

Montana Library Association
Board of Directors Meeting
July 31-August 1, 2007

President Honore Bray called the summer meeting of the MLA Board of Directors to order at 1:30. Present were Honore Bray, Della Dubbe, Peggy Smith, Debbi Kramer, Gail Nagle, Carlene Engstrom, Lyn McKinney, Karen Gonzales, Samantha Hines, Mary Lou Mires and Darlene Staffeldt. Guests attending: Liz Babbitt, Kathy Mora, Lauren McMullen, Linda Blomquist, Jim Semmelroth, Marje Doyle, Marjorie Smith, Norma Glock.

Additions to the minutes: Reports from the Intellectual Freedom Committee, Conference Planning Committee and the State Librarian. Under New Business, confirming interest groups and standing committees and considering a retired librarians group. Under Unfinished business, Awards guidelines.

Approval of the minutes: Lyn McKinney made a motion to accept the minutes from the April 25, 2007 meeting. Motion carried.

Confirmation of election results: Lyn made a motion to confirm the election results of the 2007 election and destroy the ballots. Motion carried.

Financial Report: Debbi Kramer presented the financial report; see attached. She reported that the Sheila Cates money is invested with D.A. Davidson and made 6%. The conference in Helena made about \$22,840.00. Nancy Pearl action figures and MLA calendars are still available. They may be ordered online and Debbi will send them out. MLA is not able to get a “credit” card for the organization but we can get a “debit” card. Lyn made a motion to authorize Debbi Kramer our Executive Director to secure a debit card for Montana Library Association to be used for Association business. The Executive Director will keep the cards and the second signature on the card will be the MLA Secretary/Treasurer. A procedure for accessing and using the Debit card needs to be in place. Debbi will bring a draft procedure to the October MLA Board meeting. Motion carried.

Association Reports:

Officers:

Vice-President Della Dubbe: Della will be looking for Conference Planning Committee members and checking on retreat dates and places to be reported at the next board meeting.

Secretary/Treasurer Peggy Smith: no report.

Members at Large Carlene Engstrom and Gail Nagle: Carlene introduced Gail our new Member at Large from the East. She had some concern about the Interest Group sign-up sheets not being filled out correctly at conference and requiring

long hours getting updated information. This should be happening at the conference when the groups meet. She will be contacting the chairs of the interest groups before our next MLA conference. The New Members breakfast was a great success in Helena. Two free memberships were awarded. The new membership pins were given to all who attended the conference in Helena and will be sent out to those who did not attend.

Divisions:

PLD Chair Judy Hart: The ASLD/PLD Retreat is October 14 – 15, 2007 at Chico, see attached report. Judy will check on allowing for online registration for the retreat.

SLMD Chair Jodi Teeple: no report

ASLD Chair Samantha Hines: see attached report.

Association Representatives:

MPLA Representative Eileen Wright: no report.

ALA Counselor Karen Gonzales: no report. ALA is in Philadelphia in January of 2008 and Anaheim, CA in the summer.

PNLA Representative Mary Lou Mires: deferred to Norma Glock; see report attached. PNLA Conference was in Edmonton Alberta August 8-11, 2007. Young Readers Choice Award nominations may be sent to Carol Monlux who is the Montana Representative on that committee. There is some confusion about when the new PNLA Representative takes office. Norma will clarify the PNLA fiscal year and bring that information to the October MLA Board meeting. Norma asked for clarification of the expenses that are paid by MLA. Her understanding is that MLA pays for travel and room for 2 meetings but not conference registration. PNLA pays for 1 board meeting expenses. Lyn made a motion that MLA will pay basic registration for conferences and board meeting expenses not covered by the regional association. This motion was withdrawn after reviewing the revised 2003 manual that addresses this issue. Darlene will send Debbi the State Rate information on reimbursement.

The board took a 20 minute recess and reconvened at 3:55.

Standing Committees and Interest Groups:

Children & Young Adult Services Chair Linda Blomquist: Report attached. Because the summer reading program is only for public libraries, Linda was not able to attend the Collaborative Summer Library Program (CSLP) meetings. Cindy Patterson was selected to attend as the MLA representative. Lyn made a motion to send a letter to CSLP protesting the exclusion of school librarians as representatives of the Montana Library Association. Motion carried.

Health Services Chair Laurel Egan: no report.

Paraprofessionals Chair Carolyn Kamrud: no report.

Public Library Directors Chair Jean Nielsen: no report.

