

Montana Library Association  
Board of Directors Meeting  
Boulder Hot Springs, Boulder  
August 5-6, 2008

Prior to the business meeting:

- Debbi Kramer distributed handbook updates and additions
- There was a general discussion about the new website. Huge thanks were offered to Pam Henley and Steve McCann for their work on the current site, which requires them to handle all content updates. Stacy Bruhn came in to give a presentation on the new MLA website. Stacy seeks input on how we want to use the website – responses included information for membership, vendors, communication tools, posting agendas, minutes and reports. MLA will have to decide who should have access for updating. Stacy suggests some policies for updating and passing over to new officers and chairs. John Finn said that it might be time to have Focus move into an online version as a primary view and commented how attractive the site is. Honore Bray offered thanks to Stacy for her work.
- There was a general discussion in preparation for the business meeting on future conferences and using a conference planner. Della Dubbe has responses to the RFI prepared by Kathy Mora available for review. She had sent out to planners all over the state. The question about where to host future conferences is still in discussion among the membership. Honore received feedback from school librarians in Eastern part of state that they do not want in Western side, due to travel restrictions. Gail Nagle got the same from others in the East. Mary Lou Mires had gotten feedback of wanting it to still rotate to allow attendance when it's nearby. Della suggests sending out a survey to the membership to get feedback. Questions: 1) Current format, every year or alternate year with retreats on the off year, ie ASLD, PLD, Offline, etc. 2) locations that can accommodate us – multi-year in one place, rotating around the state, multi-year alternating east and west. Darlene Staffeldt suggests waiting until a conference planner is in place to help frame the survey. It was felt important to go beyond Wired-MT to send information out, possibly using membership lists and OPI contact lists. Karen Gonzales suggested that if we do a survey, to have a paper version available at MEA and MLA to allow for quick responses.

President Della Dubbe called the business meeting to order at 11: 40 am. Voting Board members present: Della Dubbe, Eva English, Dee Ann Redman, Honore Bray, Mary Lou Mires, Pam Henley, Karen Gonzales, Gail Nagle, Jennie Burroughs, Anita Scheetz, Teresa Marchant, and Bonnie Williamson (proxy for Liz Babbitt, PLD Chair). MLA Council members present: Linda Blomquist, Marjorie Doyle, John Finn, Lynn Kelly, State Librarian Darlene Staffeldt and Executive Director Debbi Kramer.

**Additions to the Agenda:**

New Business: Move conference fees discussion before budget discussion

Unfinished Business: Add Conference planner

New Business: Add Credit Card fee

**Approval of minutes**

The April 9, 2008 minutes were amended as follows: PLD Chair report: Dates for the ASLD/PLD Retreat are October 12-13. Postage costs: 150 copies printed, 98 mailed out. Honore Bray moved to accept the minutes as presented with the two corrections. Motion carried. Mary Lou noted after the passage of the motion that she missed correcting the Vendor Information Link to state that it was Sarah McHugh who was in contact with Lois Fitzgerald regarding the legality of a vendor link.

April 12: Anita Scheetz moved to accept the minutes of the April 12, 2008 Board meeting. Motion carried.

### **Financial report**

Debbi Kramer presented the final account balances for 2007-2008. The balance in MLA accounts are as follows: Checking, \$6526.58, which reflects that a \$5000 deposit was put down for 2009 Kalispell conference. Savings: \$144.31 The total in all accounts, including the Cates scholarship funds, is \$77,233.79. Bookstore revenue was not noted on worksheet: should be \$733.88. As of June 30, 2008 the D. A. Davidson account contains \$33,432.88 which is the balance for the Cates scholarship. As of June 15, 2008, the Ameriprise accounts total \$37,166.19; of that total, \$7,303.83 is in case management, and \$29,862.36 flex savings.

Marjorie Doyle noted that one of the professional development grant recipients was overpaid by \$25, and wondered about asking for reimbursement. Honore suggested we leave it alone after this much time has passed.

The total budget for FY 2007-2008: \$103,868. Amount spent: \$109,466.82, and total actual income: \$84,709.30

Gail Nagle made a motion to accept the financial report. Motion carried.

The Board recessed at 12:30 and reconvened at 1:40

### **Association Reports**

**President Della Dubbe:** Things are going well

**Directors-at-large Gail Nagle and Jennie Burroughs** – The New Members Breakfast went well. With concerns about the distance to travel to Kalispell from the Eastern half of the state, they are investigating transportation options for Kalispell. Report attached

**Executive Director Debbi Kramer:** Point of clarification: It is acceptable to claim gas expense with receipt instead of mileage for attendance at meetings.

**ALA Councilor Karen Gonzales:** Karen offered thanks to the Association for sending her to the Annual conference. Report attached.

