

Maryland Library Association

Minutes

Executive Board/Advisory Council Meeting

Wednesday, September 15, 2021

In Attendance: Ryan O'Grady (Interim Director), Carl Olson (Treasurer; GIIG), Meg Faller (RAIG), Elizabeth Howe (Archives), Mary Anne Bowman (President), Lisa Kenyon (Author Award), David Dahl (ALA Councilor), Bryan Hissong (LLT), Megan Sutherland (Conference Committee), Anita Crawford (LDD/Membership), Amy Meyers (Marketing), Kelsey Hughes (Conference), Jill Hutchison (CSD), Jake Ciarapica (TIG), Tracy Miller (FoLIG), Tamar Sarnoff (MSL), Maddie Hines (Technology), Andrea Boothby Rice (IFP), Chelsea Shockley (SSD), Natalie Edington (Leg Panel), Tyler Wolfe (PDP), Lisa Swain (PSD), Tiffany Sutherland (Membership), Teresa Miller (LGBTQ+ IG), Debby Bennett (Awards Committee)

Excused Absences: Morgan Miller (Past President), Sean Hogan (ACRL), Teonja Jung (SSD)

Call to Order and Welcome

Mary Anne Bowman

- The meeting was called to order at 1pm

Changes to the Agenda

- Jill moves to approve the agenda. David Dahl seconds. Agenda approved.

Minutes July 21, 2021

Conni Strittmatter

- Jill moves to approve the minutes. Mary Anne Bowman approves.

Treasurer's Report

Carl Olson

Balance Sheet

- Total assets are \$247,824.37, 14.9% higher than this time last year. This tracks pretty closely with the amount we paid out in conference refunds last year.
- Net income was a loss of \$4,295.23, only 46.18% of last year's loss at this time
- Total liabilities and equity come in at \$247,824.37

Profit and Loss

- Unrealized gain and loss posted \$2,133.95, down from \$7,011.94 from last year, possibly due to cloudy economic news
- Fundraising income has not yet registered anything
- LLT committee took in \$300 for the Director's University
- Jobline income has reached \$550, an 83.33% increase from last year

- Membership dues of all kinds finished August at \$9,052 compared to \$11,637, down by 22.21%
- Group income was \$1,337.50 from CSD and Leadership Development, down 20.45% from August of 2020
- Total income was \$13,588.45, compared to \$20,027.22 last year
- Annual conference expenses registered \$580
- Bank and Credit Card fees registered \$357.27, up about 20% from the previous year
- Office expenses amounted to \$1,510.33, about 50% higher than the same time last year, owing to the headquarters reactivating
- Personnel expenses totaled \$13,125.64, down just under 19% from last year
- Professional fees are at \$2,300, paid to the auditor
- Total expenses arrived at \$17,927.69, down about 36% from last year
- Net operating income was a loss of \$4,339.24. We normally dip in the fall and hope to make it up during conference time

Budget vs. Actuals

- Unrealized gain and loss was \$2,133.95
- Annual conference income of \$165 is just under 1/10 of 1% of the budgeted figure
- LLT committee's \$300 income has reached 1% of the budget
- Jobline income is at just under 16% for the year
- Membership dues are at 10.69% of its budget goal
- Program income is at \$1,337.50, which is 5.35% of the target goal
- Total income is at \$13,588.45, or 3.71% of the annual goal
- Conference expenses are in at \$580, .5% of the budgeted figure
- Banking fees amounted to \$357.27, about 4.5% of the budgeted figure
- Scholarships, fundraising, and LLT have no expenses so far
- Office expenses are at \$1,510.33, just over 9% of the annual budgeted figure
- Personnel expenses finished August at \$13,125.64, just under 9% for the year
- Professional fees were at \$2,300, 32.86% of the budgeted figure
- Program expenses have not registered yet
- Total expenses are at \$17,927.69, just under 4.87% of the budget for the year
- Net income is a loss of \$4,295.23, which is 214.76% for the year. We have some ground to make up, but we are just getting started

