Welcome and Introductions – Bross
The meeting was called to order by Bross at 10:02 a.m.

Approval of Consent Agenda – Bross
Approval of the meeting agenda
Bross added an update on ITEM and anti-trust. Trenam made a motion to approve the meeting agenda with the addendum; Hendren seconded.

Approval of the January 2020 Board Meeting Minutes
Collins noted a correction to the assignment of Intellectual Freedom Chair. There was a transition from Kinney to Collins.

Sundrstrom noted grammatical error to be updated. Hendren made a motion to approve the January 2020 Board Meeting Minutes with corrections; Carlis seconded.

All were in favor and the motion was approved.

Approval of Financials – Ethier
February 2020 Financial Report
January 2020 financials included in the meeting packet.
1. Total Assets: $172,602.32
2. Total Revenue YTD: $13,006.39
3. Total Cost of Sales YTD: $0
4. Monthly Expenses for January: $12,626.07
5. Total Expenses YTD: $12,626.07

There is an increase in membership dues this year to date compared to last year.

Clark made a motion to approve the January financials; Collins seconded.
All were in favor and the motion was approved.

MHQ/Executive Director Update – Newberg
The MHQ team is growing. Newberg included a list of staff who is working with MLA with photos in the board packet.
MHQ has updated the contact us page on the MLA website to include those people and who to call for what.
**Engage and Educate Members**

**Conference Updates – Bross**
The Conference Planning committee met on Thursday, February 20, 2020. They are looking for more committee members for exhibits and silent auction (co-chairs).
The committee is looking at the amount of paper used for the conference and the costs of printing. The goal is to be responsible and sustainable. As such, we will be transitioning to a much smaller printed piece, and moving more to the online app.

Sessions will be transitioned from tracks to tags to help attendees choose useful content. There will be one keynote speaker instead of two, and the awards will be done at the second day lunch.

The committee is looking into doing more advertising this year, because there are more conference options at the same time. They are also looking to attract non-member attendees and those who haven’t been to the conference before.

**MILE Request to Approve Prepaid Expense for 2021 Venue – Bross**
Bross and Hendren suggested that the MILE group bring several quotes for the Board to consider to make sure we exercise due diligence. The event is primarily funded by the MN Library Foundation. The MILE planning committees typically contacts the MN Library Foundation to ask for sponsorship.

Bross will ask the group to clarify the steps they’ve already taken, and will report back to the Board next month.

**ALA Chapter Councilor’s Report – Buckland**
Buckland summarized her report from the board packet, ALA Chapter Councilor’s Report. There were a few sources of contention at the ALA Midwinter Conference including budget and the steering committee on organizational effectiveness (SCOE).

The ALA budget is not fully balanced despite membership being told otherwise. The expenses to hold Council meetings are not balancing out against lower publishing and membership dues revenues, and lower membership revenue.

The steering SCOE has been working for a year and a half to put together a new governance structure for ALA, called “Forward Together.” This change would impact the MLA Bylaws and Board, because there would no longer be a Council representative. MLA would have a member on the Leadership Assembly.

There is a three step process for accepting the proposal; Council approves, ALA Membership has to accept, and then Council makes another action. The first vote is scheduled for the Midwinter Conference of 2021, a vote by full membership in spring of 2021, and final action at the Annual Meeting of 2021.

Hendren asked about the changes as they impact MLA. Buckland explained the change would decrease the number of in-person meeting, and give more opportunities to be involved in a virtual capacity.

Mars asked about the Council, “Resolution Ensuring Intellectual Freedom and the Right to Peacefully Assemble” which passed. Buckland explained the situation that led up to the resolution. Future attempts to limit free speech, or make a Free Speech Zone, at conferences would have to go through Council to be allowed.

Mars asked about the Intellectual Freedom Committee Report, which included the passing of a revision to the Library Bill of Rights. Buckland noted that there was no discussion; she can look into the specifics.

**Emerging Leader Check-In – Kristen Cooper**
Cooper was sponsored by MLA to be the ALA Emerging Leader. Cooper summarized her report from the board packet, Emerging Leader Report Midwinter 2020.
Her group project is developing a sustainability division for LITA. They have looked at other trade and professional organizations to see what they’re doing regarding financial and environmental sustainability.
They are developing a survey to go out to LITA membership regarding conferences, virtual events, willingness to participate in alternative options, and willingness to pay for or donate towards Carbon Offset option at in-person events. The survey will go out in March to LITA members. The group will analyze the results in April and present findings at the ALA Annual Conference.

There is also conversation about joining LITA with LLAM and ALETS (Association of Technical Services) to form a division called CORE.

**Strengthening our Organization**

**Strategic 90-Day Plan – Bross**
Website feedback has gone to the architect. We will have comments and an updated timeline from the architect next week.

Membership analysis will be presented at the next Board meeting. The bi-annual membership report is in the board packet.

Continuing Education Committee has one member but no chair. Bross is engaging with the mid-career interest folks. Hendren asked if we should put out a call for members in the Roundup. There was an initial charge document that can be given to a group to start working. Mackenzie is working on the webinar series.

**Digital Preservation – Bross**
Ring asked who would be the liaison from the Board to make sure the information gets from MLA to the MN Historical Society. The Board passed the Retention Policy. The Secretary could be the conduit of communication between the MN Historical Society and MLA. The MLA/MNHS donor agreement is still in progress.