**PNLA Representative Mary Lou Mires:** Mary Lou and Samantha Hines are co-chairing the 100<sup>th</sup> anniversary meeting in Missoula. MLA will have a table at the 2008 PNLA conference to promote the Missoula event. Call for proposals for this conference will be coming in September. Report attached.

**MPLA Representative Pam Henley:** Next MPLA Board Meeting will be in October in Denver. The MPLA Conference will be in Kansas next April.

### **DIVISIONS:**

**ASLD:** Anita Scheetz reports that Oct 12-13 reserved in Chico for the retreat. They are looking for fun ideas for ASLD/PLD retreat. This year's retreat is competing with the UM/MSU symposium, and organizers are hoping to get lots of public librarians attending. Report attached.

**PLD:** Bonnie Williamson reminds everyone to involve vice-chairs when sending out information.

**SLMD:** Teresa Marchant reports that SLMD is planning for a retreat in Billings. They felt this would be a good site, as it is on the other side of state from the MEA conference in Missoula and MLA conference in Kalispell, and might be reachable for those who cannot travel to those events. Report attached.

**Standing Committees:**

**Awards:** Report submitted. Cindy Patterson asked for reconsideration of the decision at the April 9 board meeting to limit awards to a single award per category. As Bylaws have not been changed, the decision cannot be put into effect. Anita Scheetz moved that the Board revisit the motion made on April 9, 2008 regarding the number of recipients per awards presented at the annual conference. She further moved that MLA should go by the current organization bylaws which allow for multiple recipients as appropriate for some awards. Motion carried.

**Book Store:** no report

**Bylaws:** no report

**Cates:** no report

**Communications:** Honore Bray noted that Communications issues would be discussed later in meeting.

**Nominating:** Honore asked that members send any potential names of nominees to her.

**Conference Planning:** Lynn Kelly reports that conference space will be tight, but it can be made to work. Prices are contracted with hotel for lodging. Committee setup is contingent on decisions regarding hiring a conference planner. The committee is hoping to bring in Sherman Alexie for keynote; and have some possibilities for financing to cover his speaker's fee. Preconference ideas include ALA's initiative on "Every Child Ready to Read", and storytelling with yoga. The initial conference logo development fell through, but is now moving forward. The State Library expects to be able to send an author to the local area schools and public libraries. Other ideas included bringing in recent award winners Joe Medicine Crow and Tim Tingle. Della asked the committee to look into securing more rooms for attendees. Report attached.

**Government Affairs:** Darlene Staffeldt reports that she and Lois with Association lobbyists for preliminary discussion about legislative agendas. The lobbyists are working on proposed budget. We should have someone who focuses on library issues

**Intellectual Freedom:** Report attached.

**Marketing & Public Relations:** Debbi Kramer reports that the state is asking for lots of documentation to get the license plate project underway. Upfront money for the license plates is in the budget for this year. The Board was sorry to hear that Lisa Mecklenberg Jackson is leaving the committee. Report submitted.

**Membership:** no report

**Professional Development:** Marjorie Doyle is getting recommendations from her committee on how to

disperse the Professional Development money. Award offers will go out by August 9. Debbi and Marje have received thank yous from previous award recipients. The committee would like to change the wording on the memorandum of agreement to hold recipients responsible for meeting the requirements of the Award. Della expressed her appreciation of the detailed report. Bonnie Williamson moved to add a statement of accountability to professional development and leadership grants that should be taken from the July 21, 2008 report by Marjorie Doyle. Motion carried. Report attached.

The Board recessed at 3:05 and reconvened at 3:20

## **INTEREST GROUPS**

**American Indian:** no report

**Book Club:** no report

**Central Asia Institute:** no report

**Children & Youth Services:** Linda Blomquist reports that the themes for next year's summer reading program are "Be Creative @ Your Library" for children, and "Express Yourself @ Your Library" for teens. Cindy Christin would like to have someone take over her position as children's services liaison to State Library. Ask Cindy or Sue Jackson at MSL for more information.

**Health Sciences:** no report

**Offline:** John Finn reports that planning has begun for Offline 2009, at Hearst Free Library in Anaconda. Programming plans are also underway. A contract with Fairmont Hot Springs for lodging is in place, which will include double-occupancy rooms and full access to pools.

**Public Library Directors:** no report

**Technical Services:** no report

**Trustees:** no report

**State Librarian Darlene Staffeldt:** The State Library has a new commissioner, Joyce Funda, from Rollins. She will attend her first meeting in August. Commissioners will discuss legislation and budget. The only new budget item permitted by Governor's office was \$28,000. It is expected to be applied to replace LSTA funds used for Sara Groves' position. The MSL was put on hold for other requests. Checks for ILL reimbursement should be going out shortly. Public Library certifications are completed, and MSL will be reviewing Federation grants for sending out checks very soon. In response to a question about how commissioners appointed, Darlene explained that five are appointed by the governor. The others are the Superintendent of Public instruction or his or her designee, and a Higher Education designee.

