

**MONTANA LIBRARY ASSOCIATION
BOARD MEETING
HILTON GARDEN INN, KALISPELL, MT
4-25-09**

President Della Dubbe called the meeting to order at 1:50 pm.

Members present: President Della Dubbe, Vice President Eva English, Secretary Dee Ann Redman, Past-President Honore Bray, ALA Representative Karen Gonzales, MPLA Representative Pam Henley, PNLA Representative Mary Lou Mires, Director at Large East Gail Nagle, Director at Large West Jennie Burroughs..... Conference Committee Co-Chair Lynn Kelly, Executive Assistant Debbi Kramer

Changes to Agenda:

There was a request from Gonzales to add to new business a resolution as item 6. Kramer requested to add to new business a discussion of MLA document storage as item 7. Dubbe requested to move item one under new business to be discussed first.

New Business:

- 1) Report from T & T, the Association's conference planners.

Janel Trowbridge of T & T thanked the Association for giving them our business.

They felt our group was creative and smart and really great to work with. They wanted to present the Board with an overview of their work on the Conference and discuss any thoughts about how the process could be changed for next year.

The major tasks planned for T & T from the beginning were registration, dealing with the hotel and facility issues, arrangements for meals and speakers. In addition, they got involved with budget issues beyond the informational aspect, and also got involved with work on the conference booklet. With the hotel, they handled all arrangements and communication. They felt the Hilton Garden Inn staff did a good job and was responsive to requests.

registration: doing online side was tricky. Took longer than expected to make payments work. Used paypal at first then got in touch with bank. It should start saving money in time. Can use same system for bookstore. MLA owns all the content of the website. Coding is with t&t, but if contract is renewed, it will be ready to go. Would like vendor registration online as well; can collect more detailed information and makes other info easier.

Speakers: original info was in hard copy. Took 3 weeks to get into database, with missing info and poor handwriting. Data collection important to do online. When submitting programs and selecting also important. Will be more user friendly for all involved.

Long-term – institutional knowledge not passed on to planners. Have it now, and know what to expect. Will eat up less time asking questions.

Vendors – Janel spoke to all to get likes and dislikes and other types of feedback.

Budget history – wanted to figure out way to make it better and to make it real-time.

Budget was developed. Lynn added that it would have been very helpful to get

line-item budget rather than financial reports to work with. Lynn hopes to pass that on for next year. Mark adds an advantage of using planners, is the ability of designing entire conference around financial data. Need to plan for onsite registrants. Janel wants to understand likes and dislikes to assign appropriate spaces. This is lots of work, but they can free us up and make it more fun and creative.

Website: created site. Tried to make it navigator friendly. Were able to adapt, and evolve it. Will put out materials from speakers and evaluation materials.

Encouraged vendors to check it out. Will fix printing issue. Would like to explore indicator surveys later.

Conference booklet: decided there was a need to participate. Had most of the information and could repackage for John. Whoever will do it next year should have it easier. Very much like the at a glance

Equipemetrn: also needed coordination for information about speakkers need. Helped local folks with data collectin for needs.

Indicator surveys: how accurate is it. Meant to be a tool for room assignment. Some are accurate, some weren't . Lynn got comments wondering that this is not an assignment. Previous conferences got indicators back to see what they had said, and some thought it was a commitment to attend those. Sense of the board - If they want a copy they'll have to print it out and save it for themselves.

Feedback – concern from some for meal prices. Excellent staff at hotel. Good wireless; needed printer in internet room. Learned to have vendors set up the night before. Vendors didn't seem to mind not having pipe and drape except for setting up signs. Good traffic for being in hallway. May want to have expectations made to keep vendors from taking down early. Facilitators were uneven in asserting control of room needs. Janel will write thank you notes to speakers. Lynn will send thank yous to volunteers. Kim wants MLA to send thank yous to other sponsoring groups.

