

# Maryland Library Association

## Agenda

Executive Board/Advisory Council Meeting

**Wednesday, July 15, 2020**

**10:00 a.m. – 12:00 p.m.**

## **MLA Office, 1401 Hollins Street, Baltimore** **VIRTUAL MEETING**

### **In Attendance:**

Nay Keppler (PDP), Morgan Miller (President), Andrea Berstler (Legislative, Past-President), Carl Olson (GIIG, Treasurer), Margaret Carty (Executive Director), Mary Anne Bowman (Vice-President), Amy Jenkins (RAIG), Anita Crawford (LDD), Annette Haldeman (Crab), Betsey Brannen (CSD), Bryan Hissong (MLLI/LTTC), David Dahl (ALA Councilor), Debby Bennett (Awards Committee), Joe Thompson (Nominations), Kim Day (TIG), Laura Boonchaisri (Marketing), Lisa Kenyon (Author Awards), Lois Entner (ACRL), Meg Faller (RAIG), Melissa Gotsch (LAIG), Natalie Edington (Legislative Panel), Robin Soma-Dudley (SSD), Ryan O'Grady (Technology Committee), Sabine Simonson (OSIG), Sam Eddington (PSD), Sara Brown (IFP), Tamar Sarnoff (MSL), Tiffany Sutherland (Membership), Tracy Miller (FoLIG), Tyler Wolfe (Conference Committee Chair), Conni Strittmatter (Secretary)

### **Call to Order: 10:00am**

**Morgan Miller**

### **Changes to the Agenda**

Mary Anne Bowman's, Tyler Wolfe's, and Conni Strittmatter's names were misspelled on the agenda. The agenda was corrected for the minutes and will be corrected for future agendas.

### **Minutes May 20, 2020**

**Conni Strittmatter (5 min)**

Andrea Berstler moves to approve the May minutes. David Dahl seconds. Motion passes.

### **Treasurer's Report**

**Carl Olson (10 min)**

- Total bank accounts is \$112,757.71.
- Long Term Reserves amount is \$119,191.17. This is down \$2,712.86 over last year.
- Total current assets is: \$231,948.88.
- Total liabilities is \$.33.
- Net Income is \$51,971.89.
- Total liabilities & equity is \$231,888.88.
- Budget vs. Actuals and Profit & Loss Comparison
  - Unrealized Gain/Loss is negative \$4,288.01.
  - Annual conference income is \$166,390.00, down 25.53% from last year.

- Fundraising Income is \$9,617.00. The professional development panel has picked up an activity that we hope will continue.
- LLT Committee still stands at \$93,293.65.
- Membership Dues is \$66,444, picked up slightly from last month but down 21.97% from June of last year.
- Total program income is \$15,160, unchanged from last month. Decline from previous year is at 33.39%
- Total income is \$350,797.64, decline of 21.25%
- ALA Councilor is still at \$3,185.05
- Conference expenses are \$9,327.09, down 93.42% from last year
- Bank and Credit card fees are at \$8,316.45, down 28.67% from last year
- Committee expenses finish the year at \$11,249.01, up 4.8% from FY19
- LLT expenses finished at \$80,949.10, 70.39% up from last year
- Office expenses end the year at \$13,730.90, up 5.64%
- Personnel expenses finished the year at \$151,513.09, up 6.28% from the previous year
- Program expenses are \$4,097.99, down 57.11% from the previous year.
- Total expenses are \$301,295.82, down 25.24% from the end of last year.
- Net Income is \$51,971.89 which is which is up 25.24% from the end of 2019.
- No budget vs. actuals this month because we do not have any actuals yet.
- Mary Anne Bowman moves to file the final budget for audit. Betsey Brannen seconds the motion. All vote in favor, the motion passes and the budget will file for audit.

## **Budget for 2020-2021**

**Carl Olson**

- **Income**
  - The steering committee voted to move the budget on to the Executive Board meeting for approval.
  - We are looking for a modest increase in the budget from last year.
  - There is hope we will see an increase in conference registrations because they will be able to attend online without traveling.
  - Fundraising income projection is \$17,900.
  - LLT projected budget is based on assumed virtual attendance, coming in at \$32,200
  - Jobline income is anticipated at \$3,500 as the economy recovers
  - Membership dues are projected at \$81,950
  - Programming budget for divisions is \$25,000
  - Total income and gross profit anticipated at \$365,050
- **Expenses**
  - Annual conference expenses estimated at \$115,400, down from \$128,000 from what was anticipated from the FY20 budget
  - Banking fees are estimated for right around the same figure as FY20, at \$7,900
  - Committees expenses are anticipated at \$18,200, down from last year
  - Scholarships are budgeted at \$3,000

