

**MINUTES  
MLA BOARD MEETING  
OCTOBER 26, 2009  
CHICO HOT SPRINGS, PRAY, MT**

**Call to Order**

President Eva English called the meeting to order at 1:15 pm.

Introductions:

Present: President Eva English, Vice President Samantha Pierson, Secretary Dee Ann Redman, Past President Della Dubbe, Director-at-Large East Bridgett Johnson, 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, Conference Committee Co-Chair Alice Meister, Membership Committee Chair Liz Babbitt, Professional Development Committee Chair Marjorie Doyle.

Recognition of guests

Colet Bartow is present in place of SLMD Chair Julie Hainline. Beth Boyson, ASLD/PLD Retreat Arrangements Chair, Jennifer Lemon from Bozeman Public Library.

Changes to the agenda

Marje Doyle asked to have two items added to the agenda under New Business. Added: Travel grants for other events as item 8, and Census 2010 as item 9

**Minutes**

1. Minutes of the August 2-4 2009 Board Retreat: Bonnie Williamson moved to accept the August 2-4, 2009 minutes as presented. Motion carried.

**Consent Agenda**

1. ALA Report
2. Awards and Honors Committee Report
3. Central Asia Institute Interest Group Report
4. Conference Planning Report
5. MPLA Report
6. Past President's Report
  - a. Nominating Committee
  - b. Finance Committee
  - c. Communications Committee
  - d. Reimbursement Committee
7. PNLA Report
8. School Library Media Division Report

Pam Henley moved to approve the consent agenda as submitted. Motion carried.

**Financial Report**

Debbi Kramer distributed the financial report for Fiscal Year 2010 to date. She has begun using Quickbooks and reviewed the financial reports as they appear in the new software format. The primary checking account balance is \$3710.05. The newly opened conference account was opened with a token amount, and shows a balance of \$83.95. The Cates Scholarship account balance is currently \$33,561.47. The Ameriprise account, which is the accessible money market

account, is at \$8380.81. The certificate of deposit for long term balances for the Association is at \$20,149.97. Debbi explained the new profit & loss detail statement showing all checks and deposits. The total income so far this year is \$11,476.79

Debbi and webmaster Stacy Bruhn have posted the membership on the website. Directors at large can look online to see who is not active. If they haven't paid for the current year, they are now listed as inactive; the listings are updated weekly.

The costs for the Board retreat were generally good except for mileage which put us over budget.

Eva notes that when members are submitting bills on behalf of the association, they must be approved, and receipts should be forwarded to Debbi right away.

Any free memberships that are awarded must be reported to Debbi right away so it can be entered into membership record.

Bridgett Johnson moved to accept the financial report as presented. Motion carried.

**The meeting recessed at 1:40 pm.**

**President Eva English called the meeting back to order at 2:00 pm.**

### **Association Reports**

Written reports were distributed for the President's Report, and the Friends of the Library Interest Group.

President – Three memberships were given out at the ASLD/PLD retreat. There were very good responses to this, and people were excited. Bridgett Johnson moved to offer one free conference registration at the Offline retreat. Motion carried.

Directors at large – The directors are reviewing website in order to contact inactive members; they sent out notification on the Wired-MT list reminding members about signing up for interest groups, as those not at conference hadn't had chance to sign up. As a result, there is now full membership on every interest group. In addition, they have obtained names of potential committee members for the Professional Development committee.

ASLD – The retreat was held and was successful and well attended. There were about 43 registrations and 6 guests. Beth Boyson reported that the Association made money of approximately \$100, there will be a full report for next meeting. Bonnie Williamson led the Board in applauding Beth for her efforts.

PLD – PLD echoed the reaction for the fall retreat.

Bookstore – The Headwaters Library Association (Gallatin & Park County people) are offering to run bookstore for half of the proceeds. Last year's bookstore made \$1500. Beth Boyson will contact Janel and Connie for their thoughts. Eva expressed concerns about farming out the bookstore to another organization. Liz thought \$750 would be a lot to give away. The consensus of the group was not to outsource the bookstore unless there is a good reason. Bridget thought

perhaps a set fee of \$250 might be worthwhile to free up others from staffing the bookstore. Eva wondered about setting a precedent, and why would this group be chosen over some other group. Beth is reconsidering the idea.