## **TASKFORCES:**

**Conference Planning:** Della suggested that it would be appropriate to keep all the vendors who responded to the RFI on the list to receive an RFP for consideration as a potential conference planner. Darlene suggested adding the MLA lobbying firm Smith & McGowan to the list for conference planners since they have a previous relationship with the association. This is another service they provide.

## **UNFINISHED BUSINESS**

**Consent Agenda.** Lois recommends going forward with a consent agenda. This would permit clustering a number of agenda items for approval without needing further discussion, except if Board members requested to pull an item from the consent agenda.

**Legislative Update:** Darlene Staffeldt reported on the Fulfillment Task Force recommendations to allow changing legislation to permit repurposing of reimbursement funding. The State Library Commission will be asked to act to move this forward at their August meeting.

**Trustees & ILL Interest Groups Certification:** Gail Nagle moved that we certify the ILL and Trustee Interest Groups. Motion carried. In noting that the Paraprofessional Interest Group did not certify this year, there was some discussion about uncertainty in the Montana library community about what constitutes a paraprofessional.

**Web Site procedures:** Honore Bray made a motion that the Communications Committee work with Pam Henley, Steve McCann, John Finn and Stacy Bruhn to develop policy and procedures. Motion carried. Mary Lou Mires moved that MLA hire a web manager at salary that will be negotiated based on job responsibilities and monies available. Motion carried.

**Possibility of vendor information link:** Darlene reported that Lois recommends getting lawyer involved to do the research about how it affects non-profit status if MLA wants to proceed with this. Discussion on the topic brought out concerns about the appearance of endorsing vendors and what vendors would do with the Association's or individual member names. It was the consensus to inform Sarah McHugh that MLA is not interested in pursuing this.

**Emerging leaders sponsored by ALA:** Karen Gonzales described this program which involves new librarians in national and state association activities. Applicants whose state library association is a sponsor get preference. Karen moved that MLA sponsor a Montana librarian to attend ALA's Emerging Leaders program. The award will be reviewed and granted by the Professional Development Committee beginning in 2009. The award will be \$1000. Motion carried.

**Conference planner:** Debbi wants to understand financial implications of hiring conference planner to track all income and expenses. This would be in regard to the conference registration fees and vendor fees; will need to work closely with Executive Director to maintain current membership information for eligibility for member rates, and other financial issues. Bonnie Williamson moved to hire a conference planner to assist the MLA Conference Planning Committee with the 2009 Conference. A conference planner would continue to organize future MLA conferences. Interviews and hiring the professional conference planner will be in the executive committee's responsibilities. Motion carried.

Mary Lou left at 5:06

## **NEW BUSINESS**

**Credit card fee:** Discussion of whether MLA should cover merchant fee or pass these on as a convenience fee as some other agencies do. It was the consensus of the group not to add these at this time. Issues included whether the Board should consider merchant fees as a factor for determining any changes to membership dues. It was decided to postpone discussion of membership fees until the October meeting.

**Capwiz liaison:** Capwiz is a software program at used by ALA advocacy and legislative groups to send out broadcast emails. More information is available at [ilovelibraries.org](http://ilovelibraries.org). Debbi has agreed to do this if we choose to use it. Karen wants to do more research and talk to Legislative Affairs committee, and suggests we table until the October meeting.

**Lawyers for Library Training:** The training consists of mostly 1<sup>st</sup> amendment issues affecting libraries. Karen doesn't think this is a good year to send someone this year, as training is far enough away so transportation costs become a factor, and we sent someone last year. This has previously been in the Intellectual Freedom budget, but was not applied for in the FY09 budget.

The Board recessed at 5:35 pm and reconvened at 8:55 am on August 6, 2008

**Finance committee:** Plans to use a conference planner brought up concerns about checks and balances on financial issues for the Association. It seems prudent to have a finance committee to review the expenditures on an annual basis. Honore thinks it makes sense to have the past president as they have worked with the budget for several years, along with the Executive Director, and Secretary/Treasurer. Handbook shows that Executive Committee also serves as the Budget committee. John suggested perhaps the last several Past Presidents would be a good group, to take advantage of their expertise, along with the Secretary/Treasurer and the Executive Director. Bonnie Williamson moved to establish a finance committee. The committee will be appointed by the President and membership of the committee will consist of the Immediate Past President plus two other past presidents and ex officio membership by the Secretary/Treasurer and the Executive Director. Motion carried.

