

**Montana Library Association
Board of Directors Meeting
Lewis & Clark Library, Helena
January 13, 2009**

President Della Dubbe called the meeting to order at 1: 07 pm.

Voting Board members present: President Della Dubbe, Vice President Eva English, Secretary Dee Ann Redman, Past President Honore Bray, Director at Large-East Gail Nagle, Director at Large – West Jennie Burroughs, ALA Representative Karen Gonzales, MPLA Representative Pam Henley, PNLA Representative Mary Lou Mires, ASLD Chair Anita Scheetz, PLD Chair Liz Babbitt and SMLD Chair Teresa Marchant. MLA Council Members present: Professional Development Committee Chair Marje Doyle, Offline Chair John Finn, and Executive Assistant Debbi Kramer.

Call to order:

Recognition of guests: Jennie Stapp from the Montana State Library, representing State Librarian Darlene Staffeldt who was attending legislative hearings.

Changes to the agenda: One change was made to the agenda. This was to add all reports emailed out to the Board prior to the meeting to the consent agenda.

Consent Agenda

The approval of the minutes was separated from the consent agenda. A motion was made by Honore Bray to accept all reports on the consent agenda. Motion Carried

Approval of Minutes

Karen Gonzales requested a correction to the October 13, 2008 minutes regarding the inclusion of the ALA report, which was inadvertently left out of the minutes. Karen moved to approve the minutes as corrected. Motion carried.

Financial Report

Debbi distributed copies of the current bank transactions and the MLA budget spreadsheet. Della asked Debbi to be sure to send statements to the Finance committee prior to the meeting. There was a question from Marje Doyle regarding expenditures for the Professional Development committee regarding monies disbursed being attributed in an incorrect line item. Anita Scheetz had a query regarding amount spend for the ASLD/PLD retreat, suggesting that Debbi may want to check on the amount actually paid to Chico Hot Springs.

A general discussion took place regarding the state of the Association's finances. At the present time, MLA is in financial difficulties. MLA has taken all possible out of long term savings without incurring a penalty. Debbi has used personal funds to cover shortages. Bills remain that total more than the available funds. These include a lobbyist fee of \$13,000, the lobbyist registration fee, the down payment to Chico for the 2009 ASLD/PLD retreat, and Legislative Day costs. The main reasons for the shortages are the license plate fees of \$4,000 and the conference planner fees of \$8,000. Current dues income is \$9,802 paid for 471 members. 200 members previously listed in the

database have not paid dues this year. The Board may want to review savings certificate terms before renewing them next October to make sure the Association has sufficient funds for cash flow needs. Honore expressed the thought that MLA should accept penalties at this time to get the bills paid. Debbi should not be put in a position to have to cover MLA's bills. There was a question about the association's ability to borrow from the Cates fund until we have cash flow again, or can make changes to the terms of the certificate in October. The Finance Committee will review this option and make a recommendation to the Executive Committee for decision as soon as possible.

Anita made a motion to accept the financial report as amended. Motion carried.

Debbi called the bank to inquire about penalty rates. She was told the charges would amount to \$15,000, but the Board's calculation based on the banker's formula and the amounts concerned should make it closer to \$1500.

Unfinished Business

1. By-law change for email balloting.
There was no update available. The by-law change will need to be brought before the membership meeting at conference, so it must be ready before then.
2. Advertising fees for conference booklet and website.
There was an email from the conference planner who consulted various sources. The formulas are complicated. The planner has suggestions for targets, sales pitches and encourages the use of Kalispell Chamber of Commerce. Who makes decision about pricing ads? Do we go with prior prices? Get web ads for conference website? MLA website? Honore suggests that Marketing & PR work on this and make long-term recommendations. Recommendation to double rates for conference booklet. Pricing for online ads – ask planner for suggestions. Executive committee can make decision on rates for online ads. Karen Gonzales moved to accept increased prices for print ads to \$250 for a full page ad and \$150 for a half page ad, \$80 for a quarter page ad, and \$20 for a classified type ad and to authorize the Executive Committee to determine prices for ads on the conference website. Motion carried.
3. Fall Fundraiser
Lisa Mecklenberg-Jackson will work on developing ideas for a fall fundraiser. Anyone with ideas is encouraged to forward them on to Anita Scheetz.
4. Friends support for MLA
Della had floated an idea about the various Friends of the Library groups across the state providing some type of support for MLA. She received several favorable responses, but with various definitions for what forms that support might take. People wanted training on Friends groups, for their Friends groups, etc. It may be desirable to send letters out directly to the Friends groups. Jennie Stapp indicated that the State Library could run a report to obtain a list of libraries with groups. Della will get a list and send out the letters.

New Business

1. Public Library Directors Interest Group Chair
Jean Nielsen did not find a replacement. Della will send a message to those listed on the interest group sign up sheet, which Debbi will send to Della.
2. MLA conference/membership rates
The bylaws reference membership eligibility for library workers and supporters, but not specifically Friends. Conference registration refers to trustee, student or Friend who must be member or MLA. Recommendation to change terminology to Trustee, Student or Library Supporter on both conference and MLA registration forms. Della will send info to planner.
3. Re-evaluating retreats
Jennie Burroughs talked about reviewing purpose of retreats. Do they take away from conference attendance? Do they add continuing education opportunities that aren't otherwise available? Each group may have to evaluate their own participation and needs. Jennie Stapp mentioned that Ohio only has conference every other year and did smaller events the other years. We may want to review financial viability of the practices of other states to consider for future years. ASLD/PLD in particular will discuss their experiences from this year to the incoming organizers.
4. Invoices pre-approved and/or sent in a timely manner
Debbi is constantly getting bills sent to her with no idea where they're coming from or if it's a legitimate expense, or what account the expenditures will come from. People need to tell Debbi ahead of time that an invoice will be coming. Charges to be made in the name of MLA should provide notification ahead of time (if possible) to Debbi or make immediate notification of purchase. Debbi must provide numbers to use debit card. Reminder notice to go out to leadership and specific previous offenders. Debbi will send notice to Executive Committee to send out.
5. Guidance for paying approved budget expenditures
Covered under financial report.
6. Set next meeting date and time
The next meetings will take place at the conference:
 Wednesday, April 22, 2009 from 1-4 pm
 Saturday, April 25, 2009 from 1-4 pm
This reminded Eva that she wanted to report that ALA Past President Lorieene Roy is available for the 2010 conference.

The meeting adjourned at 3:30 pm

Respectfully submitted,

Dee Ann Redman