Questions & Comments

- Megan Sutherland motions to approve the treasurer's report for audit
- Jill Hutchison seconds
- All in favor, no opposed. Motion passes

Old Business

1. Executive Director Search – Update
 - a. We have 22 applicants for the Executive Director search.
 - b. They have selected some applicants to do screening interviews before scheduling interviews in October
2. Bylaws: Affiliate Membership to the Black Caucus of ALA (BCALA)—Discussion and Vote
 - a. Michelle could not attend this meeting
 - b. The bylaws were sent out via email previously

- c. David Dahl points out that the bylaws refer to the “MLA Executive Committee” and suggests it needs to be changed to “Executive Board” for MLA
- d. Andrea Berstler notes that BCMLA can have an Executive Committee, but cannot have their own Executive Board
- e. The BCMLA bylaws refers to a BCMLA Executive Board and Executive Committee. The MLA Executive Board suggests we need to clarify that MLA can only have one Executive Board. It may be a simple as a point of clarification and a change in wording
- f. Mary Anne Bowman suggests we clarify with Michelle Hamiel prior to taking it to a vote. This will likely be an email vote

New Business

1. Audited Financial Statement for MLA (year ended 6/30/21) from Weyrich Cronin & Sorra
 - a. We had our annual audit for MLA, which covered July 1st, 2020 through June 30th, 2021
 - b. Kate, Carl, and Ryan worked with the auditors to provide all needed paperwork for the audit
 - c. The audit has come back clean with a few proposed corrections to the general ledger, which MLA has accepted and changed
 - d. In the past, these corrections may have been a few pages long, whereas this year there are only three total corrections suggested
 - e. Auditors made the following changes
 - i. Moved \$2,190 from Money Market to Long Term Reserves
 - ii. Moved \$430 from Scholarships to Organization Expense
 - iii. Moved \$60 from Scholarships to Retained Earnings
 - iv. Moved \$1,505 from Money Market to Long Term Reserves
 - v. Moved \$430 from Organization Expense to Reconciliation Discrepancies
 - f. The auditors also noted that
 - i. MLA’s size and segregation of duties is insufficient
 - ii. MLA should continue reviewing the treasurer’s report regularly
 - iii. There were uncleared transactions outstanding, likely due to issues related to the pandemic and mail
2. In-Person Site Visit and Meeting at Hyatt on November 17th
 - a. Ryan has been in contact with the Hyatt Regency in Cambridge
 - b. We still plan to have our conference in person in May
 - c. This is the day and time of the executive board meeting in November. Ryan would like to get feedback on the prospect of doing this meeting in person. Everyone agrees that in person with a hybrid option would work well

President’s Report

Mary Anne Bowman

- Mary Anne attended the state library board orientation. The board meeting four times per year and the first meeting will be next week
- She attended MACO in Ocean City for her first time
- She continues to meet with Nay and Ryan regularly

Vice President/President Elect

Nay Keppler

- Nay met the ALA Chapter Leaders forum online
- She met with Anita and Beth from the membership committee to develop a five-year plan for membership
- Nay attended the marketing meeting to talk more about their duties for this year and moving forward
- Nay met with Jake and Kevin from TIG to get them oriented as new leaders in the organization
- Nay, Bryan, Nini, and Michelle discussed priorities for trainings like Everyone Leads, Executive University, and MLLI in 2023

Interim Executive Director

Ryan O'Grady

- Ryan attended MACO in August, Leg Panel, EDI Task Force meetings, and meetings about upcoming leadership programs and trainings
- Reminder that everyone has two weeks to submit their annual work plan to Conni
 - o You do not need to submit regular unit reports since reporting at the meeting will suffice
 - o The work plans are an important way to tie your unit's work to the strategic plan for MLA
- ALA legislative summit will be in October, 1-4:30pm on the 16th

