

**Montana Library Association  
Board of Directors Meeting  
Livingston-Park County Library, Livingston  
October 13, 2008**

President Della Dubbe called the meeting to order at 1: 20 pm. Voting Board members present: Della Dubbe, Eva English, Dee Ann Redman, Mary Lou Mires, Pam Henley, Karen Gonzales, Jennie Burroughs, Anita Scheetz, and Liz Babbitt. MLA Council members present: Lauren McMullen and Executive Assistant Debbi Kramer.

**Call to order:**

Board protocol: Della attended a recent workshop on parliamentary procedures and reported that in a group the size of the MLA board, informality is permissible.

Recognition of guests: No guests present.

Changes to the agenda: Two changes were made to the agenda. The first was to add an item under new business regarding sponsorship of a conference event by Friends of the Library groups. The second change was to delete item #6 – Notification to those who haven't paid 2008 dues – as it was covered in the report from the Directors-at-Large.

**Approval of Minutes**

Karen Gonzales requested a correction to the August 5-6, 2008 minutes regarding the ALA report, for clarification. The specific change is to remove “giveaway-type items” and replace the text with “promotional items”. Jennie Burroughs moved to approve the minutes as corrected. Motion carried.

**Financial Report**

Debbi handed out bank transactions and balance amounts. She explained the amounts and balances in each account. The checking account at Big Sky Western has a very low balance, and there are outstanding bills plus upcoming expenses for ASLD/PLD retreat & Debbi's October salary. The DA Davidson account is comprised of the funds earned for the Cates scholarship, and this is in mutual funds. There are two accounts with Ameriprise. The smaller of these is a money market account, held in this way for accessibility when needed. The Ameriprise Savings Certificate is a 12-month Certificate of Deposit (CD). Della noted that we have over \$7000 in money market that can be used as needed. Anita asked about making the money market account into a money market checking account so that it can be used more easily, and recommended that MLA do so when Debbi assured her this was possible. Jennie asked if a money market checking account would limit number of transactions or have other restrictions. Della asked whether MLA can anticipate income other than registrations before the conference. Debbi doesn't expect any, but says that conference money will start coming in starting in January. Della anticipates needing to pay some amount to the conference planner after signing the contract. The MLA License plates have no income as yet. Related to the license plate project, 338-0208 is the new MLA phone number; a number was required by the state for license plates. 388-2076 is the new FAX line. Della asked the board if the decision to move funds should be on a case by case basis by the Executive Committee or if Debbi should be permitted to transfer as needed. Dee

Ann felt this carried the risk of penalties for late payment due to trying to get permissions. Mary Lou asked what MLA could do if the need for funds exceeded the balance in the money market account. Debbi explained that we would have to tap the funds in the CD, which is possible, but would incur penalties. The current low balance is an ongoing cash flow issue that happens regularly this time of year. Anita wonders if we need a fundraiser in early fall. Liz Babbitt made a motion to approve financial report. Motion carried

## **Association Reports**

### President's report

Della reports that she anticipates signing a contract with a conference planner shortly. The new Finance committee is in place, and contracts for the Executive Assistant is ready to sign, and a contract for the web manager is being developed. A new chair is needed for the Cates committee.

### PNLA report

Report submitted at meeting – Mary Lou will be asking for volunteers

### Executive Assistant report

Debbi's database crashed; will be rebuilt

Members of the Board requested to pull the following reports from the consent agenda for further discussion:

- Conference Planning
- ASLD
- MPLA
- Intellectual Freedom

Pam Henley made a motion to accept reports as sent, except for MPLA, Conference Planning, Intellectual Freedom and ASLD. Motion carried

### MPLA

MPLA has lost funding for the Ghost Ranch leadership retreat. If can be replaced, they hope to offer it on alternate years and are looking for more central location, with one possible site in Estes Park, CO.

Feedback to MPLA indicates that people not feeling sense of community. They will return to roundtables at conferences to promote interactions, and hope to add more fun interest groups.

### ASLD

Anita discussed the issues some libraries see with something called a "retreat" not being allowed for travel by some boards. Anita believes the event should break about even. There was a scheduling conflict with the academic summit hosted by U of M in Missoula. Chico reserved for the same October week next year. Do we ask the organizers of the summit to move, or do we think about moving our date in future? Jennie expressed concern about why the academic summit is drawing attendance in preference to the retreat, and wondered whether scheduling the retreat in alternate years might serve better. Mary Lou is

concerned about ability for budgets to cover both. Della recommends this all go into report for consideration by division next year. Jennie wants to put the issue of retreats on the agenda in January.

