

MARYLAND LIBRARY ASSOCIATION
Steering Committee Meeting
Wednesday, August 19, 2020
10:00 a.m. MLA Office
1401 Hollins Street, Baltimore MD 21223

Virtual Meeting

In Attendance – Tyler Wolfe (2021 Conference Committee Chair), Carl Olson (Treasurer), Andrea Berstler (Past President), Margaret Carty (Executive Director), Conni Strittmatter (Secretary), Nay Keppler (2020 Conference Committee Chair), Mary Anne Bowman (Vice President), Morgan Miller (President), Ryan O’Grady (Technology Interest Group), Sam Eddington (Public Services Division), David Dahl (ALA Councilor)

Call to Order

Morgan Miller

Morgan Miller called to order at 10:02am

Changes to the Agenda

Margaret Carty asked Nay Keppler to attend the meeting and give us an update on the virtual conference. Mary Anne Bowman moved to approve the change. Andrea Berstler seconded. All in favor.

Minutes of June 17th Meeting

Conni Strittmatter (5 min)

Tyler Wolfe motioned to approve the minutes. Carl Olson seconded. All approved.

Treasurer's Report

Carl Olson (10 min)

Balance Sheet Comparison

- As of July 31st, 2020, Bank balance was \$108,391.47, compared to \$21,186.42 last year the same time.
- Long term reserves were \$118,395.77, which is 3.48% less than 2019.
- Total assets were at \$226,727.24, which is a 57.65% higher balance than 2019.
- Total liabilities are at \$.71. Total equity is at \$226,727.95. So total Liabilities and Equity is at \$226,727.24 , % more than last year

Income

- CALD made a payment to MLA of \$109.85
- Registration income was down \$1,590. Vendor fees were in at \$255. Annual Conference Income was -\$1,335, down .66% from last year
- Jobline Income is at \$150, down about 25% from the previous year
- Membership dues are at \$5,628, an increase of 53.23% from last year
- Program Income was at \$1,143.75, down about 1/3 from 2019
- Total income is at \$5,754.60, down about 30.37% from 2019

Expenses

- Annual conference refunds were \$3,385
- There were \$200 in scholarships
- Office expenses were \$611.82, down 25% from 2019
- There was a delay in reporting personnel expenses, so those numbers will be corrected
- Refunds for division programs total \$218.75.
- Total expenses totaled \$4,594.39
- Net operating income comes to \$1,160.21, down 103% from the previous year

Budget vs. Actuals

- CALD income was \$109.85, 4.99% for the year
- Annual conference income so far is -\$1,335.
- Fundraising income has yet to appear.
- Membership dues are at \$5,628, which is 6.87% of what is budgeted for the year
- Program income is at \$1,143.75, 4.5% of the total budgeted
- Total income and Gross Profit is at \$5,74.60, 1.58% of the budgeted total
- Scholarships are at \$200 against \$3,000 budgeted, 6.67% of the total
- Office expenses are at \$611.82, or 3.17% of the budgeted amount
- There was a refund for cell phone expenses for \$37.29
- Program expenses were \$218.75, about 4.38% of budgeted
- Travel expenses are at 7.69%
- Total expenses are at \$4,594.39, 1.25% of what is budgeted
- Net Income is at \$1,160.21, 151% of what was budgeted this year

Andrea Berstler moved to approve the budget for audit. Mary Anne seconded. All in favor.

Unfinished Business

No unfinished business

New Business

Zoom support for programs

Margaret Carty

- We do not currently have a formal policy for zoom usage and support for programs.
- We want the policy to be applicable long term
- MLA office staff serve as the producer for the MLA zoom room. The MLA office is not open in the evenings or Fridays. Many are asking for the zoom room in evenings and Fridays. This would require MLA to pay over time for staff to manage the room.
- They are proposing that MLA cannot support the use of zoom in the evenings or Fridays, unless there is someone noted as a producer who can support it (such as Nay or Ryan O'Grady). Otherwise, the person requesting it could use blackboard
- Nay suggested people use their system's zoom account for situations like this.
- Every system should have three licenses through the state, so Andrea feels this would not be an extra burden on that group.
- Nay asks if we should still ask these programs that will not use the MLA zoom account to run it by Kate Monagan at the MLA office to ensure there is not overlap of scheduling with MLA related programs.

President's Report

Morgan Miller (10 min)

- It has been a quiet few weeks since the Executive Board meeting
- Morgan has been working on the work plan for the steering committee. She will share that with us all soon to be submitted October 1st.

- Morgan attended the conference committee meeting and will again today.
- She has been working with some units to identify members to take on leadership roles. Laura Boonchaisri is on maternity leave and helped identify Amy Miller Meyers as a new leader for the Marketing committee.
- She has been working with Michelle Hamiel on the EDI task force. They are working on recruiting more members. Their goal is to bring some EDI related statements to the steering committee in October.
 - o Margaret jumped in to mention a discussion with Nini Beegan about the state EDI focused group through the iSchool. There was discussion about merging the iSchool and MLA group, but the decision was made to keep them separate.
 - o MAPLA will have EDI programs offered on October 21st from Tonya Aikens and Christi Lassen and October 23rd by Michelle Hamiel,
- Morgan attended a meeting with Andrea Berstler, Carrie Willson, the incoming president of MAPLA to discuss how each of their committees will work moving forward. Andrea and Carrie will speak at MAPLA about their legislative role.
- Joe Thompson has assembled the nominations committee – Mou Chakraborty, Teonja Jung, Simmona Simmons, Ashley Teagle, and Kenneth Wayne Thompson
 - o Andrea Berstler motions to approve this list of members. Tyler Wolfe seconds. All in favor. Motion passes.

