

**MLA Board Meeting Minutes**  
**October 19, 2015**  
**Livingston-Park County Public Library**

In attendance: Dawn Kingstad, Debbi Kramer, Samantha Hines, Lisa Mecklenberg Jackson, Stephen Haddad, Sheila Bonnand, Eileen Wright, Matt Beckstrom, Kirsten Bryson, Carmen Clark, Susan Gregory, Niki Keuch, Mitch Grady, KellyAnne Terry, Lauren McMullen, Pam Henley, Jo Flick, and Judy Hart (online).

President Dawn Kingstad called the meeting to order at 1:00 p.m.

**Action item:** *Motion to approve minutes from June 4-6 board meeting.*

*1st: Matt Beckstrom*

*2nd: Eileen Wright*

*Approved*

**Reports** provided by officers, association representatives, divisions, standing committees, and executive director. Mitch Grady is the new PLD Chair as of 10/18/2015.

Wrap-up summary of **ASLD/PLD Retreat**: Update by Kirsten Bryson, ASLD Chair. It was a very successful retreat. Well attended (37 attendees this year compared to 25 last year). Folks especially appreciated the two tracks. And folks appreciated a “light” speaker during the dinner. Kirsten said Chico staff is very easy to work with. Dates for the next two ASLD/PLD Retreats have already been booked at Chico (Oct. 16-17, 2016 and Oct. 15-16, 2017). Kirsten suggested that program proposals be solicited beginning in late July. Lisa suggested a list of attendees be added to the packet. Agreed. Kirsten was thanked for all her hard work.

**Internal communications.** Lauren McMullen is looking at communication among MLA members as her project from the summer leadership institute. She feels something beyond Wired is needed for the membership. She likes the idea of community. Debbi suggested a mass e-mail system is needed. Sheila liked the idea of membership benefits—such as a log-in area on the Website. President Dawn appointed a special communications committee which will look into this issue and **report back at the January board meeting**. Members are Debbi Kramer, Eileen Wright, Lisa Mecklenberg Jackson, Kendra Mullison, and Steph Johnson. Lauren will chair the committee.

**Mentorship program.** Pam Henley is looking at developing a mentoring program for new public library directors as her project from the summer leadership institute. She envisions matching up seasoned public library directors with new public library directors. She would like a committee to look at this issue. President Dawn appointed a special public library director mentoring committee which will look into this issue and **report back at the January board**

**meeting.** Members of that special committee are the two directors-at-large board positions, the public library division chair, and the Webmaster. Pam Henley will chair the committee.

**MLA handbook online** (on MLA Website). Members of the board should review and send any updates to Debbi electronically.

**New members contact.** Debbi notifies Matt and Diane as directors at large when there is a new member signed up for MLA. Matt and Diane contact the new member. If anyone knows of someone new to the Montana library world, let Matt and Diane know. Also, Matt and Diane will talk to determine whether there should be a director at large committee for contacting new members. Could potentially include members from each division.

**Social media policy.** Tabled. The Marketing and PR Committee will **bring a draft to the January board meeting.**

**Advocacy handout.** This was discussed at the June 2015 board meeting. The primary focus of this handout would be school administrators. Tabled until January. **Niki to look at.**

**Government Affairs Comm. transition plan.** Judy Hart (Lewis and Clark Library), who has chaired the Gov. Affairs Committee for a number of years, will be retiring in Feb./March of 2016. A plan will need to be made for that committee. Judy said Lewis and Clark Library is committed to helping with this effort. Some items have been written in the job description for the new director. Matt Beckstrom at the library is also interested in helping with the government affairs effort and Judy stated she may be able to serve in a volunteer capacity. It is important to have someone local who can get to the Capitol quickly during the legislative session. At the same time, this should be a committee effort and not rely solely on the efforts of one person. MLA does have a paid lobbyist. **Judy, Matt, and Dawn will meet to discuss further.**

**Improve communication between board members.** There was discussion on how to better communicate between board members. We currently use Google Docs which seems to work OK, but not great. Other groups use MemberClicks, but it is fairly expensive. Debbi will ask the executive director e-mail list what they use for software to communicate among board members and with memberships. **Deb will present her findings to the board in January.**

There was some discussion on material sharing. Kirsten stated she has scanned the ASLD binder. This should be put on the ASLD Website so next year's ASLD officers would have easy access to it. Lauren created an ASLD/PLD Retreat wiki last year. This could be added to the Website as well. Niki stated she has school library division documents which could be added to the SLD portion of the Webpage. The MLA calendar is very useful. This should be pulled from the handbook and posted on the front page of the MLA Website.

**MLA brochure.** Debbi stated the two brochures on the MLA Website are up-to-date. **Although she will need to add the SLD Retreat information for August.**

**Board orientation.** Carmen stated that PNLA is working on a board orientation procedure. She will share their work with us as MLA does not have a process like this and it would be useful to have one.

