

MINUTES
MONTANA LIBRARY ASSOCIATION
BOARD OF DIRECTORS' MEETING
Grizzly Room, Montana State Library
Helena, Montana
January 16, 2013

CALL TO ORDER & INTRODUCTIONS:

The January 16 meeting of the Montana Library Association Board was called to order at 9:40a.m. by President Anne Kish. Introductions were made and two guests were introduced: Jessica Frehse, Denton Town Clerk and Librarian, and Sarah McHugh, Director of Statewide Library Resources, Montana State Library.

Present were Board members Beth Boyson, Kim Crowley, Della Dubbe, Roberta Gebhardt, Judy Hart, Cheryl Hesel, Dawn Kingstad, Anne Kish, Debbi Kramer, and Lisa Lykins.

CHANGES TO AGENDA: A Resolution Proposal was added under Unfinished Business, and the 2015 Conference Contract was added under New Business.

MINUTES OF THE JUNE 18 AND 19, 2012, BOARD MEETING:

Beth Boyson moved that the minutes of the October 209, 2012, Board Meeting be approved as submitted. The motion passed unanimously.

UNFINISHED BUSINESS

Resolution Proposal: A Resolution of the Montana Library Association regarding control by public library boards over their budget and funding requirements was presented to the board. In paragraph two, the word "color" was changed to influence, and the resolution statement was revised to say "Now, therefore, be it resolved by the Montana Library Association that:". Kim Crowley moved and Lisa Lykins seconded that we approve the resolution with the two corrections, and the resolution passed unanimously.

Budget: Anne Kish provided handouts related to the budget and stated that the current practice is not working well. The Executive Committee is supposed to establish the budget, and we need to revive the Budget Committee. Debbi Kramer reminded the Board that first, she needs input from all entities when she sends out the forms the first part of May. We need to encourage initiative on the part of new chairs. Della suggested an earlier date for submissions. The Finance Committee must consider the budget and is essential for auditing. Anne Kish suggested we try the finance committee for a year. Debbi will hand out the budget sheets at the Conference, with a deadline for return one week later. Then the Finance Committee will meet with Debbi in person and make a recommendation to the Budget Committee by June 1. Then the recommended budget will be submitted to the Board at the summer retreat and then to the membership. This change in procedure does not require a change in the By-Laws. The Finance Committee can conduct an internal audit, which is okay under Montana Nonprofit Association rules because the Finance Committee has no voting authority.

The Budget Committee will write a definition for each line item for budget consistency. Definitions can also prevent placeholders. There was brief discussion of lobbyists, with a smaller budget for the interim and larger for a legislative year. Related to the conference budget, the planners should provide the overall amount. Della noted that before hiring TNT for conference management, we had conference budget plans. It was agreed that TNT should not decide specific costs.

Finally, the Board discussed having a professional audit every six years. Debbi Kramer will ask the same auditor who did our last audit.

Training is available for the Executive Director; it was suggested that Debbi could use the archived training from MNA, which the ALA Representative could also attend.

The entire Balanced Budget Plan presented by Anne Kish was reviewed and discussed. Beth Boyson moved to adopt Recommendations 1-4 with the date changes discussed during this meeting and Recommendations 6-9 as presented. The motion passed unanimously.

NEW BUSINESS

2015 Conference Contract: A contract was proposed for Bozeman at the Holiday Inn and Best Western, April 8-11, 2015. Della Dubbe moved to approve the contract, and the motion passed unanimously.

Vendor Committee: The ALA, PNLA, and MPLA representatives divided the vendors up and made personal contact. Della commented that this amounts to a lot of work. Either the vendors should be divided among a larger group of people or we should send letters instead. Anne Kish urged that we make contact with vendors before they create their yearly budgets. Sarah McHugh added that they have a vendor distribution list for statewide projects. Further discussion included personal contact with vendors at the conference, dropping off inactive vendors, and doing things to encourage vendors, including hosted breaks during the conference.

Adding Locations Back into the Conference Rotation: Anne Kish said we are currently revisiting needs and looking at locations to see if they meet members' needs.

Annual Reports/ Mid-Year Reports Schedule: Officers, Association Representatives, Division Chairs, Standing Committee Chairs, and Interest Group Chairs should all submit reports at mid-year if they have been active at all, and all should submit annual reports in the spring. Cheryl Hesper commented that there is value to the Board to have reports in January to consider for needed action before conference.

Tax Status: As a 501©(3) we are allowed only an insubstantial amount for lobbying. We can file for exemption 5768 to be able to use 20% of our funds towards lobbying.

ASSOCIATION REPORTS:

(Note: Some association reports were submitted by e-mail and will be available through the website. The following are additional comments.)

OFFICERS

PAST PRESIDENT: Kim Crowley discussed potential candidates for the open positions of Vice-president, ALA representative, and Director at Large East. She took feedback from the Board and will have the slate of candidates ready for the mid-February deadline. Kim explained that she and Cheryl Hesper had worked together on revisions and had decided that the best course of action was to get rid of the "handbook" as such and instead revise website offerings to include all of the necessary information originally offered in the handbook. All chairs will be contacted to make sure that all the information is available and current for people needing to know about their groups, about joining, etc. The Board was provided with handouts showing the revisions, and members supported the idea of continuing with the revisions, which will ultimately be done by Stacy Bruhn once Kim and Cheryl feed her all the necessary changes.

Next Meeting: The Board will meet Wednesday, April 17, from 1:00-4:00pm preceding the MLA Conference in Missoula.

Respectfully submitted,
Cheryl J. Hesper, Secretary