Minnesota Library Association
Board Meeting Minutes
Friday, March 19, 2021
10:00 AM – 12:00 PM

Board Members Present: Stacey Hendren (President), Steve Harsin (President-Elect), Patti Bross (Past President), Sarah Ethier (Treasurer), Sara Fillbrandt (Secretary), Hannah Buckland (ALA), Dave Collins (Intellectual Freedom), Sarah Hawkins (Legislative), Jody Wurl (PLD), and Katie Sundstrom (Membership)

Board Members Excused: Amy Mars for Jenny McBurney (ARLD)

Guest(s) Present: Carla Lydon, CRPLSA

Synergos Present: Joy DesMarais-Lanz

MLA Business:

- Review and Adopt/Amend Agenda (Welcome and Introductions)
  - The meeting was called to order by Hendren at 10:03am.
  - Change to Agenda, Hendren will give ARLD update in place of Mars/McBurney.

- Welcome & Introductions

- Approval of the February board meeting minutes (Fillbrandt)
  - Minutes approved with no changes needed.

- Approval of the financials (Ethier)
  - February 2021 financials included in the meeting packet.
  - Motion to approve financials made by Sundstrom, seconded by Wurl, all in favor and motion approved.

- Membership Committee Report (Sundstrom)
  - Membership numbers for March: 540 individual memberships and 27 institutional memberships.
  - Need to make sure that students know they can join divisions and not just the round table.
  - Membership action plan is underway:
    - The reports are somewhat confusing right now - Sundstrom is working on automating data and making the raw data more understandable.
    - Looking at creating longevity data reports so we can celebrate membership anniversaries.
- Also looking to communicate membership benefits, identify what the barriers are to membership, and what can we do to make it easier to join and maintain membership.
- Membership engagement: sponsor a trivia program for new members.
- Review the past year and create an action plan for 2022.

- Synergos/Executive Director Update (DesMarais-Lanz)
  - Lots of website updates via the submission forms - thank you for testing and submitting those!
  - Made some progress on updating anchor links on the website.
  - Working with ARLD to get Sched updated and prepare for ARLD Day conference.

- Strategic 90-day Plan (Hendren)
  - MILE Update (Hendren)
    - All class reunion: May 4th, 1-4pm.
    - Mixture of presentations and small/large group discussions. Goal for the day is to discuss sustainability of the program and reflect on the 8 MILE groups that have graduated.
    - Joy and Lane from Synergos will be starting off the day with a presentation.
      - Imagine MILE as self-sustaining with a solid financial and leadership base. Lessons learned from their own volunteer and association management experiences, and what Synergos can do for MILE as MLA’s management company.
  - Regional Ambassador (Bross)
    - Want to have a pilot program where we engage with a representative from every MN region and discuss how MLA is doing, and provide a place where concerns can be voiced and where MLA can help on the regional level with opportunities to engage with communities.
    - Want to connect and engage with libraries that we don’t usually connect with, and get input from regions who aren’t as active in MLA.
    - Hoping that this can be a way that regions can see that MLA is trying to listen and connect - have a positive impact with those systems that may feel disenfranchised.
  - Subunit Budget Sheet Draft (Bross)
    - Draft of a form that units can use when planning events.
    - It’s important for all of us to be stewards of money and the budget.
    - This will be good to have, especially for those who are planning events for the first time - want feedback/comments on what has been missed or clarification on what has been included.
      - Line about administrative costs is important.
Is there a way to make it a dynamic document to autofill some of the totals so it changes as they input actual costs? Yes, Bross will do that.

Discussion of the use of this form for subunits

- Perhaps attach this to the budget request form for event planning. At this point we don’t want to make a bylaw or policy change for the use of this form, but will reevaluate later this year or next year.