- Fundraising expenses are blank at this time, waiting to see what kind of activity we get.
- LLT expenses are down at \$15,000 due to increased virtual participation
- Office expenses have a slight increase at \$19,300
- Personnel expenses were submitted with salary increases for the staff, including a 3% increase for the executive director. They are up slightly from where we ended in FY20
- Programming expenses are difficult to anticipate at this time, but we have budgeted at \$5,000, 20% of the total income
- Total expenses are at \$366,682.60
- Other income anticipated at \$2,400.48, and dividend income at \$2,400.48
- Net income is at \$767.88.
- Andrea Berstler motions to approve the budget. Sam Eddington seconds the motion. All in favor, the budget passes.

### **Unfinished Business**

- No unfinished business

### **New Business**

- No new business

### **President's Report**

**Morgan Miller (5 min)**

- Morgan wishes all well through their transitions back into the branches.
- She thanked everyone for their participation and engagement with the leadership days this year. This experience offered a wonderful new format for this day that should cut down on travel time.
- Thank you to the board for unanimously supporting MLA's statement against racism.
- Thank you to RAIG for organizing the Black Authors Matter program.
- Morgan has been working with Michele Hamiel to re-mobilize the equity, diversity, and inclusion task force that Joe Thompson had created during his tenure.
- Michele recorded a training for the PDP training, explaining how to develop diverse and inclusive programming for MLA.
- The team will work on developing a new diversity statement, as well as norms and guidelines for meetings and programming. This will include training for division, group, and committee leads on how to implement them.
- If you have interest in joining this task force, please email Morgan Miller with your interest.
- Everyone is currently working on recruiting new committee members. Please reach out to Tiffany if you need any ideas for how to move forward.
- Margaret confirmed that rosters are sent out to units in September. Every month, units receive an email with people who are interested in their unit. Morgan encourages unit leaders to place a lot of attention on the members interested. This is one way to help build a more diverse membership base. This would be a good topic for the membership committee to take on as well.
- Morgan thanked Joe Thompson for the work he has been putting into the MLA Conversations program. And, thanks to Joe Thompson and Bob Kuntz, for archiving those.

- Thanks to Ryan O’Grady and Nay Keppler for keeping everyone informed and trained on virtual training and meeting platforms.
- The steering committee voted to sunset the Maker Interest Group due to low interest and further integration of maker technology into every day library services.
- The steering committee voted to sunset the Technical Services Interest Group due to low interest and will direct the members to other units in MLA based on their interests in libraries.
- The steering committee has decided to combine the New Members Interest Group with the Membership Committee. The Membership Committee will absorb the duties of the New Members Interest Group.
- Morgan has spoken with Laura Boonchaisri, the current chair of the Marketing Committee. They will be looking for new committee members to set up future leaders and continuity as Laura is going out on maternity leave in August.
- Andrea Berstler is stepping up as the Legislative Panel chair.
- Carrie Willson will now be the Intergovernmental Task Force chair for MAPLA.

**Vice President/President Elect**

**Mary Anne Bowman (5 min)**

- Mary Anne has appointed Megan Sutherland as the assistant conference chair.
- She attended the ALA chapter leader forum. It was very interesting. There is a wifi access parking lot map. If your location is not on the map, you can reach out to have it added.

**Executive Director**

**Margaret Carty (5 min)**

- Margaret’s time has been spent working mainly with Nay on the 2020 virtual conference. Margaret lauded Nay for the job she has done getting the conference scheduled in this new format.
- She has been working on all of the end of year tasks and reports.
- Certificates have gone out for all award winners from FY20, including the Blue Crab award.
- Margaret is getting all the reports together for the audit, which now needs to be scheduled.
- Margaret has attended numerous meetings and webinars on zoom. She encourages everyone to look at webinars and trainings put out by ALA – they are worth taking the time and energy to attend.
- Margaret will be leaving this afternoon for vacation, but will be in communication with many. She can be reached over email or by phone. She will be back August 12<sup>th</sup>.
- MLA has heard from Pratt that they should be able to be back into the office in early August.

