

MARYLAND LIBRARY ASSOCIATION
Steering Committee Meeting Minutes
Thursday, June 3, 2021
10:00 a.m. Virtual Meeting

In Attendance

Ryan O'Grady (Interim Executive Director), Tyler Wolfe (Conference Director), Carl Olson (Treasurer), Mary Anne Bowman (Vice President), Conni Strittmatter (Secretary), Morgan Miller (President), David Dahl (ALA Councilor)

Call to Order

Morgan Miller

Changes to the Agenda

- Ryan would like to add a budget vote to the agenda. It is now added under New Business.

Minutes of April 8th Meeting

Conni Strittmatter (5 min)

- David Dahl moves to approve the minutes. Mary Anne Bowman seconds. All approve.

Treasurer's Report

Carl Olson (10 min)

Balance Sheet Comparison

- Bank balances ended May at \$113,736.30, just under 10% lower than May of last year
- Total current assets are at \$139,991.29, 17.5% higher than this time last year
- Total assets are \$253,237.59
- Retained earnings were at \$225,191.85, about 25% higher than this time last year
- Net income is at \$28,046
- Total liabilities and equity are at \$253,237.59, very close to where they were this time last year

Profit & Loss

- Unrealized gain and loss ended at \$20,424.07, versus a loss of \$4,288.01 last year when the economy was in free fall
- Annual conference income finished May at \$169,939.00, \$2,404 more than this time last year
- Fundraising income lifted a little to \$695, still down about 92% from last year owing to events not being scheduled
- Library Leadership and Training has taken in \$3,712.50, down because we did not hold Everybody Leads
- Jobline income at \$2,085
- Membership income is in at \$67,453, 5.81% higher than May of 2020
- Group program income came to \$6,583, down just under 57% from 2020
- Total income was \$272,642.55, down just under 22% from this time last year
- ALA Councilor is holding at \$183, down over 94% from last year
- Annual conference refunds from 2021 come in at \$210
- Conference expenses finished at \$55,464.22, up almost 500%. This reflects the highly irregular year we

had

- Bank and credit card fees arrived at \$10,644.11, just about 25% over last year
- Scholarships were at \$2,325, right about the same as this time last year
- Office expenses are at \$10,258.58, down almost 22% from May of 2020
- Personnel expenses completed the month at \$118,716.74, down just under 15% from May 2020
- We have a new entry for Directors and Operations insurance, which has led the total insurance expenses to be \$3,551
- Total expenses are at \$246,008.17
- Net income comes to \$28,046.45, down just under 57%

Budget vs. Actuals

- Annual conference income of \$169,939 managed to achieve 84.09% of what we budgeted for. At that time, we were still hopeful we could hold an in person conference
- Fundraising income of \$695 achieved just under 4% of what was projected for FY21. This is likely because we anticipated being able to hold some in person events, which we did not do
- LLT committee came in at around 11.53% of the budgeted figure
- Jobline income has taken in \$2,085, almost 60% of what was anticipated
- Membership dues are at \$67,453, a healthy 82% of what was budgeted
- Program group income of \$6,583 comes in at 26.33% of the budgeted figure
- Total income stands at \$272,642.55, just under 75% of what was forecast this time last year
- Conference expenses of \$55,464.22 came in around 48% of what was anticipated
- Bank and credit card fees have gone about 34% higher than what was budgeted
- Scholarships of \$2,325 are at about ¾ of the figure that was forecast
- Office expenses of \$10,258.58 stand at 53.15% of what was forecast at this time last year
- Personnel expenses of \$118,716.74 has reached just under 77% of what was forecast this time last year
- Group program expenses came in just under 34% of the figure forecast at this time last year
- Total expenses were at \$246,008.17, about 68% of the budgeted figure
- Net income is at \$28,046.45, well above the budgeted figure of \$767.88

Questions & Comments

- Morgan Miller wondered if we know when the next Maryland Library Leadership Institute would be coming back. Ryan indicated that the hope is to start Strategic Leadership in 2022 and to hold MLLI again in 2023. Mary Anne added that we will hold Everybody Leads again as well.
- Tyler Wolfe moves to file the treasurer's report for audit. David Dahl seconds. All in favor. Treasurer's report was filed for audit.