Engage and Educate Members:

- ARLD Update (Hendren)
  - Busy working on their “Unpacking White Supremacy” multi-day event and so Mars was unable to make the board meeting today. More will be shared about this at the April Executive Board Meeting.
  - ARLD Day is scheduled for April 30th via Zoom.
    - Contract for Keynote has been signed: Nicola Andrews will be speaking on “No More Pipeline: Indiginous Knowledge and LIS.”
    - Special consideration as part of the contract that MLA agrees to waive the conference registration fee for all indiginous attendees who select the option during registration.
- PLD Update (Wurl)
  - No big event this year, but will be holding community conversations.
  - Will have a meeting on Monday 3/22 to discuss these conversations and Wurl will report back to the Board about the results.
    - Who do they want to invite to speak? Other MLA committees and groups?
    - Also on the agenda: it’s never too early to come up with conference ideas!
- Subunit Engagement (Harsin)
  - Met with unit chairs and discussed how to move their subunit forward, and will be following up with them in about 3 months.
  - Haven’t done this before, so this is a great opportunity to help subunits throughout the year - especially the less established groups.
  - Want to make sure everyone has a chance to be heard and supported by the larger organization.
- 2021 Conference update (Hendren)
  - The Conference Planning Committee is starting to make moves and check things off the timeline.
  - Excited about getting things started/off the ground, and project plan is underway.
  - Still looking for people to help chair the local arrangements and marketing committees.
  - Silent Auction has been working on plans for an auction this year, even though the conference will be virtual.
  - “Join the Movement” is the theme for the conference this year - it’s a call to action to move forward the mission and principles of MLA. Let everyone engage with one of the many things that we are working on as an organization.
• Intellectual Freedom Committee Report (Collins)
  ○ Have a new link in place for book challenges, it goes to the ALA challenge form, and if there are submissions we will hear about them (at the very least the number).
  ○ State intellectual freedom network:
    ■ 18 different states were represented at this meeting and it was great to hear about what’s going on around the country.
    ■ Dr. Suess was a theme for the meeting after the announcement of the removal/discontinued publication of books.
    ■ Challenges that are coming up in state legislatures relating to legislation about statewide database systems. Examples:
      ● Utah recently passed a resolution that was against including EBSCO in their statewide system due to charges of pornographic content in the database.
      ● Tennessee is currently wrestling with similar legislation against GALE.
    ■ Minutes from this meeting will come out early next week and Collins will share them out with IF committee members.
  ○ Last meeting, continuing interest in the history of IF in the state of MN, including court cases and are thinking about requesting a grant to pursue putting together a timeline/history.

Activate Library Advocacy:

• Legislative Update (Hawkins)
  ○ It’s been a busy month, Legislative Week turned into Legislative Month! All our bills are still active and moving along. As of 3/23, all our bills are still active and moving along, and as of Tuesday will have been heard.
  ○ A ton of the work that we’ve been doing has been related to ITEM and with school libraries - conversations with school boards about definition of school library/media center, what it is, and the employment of a school librarian or media specialist.
    ■ Working with MDE, Hannah and her colleagues so that the definition also meets what State Library Services put forward in terms of administering federal grants.
  ○ We’re in good shape as we move into the next committee deadline - one more week until legislative break and then one more big push the week of April 6th.
  ○ Reach out to Sarah Hawkins with any questions!
• Vaccine Prioritization Letter (Hendren)
  ○ Plan to send letter to Governor, Commissioner for MDH, and Commissioner for MDE, and share information with ALA Policy and Advocacy Group.
  ○ Need to add cc’s for MLA membership and ALA P/A Group.
  ○ Next steps to draft a template letter for members to sign and send.
  ○ Fillbrandt moved to adopt and distribute letter, Hawkins seconded, discussion about minor grammatical issues.
Amended motion by Fillbrandt to accept with changes, Seconded by Wurl, all in favor, motion approved.
- Going to get the letter posted to the MLA website - probably under “latest news.”
- Both an electronic copy and physical copy to be sent to the addressees.

