The meeting was called to order by Clark at 10:08 a.m.

Welcome and Introductions – Clark
Leslie Johnson is transitioning to Operations Director at MHQ and Jen Newberg will be our new Executive Director.

Approval of Consent Agenda
Motschke was listed as Treasurer on the November minutes. This will be updated to Secretary. Trenam made a motion to approve the consent agenda and all attachments with the updates; Bross seconded. All were in favor and the motion was approved.

MHQ/Executive Director Update – Johnson
Johnson reported that MHQ now has a full event staff. The website redesign firm will present a first draft of the new site on January 10. The Board will have a chance to review and provide feedback. The completion goal is the end of January 2020. One main change to the site is the directory; they will remove the drop down list of job roles and replace it with free text fields. It will be functionally the same, but will have an improved look.

Approval of Financials – Carlson

Budget Check-In
December 2019 Financial Report
November 2019 financials included in the meeting packet.
1. Total Assets: $188,868.26
2. Total Revenue YTD: $285,805.02
3. Total Cost of Sales YTD: $153,387.12
4. Monthly Expenses for November: $15,138.00
5. Total Expenses YTD: $170,857.67

After adding projected revenues, net loss for 2019 is projected at $28,151. This includes the $507 lawyer fee for consultancy on the Compassion and Caring Project and the $500 ALA Midwinter travel costs for the ALA Chapter Councilor.

Carlson made a motion to approve the financials; McCormick seconded. All were in favor and the motion was approved.

Final 2020 Budget Approval – Clark
Clark noted that one cause of our budget overage was incorrect estimations of conference registrations and membership renewals. The 2019 Conference venue was new to us and ultimately included additional charges for AV,
hotel quotas, and other miscellaneous costs. MLA likely won’t be able to afford that venue in the future. We have control over what we estimate and budget for 2020, and are taking a more conservative approach.

The Board reviewed the 2020 MLA Budget Draft document. Projected gross profit is $150,064 and expense is $171,575, giving a net loss of $21,511. Bross will be working with the Board to manage costs more closely throughout the year.

Clark and Bross met with Ruddick at MHQ to adjust the contract to meet our organization needs while managing costs. MHQ costs in 2018 were approximately $76,000, and this contract adjustment will make the 2020 costs approximately $80,500. 2021 costs will likely be greater because we will have MILE and the Lobbyist contract review. MHQ is also diving deeper into the amount of time spent on the Annual Conference to get a true cost of management, which will allow us to manage costs closer.

Carlson made a motion to approve the 2020 Budget, Motschke seconded. All were in favor and the motion was approved.

**Engage and Educate Members**

**2021 Conference Update – Clark, Johnson**

We have signed a contract with St. Paul River Center to hold the 2021 Annual Conference on October 7-8, 2021. The hotel is Intercontinental Hotel. Exhibitors will be in located in the hall outside of the session rooms, and silent auction will be in the rotunda.

Bross and Clark will meet with ITEM President on December 30 to discuss a co-conference option. Another option is to merge the organizations; ITEM has 200 members, some are also MLA members.

The 2020 Annual Conference is October 1-2 in Duluth. There are two other conferences happening simultaneously, so we hope that won’t hurt the numbers. One of the keynotes will be Jana Shortal from Kare 11 News. We will be looking at ways to cut back on costs. The 2020 Conference will not be branded; it will cut back on graphic design costs and hopefully give session presenters more freedom to submit proposals without worrying about a theme. The conference committee will begin meeting in January; co-chairs will be Jodi Carlson Grebinoski and Sara Fillbrandt again.

**Strengthening our Organization**

**Digital Preservation Task Force – Sara Ring, Olivia Morris, Jodi Grebinoski**

The Task Force presented initial documents at the November 2019 meeting. Updates to progress since that meeting: they have completed the retention policy with the exception of the workflow/procedure, completed an inventory of content as much as was possible, remaining content still located at MHQ was reviewed and some was deaccessioned based on retention policy, shredding deaccessioned material, remaining material is short term retention and the rest is archives to be sent to MHS (once donor agreement is updated with MHS). They propose a Digital Preservation Implementation group, and current Task Force Members have volunteered to participate.

Upon reviewing the MLA Records Retention Policy, the Task Force has added receipts to record types as they weren’t mentioned previously. The directories/membership report transfer process will need to be worked out through implementation.

Ring made a motion to adopt the MLA Records Retention Policy December 2019 version; Newhouse seconded.

Implementation team will lay out roles and responsibilities and make another recommendation once the first pass is completed.

All were in favor and the motion was approved.

**ARLD Subunit Proposal – Mars**
ARLD is looking to implement an annual training on inclusive leadership. They have identified a trainer who would provide a 2 hour strategic planning session to look at goals for 2020 to include inclusivity and leadership. The session would result in tangible outcomes that can be shared with the Board.

ARLD has budgeted half of the total cost ($400), and are asking for MLA to cover the other half. The MLA budget includes dollars for these types of requests.

McCormick made a motion to approve. All were in favor and the motion was approved.

**Strategic Plan 90-Day Plan – Clark**
These are quarterly reviews of project progress. We have met most of the goals we’ve set, or are making progress; some slippage occurred due to staffing changes at MHQ.

**Activate Library Advocacy**

**Legislative Update and Lobbyist Evaluation/Process Update – Trenam**
The Legislative Working Committee is beginning to plan the Legislative Day on March 31, 2020. Their next meeting is on January 8, call in and all are welcome.

**Other**

**Follow-up on Compassion and Caring Project – Clark**
Buckland approached ALA on their possible support/assistance. We are waiting to hear back from the ALA Legal Team before making any further steps. An MLA member would need to be willing to be the point person for a multi-year commitment (law suit). The Compassion and Caring Project attorney is looking for a plaintiff.
ALA is very interested because it could set precedent.

**Policy Review: Whistleblower – Clark**
Updates to neutral pronouns, and an approved date were noted. The third paragraph is missing the word “in.”

Clark moved to approve with those changes, Carlson seconded.
All approved, motion carries.

**Policy Review: Antitrust – Clark**
Updates to neutral pronouns, and an approved date were noted.

We would need to procedurally define how this policy could be distributed. There may be mention of this on our Federal Tax From 990, but need further research on where this came from and what are we required to have/support. If there are statutes to support the wording, we should include that.

Carlson and Ethier will review our tax paperwork to see if this policy is required.

Mars, Hendren, and Kinney will do research on the legal ramifications of boycotts mentioned in the policy. The Board will discuss this again at the January meeting.

**RFP**
Per recommendation, went to bid for audit and tax preparation service. RFP was approved at the November Board meeting. We contacted 11 firms, 2 responded. The Budget and Finance Committee will review the RFPs on January 6, 2020.

Clark adjourned the meeting at 11:25 a.m