Lynn has preliminary numbers. Final information will be later when hotel information comes in. 11,337 from vendor registrations. 50724 individual registrations. 62061 total. Looking at profit of 33539. 300 registered, 26 vendors registered, 6 which were non-profits.

Janel and Mark left 2:45

Consent Agenda

1. Minutes postpone
2. film – issues with \$1000 payment for it; Della concerned didn't go through conference planning committee. Kim didn't know whether it was part of budget for entertainment or as program. Was meant as entertainment for membership dinner. Honore wants budget for local arrangements to get entertainment listed in budget in future. Would like reimbursement to Flathead County Library. Motion to reimburse Flathead County and Honore Bray for projecctor rental. Motion carried.

Unfinished business

1. possible changes to savings accounts
had money in one account that couldn't be spent; need to decide how much to keep in fund where that can be used. Finance committee recommends that 15% of the annual budget in the savings certificate as a reserve account. Other funds should be kept in

the accessible fund. Send all budget requests in by May 15th. Preliminary budget will be put together by f-committee by June 1. E-committee will ok by June 30. Will be reviewed by full board at retreat. Will call if there are questions on your budget sheets. Alterations made at retreat.

2. affiliation with AASL

Julie spoke with Colet – there would be budget commitment to send someone to Midwinter business meeting. Budgeting for \$2900 for travel. AASL provides services to members only. Planning some online services just for members of MLA.

3. membership pins

Mary Lou – Carlene remembers designing with Gail. Given out to new members at one time, invoice in records. Any extras were with MLA supplies. Still can't find them, so we'll have to reorder.

New business:

1. report from t&T conference planning

see above

2. long term scheduling for conference author lunch

concern about only having 6-9 months to plan and schedule speakers. Linda thinks we need to form ongoing speaker committees to have cycling 4-5 year coverage. They couldn't get some authors before 2 years out. Honore was told perks of presidency were to pick theme and keynote speaker. Often is a children's author. State had money for school visits for some. The ongoing issue is that stuff isn't written down. Must have dates, places and budget in place. Can still partner with state library where children's author is a presenter, but not the author luncheon. Any interest group could suggest an author. Vice-chair can take suggestions from anywhere, then planner could work to schedule them. Would need to go into vice-chair's job description. When dollar figures for this year are available, a historical idea of a budget will be known. Will review next time

Linda left at 4 pm

3. retreats and membership issues

retreat chairs must make sure that your dues are paid or you pay another fee. Check retreat policy in handbook. Membership is on website. Needs to be put into retreat policies and guidelines. Debbi suggests a \$30 price difference, to encourage joining.

4. online registration issues

issues should be resolved when we start using new charge vendor. Early registration got same price, even though later people should have been charged more.

5. budget for conference planning

f-committee may need to come up with figure to offer Janel and Mark. Della thinks we need to offer first. We need to have conversation over what they were supposed to do for us, and what we could ask them to do. Lynn thinks that they won't be able to produce booklet themselves, but will have to contract due to time constraints when it gets close to the date of the conference. If we can't afford that, we may have to pull it back out. Honore knows that 1st year's co-chairs spent 400 hours each and libraries can't afford to spare the staff time and effort. Della thinks we consider offering \$20,000. Kim feels that the money well worth it. Lynn suggests asking to generate more sponsorships as part of the package. Della feels that if we need to go higher we could offer a percentage of the profits. Motion to delegate authority to f-comm and e-

comm to negotiate and come to agreement. Pam Henley/

Lynn, Nancy, Kim, Julie left at 4:23

6. Judith Krug resolution

Karen wants to pass memorial resolution in honor of Judith Krug. Motion to pass memorial resolution as read / motion carried – Karen

7. MLA storage

Debbi has boxes of mla materials from bookstores past. She no longer has room for these materials. Eva had volunteered to take care of this.

Eva distributed thank you gives.

Adjourned at 4:30

send email to Liz – lbabbitt@montana.edu

Submitted by Dee Ann Redman