

MINUTES
MLA BOARD MEETING
AUGUST 6 – 7, 2010
URSULINE RETREAT CENTER
GREAT FALLS, MONTANA

Call to Order

President Sami Pierson called the meeting to order at 1:37 pm.

Introductions

Present: President Sami Pierson, Vice President Kim Crowley, Secretary-Treasurer Sarah Daviau, Past President Eva English, Director-at-Large East Bridgett Johnson, Director-at-Large West Marje Doyle, Executive Assistant Debbi Kramer, ALA Representative Suzanne Goodman, MPLA Representative Pam Henley, PNLA Representative Mary Lou Mires, ASLD Chair Anne Kish, PLD Chair John Heldt, SLMD Chair Nancy Pensa, Government Affairs Chair and Bylaws Chair Judy Hart, State Librarian Darlene Staffeldt,

Recognition of guests

Changes to the Agenda

- Marje Doyle requested discussion of the Montana Authors Project be added to unfinished business
- Added to new business: membership development program
- Added to new business: certification of 2010 MLA elections
- Suzanne Goodman requested discussion of issues to bring to ALA be added to new business
- Judy Hart requested that discussion of government affairs and bylaws be added to new business

Consent Agenda

Minutes of the April 7, 2010 Board Meeting

- Mary Lou Mires requested that her name be added as present in the April 7, 2010 minutes.
- Darlene Staffeldt noted that John Heldt's last name had been misspelled in the April 7, 2010 minutes.

Minutes of the April 10, 2010 Board Meeting

- No changes.

Bridgett Johnson moved to approve the minutes of the April 7, 2010 and April 10, 2010 board meetings. Motion carried.

Financial Report

FY 2010 Report

Debbi Kramer reported that the checking account balance is \$12,674.01 as of August 6, 2010. The conference account has a balance of \$10,019.90, but that includes money that is still owed to T&T Conferences and Event Management, an amount the company has not yet specified. The American Financial account has \$18,137.97 in CDs and there is a balance of \$1,360.94 in the money market account. The MLA Annual Conference resulted in \$70,145.38 total income, although the amount does not include fees. Debbi reports that there were more than 300 attendees; Janel Trowbridge has the exact number. Sami Pierson requested an estimated expense of the conference. MLA spent \$24,365.87 on the conference, plus an additional \$18,000 to the conference planners. Eva English noted that anything over \$15,000 in profit would be split with the conference planners. Kim Crowley requested an end of year report for FY10. Debbi said it will be done by the following day.

FY 2011 YTD Report

Debbi noted that as of August 1, 2010, there were 811 MLA members in the membership database. Although this is an increase, not all members are current with regard to dues. Debbi stated that MLA needs to help librarians understand what MLA does for them and cited sponsoring an annual conference, educational retreats, and contracting lobbyists as MLA actions that benefit Montana libraries. Suzanne Goodman suggested that MLA members be given fast fact sheets so everyone knows talking points to encourage Montana librarians to join MLA.

Association Reports

Officers

President – Sami Pierson
Vice-President – Kim Crowley
Secretary/Treasurer – Sarah Daviau
Past President – Eva English
Directors-at-Large – Bridgett Johnson and Marjorie Doyle

Executive Assistant – Debbie Kramer

Association Representatives

ALA – Suzanne Goodman
MPLA – Pam Henley
PNLA – Mary Lou Mires

Divisions

ASLD – Anne Kish
PLD – John Heldt
SLMD – Nancy Pensa

Standing Committees

Awards and Honors – Molly Ledermann
Book Store – Beth Boyson
Bylaws – Judy Hart
Cates Scholarship – Lisa Mecklenberg Jackson
Communications – Eva English
Finance – Eva English
Nominating – Eva English
Conference Planning – Johanna Freivalds
Government Affairs – Judy Hart
Intellectual Freedom – Sheila Bonnard
Marketing and Public Relations – Lisa Mecklenberg Jackson
Professional Development – Mary Drew Powers

Interest Groups

American Indian – Teresa Gilham
Central Asia Institute – Nancy Venable & Norma Glock
Children & Youth Services – Linette Greene
Friends – Della Dubbe
Health Sciences – Martha Thayer
Interlibrary Loan – Chris Vance
Offline – Matt Beckstrom
Public Library Directors – Joanne Erdall
Technical Services – Megan Dazey
Trustees – Carol Grover

MLA Website – Stacy Bruhn

Focus Newsletter – Suzanne Schwichtenberg

Mary Lou Mires requested that the PNLA report be discussed separately. Marje stated that changes had been made to the Professional Development Committee's report and that it should be discussed separately.

Marje Doyle moved to accept consent agenda and approve those reports presented except PNLA and Professional Development Committee's reports. Motion carried.