Cates Scholarship – Money raised at conference hasn't been put into fund; it is still in checking account keeping it solvent. Debbi will transfer money from the money market account to cover. Coby Johnson will not chair the raffle this year. The committee is looking for someone who is willing to do it. Della believes she may have some names.

Marketing & Public Relations– The committee will be putting out a cookbook, and encourages everyone to submit their best recipes.

Professional Development – Marje read a thank you note to the committee and MLA for emerging leader financial support to Sarah from Libby. Fall grants have awarded – 2 to attend PLA, 1 to attend NCCE (computers in education).

Offline – The Offline retreat will be in Billings in February.

Website – The preliminary policy document is prepared and will be distributed soon.

Focus – There was paid advertising in last issue. Debbi wanted to clarify where advertising revenue should go. The consensus was to include it in general revenue.

SLMD – Based on MEA/MFT, the division did a full day workshop. The feedback was that attendees liked that format and would like full day at MLA and to forgo a winter retreat. Debbi pointed out the Colet has a feature article published in *School Library Monthly*. Colet donated her author fee to SLMD.

Della Dubbe moved to approve the association reports as given. Motion carried.

### **Unfinished Business**

1. MLA License plates - Eva is still waiting for a phone call from the state. Their last communication said that they are supposed to be going out to counties soon. Debbi notes that this has been a long ordeal to get them out and available.
2. MLA Manual & Handbook updates – The retreat updates, and past president and finance reports are in. All others updates should be sent in to Debbi by either the chair of committee/division or a designated officer. Others in a group should send suggestions to their chair. Eva notes there are overlaps and inconsistencies that need to be addressed. Debbi sees that it was previously done in sections, which seems more within our grasp. Bonnie says doing all at once prevents overlap. Eva suggests that if we do it all soon, we can do email or Google wave meeting. Della suggests that the online version become the definitive version; the online and print versions currently don't match. Eva will take on the first review. Bridget notes that initial single review helps catch the errors. Bonnie suggests Mary Bushing might review. Eva says Milla Cummins will also help her. Send all submissions by email so that it can be revised and redone. Also include date of last revision and who revised it.
3. Website policy & procedures – See report above. The policy and procedures are coming along.

4. Future conference sites – For Bozeman in the spring there will be 5 half-day preconferences, 42 programs were chosen; they are having a ribbon cutting for exhibitors; exhibitors will be invited to their lunch. There are several author programs. Bozeman Public Library will host the book awards on Thursday; MSU is doing a reception on Friday. The arrangements for the major speakers are as follows: Christopher Paolini is not charging for speaking, Jack Horner will be given \$500, and Lorene Roy \$1000 for two programs, plus travel expenses. They are looking at different levels of sponsorship for vendors. Please submit vendors' names ASAP to Janel. Registrations start in January; indicator interest going out shortly after that. Vendors will be split between two hotels. Organizers suggest that programs that didn't make the cut be proposed for retreats or poster sessions. The Hospitality committee is gathering information for tours and restaurants.

Sami talked to Janel regarding future sites. Big Sky is very interested and competitive in their pricing structure; they like the idea of being full right before the end of their season. The only places a conference the size of MLA can fit is now in Billings, Big Sky and possibly in Great Falls. Bozeman will be known after this year's experience. We seem to have outgrown Missoula. This size requirement is influenced by the need for break out rooms and vendor spaces. Billings sites include the Crowne Plaza, the Holiday Inn, and the Billings Hotel. Walk-throughs for Billings will be done by mid-November. Janel likes idea of negotiating a multi-year contract, as in every 3 years we will come to this site.