**2015 Summer School Library Divisions (SLD) Retreat.** 36 school librarians attended a newly organized retreat in August in Bozeman. A roundtable was held and MLA was discussed. Niki reported the retreat was very well received and it will be an annual event for school librarians.

Niki will bring a request to the January board meeting to continue to offer a \$40 MLA registration for school librarians in conjunction with sign-up for the MEA-MFT Conference annually held in October of each year.

Niki asked if the deadline for proposals for the MLA Annual Conference could be moved to Nov. 1 each year (instead of early in October). This would give school librarians a chance to collaborate at MEA-MFT regarding potential program proposals. Debbi stated that nothing happens with the proposals until early December so a later deadline should not be a problem.

**Action item:** *Motion to extend the deadline for the program proposals for the annual MLA Conference to Nov. 1 of the year prior.*

*1st: Eileen Wright*

*2nd: Niki Keuch*

*Approved*

**Success stories.** There was discussion on adding “success stories” which could rotate on the MLA Webpage. A type of “What does MLA mean to you” scenario. These stories could also be used for a FOCUS article and as something to share with legislators next session. **A decision on using success stories, and the mechanism for obtaining them, was tabled until the January board meeting.**

**Financial audit.** Debbi mentioned that she needs 3-5 people every 3-5 years to look at MLA transactions/claims. **Debbi will check with the Montana Non-Profit Association to see how often we need to do an audit. This should also be added in to the evaluation procedure for the executive director (see below).**

**Employee evaluation process.** Sheila has the forms to evaluate MLA paid staff, including the executive director, the Webmaster, and the lobbyist. The executive committee (President, Vice-

President, Secretary/Treasurer) need to do the evaluations in January of each year. The president will compile and present the information to the board in the spring of the year. **This evaluation process needs to get in the association calendar and in the procedures handbook.**

**New Webmaster for MLA.** Stephen Haddad (Missoula Public Library) was introduced as the new Webmaster. Welcome Stephen! The board is very interested in hearing Stephen's ideas on a re-design of the MLA Webpage, including how to make the front page more interactive.

**Offline.** KellyAnne Terry is the chair of Offline this year. She presented the board with a flyer advertising Offline 2016, "Connecting Through Virtual Communities." Offline will be held Feb. 5-6 in Lewistown at the Yogo Inn. The featured keynote speaker will be Dr. Michael Stephens, an assistant professor in the School of Information at San Jose University who conducts an online postgraduate course entitled The Hyperlinked Library. There will be two tracks at Offline; one for smaller libraries and one for larger libraries. KellyAnne will be putting out a call for proposals next week. Debbi to send KellyAnne the Offline budget.

**Retreat and Offline refunds.** There has been some confusion on refunds for retreats and Offline.

**Action item:** *Motion to use the same refund policy for retreats and Offline as is used for the MLA Conference.\**

*1st: Sheila Bonnard*

*2nd: Susan Gregory*

*Approved*

\*The Conference Planning Committee Chair may approve requests for refunds due to cancellation up until 14 days prior to the first day of the conference. Such requests for refunds must be in writing and directed to the Conference Planning Committee Chair. A \$25.00 handling fee will be deducted from the refund amount.

Requests for refunds due to cancellation or change of plans will not be approved if made after the date stated above, except that the Conference Planning Committee Chair has the discretion to approve requests for refunds due to cancellations caused by medical emergencies or death in the immediate family. Such requests must be in writing and directed to the Conference Planning Committee Chair. A \$25.00 handling fee will be deducted from the refund amount.

Without exception, requests for refunds made more than 30 days after the last day of the conference will be not approved.

Appeal may be made to the Executive Committee of the Board of Directors for review of refund decisions made by the Conference Planning Committee Chair. The decision of the Executive Committee will be final.

**MLA Conference 2016.** Samantha gave an update. All is going well.

**NOTE:** Current MPLA and PNLA Presidents should be invited to the MLA Conference. Funds in the MLA MPLA and PNLA chapter budgets would pay for their registrations and each chapter would pay for travel.

**Future conference location update.**

1. Helena will not work.
2. Kalispell only offers two hotel options. Too difficult to negotiate between buildings.
3. 2016 - Missoula
4. 2017 - Big Sky. **Debbi will check with Big Sky to see if they will work with MLA.**
5. 2018 – Billings. **Downtown Northern will be contacted.**
6. 2019 – Bozeman

**MPLA joint membership update.** Eileen stated that MLA and MPLA have different calendars, one fiscal one calendar, which causes a complication in terms of membership. All twelve states of MPLA would need to agree. More negotiations are needed.

**Association pins update.** Matt is looking for metal pins with MLA logo. Cost \$1000/1000 pins.

**Encourage Library of Congress to appoint a librarian.** A librarian has not been appointed yet. MLA needs to draft a letter. **Dawn will draft a letter to send to Congress.**

**Next MLA Board meeting.** The next meeting will be a phone meeting in January. Dawn will send out potential dates.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,  
Lisa Mecklenberg Jackson  
MLA Secretary