Old Business

Search Committee for MLA Executive Director

- Morgan has been doing a lot of research about salary and job description
- Everyone we've asked has agreed to be a part of the search committee
- Morgan has reached out to NY, Virginia, PA, and NJ executive directors to learn their job descriptions. They are varied, but have given Morgan a lot of good insight about the things we should be looking for and where we should be posting it
- We may want to ask for a CAE credential for this position
- Morgan has also pulled together comparable job descriptions from Maryland area non-profits to compare to those job descriptions and salaries
- The current salary is \$70,000/year, plus benefits. This is a good place to be based on the research Morgan has done so far. We may not advertise the salary range
- The search committee will convene in late June or early July to talk through the job description and questions for the interview

- The job will be posted for about 1-month starting in July with interviews starting in August
- Mary Anne mentioned she has heard some comments that the search committee may not be diverse enough
- Conni and Tyler suggested Teonja Jung, the incoming president of SSD. Morgan will reach out to Teonja
- David Dahl wondered if the interviews would be in person or on zoom. Morgan supposes they will all be on Zoom, which will allow for a bigger pool of candidates from various places. It's possible we could have a second round of interviews in person

New Business

FY 22 Budget Vote

- The budget was formed as a mostly conventional year assuming events will be in person.
- Ryan, Morgan, Carl, and Mary Anne put it together this way because it is very likely this coming year will be significantly closer to normal
- Mary Anne mentioned that if we do some in person interviews, there would be a cost for this. Likewise, if we hire someone from out of state, we'd need to pay for moving expenses
 - o Morgan believes this would come out of Personnel Expenses. We could allocate a certain amount from that line if needed. With two vacant positions, we should have enough to make this happen
- David wonders what falls under committee expenses
 - o Ryan said this is mainly the legislative reception we do once a year in Annapolis
- David thinks the program return on investment is a good thing to shoot for, but we really need to communicate this to the committees, divisions, and panels to emphasize the importance of generating income via programming and trainings.
- Tyler Wolfe motions to approve the 2021-2022 budget. Mary Anne Bowman seconds. All in favor. The budget has passed.

Dissolve GIIG into ACRL

- There is no additional information on this at this time

Vote on Compensation, Pay Out, and Leave Roll Over for MLA Staff

- We discussed a \$1,000 bonus to Kate "The Great" Monagan to thank her for the extra work she has had to do this year
 - o Carl Olson moves to approve this. Mary Anne Bowman seconds. All in favor. Motion passes.
- We would like to provide a 2% COLA for Kate Monagan's position for the coming year. The budget for 2021-2022 does account for this
 - o Carl Olson moves to approve this. David Dahl seconds. All in favor. Motion passes.
- According to how it is laid out in the MLA manual, unused leave can be paid out to the employee. Margaret Carty had around 158.5 hours unused, which amounts to about \$6,600. We could pay this out to Margaret's family.
 - o Morgan asked if we did a pay-out of unused leave for Sarah Biddinger. Ryan did get that taken care of
 - o Sarah is still working for MLA a few hours per month through a contract
 - o We do not need to approve this payout
- Ryan proposes that, due to the pandemic, unused vacation time be rolled over to next year for MLA employees. Kate would roll over around 60 hours into next year
 - o Mary Anne Bowman moves to approve this. Tyler Wolfe seconds. All in favor. Motion passes.