Professional Development Committee Chair Marje Doyle: Report attached. Professional Development Grants: 8 applied, 4 granted, 1 declined for a total of \$1500. Travel Grants: 34 applied, 15 granted for a total of \$2250. Three did not disburse, 1 due to illness and 2 did not turn in report forms after the conference. Total disbursed \$1800. Lyn thanked the committee for a job well done.

Marketing and Public Affairs Chair Lisa Mecklenberg Jackson: no report.

Communications/Past Presidents Chair Lyn McKinney: Report attached. There are 2 versions of the Focus. The online version is usually 15-16 pages and the print version is limited to only seven pages. Automatically sending the online version is not possible as many members are on dial-up access and this would create problems for those users. John Finn has new software on order to help with publishing Focus. Lewis & Clark is moving to a new server and it is a good time for us to reevaluate our web presence. Steve McCann, Pam Henley and Matt Beckstrom will be redesigning our entire web page. It will be Wiki-like so that members can add and edit the content. They would like to meet to work on this at Fairmont September 24 – 25, 2007 to work on completing this and have a budget proposal to accomplish it. The proposed policies for the web page will be presented to the Board at the October meeting for their approval.

Technical Services Chair Lois Dissley: No report.

Trustees Chair Carol Grover: No report.

Offline Chair Jim Semmelroth: Offline is in Missoula February 22 – 23, 2008. Jim will be soliciting ideas for presentations on Wired. He can be reached at jims@missoula.lib.net.us.

Book Groups Chair Beth Boyson: No report.

American Indian Co-Chair Carlene Engstrom: A new interest group has been established. Carlene shared the brochure on The American Indian Youth book Awards from the American Indian Library Association.

Central Asia Institute Chair Norma Glock: Greg Morton will be back in mid-August and Norma expects to learn more about our school then. NEA is doing an article on Greg's schools so expect to see continuing interest in supporting his efforts. Job #12 is still open so if your library is doing something you can still

contribute using that job number and credit will go to MLA. Pennies for Peace is still active. Three Cups of Tea has been recommended reading for all incoming freshman at MSU and UM.

Intellectual Freedom Chair Karen Gonzales: Report attached. The new chair, Lauren McMullen will recruit someone from eastern Montana to balance membership. The question was asked who tracks book challenges in the state. Darlene said that Sue Jackson tracks those that are reported to the State Library. Karen had a box of banned books that had been purchased by a previous chair. Gail made a motion to create one banned book display kit to be housed at Missoula Public Library and available on the Shared Catalog for checkout and use the rest of the books for door prizes at MLA events. Motion carried.

Conference Planning Co-Chair Kathy Mora: The MLA Conference is April 9-12, 2008 at the Heritage Inn in Great Falls. The Conference Planning Committee will meet September 27, 2007 to review proposals. They will place an article in the August Focus asking for volunteers. Committees are in place – see attached. The fundraising committee, new in 2007, didn't seem to have a clear charge. The focus should be on raising money for breaks, door prizes, soliciting vendor contributions. Debbie could be a part of this activity. It is recommended that the Book Store become a Standing Committee. There will be a change in how registration is done. The forms will go to the Executive Director (Debbi) first and she will send them on to the conference registration committee once she confirms their standing with the organization. Debbi will put a note on wired asking members to go to their funding agencies and update the purchasing departments with the new MLA address. She will also make note of the scheduled no-conflict time with the vendors in the letter that is sent to all potential vendors.

The Board recessed at 5:30 and resumed again at 6:30.

The post conference meeting Saturday afternoon will be scheduled again this year.

Awards Committee Chair Suzanne Goodman: No Report. There was some discussion of criteria for awards being unclear.

The Board recessed at 6:40 pm and resumed August 1, 2007 at 8:45 am.

State Librarian Darlene Staffeldt: Report attached. Darlene suggests that we work with Lois in October to prepare a legislative agenda for the 2009 Legislative Session. We should all be tracking use of the state funded database and share success stories with Darlene so that she has information for the Legislators. Honore and Lyn emphasized how important it is to participate in the Legislative days at the next Montana session and at the national level. It was suggested that we should be inviting our legislators to visit our libraries. Honore thanked Darlene and her staff at the State Library for there support of all Montana

libraries. She also urged all librarians to attend State Library Commission meetings. The commissioners would like to hear from Librarians around the state. The next meetings are August 8, 2007 in Helena and October 10, 2007 in Sidney.

Unfinished Business:

Webpage committee meeting report: Lyn had nothing additional to report, see the Communications Committee report.