ALA Councilor's Report

David Dahl

- For several year, ALA has been going through processes to transform their governance and how they operate. This effort is currently branded as "Transforming ALA Governance" or "TAG." More information will be discussed at Council meetings at the LibLearnX conference in January
 - o The biggest concern for us is that our relationship with ALA continues to be strong and our voice is heard in the process as a chapter of ALA
- LibLearnX was more of a professional development focus rather than just meetings, which Midwinter was always more focused on. Chapter Leader meetings and forums are not specifically connected to LibLearnX
- ALA CORE division canceled their in person conference in October
- LibLearnX is still planned for January in San Antonio, TX. There has been some concern from ALA about holding a conference in Texas after recent legislation from that state around abortion
- The Chapter Relations Office check information this time of year from each chapter (MLA). Ryan has worked with David to get information to submit for this

Legislative Update

Andrea Berstler

- Leg panel had its first meeting for this legislative cycle last week to talk about initiatives expected to happen this year
- The cycle is January, February, and March for the state
- Major legislation for the state and the national level includes the two funding formulas we expect to bring to the state this year. One is a modification of the capital funding formula to better reflect needs of counties with lower income households like Alleghany and Garrett

- Library Legislative Day will likely be hybrid next year, with virtual and in person components.
- At the federal level, the Building America's Libraries act is the primary focus. There is currently no money in it now.
- Appropriations are currently taking place, but it's likely there will be no resolution to library funding by the end of the year.

Past President

Morgan Miller

- Morgan Miller was not able to attend this meeting

Conference Director's Report

Megan Sutherland

- Conference committee met earlier this morning
- Program proposals are being accepted through October 15th via a google form
- There are currently 30 proposals in and most look great
- We are in need of pre-conferences
- They are working on keynote speaker ideas right now
- They are finalizing a theme and graphic/look/feel as well
- The social committee is being run by Jenee Johnson and Lisa Allgeier and are looking for additional members. If you or anyone you know may be interested in helping, they meet on the second Wednesday on Zoom
- Jennifer Jones and Amy Miller Meyers are working on the website

Unit Leader Reports Unit Leaders

- Tyler Wolfe (PDP) – It's been quiet so far. Please remember that all divisions are responsible for at least one program throughout the year other than conference. Reach out to PDP if you need any help
- Andrea Boothby Rice (IFP) – IFP met back in August to discuss vendor privacy issues. They are considering inviting Information Freedom Institute for a session at MLA. Banned Books Week is coming up and IFP will be hosting a trivia night.
- Sean Hogan (ACRL, via email) – ACRL has submitted the work plan to Conni. They hope to increase participation from areas of the state not often included. They are working on a program about Open Education Resources. They plan to continue professional development during the second half of their monthly meetings. They may do a "podcast club." They also hope to sponsor at least one division social event and increase social media presence.
- Lisa Swain (PSD) – PSD is planning some stand along programs on how to use platforms like Discord, Crowdcast, Zoom, etc. They would like to sponsor an "unconference" during the conference this year. They are trying to encourage more participation in PSD.
- Jill Hutchison (CSD) – They continue to meet monthly via Blackboard and have seen higher attendance versus in person. They plan to continue this with 2-3 in person/hybrid meetings even after the pandemic is over. The Blue Crab committee is going strong with plans to announce winners in February. All are welcome to nominate books for this award. CSD has three programs outside of conference this year, including Black Eyed Susan programs and Kids Are Customers, Too in March in Owings Mills, MD. They hope to make that a hybrid event. Jill will reach out to Maddie Hines and the technology committee for this. They are looking for a few more speakers/session leaders for KAC, Too.

