

AGENDA
MLA BOARD RETREAT
AUGUST 2-4, 2009
SALISH-KOOTENAI COLLEGE, PABLO MT

Preliminary Discussion

August 2, 2009 The group assembled for introductions and organizational information for the Retreat.

Introductions

Present: President Eva English, Vice President Samantha Pierson, Secretary Dee Ann Redman, Past President Della Dubbe, Director-at-Large West Jennie Burroughs, Executive Assistant Debbi Kramer, ALA Representative Karen Gonzales, MPLA Representative Pam Henley, PNLA Representative Mary Lou Mires, ASLD Chair Suzanne Reymer, PLD Chair Bonnie Williamson, SLMD Chair Julie Hainline, Conference Committee Co-Chair Connie Strittmatter, Professional Development Committee Chair Marjorie Doyle, Central Asia Institute Interest Group Co-Chair Norma Glock, Interlibrary Loan Interest Group Chair Chris Vance, MLA Webmistress Stacy Bruhn, T&T Conference Planners Janel Trowbridge and Mark Trowbridge.

Website Discussions

Stacy Bruhn introduced a discussion regarding the Association website:

Stacy notes an issue with the Drupal content management system (CMS) post-transition. She recommends moving back to an html based site..The Drupal decision was already made before she came on board as webmaster. Her impression that it was selected so that others could use CMS and various committee chairs could update their own sections of their site. Stacy feels that it can be unstable. Whenever changes are made they are immediately live with no chance to take a look and review. When you delete something, there's no calling it back. She wants to make it easier for members to access information and for Board to communicate. HTML would reduce the demand on servers at Lewis & Clark for space utilization.

Stacy also believes there is a need for the Association to have a website policy and website guidelines. The policy would be a statement about how we use the site for the Association's needs, and the guidelines would be standards for how we post and what we post on MLA website.

Stacy believes there should be a subcommittee of Communications to provide guidance moving forward. Pam Henley and Debbi Kramer offered to help with developing guidelines and policy. They would like the standing Communications committee to do an annual review of website to make sure the content and direction reflect the current state of the association. Ongoing upkeep seems like a responsibility for the PR or Communications committees, or possibly Communications with a representative from PR.

Eva English thought there should be a task force to work on the setup of the guidelines, with ongoing review through the communications committee.

Janel Trowbridge wanted to clarify whether any policy would require the conference site,

which is separate, to follow the same policy and standards. It was the sense that the group should probably address that.

Karen Gonzales asked about incorporating Capwiz thru ALA's Washington office for local and national library issues. Sami Pierson is interested in having the committee discuss ramifications of including a job posting line.

Changes to the agenda

Agenda review

Concern was expressed that interest groups have Association members who would be interested in joining the interest group but don't get into listings if they weren't at conference or didn't get a chance to sign up. There is interest in making it possible for members to sign up for interest groups on the web site.

Reminder to include the Finance committee as a standing committee.

Add budget to new business as #1

Joanne Erbel is chair of the Public Library Directors interest group; the information was listed incorrectly.

Mary Lou Mires told the group about the Salish Kootenai College campus and history.

Monday, August 3, 2009

The group convened for discussions at 9:00 am.

Debbi passed out replacement sheets for handbooks. Replacement sheets should be filed according to table of contents.

Budget review

Debbi discussed the various accounts held by the Association. As discussed over the last year, there is a need to adjust the way the monies in the CD are allocated so as to improve cash flow. Money goes out in the fall, but doesn't come in till the spring with conference registrations. The Flex savings account is in a CD; it may not be worth keeping these funds in this amount or in this type of account. Debbi recommends that MLA look for a financial instrument that generates more interest. According to bylaws, 10% must be held in reserve, but a recommendation has been made previously to increase this to 15%. The CD interest rate was 3.23% last year. The case management funds (money market) do not generate large amount. 15% seems to be the appropriate amount to keep in the CD savings, but the rest should be in a fund that is accessible without penalties. This would mean moving approximately \$8000 to the case management fund.

