

Maryland Library Association
Executive Board/Advisory Council Meeting Minutes
July 18, 2018 | 10 a.m. - 12 p.m.

Attendance

Andrea Berstler (VP/President Elect), Mary Anne Bowman (Secretary), Margaret Carty (Executive Director), David Dahl (ALA Councilor), Denise Davis (Past President), Victoria Falcon (Marketing), Christine Freeman (CSD), Sarah Garifo (TIG), Michelle Hamiel (Nominations), Bryan Hissong (LLTC), Elizabeth Howe (Archives), Kelsey Hughes (TIG), Jennifer Jones (PSD), Nay Keppler (IFP), Mike Kiel (ACRL MD), Kimberly Knight (NMIG), Monica McAbee (RAIG), Carl Olson (GIIG), Sharon Reidt (TSD), Janet Salazar (Fundraising), Tamar Sarnoff (MSL), Sabine Simonson (OSIG), Cindy Steinhoff (Awards), Connie Strittmatter (FoLIG), Patty Sundberg (Treasurer), Tiffany Sutherland (Conference), Lisa Swain (MAPIG), Joseph Thompson (President), Erik Walls (SSD), Zeke White (LAIG), Tyler Wolfe (LDD), Martha Zimmerman (PDP)

Excused absences

Sara Brown (IFP), Natalie Edington (Legislative), Annette Haldeman (Crab), Elizabeth Hulett (Author Award), Bob Kuntz (website), Carrie Plymire (Legislative), Stuart Ragland (Technology), Julie Ranelli (IFP), Carly Reighard (MIG), Ashley Rogers (LAIG), Nadine Rosendale (Author Award)

Call to order- J. Thompson

- 10:03 a.m.
- Welcome and introductions
- Vicki Falcon and Sharon Reidt attended virtually.

Changes to the agenda - none

Minutes – M. Bowman

- Spelling corrections and clarification for Elizabeth Howe's report.
- P. Sundberg made a motion to accept the May 16, 2018 minutes with the changes and D. Davis seconded the motion. All in favor. No abstentions. Approved.

Treasurer's report - P. Sundberg

- The Balance Sheet, Profit & Loss vs. Actual statements through July 12, 2018 were distributed.
- Balance Sheet:
 - Ended the year with \$4093.79 in checking
 - Total checking/savings is \$13,799.37. This is \$15,997 less than last year.

- \$108,533.05 in long term reserves. This is up \$2102.41 from last year.
- Total liabilities & equity is \$122,272.42 which is \$14,000 less than last year.
- Profit & Loss Budget vs. Actual:
 - \$6400 is Leadership Institute (line 3025) for Strategic Leadership and Director's University.
 - Membership Dues (line 3040) is up \$175 from last year.
 - Total income is at \$8441 which is \$6000 more than last year largely due to the leadership trainings.
 - Expenses for the Everyone Leads workshop were \$10,754.82.
 - Personnel expenses were also taken out this month for last year's fiscal year.
 - Net income is negative \$15,649.98 due to the leadership institute and salaries.
- A. Berstler made a motion to approve the financial reports and file for audit. D. Davis seconded the motion. All in favor, none opposed, no abstentions. Approved. The motion passed and the reports will be filed for audit.

Unfinished business

- Tech Committee Fund Report – New technology is installed, still working out a few problems. Had a wonderful response to the fundraiser. Thanks to Stuart Ragland and Eric Bodvin for purchasing and installing the equipment.
- Cost Analysis PDP Proposal – The new proposal was approved with an online vote. There will be online program planning training on August 29th.
- 2018-2019 Budget – The FY19 budget was approved in an online vote.
- SMUG Recommendation – Since the Social Media Users Group has been inactive, they were placed on probation effective 6/20/18.

New business

- Acronyms
 - In an effort to NOT speak in acronyms, there will be a fundraising jar for anyone that uses an acronym without explaining what it is. If you forget, you owe \$.25. Once an acronym is explained, you do not need to pay for saying it. M. Kiel made a motion to begin the Acronym Fundraising Jar and T. Wolfe seconded the motion. All in favor. No abstentions. Approved.
- Unit Report Form
 - A new simplified form was distributed.
 - Forms are due to Margaret at the first of the month before the Executive Board meeting (September 1, November 1, January 1, March 1 and May 1). Please set a reminder in your calendar.