### Conference Planning

Karen asked about non-profits doubling up on booths so she knows what to order. Della recommended asking Conference Co-Chair Lynn Kelly. Della had a list of questions from conference planning for discussion.

### Intellectual Freedom

Lauren wanted to add to her report that Jim Heckel is giving presentation to the Nebraska Library Association entitled: "Why we do it: intellectual freedom and the library"

Eva English moved to approve the reports as discussed for Conference Planning, ASLD, MPLA, and Intellectual Freedom. Motion carried.

## **Taskforces**

### MLA Handbook

Review changes for your position to make sure they were incorporated. If not please resend to Debbi or bring changes to January meeting.

## **Unfinished Business**

### 1. MLA Website update

Della gave out passwords for voting members. Others to be added: Focus editor, Executive Assistant, Professional Development. If you need to make changes regularly, you may want to get a password. Otherwise, email Stacy at [sbruhnfree@yahoo.com](mailto:sbruhnfree@yahoo.com) to have her post the item. URL for the site will be at [mtlib.org](http://mtlib.org), and Della will send out the link for the development site. Lauren wants to know if blogs and wikis are incorporated into the site and they should migrate current sites, or if there should be links to MLA related group links. Other links – MLA Flickr and Facebook sites. Minutes – will send to board for first review before posting draft minutes. Calendar information for Montana State Library calendar should be included if possible. Updates for posting on the MSL calendar should go to Dee Ann.

### 2. Legislative agenda update

Nothing additional at this time. As previously discussed the legislative agenda will focus on: Library construction, trustee training, money for OCLC/MSL

### 3. Finance Committee

Need description of committee for handbook. Della will contact Honore. Milla, Lyn and Honore are the committee.

### 4. By-law change for email balloting

Debbi contacted Lois about change for electronic voting, which will be developed.

5. Budget suggestions

Della developed suggestion for changes to how budget is presented, some of which Debbi has already incorporated. She distributed a sample spreadsheet with her ideas as an illustration for including some format changes.

**New Business**

Item to be removed – notification to those who haven't paid #6 under new business

Item to be added – Friends sponsorship of something for conference. Added as item #9

1. Reimbursement/payment for MLA members presenting at MLA events

Concern has been expressed that the practice is not consistently applied. Lisa was unable to attend meeting, but sent in her thoughts which were read to the Board. The policy is in the conference planning manual. Anita is concerned that members are willing to present, but cannot afford to come. The policy is specific in conference planning manual where members can request a \$30 honorarium, but nothing is specified in retreat policy. Della said that the policy is that retreats are self-supporting, so there is more latitude for how that works. She added that something specifying the way retreats handle this should be included in the retreat policy. Liz is concerned about losing members. Della and Jennie said that the organization cannot afford to pay all presenters. Anita wonders if we need more support for travel grants. Mary Lou thinks the policy should be re-evaluated. Della points out that the budget is set for this year, but if changes are to be made, it should be done this year in order to budget for next year. Committee to review will be formed: Anita & Liz volunteered; Sami and Lisa were suggested as other possibilities to consider. Reimbursement for food for those with medical dietary requirements who cannot eat food provided as part of their event registration costs should also be considered. Anita would like to see dropping the 25-mile requirement for mileage reimbursement. Committee will discuss all reimbursement issues. Recommendations should be back at the January meeting. Eva concerned that budget for conference information include that they cannot exceed budget to bring in presenters.

2. Reimbursement/payment for outside presenters at MLA events:

Discussion rolled into item 1

3. Reimbursement of MLA board and council members for travel/hotel for board meetings

Discussion rolled into item 1

4. Advertising fees for conference booklet

Fees need to be set. Debbi believes that rates used for Focus were used before as listed in Manual of Procedures. Eva wonders when these were last raised. Advertising rates will be decided in January after consultation with conference planners.

5. Committee and Interest Group member lists

Reminder that association needs current lists of members and their terms. Dee Ann will send an email out.

6. Notification to those who haven't paid 2008 dues  
Item removed
7. Letter of support for next PEEL grant  
Della will ask Marje Doyle for assistance.
8. MLA representative to serve on certification program focus group  
Suggested to have PLD chair serve. Liz Babbitt, current PLD chair, agreed to serve on this focus group.
9. Friends sponsorship for something at conference  
Della thinks various Friends groups around the state may be interested in grouping together to underwrite an event at the conference. Many thought that there would be interest. Della will contact libraries with Friends groups.
10. Set next meeting date and time  
January meeting: Legislative Day is Jan 14<sup>th</sup>. The meeting will take place January 13th, 2009 from 1-5 pm, pending booking of a meeting room.

Adjourned 4:30 pm

Respectfully submitted by Dee Ann Redman