Membership income:

Debbi is estimating 300 members. Dues were increased this year. The Conference is MLA's major source of income. Eva talked about the expected income for Bozeman for the 2010 Conference. Her estimate is based on 300 attendees and 35 vendors. Last year's income was about \$20,000. Mark Trowbridge estimates \$22,000 or \$25,000 for 2010. Membership registrations brought in \$12,357 last year. Current active members total 588 for 2008-2009.

So far, 202 have paid for 2009-2010. Dues were raised; if 500 members are active this year, approximately \$20,000 should be realized. We are estimating \$18,500 in the budget.

Janel and Mark spoke about anticipated revenues and expenses for the 2010 Conference. Budgeted revenue is as follows:

Target registration: \$37,500, which would be comprised of 300 participants for full conference at \$125. Vendor registration is anticipated for \$15,000, with 30 vendors at \$500. Sponsors & Donations are expected to bring in \$2000. Bookstore revenue is estimated at \$1500. This would total \$56,000. Attendee meals would be an additional \$13,500 for grand total of \$69,500.

Conference budgeted expenses are anticipated as follows.

Speaker fees/ honoraria would be \$7000, travel \$3000, lodging \$1200, meals \$500 and gifts \$400. Attendee meals \$13,500; meeting room/set-up \$3000; A/V costs \$500; Booklets \$1200, which may go up this year unless we have a volunteer to do it. Hospitality bags are listed at \$1000; this could be sponsored as it has been in the past. Postage \$100; Copies \$375; Stationery \$50; Debbi notes that she has a supply of MLA notecards and envelopes that should be used. Supplies \$250; Graphic Design \$500; Reception food \$300; this was donated last year by the host institutions. Conference planners fees \$18,000, and planner food \$200.

Retreats will require seed money to secure hotels.

The Board Retreat is budgeted for \$3500. Sami is looking for suggestions for where to hold it next year.

Administrative expenses: The Fall board meeting \$500; January board meeting could be budgeted at 0, if we can Skype it. Conference board meetings – \$50. Focus has printing expenses of \$500; Postage costs will be \$250;

Executive Assistant costs are listed at: Supplies, \$450; \$175; Salary & taxes \$7500; Employer taxes, \$800; Communications (phone, internet, fax) \$900; Bank charges, \$75

Bottom line for the budget is planned at: \$100,668

The group recessed for lunch at 11:30 am.

BUSINESS MEETING:

Call to Order

President Eva English called the meeting to order at 1:00 pm

Consent Agenda

1. Minutes of the April 22, 2009 Board Meeting
2. Minutes of the April 25, 2009 Board Meeting

It was noted that there was a typo in the minutes for April 25, where the word “gifts” was listed as “gives”. Della Dubbe moved to accept the minutes for the April 22, 2009 meeting and to accept the minutes of the April 25, 2009 meeting as amended. Motion carried.

Financial Report

Debbi distributed the year end financial report and a listing of line items.

To date, there are 588 paid members; none will be declared inactive until the 1st of September. There is a total of 758 member names in the database.

Debbi clarified that the amount of income listed in the Cates line item is the total realized through both fundraisers and direct donation on registration forms. Stacy has added donation amount for the Cates scholarship fund to the online registration form as well.

Account balances listed in financial report are as of June 30, 2009. Total deposits exceeded expenditures by almost \$2000. Pam Henley moved to accept the financial report as presented. Motion carried.

Association Reports

Officers

- President – Eva English
- Vice President – Sami Pierson
- Secretary Treasurer – Dee Ann Redman
- Past President – Della Dubbe
- Directors-at-Large – Jennie Burroughs & Bridgett Johnson

