

Maryland Library Association Executive Board Training  
June 15, 2016, MLA Office

**Attendance:**

Mary Baykan (Legislative Panel), Mary Anne Bowman (Secretary), Margaret Carty (MLA), Jessica Crutchley (CSD), David Dahl (PDP), Denise Davis (VP), Lucy Holman (ALA Councilor), Claire Holmes (ACRL), Teonja Jung (SSD), Monica McAbee (IFAP), Julie Ranelli (Conference), Alan Simpson (PSD), Patty Sundberg (Treasurer), Kathleen Teaze (President)

**Excused Absences:**

Margaret Dull (TSD), Mary Hastler (Past President), Brian Hissong (LDD)

**Call to Order – 10:10 AM (not sure of exact time)**

**Welcome and Goals – Kathleen Teaze**

- Kathleen Teaze welcomed the group.
- Ms. Teaze outlined her goals during her MLA Presidency – to increase membership and to continue to concentrate on leadership development and succession planning.

**MLA History and Your Responsibility as a Voting Board Member – Mary Baykan**

- Mary Baykan gave a history of the Maryland Library Association.
- Ms. Baykan encouraged each Board member to read the MLA manual especially the bylaws. The role of the board is to set policy, be a part of the strategic planning process, hire an Executive Director if needed, monitor ongoing programs and finances. The Board is the “cheerleader” of MLA.
- The Board delegates managerial authority to the Executive Director.

**ALA Councilor – Lucy Holman**

- Lucy Holman explained her roll in MLA as the ALA Councilor. She represents our State Chapter at ALA.

**Duties and Responsibilities – Margaret Carty**

- Manual and Polices – each Board member was given a packet of information about their specific roll on the Board. A seal on your name tent indicates you are a voting member of the Board.
- Everyone given a monthly calendar of responsibilities.
- Amended MLA Manual will be posted in July.
- Ms. Carty explained the difference between the Advisory Council, Executive Board and Steering Committee. The Steering Committee is the officers of MLA. The Executive Board is the Steering Committee, the Appointed Officers, ALA Councilor and Division Presidents. The Advisory Board is everyone previously listed and other non-voting members including Interest groups of MLA.
- Ms. Carty will provide a copy of the tax exempt certificate at the July meeting.
- MLA does carry insurance which covers all members of the Board.
- Ms. Carty explained the Standards of Excellence.

- Unit Reports are due at the 1<sup>st</sup> of the Month of Executive Board meeting. Work Plans are due to the Planning and Bylaws Chair by October 1<sup>st</sup>. Annual Reports are due at the end of June.
- Conflict of Interest forms were completed and turned in.

**Financials/Budget – Patty Sundberg**

- Distributes the following budget sheets:
  - Balance Sheet (green)
  - Divisions and Programs (purple)
  - Profit and Loss Budget Overview (blue)
  - Profit and Loss Budget vs. Actual (tan)
  - Educational Programs Financial Statements by Year
  - Educational Programs Revenue and Expense Comparison
  - Commonwealth Financial Network Account Statement for May 2016

M. Baykan motioned to adjourn. J. Ranelli seconded the motion. Adjourned at 11:00.

Respectfully submitted by M.A. Bowman on June 22, 2016.