Develop Leaders

- Student Round Table (Hendren)
  - Petition for the creation of a new Round Table was created on March 3rd, discussed with Hendren and Harsin, and signed by 10 students.
  - Students created a purpose and a leadership roster based on Article 11 of MLA Bylaws.
  - Motion to accept this petition and create a Student Round Table in order to foster connection and membership between students and established professionals. To promote diverse perspectives in the library profession by creating space for discussion and practice. To advocate for the voice of students and encourage opportunities for professional involvement and development.
    - Sundstrom made motion, seconded by Collins, all were in favor, motion approved.
  - Next steps: Hendren will notify 10 individuals on the petition and will work on creating the round table webpage, will promote to current and potential participants (via the Roundup), Harsin and Hendren will be liaisons to the committee so that their voices are heard at the Board level.

Strengthening our Organization:

- Working Document Access Update - MLA Document Storage (Fillbrandt)
  - Meeting held Weds. March 10th, discussed:
    - History of project.
    - Pricing options for G-Suite discovered by Joy. Going to go with the 2TB option for our account. (We highly overestimated the budget for this project, so this is very affordable.)
    - Hendren and Kinney will reach out to chairs about the organization of Drive folders and who will need access to what.
    - Fillbrandt and Kinney will meet to come up with a list of folders and hierarchy for the Drive, as well as naming conventions for folders and documents.
    - Thank you to Joy for setting this project up and making this work.
    - Once our action steps are complete, we can move forward on this quickly.

- Website Navigation Issues (Wurl)
  - Waiting for the dust to settle because so many people are sending in corrections.
  - Created a checklist (annual schedule to keep website up-to-date) that will send to Fillbrandt later next week, will set up a meeting with Joy, Tammy, and Sara to discuss.
- Hoping by Summer we will have caught up with this and make this an annual thing (and not too much work).

**Policy Review: Disbursements (Ethier)**
- Last updated Feb 2019.
- Need to update management company email address in 3rd paragraph.
- Treasurer doesn’t need the actual contract since info comes in the budget report - need to amend the sentence: all disbursements and contracts are retained within the MLA archive.
  - Hendren to look up the sentence from the Synergos contract
  - Motion to change the policy with the change of email address and removing the final sentence: “The President or MLA Office will send a scanned copy of all contracts to the Treasurer.” And adding the sentence “The MLA Office will retain related documentation as guided by the organization’s document destruction practices.”
  - Hendren made motion, Harsin seconded, all in favor, motion approved.

**Policy Review: Reimbursements (Ethier)**
- Last updated in 2013.
- Need to update the 2nd paragraph - require all requests to have prior approval from the Board of Directors and receive reimbursements approval from the President, Treasurer, and Executive Director.
- Strike sentence: “Check Request forms can be downloaded from the MLA website (https://www.mnlibraryassociation.org) or requested by contacting office@minnesotallibraryassociation.org.”
- Motion made:
  - To change second paragraph language from “Requests submitted more than 30 days of the date incurred shall require Board of Directors action and approval for payment.” to “All requests shall require executive committee action and approval for payment.”
  - To remove the sentences, “Check Request forms can be downloaded from the MLA website (https://www.mnlibraryassociation.org) or requested by contacting office@minnesotallibraryassociation.org. The form should be completed by the relevant subunit chair, committee chair, or other MLA volunteer coordinating the reimbursement requests.” And the sentence, “Instructions for coding expenses and submitting the Check Request appear on the Check Request form.”
- Hendren made motion, Harsin seconded, all in favor, motion approved.

**Anti-Racism Discussion (Collins)**
- Contains items for all ages re: anti-racism, spend 5 minutes engaging with it and bookmark something to go back to at another time.

**Other:**

- Items from the Floor
Nothing added today!

- Reminders: let Hendren know if you have things you want to add to the agenda in April, or the 90-day Strategic plan.

Meeting adjourned at 11:48 a.m.

March Board Packet materials:
19 March 2021 Board Meeting - Google Drive