President's Report

Morgan Miller (10 min)

- The legislative panel has been wrapping up for the fiscal year
- Andrea Berstler, Morgan Miller, and Michael Blackwell worked on a press release celebrating the passing of the eBook legislation in Maryland
- The legislative panel met last week to discuss what to focus on for next year
- Morgan points out that two big topics carrying over to next fiscal year are the EDI Task Force and Black Caucus for MLA
- Another important topic to consider for next year is membership structure. Mary Anne has put Anita Crawford in charge of the Membership Committee next year, who has many ideas how to move forward with this
- Annette Haldemann would like to make changes to the Crab and create some succession planning for the leadership of it

MLA Manual

- Ryan is working on adjusting pertinent parts of the manual
- Everyone agrees that the manual needs deeper revision, but we will wait on that for the new executive director

President Elect

Mary Anne Bowman (5 min)

- Thanks to Tyler for a great conference
- Mary Anne and Conni will meet soon to discuss Bylaws
- Andrea Berstler will continue as Legislative chair
- Tyler Wolfe will move into the PDP chair role
- Andrea Boothby-Rice will take on the role of chair for the Intellectual Freedom Panel.
- Anita Crawford will chair the Membership Committee
- This is Debbie Bennett's last year as the Awards Chair committee
- Maddie Hines will move into the Technology Committee Chair role
- Jake Ciarapica and Kevin Jayce will co-chair TIG
- Mary Anne and Ryan would like to consider eliminating unit reports after learning that the minutes from executive board meetings will suffice for the audit. Units would still need to complete the annual plan and end of year report.
- We will need to decide soon how we'd like to proceed with the conference – in person, virtual, or hybrid?

Interim Executive Director's Report

Ryan O'Grady (5 min)

- Ryan O'Grady, Mary Anne Bowman, Bryan Hissong, Michelle Hamiel, and Nini Beegan met to discuss getting back on track with trainings on leadership in MLA. Strategic Leadership and Everybody Leads will happen this coming fiscal year, and MLLI will happen again in FY23
- We do have a contract for the conference with the hotel for 2022. The 2021 contract is now for 2022, 2022 is now for 2023, and 2023 is not for 2024.
 - o Ryan believes we should start planning for an in person conference for May of 2022.
 - o A plan B or sub plan could be that we offer a virtual track or something of that sort.
 - Virtual attendance could take place after the in-person conference. Perhaps sessions could be recorded and accessed for a smaller fee after the fact.
 - Conni suggested some sessions could be repeated live virtually throughout the following year
 - o Hybrid could be very difficult to pull off because of the tech and staffing needs. We could contract a company out, but it would be an expense and would still be complicated
 - Tyler agrees that this would be difficult, additionally due to the possibility of splitting

- attendance, which would be problematic related to the hotel contract and room bookings
- The sales rep with the hotel passed along his condolences after hearing of Margaret's passing. He noted that Margaret was one of the best people he worked with
- Ryan thanks everyone for the steering committee's work this year

ALA Councilor's Report

David Dahl (10 min)

- LibLearnX (rebranded midwinter for ALA) is currently being marketed as an in person conference in San Antonio, TX.
 - ALA Council is currently scheduled for that conference, so David may be there for that event, though it could be a hybrid or virtual aspect of the conference
- CORE division will have a conference in person in October in Baltimore
- There are some additional informational sessions about Forward Together coming up soon
- There are two sessions coming up for Council about disrupting micro-aggressions as an effort to help the Council work better together
- As part of Councilor duties, they serve on various committees. David has been nominated for the planning and budget committee, which he is still deciding if he'd like to take on
- David has submitted the obituary for Margaret Carty to ALA. They did need to edit it some due to word limit and lack of context for "Library Mafia," but it will go to print shortly.

Past President's Report

Andrea Berstler (5 min)

- Andrea was unable to attend this meeting

Conference Director

Tyler Wolfe (5 min)

- The last conference meeting took place to wrap up 2021's conference. They discussed evaluations and made some plans for next year's planning.
- The biggest thing for conference and PDP will be to survey library staff around Maryland to hear from them what they'd like training on coming up. This will help give more direction for next conference year
 - This survey could include additional space for input about MLA in general
- They are also working on having a more centralized funnel for program proposals and that process

Adjournment

- David moves to adjourn. Carl Olson seconds. Meeting in adjourned.