

## Minnesota Library Association

### Board Meeting Minutes

Friday, May 16

10:00 AM – 12:00 PM

MELSA

1619 Dayton Avenue, Suite 320

St. Paul, MN 55104-6276

**Present:** In person: Jayne Blodgett, Jennifer Hootman, Carla Lydon, Kristen Mastel, Michele McGraw, Carla Powers, Maggie Snow, Amy Springer, Jim Weikum, Amy Wilde, Claire Wilson  
By phone: Michael Scott,

**Guests:** None

**Absent:** Nick Dimassis

**CALL TO ORDER:** McGraw called the meeting to order at 10:00 a.m.

- **Welcome and Introductions**

- **Approval of consent agenda**

- Board meeting agenda
- April minutes
- President's Report
- President-Elect Report
- ARLD Report
- Executive Director Report

Wilde requested that an item about MLTA be added to the agenda. Motion by Blodgett, seconded by Mastel, to approve the consent agenda as amended, with MLTA added after approval of financials.

- **Approval of financials**

Hootman explained a proposal to change the timeline for board review of the financial reports. Currently the turnaround time is very tight for finalizing and reviewing the previous month's financial statement before the board meeting on the third Friday of the month. Now that the financials are available online, Hootman explained MHQ's proposal to have the board approve financials from two months back, rather than the preceding month. Mastel voiced her support, as long as financials are available online for review and the board can ask questions as needed. She noted that the annual conference, which takes place toward the end of the year, is MLA's major revenue generator. This means that monthly reports may be needed from October through December in order to build the budget for the following year. Motion by Hootman, seconded by Scott, to change the monthly reporting process from reporting on the month before to reporting on two months back, to be reviewed at end of the year. Motion carried unanimously.

Wilson reported on ARLD Day. Registration fees totaled roughly \$10,200. ARLD had budgeted \$11,000 for registrations. The contract for use of the Arboretum came in at \$6401. In general it appears that expenses will be under budget, and revenue will be close to projections.

- **MLTA Bylaws**

Wilde reported that MLTA has revised its bylaws and asked what the next step would be to get them approved. Mastel requested that Powers review the changes to ensure they are not in conflict with MLA bylaws. Once this is done, Wilde will request that an email blast be sent out to MLTA members.

- **Educating & activating a library support network**

- Legislative Update: Weikum recapped Elaine Keefe's recent report. The legislature must adjourn by Monday and will probably wrap up Saturday night. The proposed increase in Telecommunications Equity Aid did not pass, but this year's plank sets the stage for discussion at next year's session. Library construction grants were funded in the amount of \$2 million and include three earmarks for three specific libraries. There was discussion of this and consensus that MLA does not want to oppose earmarks, although the board would prefer a process of applying for grants. The construction grant process will be looked at within the next year.

- Project updates:

- Connect with Legislative chairs: MLA Presidents and Legislative Chairs met May 16 to talk together about legislative issues and the strategic plan.
- Put Engage on website: Scott has not heard where ALA is in the process of moving from Capwiz to Engage. He expects to find out more by summer.
- Engage training: Training will take place after Engage is on the website.
- Update advocacy page: Changes are underway, working with MHQ.
- Advocacy survey: A survey was done after Library Legislative Day, and an additional survey will be done after the Legislative Forum.

- **Strengthening our organization**

- Travel policy: Powers outlined a proposed change to the travel policy, which would eliminate routine reimbursement for travel within the state. Current policy allows reimbursement for all but the first 50 miles of travel for MLA business. Such reimbursement has not been included in the budget and could amount to a few thousand dollars per year. Wilde requested exception for MLTA officers because some of them come from small libraries with no travel budget. She said this could have an impact on recruiting and retaining MLTA officers and suggested reimbursement of 25 cents per mile. McGraw noted that the policy states that exceptions can be approved by MLA board and suggested that MLTA request funds before any meeting that requires travel. She also noted that conference calling, which MLA provides to encourage participation, may an option for MLTA. Motion by Powers, seconded by Hootman, to approve the policy as written. In favor: Blodgett, Hootman, Lydon, Mastel, McGraw, Powers, Snow, Springer, Weikum. Opposed: Scott, Wilde. Motion carried.

- Project updates: Meetings are scheduled in the next couple of weeks to go over financial data, membership data and subunit funding.

- **Engaging our members**

- Conference update: Snow reported that there was a tour of the facility last week and planning is going smoothly so far. Mastel noted that there will be a proposal selection meeting this afternoon. A total of 94 proposals have been submitted and there are 66 slots to fill. The venue spans three different buildings and will include sessions in each. Snow reported that there are seven paid exhibitors so far and one paid sponsor. Vendor presentations will take place in the exhibit hall.

- Project updates
  - Online forums are available as a feature of the new website but have not yet been implemented.
  - Volunteer descriptions are still being worked on.
- **Developing and equipping our leaders**
  - Project updates: job descriptions for board members and better support for online meetings are still in progress.
- **Next steps for strategic plan:** The board was joined by MN ToP coordinator Eva Jensen, who led a working session on the strategic plan.

**ADJOURNMENT:** Meeting adjourned at 12:10 p.m.

Next meeting: Friday, June 20, 2014 10 a.m. to noon at MELSA.