- Revised Work Plan and Annual Report forms will be forthcoming before the October 1st due date for work plans.
- Hybrid meeting for full board
 - You may now participate in the Executive Board meetings virtually.
 - J. Jones recommended that Voting members of the Board should attend in person if possible with attending virtually as a last option. Non-voting members may attend virtually anytime.
 - Stuart and Tina will draft best practices and what to do if there is a tech glitch for attending a meeting virtually. Please send Tina an email with any recommendations for the document. This will be completed by September 1st.
- Diversity, Inclusion and Leadership Task Force
 - Joe has recommended the creation of a Diversity, Inclusion and Leadership Task Force and Michelle Hamiel has agreed to be the Chair.
 - Mary Anne recommended we add “Equity” to the Task Force title.
 - The Charge of the task force is to draft a set of actionable recommendations supporting the successful achievement of Goal 4 of MLA’s 2018-2020 Strategic Plan. Recommended actions may be short term (within the 2 years remaining in the plan) and long term. A report that includes these recommendations will be provided to MLA Executive Board/Advisory Council prior to the January 2019 meeting.
 - Please email Michelle Hamiel with anyone that is interested in being a member.
 - M. Kiel made a motion for the Equity, Diversity, Inclusion and Leadership Task Force to be formed and led by Michelle Hamiel. D. Davis seconded the motion. All in favor. No abstentions. Approved.

President’s Report – J. Thompson

Joe has been working with Kimberly and Vicky on new member recruitment and retention. One initiative is to have Meet Ups to help members get to know MLA. There will be a 30-minute presentation on various topics and with various leaders in the organization and then 30 minute conversations. The Meet Ups will be on the Blackboard platform. Other ideas for engaging new members are newsletters sent out by Division leaders, an introductory video for LATI participants, and a new member packet.

Vice President/President Elect – A. Berstler

Andrea has met with Joe and Margaret to discuss the goals of the upcoming year. Andrea has also spent time getting to know people within MLA.

Executive Director – M. Carty

- Attended the ALA Annual Conference
- Attended the MSL, What's Next workshop and the MLA Leadership Orientation meeting
- The MLA website is secure with all pages having the **https** URL.
- The September Board and Conference committee meetings will be held on **September 12th** instead of the 19th due to Yom Kippur.
- Section 1 of the MLA Manual will be updated with the new date and the final roster.
- Distributed a membership report. Numbers are holding steady. This report will be distributed at each meeting.
- There are still a few leaders that need to complete the Conflict of Interest form.
- A Facebook and Website usage report was distributed. Joe and Andrea suggested using a Dashboard for the report. Perhaps Tableau could be used.
- Nominations are due in October for the FY20 election of officers.
- Award nominations will be due in the Fall.
- Margaret will be on vacation until August 13th.

ALA Councilor's Report – D. Dahl

- Since Lucy moved away, David has been appointed by Joe to complete Lucy's term in the Councilor position.
- Lucy attended ALA annual and will do a write up for the CRAB.
 - ALA approved dipping into their reserve funds to take care of some IT projects
 - ALA is working on an organizational effectiveness project which will take 18 months.
 - Resolutions were passed
 - Resolution to Honor African Americans Who Fought Library Segregation
 - 100% gender neutral restrooms at conferences
- New interpretation to the ALA Bill of Rights and Meeting Rooms is quite contentious. Council is currently reviewing a draft resolution to (1) rescind the recently approved amendments and (2) hand this back to the ALA Intellectual Freedom Committee for further work. The Intellectual Freedom Committee is seeking feedback to inform their re-revision of the Interpretation.
- Options for ALA Midwinter are also being discussed.

Past President – D. Davis

- Attended the her last MSL Board meeting
- Presented at ALA on the advocacy efforts for school librarians in the state. This advocacy led to a better relationship with the Maryland Association of School Librarians.
- Civility Programs are very important for libraries.

- Writing her column for the CRAB.

Conference Director – T. Sutherland

1st meeting is today and there are 41 people signed up to attend. Very excited!

Training on Blackboard and conference calling with Nini Beegan

Reports from Units

- PSD & RAIG – Reader’s Advisory Training – Stocking Your Readers’ Advisory Toolbox on Thursday, September 13th from 12:30-4:30. This is in partnership with Novelist and is bringing in more money than anticipated.
- LDD & PSD is planning a hike and tour of the Walkersville Library in Frederick County.
- SSD – Getting to Know and Serving English Language Learners program
- LAIG is working on a program that will help with elevator speeches.
- TIG is meeting on August 30th from 2:00-4:00 at the Bowie Branch of PGCMLS.

Raffle

The shawl raffle has raised \$2500 for Puerto Rico Libraries! The winner of the shawl is Natalia Seiden from Charles County Public Library!

Evaluation – Plus/Delta

PLUS - What did we do well?	DELTA - What can we improve?
Covered a lot of ground Meeting moved along appropriately Use of humor New money making procedures Made decisions Use of technology Informative, interesting, involved others Well organized	Maybe get the treasurer’s report ahead of time (24 hours, even) - there are concerns about sending it over email. Decrease use of paper, send more virtually Determine best practices for tech set up (camera, mic, how to raise your hand to speak when attending remotely, figuring out how to make training more accessible to those attending remotely) Consider a bigger room for meetings to accommodate the size of the group - this could also help with parking accessibility Time management - good discussion, but

	need to make sure it all gets done in 2 hours or less
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Adjourn

T. Sutherland made a motion to adjourn. P. Sundberg seconded the motion. All in favor, none opposed, no abstentions. Meeting adjourned.

Submitted by Mary Anne Bowman on August 3, 2018.