

**MARYLAND LIBRARY ASSOCIATION**  
**Steering Committee Meeting Minutes**  
**Thursday, April 8, 2021**  
**10:00 a.m. Virtual Meeting**

**In Attendance:** Ryan O’Grady (Interim Executive Director), Mary Anne Bowman (Vice President/President Elect), Tyler Wolfe (Conference Director), Carl Olson (Treasurer), Conni Strittmatter (Secretary), Morgan Miller (President), David Dahl (ALA Councilor)

**Unexcused Absences:** Andrea Berstler (Past President)

**Call to Order**

**Morgan Miller**

- Morgan Miller called the meeting to order at 10:00am

**Changes to the Agenda**

- Add FY 22 Meeting Dates under New Business

**Minutes of February 17th Meeting**

**Mary Anne Bowman (5 min)**

- Carl Olson moves to approve the minutes. Tyler Wolfe seconds.

**Treasurer's Report**

**Carl Olson (10 min)**

**Balance Sheet**

- Bank Balance was \$93,336.44, down 38.15% from last year.
- Long term reserves were \$133,578.63, an increase of 23.25% from last year
- There were \$490 of payouts for scholarships
- Total Assets are at \$226,425.07, 12.48% less from last year
- Retained Earnings were at \$225,191.85, 25% higher than in March of 2020
- Net Income ended at \$1,233.93 gain, down from last year because we were taking in more money for the conference last year
- Total Liabilities and Equity is at \$226,425.07, down just 12.51% from last year

**Profit & Loss**

- Unrealized Gain or Loss featured a gain of \$14,027.15, versus a loss of \$15,242.54 from last year. As markets are recovering, things are waking up a bit.
- Annual Conference Income is at \$106,145, down 35% from this time last year due to the reduced scale of the operation
- Fundraising income stands at \$620, an increase over last month but 93.52% lower than last year
- Director’s University took in \$3,487.50, down 96% likely because events like Everybody Leads and MLLI were not held this year
- Hiring freezes are beginning to thaw, so jobline income is up to \$1,360, still down from last year
- Membership dues of all kinds are at \$55,228, down 2.66% over last year. Memberships are holding steady

- Income for group programs are at \$6,395.50, down 57.81% from last year
- Total Income and Gross Profit is at \$188,492.13, down about 42.36% from March 2020
- Scholarships are at \$1,850, just 8.82% higher than the same time last year
- Office expenses are at \$8,858.88, down 24.63% from the same time last year
- Personnel expenses are at \$98,807.44, down 6.5% from last year
- Program expenses remain stable at \$1,693.75, down almost 60% from last year
- Total expenses were \$188,743.83, down 24.65%
- Dividend income rose to \$1,485.63
- Net income is at \$1,233.93. Down from last year, but still a pretty good place to be.

#### Budget vs. Actuals

- Annual conference income of \$106,145 is about 52.5% of the budgeted figure
- Fundraising income is at \$620, about 3.46% of the budgeted figure
- Jobline income is at \$1,360, 38.86% of the budgeted figure
- Membership dues at \$55,228 have reached 67.39% of the budgeted amount
- Program income of \$6,395.50 is just under 26% of the budgeted figure
- Total Income is \$188,492.13, 51.63% of the budgeted figure for the year
- Annual conference expenses are at 25.6% of the budgeted figure
- Bank and Credit card fees are at \$4,284.78, under 55% of the budgeted figure
- Scholarships have spent \$1,850, 61.67% of the budgeted figure
- Fundraising has not incurred any expenses yet
- Office expenses of \$8,858.88 are at 45.9%
- Personnel expenses are at \$98,807.44, which is 64% of the budgeted figure
- Professional fees are about where they were expected to be
- Program expenses are still at \$1,693.75, which is just under 34% of the budgeted allotment
- Property and Casualty Insurance was paid, so is at 100% of the budgeted amount
- Total expenses at \$188,743.83 is at 51.47% of the budgeted amount
- Net income of \$1,233.93 is above our anticipated income of \$767.88. There are still a few months before the end of the year so this is not a bad place to be

#### Comments & Questions

- Budgeted figures were a lot of guess work last year because we were still in lockdown
- Ryan and Carl are beginning to work on next year's budget in the coming weeks
- Tyler will touch base with Ryan and Carl as well about the conference budget for next year
- While in the past, the budget was largely handled by the executive director and treasurer, we will take a different approach moving forward to make sure more are involved in the budget process
- Mary Anne Bowman moves to file the treasurer's report for audit. Tyler Wolfe seconds.

