

Maryland Library Association
Steering Committee Meeting
June 20, 2018, MLA Office

Attendance

Andrea Berstler (Vice President Elect), Mary Anne Bowman (Secretary), Margaret Carty (MLA), Denise Davis (President), Michelle Hamiel (Conference Chair), Lucy Holman (ALA Council), Patty Sundberg (Treasurer), Joseph Thompson (President Elect)

Call to Order: 10:07 a.m. by D. Davis

Changes to the Agenda:

Add to President's report – Engage and Leadership Day.

Minutes: M.A. Bowman

No changes to the April 18, 2018 minutes. P. Sundberg made a motion to accept the minutes and L. Holman seconded. All in favor. No abstentions. Approved.

Treasurer's Report: P. Sundberg

- The Balance Sheet and Profit & Loss Budget vs. Actual statements through June 18, 2018 were distributed.
- Balance Sheet:
 - We have \$17,315.35 in Total Checking/Savings. This is about \$35,000 less than last year.
 - Long term reserves are at \$107,937.37. This is up about \$1300 from last year.
 - Total current assets are \$108,533.05.
 - Total liabilities & equity is \$125,192.72.
- Profit & Loss Budget vs. Actual:
 - Annual Conference income (line 3000) had a gain of about \$3200 from last year. There will be an additional \$10,000 coming from MSL for sponsorships.
 - Fundraising income is very low. It is down \$11,000 from last year.
 - Leadership Institute is down but we are doing more trainings during the year. An additional \$5000 will be coming in the next week.
 - Jobline is up \$25 from last year.
 - Membership dues increased by \$4000 (line 3040) from last year.
 - Programming budget is down about \$11,000. This is due to fewer programs and lower attendance. This budget is trending down, so it is good that we are looking at this budget closely and making changes in the next fiscal year.
 - Total Gross profit is \$322,719.81.
 - Expenses are on target.
 - Conference expenses were about \$35,000 less than last year. There were 684 attendees at conference, 106 from Delaware.
 - Leadership expenses were up \$23,000 but we expected that.
 - We spent \$9000 less in programs.
 - Overall we spent \$13,000 less than last year.

- Net income is down \$33,000 from last year.

L. Holman motioned to accept the financial document to submit for audit. J. Thompson seconded the motion. All in favor. No abstentions. Approved.

- FY2019 Budget
 - Profit & Loss Budget vs. Actual w/Draft FY2019 5/14/2018 was distributed.
 - Proposed budget is in the 4th column with differences in the 5th column.
 - A few changes were pointed out.
 - Increase in annual conference budget
 - Increase in membership dues
 - Increase in Admin/Office salaries to account for overtime
 - Programming is now once lump amount rather than broken out by divisions/interest groups.
 - Total proposed budget is \$481.74 less than last year's budget.
 - J. Thompson made a motion to present the proposed FY2019 budget to the Executive Board via email for vote. L. Holman seconded the motion. All in favor. No abstentions. Approved.
- Discussion about retirement savings options for MLA staff. Margaret worked the numbers as requested. At this time, no one is interested in having a retirement plan through MLA. But, we need to think about the future because this is missing from the benefits package and will be needed to attract people to any open positions. We will review salaries and benefits next year. Margaret will find out what other associations do while she is at ALA. Will report out at the August Steering Committee meeting.

Unfinished Business:

- Marketing Award
 - We do not need to take this to the full Board, so the award is approved.
 - Questions about award judges – non-members may serve as judges of the award.
- Technology Fund
 - We raised \$3575. The equipment has been ordered by Carroll County. Hoping to have the equipment by program planning day.
 - Thanks to Sharan Marshall for being the champion of this initiative.

New Business:

- Cost Analysis
 - No major changes since May meeting. Budget numbers look good.
 - Lucy will send the revised document to Margaret.
 - Margaret will send to the Executive Board for vote. It will be shared at program planning day and discussed at the August Board meeting.
- SMUG Recommendation – Jim DeArmy has asked that the Social Media Users Group be put on probation due to inactivity. M. Bowman mad a motion to place SMUG on probation. J. Thompson seconded the motion. All in favor. No abstentions. Approved.

President's Report: D. Davis

- Was contacted by Megan Cusick to present at ALA on Advocacy in a state ecosystem. Will present on the advocacy efforts that happened in Talbot county. MLA and MASL worked together to get funding back in the budget for school librarians. The Talbot budget was approved with the librarians funding intact. Was an advocacy success story.
- Engage – We have expanded the way we use Engage. Engage collects data on anyone that has used it, not just MLA/ALA members. We can send messages to everyone that uses it which is a lot more people than our membership. We will use this feature for big impact. We can also target one district in the state in order to get certain congressman on board. We can also use Engage to send out a letter from the MLA President. Natalie is very good at using Engage.
- Leadership Day – Wondering what worked and what didn't. Only complaints were that the room was too small/hot. Asked that we are careful in explaining Directors and Officers Liability Insurance Policy. Denise would like to see a copy of the policy. We need to be careful not to overstate what the policy protects you from. At the July meeting we will clarify.

Vice President's report: J. Thompson

- Attended Leadership Day. Thank you to Margaret and Kate for organizing. Thanks to all the speakers.
- Invited to attend the American Association of Law Librarians conference July 14-17 in Baltimore. Will attend the Sunday morning keynote speaker event with John Waters.

ALA Councilor's Report: L. Holman

- Will be attending annual. This will be first year with the new location format. Will attend the Chapter Councilor Forum and the Leaders Forum.
- The Board thanked Lucy for her work on the MLA Board for the past 4 years.

Conference Director: M. Hamiel

- Only had 25 survey responses. There was a glitch sending out the survey and it didn't get sent to Marylib. Will resend.
- Reports are positive on the conference.

Executive Director: M. Carty

- March minutes were approved. Voted via email.
- Raffle tickets – reminder to turn in the money. Winner will be drawn in July.
- Website has been reviewed and is secure.
- Everyone Leads is ending today. All Leadership programs have been sold out except the Strategic Leadership program in September.

Other

- M. Bowman will not be at the August Steering Committee meeting. A Berstler will take minutes.
- Joe thanked everyone cycling off the Board and welcomed new members.
- Denise thanked Michelle for a great conference.

J. Thompson made the motion to adjourn. P. Sundberg seconded the motion. All in favor. No abstentions. Motion passed and the meeting adjourned.

Respectfully submitted by Mary Anne Bowman on July 3, 2018.