Executive Assistant – Debbie Kramer

Association Representatives

- ALA- Karen Gonzales
- MPLA – Pam Henley
- PNLA – Mary Lou Mires

Divisions

- ASLD – Suzanne Reymer
- PLD –Bonnie Williamson
- SLMD – Julie Hainline

Standing Committees

Awards & Honors – Molly Ledermann

Book Store – Liz Babbitt & Lyn McKinney

Bylaws – Judy Hart

Cates Scholarship – Coby Johnson & Liz Babbitt

Communications – Della Dubbe

Finance – Della Dubbe

Nominating – Della Dubbe

Conference Planning – Connie Strittmatter, Alice Meister & Gale Bacon

Government Affairs – Judy Hart

Intellectual Freedom – Bill Talbot

Marketing & Public Relations – Lisa Mecklenberg Jackson

Membership – Liz Babbitt

Professional Development – Marjorie Doyle

Interest Groups

- American Indian – Terry Gilham
- Book Club – Beth Boyson
- Central Asia Institute – Nancy Venable & Norma Glock
- Children & Youth Services – Lynette Ivanovitch
- Friends of the Library –
- Health Sciences – Laurel Egan
- Interlibrary Loan – Chris Vance
- Offline – Dee Ann Redman & Suzanne Reymer
- Public Library Directors – Joanne Erbel
- Technical Services – Lois Dissly & Darlene Hert
- Trustees –

Report of State Library – Darlene Staffeldt

MLA Website – Stacy Bruhn

MLA Focus Newsletter – Suzanne Schwichtenberg

Amendments to Submitted Reports

Mary Lou Mires notes that PNLA has contracted for Schweitzer as a location for their leadership institute. The date will be confirmed at the upcoming PNLA Board meeting.

Della amended the Past President's report to note that there will also need to be candidates for the positions of Secretary/Treasurer and Director At Large-West

Jennie Burroughs moved that the consent agenda for the Association reports be approved as amended. Motion carried.

Unfinished Business

1. Affiliation with American Association of School Libraries: Julie Hainline discussed the benefits that an affiliation would provide to MLA members. She realizes the association has budget issues this year. The cost should be \$2900 to budget for travel for an Association member to attend the AASL conference. Honore Bray asked if more school librarians would be likely to become involved with MLA if this was funded. Julie thought so. She indicated that it seemed probable that the chair of SLMD would serve as representative. The most recent SLMD retreat had highest attendance in years, easily over 100. Eva recognizes that school librarians are a minority of the Association membership, but wonders if we can afford to fund this venture. Della feels if we do, it should be an elected board position; a bylaws change would be required. Such an action might require equity for public and academic librarians. Jennie pointed out that conference funding as it exists is for regional or national organizations, but not for a specialty of librarianship. Honore notes that school librarians feel underrepresented and perhaps we should find a way to partner with OPI to support their work. The sense of the board was that this was not the appropriate time to make this affiliation. Julie would like to keep the issue on our radar to build relationships and find the value that MLA can offer school librarians. Dues based on percentage of salary for library work would keep MLA dues at low cost, especially for those whose position is split between library work and teaching. The Board will refer the issue to the Membership committee

for further investigation.