#### Unfinished Business

##### **Search Committee for MLA Executive Director**

- We wanted to begin this process in April, which is still possible but Morgan will need some help getting it started
- Everyone agrees that the Steering Committee will handle this without using a consultant
- We need to create a job description and do some market analysis for salary to ensure what we put out is competitive
- The job description is in the manual, but will likely need some updating
- We will want to reach out to other states in our region, such as New York, Virginia, and New Jersey, to assess their salary and benefits for their executive director
- We can cast a wide net for recruitment for this position
- The search committee should not be too large, but it is important that it have broad

representation from the state and types of library professionals. The following are Morgan's thoughts on who to include:

- The president would serve to lead the search committee
  - Morgan would like to ask Michelle Hamiel to serve on it or to ask someone from the EDI task force
  - The group would like to include Joe Thompson because of his extensive institutional knowledge of MLA and his connections with ALA
  - Morgan has spoken with Irene Padilla about having someone from MSL serve on the committee
  - We want to ensure we have someone from academic libraries. David Dahl could be that person considering his role as ALA councilor as well
  - We could pick one or two division leader, such as a president of LDD, CSD, PSD, etc.
  - Possibly, we could have someone from the legislative panel since this is a priority for MLA
  - This could be a group of roughly seven people
- Tyler agrees with Michelle Hamiel and David Dahl. He adds that Mary Anne should be included since she will be working closely with this person next year as President
  - Conni adds we should have someone who bring technology expertise and understanding to the search committee. This is David Dahl's primary job, so he would bring that
  - David Dahl wonders if we should have someone who has gone through being a division president and past president, which would ensure that person brings the whole cycle of experience. Joe Thompson could bring this
  - Mary Anne suggests Jill Hutchison, who has served as secretary, vice president, and soon to be president of CSD, which is one of the biggest divisions in MLA
  - This leaves us with the following people: Morgan Miller (President), Mary Anne Bowman (President Elect), Michelle Hamiel (EDI), David Dahl (Academic/ALA Councilor), Irene Padilla (MSL), Jill Hutchison (CSD), and Joe Thompson (Past President/MLA experience)
  - Carl Olson moves to accept the nominations for the steering committee. Tyler Wolfe seconds. All approve.
  - Morgan Miller and Mary Anne Bowman will discuss the process of gathering job descriptions and salary. David mentions there is an annual report each state fills out. It may include salary for executive directors. David also suggests scanning the Maryland Non-Profit sector on top of other library positions. Conni mentions it may be good to get job descriptions from similar library states to ours, like Washington and Ohio, even if those salaries won't be comparative.
  - The Steering Committee will create the job description and salary & benefits package. The search committee will focus on interviewing candidates to find someone who meets the needs the Steering Committee have set forth.

## **New Business**

### **MLA Office Administrative Opening**

- Sarah Biddinger, one of the part time office assistants at MLA, will be leaving MLA May 14<sup>th</sup> for a new job at Carroll County
- Morgan and Ryan have been evaluating whether this position needs to be filled at this time. The office assistant job descriptions need work.
- This position opening may allow for us to have more flexibility for the Executive Director salary. Not filling it now would also allow for the Executive Director to make their own hiring decisions. This person may want a different kind of position, such a marketing person.
- Morgan would also like to consider giving Kate a bonus this year because of the work she has done holding the office together since February. Tyler and Ryan agree with giving Kate a bonus – she was doing a lot since Fall as Margaret was in and out of the hospital. Morgan,

- Ryan, and Carl will discuss this soon so they can offer the bonus to Kate as soon as possible.
- David and Mary Anne also agree with Morgan's thoughts on not filling Sarah's position at this time

### **FY 22 Meeting Dates**

- Morgan, Mary Anne, and Ryan will meet to discuss FY22 meetings and upcoming Leadership Days for incoming MLA officers

### **President's Report**

**Morgan Miller (10 min)**

- Ryan spoke for Morgan on legislative updates because Morgan had to step out early for another meeting.
- Irene, Andrea, and Morgan have done a lot of great work. Ryan will send a write up to everyone with more details.