PNLA Report – Mary Lou Mires

Mary Lou stated that she will be attending the PNLA Annual Conference in Victoria, B.C. in August and had been asked to speak with board members about what PNLA can do for MLA. Mary Lou wants to make sure MLA members' thoughts and concerns are

voiced and asked for ideas and suggestions to take to PNLA. As a regional association, PNLA has donated funds for programs for MLA, but PNLA would like to know what else it can help support for MLA. As an example, Mary Lou suggested pooling resources and information about the Books and Babies program. Darlene encouraged cooperation between PNLA and MPLA with regard to their leadership institutes and alternating years so efforts are not duplicated. Pam stated that, to explore other options, MPLA has been looking into professional development opportunities offered in other regions. Mary Lou said that PNLA has been looking into offering professional development opportunities online.

Pam Henley moved to accept Mary Lou Mires' revised report asking for suggestions for her to take to the PNLA board as to how PNLA might benefit MLA. Motion carried.

Professional Development Committee Report

Marje stated that the Professional Development Committee report submitted before the meeting had an abbreviated list of members. Trish Pierson has been appointed to the committee, with a term expiring in 2012. Sonja Gavin and Regan de Victoria have been appointed to the committee, with terms expiring in 2013.

Suzanne Goodman moved to accept amendments to the Professional Development Committee Report. Motion carried.

Report of State Library

Darlene stated that the State Library is moving along with Library Snapshot Day, but it has been moved up to September 15 so the information collected may be used in a presentation during the coming legislative session. The State Library also hopes to have the gathered statistics ready for the BTOP grant kick-off, Connect @ Your Library, on October 12-13. Connect @ Your Library is part of the BTOP grant, although the Gates Foundation is providing the funding for this particular event. It will run as a full-day event, beginning at noon on the first day and ending at noon on the second day.

The courier pilot program was discussed. Darlene stated that the courier money was one-time only and that the State Library would be unable to ask for any new money to fund the project again during this legislative cycle. Darlene encouraged libraries to send letters to their respective legislators about the pilot and how well it has worked.

The meeting recessed at 2:25 pm.

President Sami Pierson called the meeting to order at 3:02 pm.

Another addition to new business: certify June 2010 MLA elections.

Unfinished Business

Website policies and procedures

At the previous board meeting, Stacy Bruhn and Pam had agreed to work on the website policies and procedures. Pam stated that she had the policies, but didn't know if they had been posted to the website. Pam said she would speak to Stacy about whether the policies and procedures had been added to the online handbook.

Outstanding Support Staff of the Year Award

Sami asked if criteria for the award had been created. Debbi provided the draft proposal, which was read aloud. The purpose of the award is to foster, encourage, and recognize significant contributions of Montana's library support staff. The candidate is not required to be an MLA member. Those putting forth nominations may nominate colleague or themselves. The candidate must be working in a Montana library at the time of nomination in a position not requiring an MLIS, although the nominee may hold an MLIS.

Anne asked if the Cates Award requires an MLIS. Marje read the requirements of the Cates Award aloud; an MLIS is not a requirement. Marje stated that there are people with an MLIS in paraprofessional positions and library directors without MLIS, so it is the position, not the person, which should be in question. Kim suggested dropping the MLIS clause in favor of language requiring a support staff position and that someone in a support staff role would not meet the criteria for librarian of the year. Sami stated that whoever is doing the nominating will see the person as being in professional role or the support role. The award encourages support staff to be more involved and recognizes those who do so much for libraries but don't fit into any other categories of awards given. Sami said she agreed about dropping the MLIS clause because it confuses the issue, but wondered whether the clause about not being an MLA member was necessary. Kim noted that it is difficult for libraries or friends organizations to pay for all staff members to be MLA members. Marje stated that the Cates Award requires the nominee be an MLA member, but no other awards require MLA membership.

Sami said she would summarize the MLA board's discussion about the criteria and submit it to Molly Ledermann. The award will be added to the October board meeting as an action item under unfinished business.

Montana Authors Project

Marje said that MLA decided in its April board meeting to table the request for funding for the Montana Authors Project until the next budget year. Sami said the board likes the idea, but does not have the funds to support the project. Kim said that she thinks the project is great, but that it would be more appropriate for a friends group or library foundation to fund. Marje said that it would not be an MLA project, MLA would just serve as a one-time sponsor for the project. Judy said that she liked the recommendation

to put out calls for funding to library foundations. Sami said that, though MLA supports the Montana Authors Project, any extra money MLA has should go to professional development grants. Suzanne asked if any money was allocated to the project in the budget. Sami said yes, but it had been taken out because MLA cannot afford it. Marje said she would pass along the information to the project leader, Karl Olson.

New Business

Approve budget 2010/11

Bridgett Johnson moved to approve the fiscal year 2010/2011 budget. Motion carried.