Committee for manual review: Honore will check with Milla Cummins and form a taskforce to complete the review. Each person will check their own section of the handbook and have any changes or questions to Honore by September 15, 2007. The manual will be reviewed for contradictions and the final draft will be presented to the board for approval. The last update was completed in 2003. Debbi Kramer will chair the taskforce with the following members: Marjorie Smith Della Dubbe and Lauren McMullen. It will be presented at the October meeting.

Financial Audit: Randy Wahl, the Chief Financial Officer at Rocky Mountain Supply is willing to conduct an audit of the MLA books for \$500. He has done audits of churches and other nonprofits. Carlene made a motion that MLA conduct a financial audit using Randy Wahl as auditor. It should be completed by mid-August and results available at the October Board meeting. He would review the past 3 years records of all accounts and make recommendations for improvement of financial controls. Motion carried.

Awards Criteria review: Some discussion again ensued about the different awards and how they differ. Honore appointed a taskforce to look at all the criteria and report to the Board at the October meeting their recommendations. The Chair is Norma Glock and committee members are: Beth Boyson, Darlene, Lyn, Chair of the Awards committee, and Chair of the Cates committee.

New Business:

Mailing Focus and Bulk Mailing permit: Debbi presented a very succinct explanation of how the bulk mailing permit is used and what it costs. She will track postage costs and do an analysis for the April Board meeting. She will also be tracking her time involved in the mailing process.

New Rules for Exhibitors: There was some question at the last conference about one of the vendors. One of our members asked that we revisit the guidelines for exhibitors. Lyn made a motion that Honore appoint a taskforce to create guidelines for exhibitors at the MLA annual conference and report by the January Board meeting. Motion carried. Membership includes: Lauren McMullen, Chair; Debbi Kramer; Linda Blomquist; Jim Kimmerer; and Peggy Smith.

New Laptop for the Executive Director: Lyn made a motion to allow up to \$2000 for a new laptop and software for the MLA Executive Director. Jim recommended that we try to buy one that burns CDs and DVDs. Motion carried.

Certifying Interest Groups: Carlene made a motion that the list of interest groups Debbi reported on be accepted as she certifies that they have met the requirements. The list includes: Book Discussion, ILL, Central Asia Institute, Children's and YA Services, Health Sciences, Offline, Para-professionals, American Indian, Public Library Directors, Tech Services, and Trustees. Motion carried.

Retired Librarians group: At the Helena conference, Peggy was asked to approach the board about adding a Retired librarians division. Bruce Newell sent some "musings" on the subject – see attached. General consensus was that if there were indeed support from the retired librarians perhaps it would be better served at an interest group level not a division. Peggy will contact Mary Bushing and ask that a proposal be presented to the Board.

Increase Executive Director's hours: Debbi presented information on the cost of a conference planner and a break down of how her time is allocated. The Board approved a salary increase from \$5000 to \$7500 for the Executive Director at the August 2006 Board meeting. We hired our new Director in October. Debbi indicated that there are many things that she does not have time to do with a part-time position and proposed that the Executive Director be a full time job. This would cost between \$30,000 and \$43,000 per year. Hiring a full time Director is not feasible at this time given our current funding situation. Lyn made a motion to increase the Executive Director's salary to \$10,000 per year. A discussion ensued on how our organization is funded, the impact of a dues increase and the need to go to the membership to hire a full-time Director. Lyn withdrew the motion. More discussion followed and Lyn reinstated her motion to increase the salary to \$10,000 per year, a \$2500 increase. Motion carried. Darlene excused herself to attend another meeting. Honore appointed a taskforce to investigate the feasibility of a full-time Director. It consists of Bruce Newell, Chair, Carlene, Darlene, Samantha Hines, and 2 members from the general membership to be appointed.

The Board recessed at 11:00 and reconvened at 11:20.

Book Store Standing Committee: Lyn made a motion to establish a standing committee for the MLA Book Store with appropriate guidelines to be written. Motion carried. Committee membership suggestions: Patricia Spenser, Christian Frazza, Sarah Kegel, Lyn, Liz Babbit, and general membership people. Honore will add the general members.

Budget review: The Board considered the budget requests for the coming year.

The board recessed at 12:35 and reconvened at 1:15.

The budget review continued. It will be presented for approval at the October Board meeting.

Calendar for MLA Board Meetings:

Oct 5, 2007 - Livingston, 1:00-5:00

Jan 8, 2008 – Conference Call, 1:00 – 5:00

April 9, 2008 – Great Falls, 1:00 – 5:00

April 12, 2008 – Great Falls, 2:30 -

August 2008 – Board retreat

The Board adjourned at 2:25.

Submitted by Peggy Smith