President Elect

Mary Anne Bowman (5 min)

- Mary Anne does not have a lot to report since the last meeting. She has been focusing a great deal on reopening her library.
- Mary Anne wondered if lay-offs are starting to happen in Maryland as it seems they are starting to take place in other states, especially Oregon.
 - o Andrea mentioned furloughs in Howard County. Carroll has reduced some hours for part time staff.
 - o Morgan Miller stated the same about Cecil County. The focus has been on retaining staff.
 - o Andrea suspects we will start seeing more turnover when systems open the doors to the public
 - o Mary Anne’s library is open, which is why she thinks they are seeing some turn over at this time

Executive Director’s Report

Margaret Carty (5 min)

- Margaret and Kate have been working on audit materials. They will not be doing on-site audit – they will come pick up the materials. They plan to have everything together by next Thursday to pick up.
- The CRAB is now being donated \$500 per issue. Margaret sent him a thank you for how generous he is for offering.
- Margaret asked Nay to come speak about the virtual conference.
 - o Nay created a rough google site with the schedule of the programs using Sched, which will be the new brochure.
 - o The conference will begin October 6th with a conference orientation first thing.
 - o Silent Auction will start that day and will run for 3 weeks. Amy sent out emails about putting together the silent auction. We don’t want to rely on MILO to deliver the silent auction supplies. They are asking units and counties to figure out shipping/delivery on their own. The deadline for submitting baskets is September 7th.
 - o Poster sessions and keynotes are still happening, with the exception of Delaware’s session.

- All agreed to record sessions, though Alex Rickloff's will be recorded but only available until the end of the conference. Some will not be recorded because they will be using a lot of breakout rooms.
- Pre-conference programs will have separate registration to manage the extra fee involved.
- There are no sessions more than 2-hours at a time. Any session longer than 2 hours has been split into multiple days.
- 2-hour sessions are often in the morning
- Michael Gannon will host the pub quiz. Karaoke and games will turn into a "Showoff Showcase," where people can show off talents or things they've done during quarantine.
- Kate has been working on how to engage vendors in this environment. On the first day of the conference, there is a virtual vendor hall. Vendors can send a video or show up live to engage with attendees. Vendors will have 5 minutes at the start of each program to talk or show a video as well. Graphics will be on intro slides for each program. Production Assistants will be trained to share slides and highlight the vendors in that way. Vendors will also be highlighted on social media. If they stay on full price this year, they will have a discount next year.
- Nay is working on how to promote the conference now and how to get the registration form set.
- Margaret is working on how to get refunds out to everyone who has purchased meals. She will be working with Tamar to determine how to handle if state grant money had been used to purchase the meals – where does that money get refunded? Does it go to the state or the county who used it? If someone paid with a credit card, MLA cannot refund through the card because it's been too long – they have to be refunded with a check.
- Morgan mentioned that the Marketing Committee could take on strategies for marketing the virtual conference.

ALA Councilor's Report

David Dahl (10 min)

- Midwinter has been made a virtual meeting, which likely means Council will meet virtually as well.
- Council has two virtual meetings this fall, one in September to review the budget and one in November about the Forward Together progress. At the virtual annual Council meetings, Council passed a resolution to have Forward Together groups report to Council rather than the Executive Board.
- ALA's call for volunteers is open right now. David will send this out to Marylib.
- Some state associations are putting out statements against layoffs and furloughs in libraries. David is not necessarily recommending we do that, but wanted to see what the group thinks about this.

Past President's Report

Andrea Berstler (5 min)

- Andrea has been focusing a great deal on her role as the Legislative Officer. She and Carrie Willson are working closely together to coordinate the efforts of the Legislative Panel and the Intergovernmental Task Force.
- Andrea, Carrie, Morgan, and other MAPLA representatives met to coordinate roles and efforts.
- Andrea and Carrie will be presenting to MAPLA in the Fall.
- Andrea is working on drafting goals and talking points for the year for Legislative panel. They want to be prepared if something like the fine free legislation re-appears.
- Legislative panel will begin to meet September 11th. They had already been prioritizing virtual meetings to ensure a greater diversity of members throughout the state and will continue to do so.

Conference Director

Tyler Wolfe (5 min)

- Conference planning is going okay so far. The biggest concern at the moment is keeping excitement and energy going.
- Tyler has been creating google docs to share ideas since collaboration is different in a virtual meeting.
- They are looking closely at how the fall virtual conference looks to help inform how the spring might look.
- Today, they are going to pick a theme. It seems they're leaning toward something like "Libraries Without Boundaries." They have a few presenters that fit that theme they plan to reach out to.
- Morgan thanked Tyler for doing such a great job facilitating the team and keeping them engaged in meetings and collaborative work between meetings.

Adjournment

Andrea Berstler moves to adjourn the meeting. David Dahl seconds. All in favor. Meeting adjourned at 11:17am.