2. Long term scheduling for conferences: No conclusion arrived from the previous task force. Only Bozeman and Billings conferences are currently scheduled. Eva is creating a task force for next five years, and would like Sami to chair. The Association needs to start a schedule to get contracts in place. Honore thinks we don't need to start new investigation, but just review previous recommendations and set a schedule. Jennie thinks that this task force should report to the board for final decisions. Janel noted that locations with adequate facilities for conferences the size of MLA's would be in Bozeman, Billings, and Missoula. The task force can address questions to conference planners. It will need representatives from both East and West – any on board can serve. Jennie is looking for specific suggestion on location and dates. A previous question about the option of having conferences on alternating years with the various retreats was raised. Janel pointed out that alternate years make it tougher to contract with conference planners, who may get booking replaced with an annual event. Honore points out that conference is where the association gets most of its funds, and the budget would be affected by an alternate year plan. The sense of the board is to maintain yearly schedule. Eva notes that the Board members have not closely reviewed Bruce Newell's report recently, and thinks that its important to have that report included. Janel notes that now that T&T is trained to the ways of MLA, the conference should be easier on Board and Conference co-chairs. Sami feels the report just needs update rather than forming a task force. Mary Lou referred to notes from the board meeting of 10-15-07 and points out that information is in the report and has been hanging for two years. Some decisions have been made, but we should be able to make recommendation by Board meeting on Oct 26 in Livingston. T&T will review and work with Sami and report at October 26 meeting. The Board will decide at that meeting.
3. MLA License plates: All of the paperwork is in. The association is just waiting for them to arrive in courthouses. Eva has been trying to determine how they get to courthouses.
4. MLA Manual & Handbook updates Debbi handed out update pages earlier. Some Board members are noticing things that don't match. Debbi wants everyone to review sections in their area and the entire handbook to make sure that cross-references are correct. Please update for content, appendices, etc. Debbi notes that all updates have been loaded on the website, and we can use search feature there to help with this.
5. Website policy & procedures: As per Stacy's comments during the earlier discussion period, the Association needs a website policy and guidelines to be written. Pam Henley volunteered to chair a task force to serve to write policy and guidelines. The Board hopes to assign John Finn to serve on this task force. It was suggested that annually there would be a review of the website, policy and guidelines from Communications subcommittee, which will include someone from the PR committee. This annual review should be completed by the Board retreat each year. Della moved to create a task force to create a website policy and guidelines. Pam Henley will chair the task force. Stacy Bruhn, as web mistress, will be an ex-officio member. Debbi Kramer will serve on this task force as well. The task force will bring recommendations to the October 26 meeting. Motion carried.
6. Reserve Amount: As reviewed in the earlier discussion of the proposed budget, there is a recommendation to change the amount of reserves from 10% to 15% for financial security reasons. Sami moved to increase the reserve savings from 10% to 15%. Motion carried.

7. Membership Pins: Debbi contacted the company the earlier pins were ordered from but has heard nothing back. The cost of new pins is not specified as yet. The previous pins cost \$1200 for 1000 pins. Please look around for any you may have stashed in materials passed on from previous board members. We need to get prices and make sure to get pins to new members and allow others to pay to replace those they have misplaced.
8. Reimbursement policy: Eva will contact committee to get response by October meeting. Policy will bear on food and travel reimbursement and any differences between reimbursement policies for retreats and conference.
9. Retreat and task force conference policy: There is a need to clarify about ensuring that those attending retreats and serving on task forces are current paid members of the association. Sense that task forces, by their temporary nature, should not be affected. Retreat attendees need to be members of the Association. Also, interest group members must also be members of the association. Della notes that handbook "Retreat Policies and Guidelines" is what needs to be updated, It should also mention that retreats are expected to be self-supporting. Bonnie Williamson volunteered to update this policy and have it completed for the October meeting. If non-members attend retreats there will be higher registration costs for them. Interest group active membership requirement is not in manual currently. Chris Vance will review this for October meeting. All changes to manual should be included in Focus, as the record for the association. Della, as chair of Communications committee, will ensure these are placed in the December Focus. Note that these special retreats and interest groups are benefits of membership in the Association.

The meeting recessed at 2:45 pm.

President Eva English called the meeting to order at 3:45 pm.

New Business

1. Budget: Eva updated the group with the final budget figures as of 6/30/09. The Association had an estimated income of \$98,261.86 for FY2010. The estimated expenses were \$100,768. These leaves a deficit of approximately \$2500. A suggestion was made that in view of the deficit, we not buy membership pins this year. Karen suggested looking at PR expenses. Honore notes that most libraries have no other PR capacity except for programs promoted statewide through the State Library, and that is why MLA has supported PR efforts. The board went through the expenses to revise estimates and eliminate expenses. Pam Henley moved to accept the 2009-2010 budget as presented. Further discussion ensued. The motion carried.
2. Refresher training on expense claims Debbi passed out new expense forms. There are no substantive changes, except showing mileage rate as per handbook. Debbi notes that mileage is a killer on our budget. Per handbook, the first 50 miles are not reimbursed. Liz Babbitt, Lisa Mecklenberg Jackson, Kathy Mora & Anita Scheetz are the reimbursement committee. Handbook directives for reimbursements must be followed until board acts on any recommendation from this committee. Debbi suggested that an executive committee member serve on this committee. Della volunteered to serve.
3. Drexel University Proposed partnership: Drexel emailed information asking MLA to partner with them for online courses. Jennie saw a similar proposal to another organization that seemed to have many strings attached. Sense of the board was to

not pursue this.