5. Financial Committee Clarification -Della distributed a copy of revised descriptions for the Finance Committee and the Budget committee. They are writing it up to agree with bylaws to work with the new Budget committee. The Finance Committee is comprised of the Chair, who is the Past President (Della) along with previous Association presidents Honore and Milla. Their goal is to have best budget possible in place before the retreat. Sami Pierson moved to approve the Financial Committee clarifications as written. Motion Carried.

## **New Business**

1. Reimbursement Committee – Liz says the committee has come to agreement and that Lisa Mecklenburg-Jackson will present their work at the next meeting.
2. Retreat & Task Force Policy – One presenter at ASLD/PLD could not come without reimbursement; Suzanne & Tracy paid for it out of their own pocket. Della noted that the issue is that retreats and conferences treated differently. We don't pay reimbursements to members presenting at Conference according to guidelines, but retreats are just required to break even monetarily. She points out that the Association can pay for someone who isn't a member to present, even if they wouldn't be as good a presenter as one of our own. Della and Liz are still struggling with the recommendation. Alice noted that there should be some accommodations for presenters. Della noted that an honorarium might help with this. The group noted that it is a difficult issue with strong feelings on both sides. The requirement needs to be spelled out clearly on the retreat policy. Bonnie notes that we try to do too much with too little – do we need all the retreats and the conference? Beth notes that some small libraries can afford to send someone to a retreat where they cannot afford the conference. Mary Lou said program proposal forms could ask if they require funding in order to present; she said that something similar would have saved her grief for the recent PNLA conference in Missoula. Liz said some Montana colleagues don't join MLA; as presenters they can then charge a fee. Please send any comments to Liz and Della ASAP. Bonnie says it makes sense to reimburse everyone whether members or not and organizers could ask

requestors to sign statement of need. There was a discussion of travel grants for retreats or conference. Sami suggests raffles to fund travel for the following year. Those who ask will only be a few who truly need it. Marje notes that Professional Development grants are intended for attendees, not presenters. Alice Meister moved to approve reimbursement to Suzanne Reymmer and Tracy Cook for room for speaker requested to speak at the ASLD/PLD Retreat. Motion carried.

3. Checking Account for Conference – Debbi has opened a new checking account for use of conference revenues and expenses only. This will make it easier to track conference finances. T&T can deposit checks from vendors and sponsors. The Executive Assistant and the Secretary/Treasurer (Debbi and Dee Ann) are authorized signers on the account.
4. Update Contract for Executive Assistant – Debbi has been given her contract for this year; the contract time line has been shifted so that it will get back on the fiscal year schedule.
5. Budget Reserve update – The budget reserve is kept in a CD account. Over \$20,000 has been set up for 6 months. Typically, the Association would have the CD for a longer period, but rates were bad, and were expected to be better after that time. Debbi expects to be able to improve the rates after this period is up.
6. Patriot Act Resolution – Karen read the resolution. Karen Gonzales moved that MLA approve the resolution regarding the 2009 Reauthorization of the Patriot Act. Motion carried. Karen will convey MLA's action to the American Library Association.
7. ALA Emerging Leaders – Marje noted that grant recipient must sign Memorandum of Agreement and submit paperwork to ALA before grant is paid.
8. Travel Grants for other events – Marje noted the earlier discussion on retreat travel grants. The Professional Development committee's concern is that extra costs for retreats will put a burden on other retreat attendees rather than spread over association. Professional development grants are available, though people would have to look ahead. They hesitate adding more financial burden to association. Professional development grants can cover housing, travel, registrations or related expenses. Eva suggested adding to Professional development budget request for next year for travel grants for retreats. Liz notes that attendees are not the problem at retreats, it's paying for presenters.
9. Census 2010 - One of the focus areas for getting info out for Census will be in public and school libraries; they are looking at some special libraries. Will be hearing from Census committee. Looking for contact info for libraries around the state. Libraries will hear from CEIC to participate. Bookmark art contest is going on for school kids. April 1 is deadline for planning committee.
10. Next meeting - 1<sup>st</sup> week of January meeting will be telecommunications based. Tuesday January 12, 10:00.

Meeting adjourned 4:10 pm.

Respectfully submitted,  
Dee Ann Redman