Sami said that she will email copies of the final budget to all board members.

Approve contract with lobbyist firm

Judy Hart noted that the contract is for services from Smith and McGowan, Inc., the long-time lobbyists for MLA. The contract term is from November 1, 2010 through April 20, 2011, and an extra session would require a special contract. Payments will be made in installments in November 2010, January 2011, March 2011, and April 2011.

Pam Henley moved to approve contract with lobbyists Smith and McGowan, Inc. Motion carried.

Sami signed Smith and McGowan contract.

Susan Lerdahl Memorials

Debbi stated that \$290 in donations have been made in Susan's name, plus another \$500 donation from her husband, John. John had told Debbi that MLA may spend the money as it sees fit. Sami asked if Susan had any special interests for which a speaker could be sponsored. Darlene noted that Susan and Mary Bushing were instrumental in establishing a structure for MLA, including its handbook, elections, and chain of command. Darlene said that, with \$790, selecting a speaker and dedicating it to Susan would mean a lot and that, if MLA receives more donations, the board could revisit the issue and establish a scholarship or something similar. Bridgett suggested permanently renaming MLA's keynote speaker in honor of Susan. Darlene said that there are many people who have died recently who have done a lot for Montana libraries and suggested that naming the keynote in her honor once would be good, but establishing something more permanent would be problematic. Sami suggested that MLA wait until they have an appropriate speaker who would be pertinent in Susan's honor and if MLA receives another memorial for someone else, maybe that memorial could sponsor a future speaker.

Kim asked if MLA has a gift policy. Sami said she was not aware of one, but that MLA should have one if memorials similar to Susan's will be encouraged in the future. Kim, Bridgett and Marje volunteered to work on a gift policy.

Endorsement of the components of the Library Information and Technology Program for teacher librarians in Montana

Nancy stated that the OPI Chapter 55 accreditation standards revision process is currently taking place and that the required number of full time employed teacher librarians may or may not be reduced depending on the outcome of the process. Nancy said that those doing the evaluation are looking at outputs, not inputs and are questioning how many FTE librarians to have in a school in relation to their schools' student population. Nancy said that as of now, a school with 250 kids or less requires .5 FTE and a school of 250-500 students requires 1 FTE. There may be recommendations to do away with that standard.

Sami asked if that would result in schools being able to eliminate school librarians as they chose. Nancy said that yes they could, and that classroom teachers would then be responsible for teaching the LIT Program outputs of Information and Technology Instruction, Reading Advocacy and Information Management and Services. Currently, each teacher librarian is responsible for providing their school library program with these components. Nancy requested a strong statement from MLA in support of teacher librarians across the state.

Sami asked for clarification that SLMD wants standards to remain as they currently exist so that teacher librarians can remain in place to support the LIT Program. Nancy said yes. Sami said that schools would want the standard removed so they would not have to keep librarians on staff and would be able to save money. Sami stated that not only does the teacher to child ratio need to be maintained; the certified librarian to child ratio needs to be maintained. Nancy stressed that because time is short, SLMD is requesting the statement by the end of September.

Bridgett Johnson moved that the Montana Library Association formally support the LIT (Library Information and Technology) Program as it currently exists and draft and submit a resolution of support. Motion carried.

Nancy, Suzanne, and Kim agreed to draft the resolution. Judy suggested contacting Niki Whearty from Helena High School Library for additional help.

Membership development program

Marje stated that the Professional Development Committee had been brainstorming on what do to encourage new membership to MLA. The committee had thought about working with marketing and PR to develop MLA t-shirts with the MLA logo on the front and a library-related saying on the back. Marje said that any new member that attended the new member breakfast would get a free t-shirt and the shirts would be for sale in the bookstore. Marje said the committee was looking for something that would pay for itself and would like the go-ahead from the board to check into costs and work with PR and marketing.

Government Affairs

Judy asked Darlene for any additional suggestions for legislators to keep in mind should extra money become available. Darlene suggested the reestablishment of vacant positions, including the reader's advisory librarian and the natural resource librarian, and money to continue the courier and digitization projects. Darlene stated that there will be a large amount cut from the budget and what the State Library can ask for will depend a lot on the mood at the time. Darlene said there is a general consensus of libraries being comfortable with requesting statewide funding with OCLC, the courier project, and statewide database support and that this is not the year to ask for new money. A lot will depend on if the legislators will be taking 4%, 5%, or 9% out of the governor's budget. With a 4-5% cut, at least one vacant position will be eliminated. If there is a 9% cut, some additional money will be pulled back.