**ALA Councilor’s Report**

**David Dahl (5 min)**

- This has been a busy month for ALA Councilors.
- ALA had their virtual conference with 7,000+ registrants. The recordings are available for purchase currently. It is worth looking through if you have the funds available.
- The ALA Council had 20+ hours of virtual meetings with 180+ attendees. The ALA staff did a great job of organizing all of this.

- David was able to work with the new ALA executive director. He heard her speak on racial justice and her goals for the organization to get more people of color into librarianship. She highlighted the ALA Spectrum program as well.
- ALA Council discussed SCOE (Forward Together), ALA effort to reorganize and become more a member driven organization that can move with the agility of our profession. The Council adopted the remainder of the project to see it through to the end of the process by Annual 2021. There are still a lot of questions about how chapters, like MLA, can participate in the governance of ALA. The Committee on Legislation promoted the importance of chapters' involvement in advocacy.
- The financial health of ALA is a concern. ALA Annual being cancelled caused a big hit and Midwinter 2021 is still in question. There is still some work on the operating agreement between ALA and the ALA divisions and how they share money. ALA staff are currently taking 23 furlough days, could be increased to 28, throughout FY21. This highlights the strength of the MLA organization and its good governance – that even in this difficult time, we can see salary increases instead of furloughs.
- Council writes resolutions and either approves or rejects them. There was a resolution that formed a working group to provide guidance around security policies and align them with the core values of ALA, specifically regarding police in libraries. That working group will be formed soon to put guidance together for libraries working on their security policies. The other resolution was around coronavirus related security and policy, specifically regarding not keeping customer data about their health.
- David has sent out a number of emails through Marylib about the Census, ALA grant pilot program for libraries responding to climate change open to all libraries, and the Intellectual Freedom Committee published guidelines on reopening libraries and contact tracing.

#### **Past President**

#### **Andrea Berstler (5 min)**

- Andrea thanks Margaret for her leadership that has led us to be able to weather this type of situation without letting staff go.
- Andrea is now MLA Legislative Officer and she looks forward to this new role. She has spoken numerous times with Carrie Willson to help with this transition. The assistant Legislative Officer is Natalie Edington. Andrea's task with this committee will be to focus on things going on at a state level for libraries, including law and academic libraries.
- MAPLA is a 501c6, which means they are able to spend more of their funds on lobbying and advocacy in the state.
- One of the biggest strengths of Maryland Libraries is that we speak as one voice in the legislative realm. Our delegates and senators are hearing the same message over and over again, so it sinks in. As an example, the new speaker of the house was able to reiterate our talking points because of the work we have done.

#### **Conference Director's Report**

#### **Tyler Wolfe (5 min)**

- The conference committee had a small meeting in June and will meet again this afternoon. They will be picking a theme – most suggestions so far are around social justice.
- The biggest challenge they have is looking at how to maintain engagement if we do need to stay virtual.

- The team is looking for more people to help with tech, the website, and the social committee.

## Reports from Units

**Unit Leader (1 min)**

**“Hey, just a minute”**

**Total = 15 min**

- Sam Eddington (PSD) – Not much to report yet. They are working now on how to move forward. Programs for conference are all still set. Sam is still working on the website for the 2020 conference – he can update it to reflect the changes to the now virtual conference. Letters will be sent out to those who are interested in PSD shortly.
- Melissa Gotsch – LAIG is putting out the call for new members – they have room for 3 new people. The Advocacy academy for April has been moved to a virtual session August 11 and 12. More information will be sent out to the listserv soon.
- Robin Soma-Dudley (SSD) - Having our first virtual meeting in August and have a couple of ideas in regard to webinars and conference programs.
- Amy Jenkins (RAIG) – They are happy to report that there were over 60 attendees for this program. It dealt mostly with adult materials, but spanned a variety of genres. They created a pamphlet that included all the black owned publishers, imprints, and books stores from the speakers and participants. The discussion turned to how to duplicate this program to change the scope to a program focused on Juvenile and Teen fiction. They are planning a social event for September 8<sup>th</sup> on this topic. Information has been sent out through Marylib looking for new membership.
- Nay Keppler (PDP) – They have selected three new members – Rachel Stine, Kristen Bodvin, and Beth Cartier. They are working on new PAF procedures for virtual programming. Starting now, you can send a PAF to PDP 8 weeks ahead of time (a rolling deadline). They will take three weeks to review, giving the unit 5 weeks to market and promote the program. Your liaison will be in touch with your unit soon to talk through how to plan programs. They discussed educational grants and created a subcommittee for this. There are around 7 applicants so far. They are working with Bob Kuntz to create a digital form to make the process easier. They are working on updating the PDP manual to reflect virtual programming.
- Sara Brown (IFP) – Their first meeting will be August 5<sup>th</sup>. Please direct any interested staff to Sara Brown. All annual programs have been shifted over to the virtual environment. October 1<sup>st</sup> is a program on defending challenges. They are looking at more programming ideas for that week as well. IFP is looking to collaborate on events with other units.
- Lois Entner (ACRL) - ACRL has all of our meetings set up for the year and are raring to go! We will be meeting on Friday if anyone would like to join!
- Betsey Brannen (CSD) – They had their first meeting recently. They have seen a significant increase in the meeting attendance since the pandemic with 17 people at the last meeting. September 15<sup>th</sup> will be a fully virtual Black Eyed Susan Tapestry, only covering graphic novels rather than all of the content. Kids Are Customers, Too will likely be virtual in March. Rather than an all-day training, they are considering splitting it over 2-3 days, which may allow for people to attend more sessions than before.
- Anita Crawford (LDD) – LDD has been focusing on the Black Lives Matter movement, as well as inclusion, diversity, and equity in general. In the meeting, they discussed interview practices including a question that asks the candidate to define diversity without using the word “different,” and encouraging ways to include introducing panel