**Executive Director Changes:** A contract has not been signed with the Executive Director, pending changes on horizon with hiring conference planner and webmaster and the impact on the budget. Della felt this might be the time to consider changes to duties, title and salary. There was a discussion of whether the Executive Director would need to maintain ongoing checks on the conference planner to make sure charges are legitimate, but agreement that approval of expenditures from Conference Committee would satisfy that requirement. Some suggested changes for duties were discussed, including website updates and coordination with the new Finance Committee and changes for conference support requirements. The consensus was to maintain the status quo for the current year, and make further decisions after we have some experience with a conference planner. It was noted that we now need contracts for a conference planner, webmaster, and executive director. The issue of the title for the Executive Director was raised. Honore thinks "Executive Director" sounds like a CEO and doesn't reflect the duties, and makes hiring difficult by implying more than the job offers. Debbi concurred. Jennie suggested using the title "Executive Assistant". A motion was made by Jennie Burroughs that we change the name of the position of Executive Director to Executive Assistant. Motion carried.

**Conference Fees: Vendor Fees:** At the Great Falls conference in 2008, vendors paid \$300 or \$375 after Feb 1 to obtain exhibit space. The 2007 rates in Helena were \$400 or \$475, due to the speaker fees for Neil Gaiman. It was pointed out that MLA charges far less than most of the surrounding states. One suggestion was to double the 2008 rates. The final proposal was to raise the 2009 rates to \$500 or \$575 after the early deadline. Honore wondered about the possibility of moving non-profits out of the vendor space. Discussion followed about using MLA office space for bookstore. Another idea was to accommodate non-profits in shared spaces, freeing up some space for paid vendors. **Registration Fees:** The Board reviewed the registration costs from the 2008 Conference. As was the case for vendor fees, it was determined that the registration fees were much higher in most surrounding states. Concerned about the impact on members, Teresa asked how many pay their own way to the conference. Debbi

estimated 40% but it's difficult to be certain, as some people pay they own way and get reimbursement. The Board came to a consensus to raise the registration fees for the 2009 Conference in Kalispell at the following levels: Members \$125 and \$175 after March 1. Non-members: \$175 and \$225 after March 1. One day: \$80 and \$105 after March 1. Non member one day: \$100 and \$130 after March 1 . Students, Trustees, and Friends will be \$50 and \$100 after March 1. Pam Henley moved that Conference vendor and registration fees be raised as reflected in the minutes from this meeting. Motion carried.

The Board recessed at 10:40 am and reconvened at 11:00 am

**Approve Budget:** The Board reviewed the proposed budget as prepared by the Executive Director and considered a variety of issues:

- Payment for the new contract for a webmaster will be included in the Communications budget. Honore suggests a set amount rather than hourly wage in order to better control the final amount. Anita Scheetz moved that MLA pays the webmaster \$1500 for the 2009 fiscal year. Motion carried.
- The amount for a Conference Planner will need to be included in the Conference Planning budget. Jennie Burroughs moved that MLA budget up to \$10,000 for a conference planner for this fiscal year. Motion carried. John noted that this was the culmination of many years' effort to get the Association the assistance of a conference planner.
- As discussed earlier, the Lawyers for Libraries funding was deleted from the Intellectual Freedom budget for this year.
- The Nominating Committee noted that it required funds for conducting elections by mail; they would like to consider bylaw change to permit email balloting in future. On a related note, there was some concern expressed that we needed additional members serving on the Bylaws Committee. Linda Blomquist and Debbi Kramer volunteered to join the Bylaws Committee.
- On the Professional Development Committee budget, the amount for MPLA was switched to Emerging Leaders for this year.
- The Lobbyist expense for the upcoming Legislature is expected to increase by \$1,000.
- Other budget amounts were adjusted slightly.

Anticipated income for the 2008-2009 budget year totals \$130, 233.79. Expenditures are budgeted to total \$122,993.00. Bonnie Williamson moved to accept the budget as discussed. The minutes reflect the total income and expense for Fiscal 2008-2009. Motion carried.

**Focus articles by Board & Council members:** Della requests Board members to write articles or submit other types of information about divisions, interest groups and committees for the Focus. She intends this to both inform the membership of Association activities, and to encourage participation. The following members agreed to submit items:

- October: Lynn Kelly (Conference Planning), Teresa Marchant (SLMD) and Anita Scheetz (ASLD)
- December: Marje Doyle (Professional Development)
- February: Linda Blomquist (Children's and Young Adult Interest Group)
- April: Pam Henley (MPLA)

**Resolution concerning sweatshop labor:** Karen described the ALA resolution, intended to prevent the purchase of giveaway-type items produced by sweatshop labor. Honore Bray moved that MLA supports the resolution concerning ALA Policy Opposing Sweatshop Labor. Motion carried.

Next Meeting: Following the ASLD/PLD retreat Monday, October 13, 2008, 1 pm Livingston Public Library.

Adjourned 12:30 pm

Respectfully submitted by Dee Ann Redman