Suzanne Goodman moved that the MLA Board direct the Government Affairs Chair and Committee to monitor upcoming legislative activities/session and work with Montana State Librarian to finalize MLA Legislative Agenda, to include, if deemed appropriate and timely, but not limited to:

- Montana State Library Budget – take a passive stance
- Continuation of Coal Tax funding
- Library construction
- Full funding for statewide OCLC Group Services Contract
- Full funding for statewide electronic databases
- Censorship and Intellectual Freedom Issues
- Restoration of the currently held vacant Reader's Advisory position in the Talking Book Library
- Restoration of the currently held vacant position of Natural Resources Librarian
- Restoration of funding for the contract for Natural Heritage Program (NHP) Core program

One time only funding, if available:

- Funding to expand the Statewide Pilot Courier project to the original statewide scope (\$200,000 per year)
- Funding to more rapidly expand the State Publications Digitization Project.

Support or oppose, as appropriate, all matters of concern to public, school, academic and special libraries

Support or oppose, as appropriate, legislation that impacts Montana's citizens' right to information

Motion carried.

Discussion of issues to bring to ALA

Suzanne asked for any suggestions for what issues to bring to ALA or ideas for how ALA can help MLA. Suzanne mentioned frontline fundraising, the Our Authors, Our Advocates program, and an online toolkit for cultivating local resources as issues currently being discussed by or advocated by ALA. Darlene noted that ALA advocating for LSTA funding would help MLA.

Discussion of bylaws

Judy requested clarification of what needs to be corrected with regards to the bylaws and the handbook. Debbi stated that the last change made to the bylaws was allowing elections to be conducted via email and that the change had been reflected on MLA's website. Eva said that the bylaws are stable, but there are issues with some regulations in the handbook that contradict the bylaws and that Della Dubbe had agreed to evaluate how often to update the handbook.

The meeting recessed at 4:49 pm.

President Sami Pierson called the meeting to order at 4:59 pm.

Certification of 2010 MLA elections

Pam Henley moved to certify the election results as:

- Kim Crowley – President-Elect
- Sarah Daviau – Secretary-Treasurer
- Suzanne Goodman – ALA Councilor
- Marje Doyle – Director-at-Large West

and passing the Traditional Cultural Expressions resolution. Motion carried.

Bylaw discussion continued

Sami said that the first problem with the bylaws, Article IV, Section 1, has already been addressed. MLA has already planned four conferences in advance.

Eva stated that as Article V, Section 1 states that five directors shall be nominated, but it should state that seven directors are nominated and elected. Kim suggested removing the word 'five' from the statement. Eva suggested changing the wording to, 'All directors shall be nominated and elected as provided in the bylaws.'

Debbi said that the length of terms for the PNLA, MPLA, and ALA representatives are incorrect according to Article VIII of the bylaws. According to the handbook, each serves three years, but according to the bylaws, the PNLA and MPLA representatives serve two year terms and the ALA representative serves a four year term. Suzanne stated that ALA required a four year term. Eva said that the background research had been done and the term had been appropriately changed to three years. Sami said that if ALA

required a four year term, it needs to be investigated and changed as necessary. Debbi stated that if the bylaws need to be changed, it must be done at the membership meeting and Judy would need to bring up the wording change at the meeting in April.

Further discussion of the handbook was tabled until the following day.

Debbi requested a reconsideration of her current position title. Debbi stated that due to the change of her position title from 'Executive Director' to 'Executive Assistant', she has had problems executing her duties. Debbi gave an example of Qwest requesting to speak with her supervisor because 'Executive Assistant' implies that she has a direct supervisor. Debbi requested that her title be changed to 'Administrative Director'. Marje stated that 'Executive Director' causes confusion with the board of directors and the executive committee. Mary Lou commented that 'assistant' implies a next level of supervision.

Bridgett Johnson moved to change the name of 'Administrative Assistant' to 'Administrative Director'. Motion carried.

Nancy Pensa and Darlene Staffeldt noted they would not be present for the meeting on August 7.

The meeting recessed at 5:29 pm.

President Sami Pierson called the meeting to order at 9:17 am on August 7, 2010.

Sami stated that the bylaws are mostly in order, but the handbook needs to be updated to match the bylaws and itself.

Marje asked if Eva was working with the online version or the print version of the handbook. Eva stated she was using the print version and that there were several items that did not coincide with the bylaws, such as the retreat policy, the reserve fund policy, the expense reimbursement policy, and the board of directors. Eva said that a procedure needs to be established for updating the manual and it is the Past President's responsibility. Kim suggested allowing each division to work on their respective pieces. Eva said that had been tried before, but had not worked because the people who rewrote their sections did not go back and consult the bylaws, and that the job descriptions were written in widely varying forms. Eva volunteered to revise the job descriptions and handbook.

Bridgett Johnson moved that Eva English, Past President of MLA, be directed to clean up manual and handbook so they coordinate with the MLA bylaws. Motion carried.

Meeting adjourned at 9:26 am.

Respectfully submitted by Sarah Daviau