and that each division put that in the budget request due this spring. The idea of having the board retreat on a weekend was brought up and it was explained that keeping it during the week when rates are reasonable, would be better for the budget. Gavin and Anne were directed to look into possible MLA membership incentive options. They will report back at the April board meeting. Angela also indicated that the summer retreat is now being planned and that a call for workshop proposals will be forthcoming.
- G. Offline in Great Falls: Debbi reported that there are about 35 registered. Vision Net is sponsoring breaks. She said that Kathy Mora lined up a wonderful speaker and that 4 cafes/restaurants will be honoring vouchers for discounts.
- H. MLA Conference: Debbi reported that everything is going well. She asked about reviving the bookstore. She indicated that although it's not a huge money maker, it is a convenience, especially to have books authored by any speakers. We would partner with Barnes and Noble who would only charge for what we actually sell and they would order, deliver and pack up/return any unsold items. There was some discussion as to having a Bookstore Committee that would fall under the Conference Planning duties. The Conference Planning document will be updated to reflect this. Lisa gave a quick overview of the Cates Talent Show event being planned and encouraged everyone to participate.
- I. Board Member Recruitment: Queries have been sent out and there have been good candidates sought for four positions that will need to be filled. They are: PNLA Rep, Secretary/Treasurer, Vice President/President-Elect, and Director at Large-West.
- J. Montana Newspaper Association Membership: Discussion ensued regarding renewing our membership in the Montana Newspaper Association. Carly said she tried to work with various newspapers to get information on awards published and that it was a very difficult process. John and Lisa reported that despite widely distributing a letter to the editor that Lisa wrote, very few newspapers actually ran it. Mary made a motion that we not renew our membership to the Montana Newspaper Association. Carmen seconded. The motion unanimously passed.

The next board meeting is scheduled for April 11, 2018 in Bozeman in conjunction with the MLA Annual Conference. The retreat is scheduled for June 7-9, 2018 at the Montana Learning Center near Helena.

Having completed the January board meeting agenda, the meeting was adjourned at 3:14 p.m.

Respectfully submitted,

Mary J. Guthmiller  
MLA Secretary/Treasurer

