



# Montana Library Association

*From the Mountains to the Prairies*

## Board Meeting Agenda January 17, 2020, 1- 4 pm Online via WebEx

Meeting called to order at 1 PM

Elizabeth Jonkel (past President), Stephan Licitra (ASLD Chair), Debbi Kramer (Executive Director), Mary Anne Hansen, (President), Rachel Rawn (MPLA Rep), Brittany Alberson (incoming SLD Chair), Megan Stark (Secretary/Treasurer), Cory Ffiles (PNLA Rep), Gavin Woltjer (IF Committee Chair, President-Elect), Kit Stephenson (co-Chair PLD), Kend Mullison (Director at Large West), Matt Beckstrom (ALA Representative), guests Pam Henley, Alana Mueller-Brunkhorst (incoming ASLD chair)

1. Welcome and Introductions
2. Agenda review
3. Approval of October 14, 2019 minutes  
Action item: Approval of October 14, 2019 minutes: Jonkel moved and Licitra seconded motion to approve the minutes as amended. Approved.
4. Association Reports
  - a. Officers: Hansen will submit report at a later date. Jonkel reported that she continues to secure nominees for vacant board positions. To date, has at least one candidate in all slots except Director-at-Large West. Indicated she is willing to contact anyone interested.
  - b. Association representatives: Rawn reported that she is still waiting to hear back from PNLA regarding a change to a fall date. Ffiles will update the board after the PNLA meeting scheduled for 1/21/22. Henley is the incoming president for PNLA.
  - c. Divisions: Alberson reported on a Teacher Planning Session in Great Falls. Billings Public Schools is facing a serious budget shortfall, and has suggested the elimination of six school librarians. Requested suggestions for co-chair. Woltjer expressed the public library support for the Billings Public Schools.
  - d. Standing committees
  - e. Interest groups
  - f. Executive Director: Kramer asked for questions about the financial reports she sent. Indicated that the organization is in good financial health. Kramer stated that funds will need to be reserved for the shift to an August conference to maintain the cash flow. Jonkel asked about the license plate deficit; Kramer indicated our final payment came in December and the total loss of annual revenue will be \$4,000. There is no resulting impact to this year's budget, but the shortfall will need to be addressed the following year. Hansen mentioned the Cates fund and a request by D.A. Davidson to strategize and develop a financial plan for the fund. Hansen will send out a doodle poll to board to coordinate a meeting.
  - g. Committees: Woltjer indicated that Finn submitted a Government Affairs report. Indicated concern about the retreat scheduled at the same time as the summer board retreat. Kramer followed-up with Finn and requested additional information. Licitra reported that the fall retreat yielded around \$1,400 in revenue, and generated positive comments by most attendees. Discussion of upcoming dates. Stephenson noted need for

discussion with Offline conference planners about merging. Kramer indicated that 26 attendees have registered to date for Offline; there is a goal of 30. Beckstrom reported that he serves on the ALA Conference Committee; large discussion is the redesign of the midwinter conference due to declining attendance and affordability. ALA also recently appointed a new executive director. The building owned by the Association has been sold, but there is a plan to remain in the Chicago downtown area. Beckstrom will attend midwinter meeting this year in Philadelphia.

5. Handbook

- a. Updates (Debbi): Kramer received updates from the bylaws committee, which have been sent to Haddad for website updating. Kramer reported no other concerns about out-of-date content. Kramer will request updates for job duties and responsibilities to be addressed at the April meeting.
- b. Online voting and resolutions (Lisa): Not in attendance.

6. MLA conferences and events

- a. MLA Board Retreat – June 2020: Kramer will keep the board updated on the concerns about overlap with the Government Affairs retreat.
- b. Fall Retreat location – October 2020: Noted above.

Annual Conference

- a. 2020 Conference update (Deb): Kramer indicated that everything is going well with the venues, vendors, supply ordering, local businesses, etc. To date, nearly 20 registrants, and speaker contracts have been returned. Indicated that board members should continue to solicit vendor interest.
- b. MLA calendar decisions – any necessary tweaks/updates? (Deb, Rachel, Corey): Awaiting further discussion with MPLA and PNLA. Kramer has made minor changes to the calendar which have been sent to Haddad for posting.
- c. MLA program submission process recap (Deb): Kramer reported that it went well this year both in terms of quality programming and the selection process. The conference has excellent programming; there is a great deal of enthusiasm among teachers for Debra Magpie Earling. Kramer indicated that a member of the public can pay \$16 to attend the brunch.
- d. Membership/Board Meeting – request for materials and participation – what do we need to do to prepare for April Board meeting? (Deb): Kramer indicated that there was not a need for any additional information from the board.

Other events business

- a. Membership recruitment update?: Kramer requested that she be alerted to any new librarians around Montana so that she may send them a welcome.

7. **\*Succession Planning (our most important discussion item)**

- a. Woltjer summarized a suggested approach. Requested input from the board. Would prefer a definitive document with our needs in order for us to request firm cost estimate. Requested feedback by 2/14 in order to prepare for the decision-making meeting in April. Hansen requested a compilation of what Kramer and Woltjer have created in order to fully illuminate any further ideas. Woltjer agreed to do so, and emphasized that this contract is a bridge year for the organization to determine the best practice moving forward. Jonkel asked if Haddad had been contacted about the impact to his position. Woltjer indicated this needed to be added to the list of things to consider. Kramer also reminded the board about the role of Cates Scholarship. Kramer will make sure that Woltjer receives this information. Stark will send Woltjer budgets for Smith & McGowan to analyze. Mullison inquired about launching a survey at MLA. Woltjer expressed concern that the timing may be too late. Discussion about how to include membership in the decision. Hansen will communicate with membership via Wired. Mullison will create

a survey to link to this communication. Woltjer suggested a monthly email to maintain the connection. Discussion about how to enact an appropriate contingency plan, and the kinds of changes that the organization may need to make (ie paperless conferences, engaging past-presidents as an advisory board) in order to ensure success. Fifles reminded Hansen to emphasize the public nature of our meetings.

8. Sarah Creech's FOCUS stint ends April 2020: Hansen will inquire about the interest of Rachelle McLain. If she is not able to serve in this role, Hansen will post an open call on Wired.
9. Wrap up
  - a. Budget 2020/2021: Kramer will collect the requests and send to the Budget Committee for board preparation and presentation at the June meeting.
  - b. Board Reports: please submit outstanding reports. Kramer emphasized the importance of annual reports.
  - c. Congratulations to Hansen on her recognition by ALA's "I Love My Librarian" award.
  - d. Licitra mentioned award nominations for MLA.
  - e. Woltjer would like to rescind his resignation from the IF committee until he can find a replacement. Board accepted this action.

Meeting adjourned without objection at 2:52pm.

Respectfully submitted by Megan Stark