4. Recognition of Marketing Committee's READ poster project: The project highlighting local legislators on READ posters won an award from National Conference of State Legislators. Congratulations were offered to the Marketing Committee.
5. Future conference sites: The 2010 is being held in Bozeman; The 2011 conference will be in Billings as joint conference with MPLA. Pam will investigate how that works for cooperating with MPLA. Item tabled for further discussion at next meeting.
6. Financial Committee – Clarification of duties and timeline Under the bylaws, the Executive Committee is the budget committee. It can be changed in the handbook to have the Finance committee prepare the preliminary budget for the budget committee. The budget committee then presents the budget to the board. The finance committee, comprised of past presidents who have extensive budget experience, supplement the ability of the Budget Committee. Della will amend manual for budget and finance committee and have it ready for the October meeting.
7. Checking account for conference: It would be useful to have an account specifically for conference, use to help keep conference expenses and income separated from other activities of the Association. Conference planners would have read access to account balances via a website. This would allow them to categorize expenses directly into a line item budget for conference. Signing authority would remain with Debbi. The only expense would be for checks; though a small balance would need to be maintained to keep the account active. It would help for knowing costs on the day of conference. Bonnie moved to open a checking account for the MLA Conference and to maintain a minimum balance after the conference or end of the fiscal year. Motion carried.
8. Renewal of Executive Assistant contract & handbook update: The Executive Assistant's salary was reduced in the budget this year. Reasons for that were discussed. Debbi states that she wasn't informed of this prior to this meeting, and that this amount would reduce her salary to \$7 per hour at the 20 hours per week she works, and that she should have been consulted before changes were put into the budget. Pam inquired if we could revisit the issue. Honore said that we could reopen the budget as needed. Connie asked how many hours a week Debbi could work instead to make the budget to reduce number of hours. Debbi says that this would be 14 hours per week but that would mean it would take longer for people to get answers; this isn't the way she likes to work. The advent of Conference planners didn't reduce her workload this year. It may show some changes in the coming years as the planners take over working with vendors. Suzanne notes that we don't have \$2,500 to add. Bonnie thinks we should replace the money for this year and look at how the changes might be implemented in future. Eva notes that this would require 20 more attendees at conference to cover the expenses. Job description update – should this be done before October? Updates should be done as soon as possible. Chris says we should renew contract in October through June 30 and find the money in the budget somewhere. Mark thinks that when some key improvements from T&T and website improvements are in place, Debbi's workload should be reduced. That hasn't happened yet, but could allow us to make changes next year. Motion will need to made to amend the budget to make this work. Adding 20 attendees to the conference estimates would make the estimated income match and allow changing the amount for the Executive Assistant back to \$10,000. Sami moved to amend the budget as discussed. Motion carried. No update to description needed for this year.

Meeting recessed at 5:30

Meeting reconvened at 6:07

9. Renewal of webmaster contract & add to handbook: No changes should be needed to the substance of the contract for the website administrator; it just needs to be updated. The Webmaster position needs to be added to the handbook. Stacy needs to write it and send it to Della.
10. Central Asia Institute Interest Group: Norma asked to speak about Central Asia Institute, and reviewed information. She is concerned about waning interest in the group and its future. The school is built and will stay open, but we may not be able to maintain ongoing funding of project at \$5,000 per year. Debbi suggested we add option to make donation to CAI on membership form. Donation directly from website would have to fall under guidelines and policies now being developed.
11. Next meeting: The next Board Meeting will be held on Monday, October 26, at the Livingston Park County Library at 1 pm. Debbi will bring in lunch.

Suzanne moved to adjourn. Motion carried.

Meeting adjourned 6:19 pm on August 3, 2009.

Respectfully submitted,
Dee Ann Redman