### **President Elect**

**Mary Anne Bowman (5 min)**

- Andrea has agreed to stay on as the Legislative Chair for next year
- Mary Anne is working on making appointments for positions for next year. Some of the people in some positions have been there for a while – she will be meeting with Ryan to discuss if she should just ask if they will stay or make a change
- Mary Anne is also working on her goals as the incoming President for next year. The Executive Board will need to approve those. Mary Anne will discuss these at Leadership Day and that the conference.

### **Interim Executive Director's Report**

**Ryan O'Grady (5 min)**

- Ryan reported that we should be at 412 conference registrations once a few more get registered. This is significantly more than the goal set of 150.
- Because many libraries are starting to open, it's good that MLA Annual sessions are being recorded – some staff may be juggling more than expected during that time
- Everyone will be getting a tote and other materials for conference through MILO right after the conference. It's not important to get them prior and MLA is quite busy preparing for conference
- We are still building all the zoom links and managing incoming registrations.
- Ryan will catch up with Tyler on registrations later
- Sarah's last day is May 14<sup>th</sup>. Please consider sending a note congratulating her on her new job

### **ALA Councilor's Report**

**David Dahl (10 min)**

- Library funding in the Build America's Libraries act is not a part of Biden's plan. ALA is working on this to try to get Libraries included in that final bill. Advocacy on this point will be important.
- ALA is asking for Chapters to send "Dear Appropriator" letters to their congress-members. David is not sure if we've done that as a Chapter in the past – we've more often used a more grassroots approach asking individuals to do this rather than MLA as an organization sending something. Perhaps this is something we may want to talk about with the legislative panel to consider.
- There was an email to the chapter relations list about ALA's state eco-system initiative. There is a self-assessment in there for us to see if we know our state eco-system well. This could be a good exercise to do with the new Executive Director to see where we could improve.
- ALA Council had a meeting in March. One topic was vaccine prioritization for library staff. The resolution put forward during Midwinter asked for a follow up report by a number of ALA groups by the end of March. The basic premise of the follow up is that it's not advantageous for ALA to send blanket statements to local delegations. Instead, it was more of an information session for councilors to manage this situation more locally because blanket statements like this can sometimes cause more damage than good.
- There is a working group preparing resolutions to address the changes proposed in Forward Together for

- voting at Annual Conference. In April and May, Council will be providing more input on these changes
- Annual Conference registration is open. David will be in touch with Ryan and Carl about adding more expenses to the Councilor budget line
  - ALA has a “ReMember” initiative coming, which is a fund that helps unemployed library workers have the cost of their renewal membership covered. This is a one-time application. This may be something for MLA to think about as an approach to retaining current members.
  - Tyler asked David if the Council had any conversations about issues with micro-aggressions within the ALA Council at Midwinter. He shared a statement that the Black Caucus of ALA made regarding those issues. David said there has been more emphases on the importance of going over meeting conduct and expectations at the beginning of each session. These have not been addressed directly in Council, but he has seen some changes that seem to react to what happened.

### **Past President’s Report**

**Andrea Berstler (5 min)**

- Andrea Berstler was unable to attend today’s meeting.

### **Conference Director**

**Tyler Wolfe (5 min)**

- Ryan has done a lot of great work since he started in his role.
- There are a few AV forms they still need to get from presenters.
- Tyler met with Ryan, Morgan, Megan Sutherland (next year’s chair), Nay Keppler, and Michelle Hamiel to discuss the future of conference, especially modernizing and updating the conference process. They will also look more specifically at the budget to ensure it is being used transparently and equitably. They hope to make forms more digital rather than paper based and centralizing the program selection a bit more than it has been.
- They hope to use conference as a recruiting tool, to get people interested in MLA. They may survey the Maryland library community on the forefront to learn what they are interested in seeing at a conference.
- The timeline will be assessed to see what changes need to be made to this as well.
- Tyler will be sure to provide as much help to Megan as possible. We may want to consider establishing a stronger tradition of having the past conference director providing some guidance to the current conference director.
  - o Mary Anne Bowman agrees that this would be a great standard to set.
  - o David suggests we should build this in to the expectations of an incoming conference director
- Mary Anne Bowman suggests involving the staff coordinators from each public system, and similar roles from academic and special libraries, to see what their systems need.
  - o Ryan suggested Tyler reach out to Maurice Coleman and Katie George, who often work to compile these results.
- There is a conference meeting next week for a quick check in and for last updates

### **Adjournment**

David Dahl moves to adjourn. Mary Anne Bowman seconds.