The Board discussed MLA Board documentation sustainability. Currently Board Packets are stored in Newberg’s personal Google Drive. Ring and Motschke will look into Google for Non-Profits as one option.

**Membership: Current Report & Market Research – Newberg**
This used to be a monthly report, but transitioned to a biannual report. The Board discussed the document from the board packet, Membership Report 2 2019-2020. Membership levels seem steady in this comparison view. The data about expired members, and changes in committee numbers were noted.
Year to comparison – saw that it’s fairly steady. Interesting pieces: expired members, some changes in committees, MLA’s overarching questions are, how do we retain the members we have, how do we get new members, & how do we get the expired members back or understand why they lapsed?

Hendren will reconnect with St. Kate’s student groups, and MCTC and Emporia programs.

**Activate Library Advocacy**

**Legislative Update – Trenam**
The events will be from March 30-April 3. There will be virtual activities all week, but main event at the Capital is March 31 from 10am-2pm.

Legislators will be invited to make a Read poster on the day of the event. Postcard invitations are being sent to all Legislators from MLA, using the Leg Work budget.

This year the committee will attempt a master schedule of appointments with each Legislator. The goal is to make sure everyone is connected and covered. This is ambitious but could be very impactful.
Trenam noted that the MLA Zazzle store, where individuals can purchase MLA-branded flair, is tied to Metronet. All purchases contribute a small amount back to the organization.

Trenam will reach out to Anne Walker-Smalley to see if we can transfer account ownership. For continuity of operations it would be better to have MLA hold that account.

Trenam and Walseth presented Library Funding 101 for the Capital Investment Committee.

This is the fourth consecutive year that the IMLS has been omitted in the President’s budget. ALA is asking all libraries to reach out to their representatives. ALA has tools that individuals can use to craft the message.

**PLD Day Update – Carlis**
The save the date announcement went out. There will be one keynote speaker focused on intercultural communication and conflict styles presented by Dakota County staff person who regularly offers this training.
The committee is planning for three to four breakout sessions, and is bringing back lightning rounds. There is a proposal form for people to fill out online.

**ARLD Day Update – Mars**
The committee is reviewing ARLD session proposals. The event will be May 1 at the MN Landscape Arboretum. MLA contributed towards the inclusive leadership training for ARLD; the event had to be rescheduled.
ARLD is also hosting a dialogue on April 20 from 4-6pm at St. Kates. They are partnering with St. Kates, Minneapolis College, and others to do a screening of the film *Change the Subject*, about the Library of Congress subject heading “illegal alien.” A panel of Tina Gross, Violet Fox, and Carla Gergemeier will then discuss.

**NLLD Contribution – Bross, Trenam**
NLLD stands for National Library Legislator Day. It is organized by ALA with the actual event occurring in Washington D.C. Trenam has not been contacted by ALA yet, last year the event wasn’t held.

**Other**

**RFP – Hendren**
The contract for MLA organizational management is out for bid. We’ve been with Management HQ for five years, so it’s customary to go out for bid.

Hendren has put together a draft RFP, and it’s a combination of our last RFP with some key edits including information about our organization, strategic direction, history, scope of services, and a statement that “all records are the property of MLA.”

Hendren will incorporate round tables into the RFP as an Additional Service Support and list out ways they would need support so that we understand the costs. Hendren will send an update to the RFP.

Hendren made a motion to accept the RFP with changes to the subunits section to be approved by the Presidential Trio and ARLD Chair; Sundstrom seconded.
All were in favor and the motion was approved.

**ITEM – Bross**
MLA has been in contact with ITEM for years about ITEM becoming a subunit or committee. Bross and Clark met with them. The ITEM President confirmed interest with their membership.

Next steps are for volunteers from each Board to convene a Task Force to work through the logistics. Bross recommended Hendren, Ethier, and Bross.
**Conflict of Interest – Newberg**
The Board is asked to sign the Conflict of Interest form annually. Newberg brought forms for the board members to sign. Policy only shows that the Board should do this, but the form itself states that, “All board members, and subunit and committee chairs must sign the “Conflict of Interest” form.” We need to verify if other people should sign it in their capacities on subunits, volunteerism, other. The Board will discuss at a later meeting.

**Policy Review: President and President Elect – Bross**
Sundstrom noted numbering errors throughout the document. Clark and Bross thought the time commitments were under-represented and suggested increasing it to 20 hours/month.

Trenam suggested that we take a look at all the positions and then review all of them as a set – to make sure things are consistent between positions and with the bylaws.

Hendren noted that the President-Elect description doesn’t list a time commitment, and other liaison duties are omitted (MN Library Foundation, others).

Bross suggested that each of the presidents should review their job descriptions and bring back edits.

**Anti-Trust – Hendren**
Anoka County Law Library has agreed to join a committee to research anti-trust and MLA. Hendren’s goal is to receive research from the Anoka County Law Library by March 10, so it can be reviewed by March 16, and bring it to the Board in March.

Hendren will be acting President for the March meeting, Bross will be on vacation.

Bross adjourned at 12:01 p.m.

Board packet materials: [https://drive.google.com/drive/folders/1_J9_r28EYdZn8tm7lemVJ0wn14BEj7B-?usp=sharing](https://drive.google.com/drive/folders/1_J9_r28EYdZn8tm7lemVJ0wn14BEj7B-?usp=sharing)