

Maryland Library Association
Steering Committee Meeting
June 21, 2017, MLA Office

Attendance:

Mary Anne Bowman (Secretary), Margaret Carty (MLA), Denise Davis (VP/President Elect), Michelle Hamiel (Incoming Conference Chair), Patty Sundberg (Treasurer), Kathleen Teaze (President), Joe Thompson (Incoming VP/President Elect)

Call to Order: 10:08 AM by K. Teaze

Changes to the Agenda:

- New Business – Personnel Manual

Minutes: M.A. Bowman

- No changes to the April 2017 minutes. P. Sundberg made a motion to accept the April 2017 minutes and D. Davis seconded the motion. All in favor.

Treasurer's Report: P. Sundberg

- Fiscal sheets were distributed: Balance Sheet (green), Profit & Loss Budget vs. Actual (white), and the Commonwealth Financial Network Portfolio statement (white).
- Balance Sheet: \$51,170.79 in checking. That is almost \$20,000 more than last year. Long term reserves went up. \$106,395 this year and last year it was \$99,608.
- Profit & Loss:
 - Line 2700 (Unrealized Gain/Loss) is \$3244 more than last year. Last year it was in the negative.
 - Line 3000 (Annual Conference Income) is \$30,535 more than was budgeted. \$21,135 more than last year. Total conference was more than budgeted.
 - Line 3014 (Membership Dues) is more than what was budgeted - \$1066.
 - Gross profit was \$367,234.23 which is \$70,074.23 more than budgeted.
 - Expenses – Conference much more expensive this year than last year. ACRL programs were much more expensive than was budgeted. They will pay closer attention this coming year.
 - Net income was \$-11,000 last year. Net income this year was \$21,507.28.
- M. Bowman motioned to accept the financial documents to submit for auditing. D. Davis seconded the motion. Votes were all in favor. D. Davis complimented P. Sundberg on a job well done with the financial documents.

Unfinished Business: None

New Business:

- Personnel Manual
 - Changes were made to the grievance procedures to make the process more clear.

- P. Sundberg pointed out that the terminology needs to be consistent under the Nondiscrimination section. It should consistently read “sexual orientation” rather than “sexual preference.”
- D. Davis asked if we could explore more options for retirement. Could we offer a Smart IRA or another programs to MLA employees?
- D. Davis also recommended that the manual be reviewed by an HR Specialist since the last time was in 2009.
- P. Sundberg made a motion to approve the Personnel Manual pending the review by an HR Specialist. D. Davis seconded the motion. All in favor.
- Conference Financials
 - Reimbursement to Delaware still pending. We have worked with Delaware for 7 years and it is time to re-negotiate the percentage that Delaware receives from their registrations. Currently they get 40%. Total Delaware registrations were \$17,260 so we owe them \$6,904 in addition to the DE Silent Auction items revenue.
 - Hotel – For next year they have offered to give the conference more space as well as block off more rooms.
 - The Steering Committee will work with the Conference Committee to increase the number of vendors that participate in the conference. The vendor price could be increase to \$750 from \$700. M. Carty will send out the list of vendors that attended this past year.
 - Could we also get additional sponsorships for the conference from vendors?
 - Could we decrease the AV expenses by using equipment provided by the library systems?
 - Next year’s conference will be May 2-4, 2018. Conference prices will apply for the 1st.
 - M. Bowman made a motion to return to Hyatt in Cambridge for the 2018 Conference. P. Sundberg seconded the motion. Discussion included updating the FY18 budget to reflect what was spent on the conference in FY17. All in favor.
 - D. Davis made a motion that we sign a 1 year contract with the Hyatt, but ask if it would be cheaper to sign a 2 year contract. P. Sundberg seconded this motion. All in favor.

President’s Report: K. Teaze

- No report except that she received a Thank You letter from Erek Barron from District 24 on HB1094. K. Teaze sent thank you letters to all that signed on to the bills.

Past President’s Report: No Report

President Elect: D. Davis

- Working on the metrics for the Strategic Plan. At the July meeting she will talk to the committee about doing a survey.
- Vicky Falcon will be the new Marketing chair. She will work to connect the different divisions to each other so there is better communication and marketing of programs.
- Working on finding a Fundraising Chair.
- Will ask the Tech Committee to investigate alternatives to Timberlake.
- We all should be thinking about what the role of the steering committee is in the strategic plan.

- Working with the Law Librarian in Anne Arundel County on a social justice group. Will let us know how they can work with MLA. Could possibly have a pre-conference for MLA to help train staff on legal resources and legal services in the community.
- Will attend ALA in June.

ALA councilor's Report: No Report

Conference Director: No Report

Executive Director's Report: M. Carty

- WWI display is a success! Washington County currently has it and Cecil will have it next.
- ALA/MLA dual membership will increase by \$2.00. Student membership has decrease 5.7% from last year.
- Attended Donna Seibly's memorial.
- Working on scheduling the audit.
- Will attend ALA in June.

Adjournment at 12:07 p.m.

Respectfully submitted by M.A. Bowman on July 6, 2017.