members and candidates with their chosen pronouns. LDD is doing a book study of *Such a Fun Age*. LDD may collaborate with IFP on a social event. They are working on rescheduling their “Leading with Anxiety” program. They plan to reach out to Tiffany about attending their September meeting to discuss ways to recruit new members. Anita and Nay wrote a Crab article together on *Leading from Home*.

- Annette Haldemann (Crab) – An issue just came out today, such as the *Leading from Home*, as well as information from the MLA Conversations from Joe Thompson. The next deadline is September 5<sup>th</sup>.
- Tamar Sarnoff (MSL) – MSL sent out an email last week about the MLA conference grants. They will support any pre-approved registration costs, which amounts to around \$97,000. The balance of the award will be placed in the 2021 conference award pool.
- Natalie Edington (Legislative Panel) – The Legislative Panel is working on getting funding through the Library Stabilization Fund Act.
- Debby Bennett (Awards Committee) – They are still working on getting the awards out for 2020. She will be sending an email out to those interested in joining the committee. They will get going on 2021 work later in the year.
- Tiffany Sutherland (Membership Committee) – Their first meeting will be in the first week of August. They are planning a happy hour event called “Ask Me Anything” with people around the country participating on a panel.
- Lisa Kenyon (Author Awards Committee) – Lisa has contacted the 2020 winner who will adjust her session to fit the new virtual format. The 2021 committee has finalized their reading list for Adult Non-Fiction.
- Joe Thompson (Nominations) – Joe is looking for 2 more people who are interested in joining the Nominations Committee. The committee will really focus on inclusion, diversity, and equity as they search for candidates for office. Please let Joe know if you know of anyone interested in running for office. Units should already be thinking about who will run for office next year. Nominees are due to Margaret in October.
- Bryan Hissong (LTTC & MLLI) – They are considering how their MLA annual program can work virtually.
- Ryan O’Grady (Tech Committee) – Ryan has been focusing on ways to support MLA as we are currently in this virtual environment.
- Laura Boonchaisri (Marketing) – Nothing new to report!
- Tracy Miller (FoLIG) – They met in June and July and are working on the structure for the year. Typically, each month would be a discussion on a new topic. This year, they are adding more sharing with the entire MLA community more widely every other month – maybe a discussion or sandbox of some kind. Tracy has been sending out invitations to the Slack channel – anyone is welcome to join this group ([folig.slack.com](https://folig.slack.com)). Tracy is working on making it so anyone with a library email address can join. The topic for August is education.
- Sabine Simonson (OSIG) – Send OSIG anything you’d like promoted and they will push it out on the MLA page.
- Carl Olson (GIIG) – They are working with their conference presenters to transition their programs over to virtual.
- Kim Day (TIG) – They met at the end of July and discussed program planning for the 2021 conference. Ideas involved collaborating with RAIG and discussions with mental

health professionals to better serve teens at this time. They created a subcommittee to look at online platforms to better share information.

**Evaluation**

**Morgan Miller (5 min)**

**Adjourn**

Andrea Berstler motions to adjourn. Tyler Wolfe seconds. No opposed. Meeting adjourned.