

Maryland Library Association  
Steering Committee Meeting  
August 23, 2017, MLA Office

**Attendance:**

Mary Anne Bowman (Secretary), Margaret Carty (MLA), Denise Davis (President), Michelle Hamiel (Conference Chair), Lucy Holman (ALA Council), Patty Sundberg (Treasurer), Joe Thompson (VP/President Elect)

**Call to Order: 10:02 AM by D. Davis**

**Changes to the Agenda:**

- Unfinished Business – IF Manual
- New Business – IF Name Change request, Medical Interest Group request, ACRL MD Request, Library Advocacy Interest Group

**Minutes:** M.A. Bowman

- No changes to the June 2017 minutes. P. Sundberg made a motion to accept the June 2017 minutes and L. Holman seconded the motion. All in favor.

**Treasurer's Report: P. Sundberg**

- Fiscal sheets were distributed: Balance Sheet (green), Profit & Loss Budget vs. Actual (blue), and the Commonwealth Financial Network Portfolio statement (white).
- Balance Sheet: \$13,600.50 in checking. That is \$11,703 less than last year. Long term reserves went up by \$4,853.00. Total liabilities & equity is about \$55,000 less than last year.
- Profit & Loss:
  - Line 4200 –\$13,036.17 has already been paid for the Leadership Institute program.
  - MLLI (Leadership Institute) – Maryland State Library pays for the facilitator and the rest comes out of the MLA budget.
  - Net income was \$-13,121.30. This is \$5,500 ahead of last year.
- M. Bowman motioned to accept the financial documents to submit for auditing. L. Holman seconded the motion. Votes were all in favor.

**Unfinished Business:**

- Intellectual Freedom Manual
  - D. Davis, J. Thompson and L. Holman have already sent some feedback to J. Ranelli on the draft that was sent out.
  - In the short term, the steering committee felt that the current manual after being edited and checked for accuracy is adequate. Any other edits should be sent to J. Ranelli as soon as possible. The Intellectual Freedom Panel should submit their final edits to M. Carty by September 5<sup>th</sup> in order to have it on the September meeting agenda. If the edits are not submitted by this date, it will go on the November meeting agenda.

- In the long term, the steering committee would like to see the manual revised to be a toolkit or handbook. Some of the suggested content would include:
  - Best practices/guidelines for handling a challenge to both materials and programming
  - How to prepare yourself before the challenge especially if it is a controversial topic
  - Guideline to empower staff to address a concern on the frontline before it gets escalated.
  - Crisis Communication
  - Information about privacy including examples of privacy policies and procedures. Procedures for sharing video security footage with law enforcement (or other agencies).
  - Link to other available resources such as ALA
- The steering committee appreciates the work that has already been put into the revised manual.

#### **New Business:**

- IFAP Name Change Request
  - The Intellectual Freedom Advisory Panel would like to change their name to Intellectual Freedom Panel (IF Panel). The IFAP acronym has negative connotations. J. Thompson made a motion to change the Intellectual Freedom Advisory Panel name to be Intellectual Freedom Panel. P. Sundberg seconded the motion. All in favor.
- Medical Interest Group Request
  - There has been a request to have a Medical Interest Group in MLA, however they still do not have the signatures needed to form a new interest group.
  - Suggested that they make the interest group “Health” rather than “Medical” as it is more inclusive. Perhaps that would help them obtain the needed signatures.
  - They need to suggest potential topic areas for programs. Some suggestions were the Health Insurance Marketplace, or the Opioid crisis. They could potentially partner with the Public Services Division to present the programs.
  - M. Carty will present our feedback to the group.
- ACRL MD Request
  - Requested to extend reciprocal member rates for education programs organized by ACRL MD to individual members of the Association of College and Research Libraries Delaware Valley Chapter (ACRL DVC)
  - The Steering Committee agreed that the ACRL DVC did not have many programs to offer ACRL MD so it really wouldn’t be a reciprocal agreement.
  - MLA will allow ACRL DVC to register for the Shape Shifting Libraries & Change Agents program at the member rate. If this increases attendance at ACRL MD programs, perhaps we will consider giving the member rate to ACRL DVC in the future.
- Library Advocacy Interest Group (LAIG)
  - As MLA President, D. Davis had formed a new interest group for Library Advocacy.

- D. Davis felt this was a need because we have a significant number of library leaders retiring in the next few years. We need to develop our staff to be better advocates so they can step into the shoes of our retiring leaders.
- This interest group is consistent with the advocacy training mission of the Office of Library Advocacy that ALA has formed.
- Zeke White and Vicky Johnson with the assistance of Natalie Eddington have agreed to lead the group.

**President's Report: D. Davis**

- Working to form the new Library Advocacy Interest Group
- Attended MAPLA and will attend again in October
- Will attend the Mid-Atlantic Future Conference in September
- Attended the Community Catalyst Virtual Conference
- Sent letters of support about IMLS and also Net Neutrality

**Past President's Report: No Report**

**President Elect: J. Thompson**

- Tiffany Sutherland will be the Assistant Conference Chair
- Attended the MLA Leadership & Program Planning meetings
- Contacted Al Martin about being added to the newly formed Maryland Library Board as a MLA representative. Both D. Davis and J. Thompson will attend the Board meeting in September
- Attended ALA Annual
- Has been posting to the MLA Facebook Page

**ALA councilor's Report: L. Holman**

- Attended ALA Annual and has submitted her report to the Crab
- PLA is having an Opioid Crisis Town Hall on September 12<sup>th</sup>.
- Jim Neal, ALA President sent out a press release on Charlottesville.
- Advocacy emails – J. Thompson, L. Holman and N. Eddington will coordinate advocacy emails to make sure there isn't too much duplication

**Conference Director: M. Hamiel**

- Theme is "Evolve"
- DLA has asked to change the Friday lunch to be a breakfast. Each library association would have their business meeting, then there would be breakfast and the keynote. The steering committee said that whatever is decided breakfast should be offered before any meetings or keynote speakers.

**Executive Director's Report: M. Carty**

- Distributed the new Personnel Manual, new Sponsorship handout for the MLA Conference, and Membership Statistics
- Attended ALA Annual and MACO
- Audit will be on August 24, 2017

- Will be closed on September 4<sup>th</sup> for Labor Day

**Other**

- M. Bowman has been appointed to the PLA Leadership Development Committee
- M. Bowman will not be at the October Steering Committee Meeting. J. Thompson will take the minutes in her absence.

**Adjournment at 12:30 p.m.**

Respectfully submitted by M.A. Bowman on August 30, 2017.