- Chelsea Shockley (SSD) – SSD hopes to present one standalone program during the FY. They have submitted programming ideas for MLA. They hope to increase their social media presence, which has already increased since July
- Anita Crawford (LDD) – LDD does not currently have a president, so they have been working together to make everything happen. In September, they read *Subtle Acts of Exclusion: How to Understand, Identify, and Stop Microaggressions* by Tiffany Jana and Michael Baran. A panel of folks included in EDI work in their systems discussed what they are working on. One conversation centered on diversifying our profession and how to open the doors to people who may never have used libraries before. Thanks to Ryan and Kate, *Leading with Anxiety* has been rescheduled as a virtual training
- Anita Crawford (Membership) – Right now, Membership is working with Nay and Beth Hildebride to figure out the best pathway forward for decreasing barriers to membership and improved membership orientation. They are working on a five-year plan for these goals
- Tamar Sarnoff (MSL) – They have combined the MLA conference awards with the staff development awards. This will streamline the process for everyone, they hope. MSL has distributed around \$3 million via ARPA and will be writing a press release shortly. There are some small groups and task forces running related to the ARPA grants including Library Boards and Their Roles, Mobile Units, and Tuition Reimbursement. The latter group has shifted its focus to also be on recruitment and retention with an EDI lens. This may result in a job fair or mentoring opportunities. Library for the Blind and Print Disabled still continues to have issues with mail delivery, which has been a huge obstacle to their service. Thanks to all who have reached out to officials to hear the need for this issue to be fixed.
- Elizabeth Howe (Archives) – In mid-July, Elizabeth contact our representative at University of Maryland who wrote back that not all services have resumed at the university. She reached back out this month to create a plan moving forward. Please send Elizabeth meeting minutes from your unit.
- CRAB – Articles for the CRAB are due tomorrow
- Debby Bennett (Awards Committee) – Awards Committee starts getting to work in October and November to collect nominations for awards.
- Lisa Kenyon (Author Awards) – The committee has selected a winner and a couple of backups in case the winner can't make it to the conference. Because there are so many poets who are from, live in, or write about Maryland, there are many great choices
- Conni Strittmatter (Bylaws)
- Bryan Hissong (LLT) – The priority for the next few years will be Everybody Leads, Executive University, and MLLI. There was a two part Executive University training on adapting leadership styles to the new normal held recently. In October, there will be another session on EDI for Executive University.
- Maddie Hines (Technology) – The committee is working on recruitment at this time. They meet next October 4th to discuss process improvement for AV/Tech at the conference. All members will get training on conference software. They will be working on plans for the direction of the committee over the next couple of years.

- Amy Meyers (Marketing) – They are clarifying who they are and what they do separate from the membership committee. They are working on program plans for conference and making plans for the MLA marketing award. They are looking at ways to help all units with social media and marketing strategies
- Tracy Miller (FoLIG) – They met last week to discuss conference programming and are working on their work plan. The round table discussion session was on education. At their next meeting, the focus will be on mental health
- Sabine Simonson (OSIG) – OSIG is working on partnering with PSD on a session for conference. Sabine is attending the CML annual meeting.
- Carl Olson (GIIG) - GIIG is trying to rebuild. I hope to gather some members on zoom and possibly revisit some of our "greatest hits" programs such as the National Gallery of Art.
- Meg Faller (RAIG) – Book Buzz will be one of the conference sessions from RAIG this year. They will offer sessions on using tiktoks for readers’ advisory and how to find diverse books related to people with disabilities
- Lisa Swain (MAPIG) – This group has been trying to have meetings after PSD meeting to encourage people to attend. There hasn’t been much attendance or participation. They believe it’s possible people have decreased time to work on groups like this due to staffing shortages.
- Tiffany Sutherland (LAIG) – Their first meeting is next Wednesday with about 12 people planning to attend. They hope to have more brown-bag sessions, some stand-alone programming, and prep for library legislative day.
- Jake Ciarapica (TIG) – TIG had their first brown bag meetup on Discord yesterday. They discussed programming in the fall, how to get teens back into the library, and how to reach new teens since many have graduated and moved on to adulthood. The TIG Discord server has about 40 people on there with around 10 people regularly engaging. TIG is working with CSD on the Kids Are Customers, Too conference, as well as the work plan for the group.
- Teresa Miller (LGBTQ+ Interest Group) – Their first meeting will be next week. They will discuss the current state of LGBTQ+ services in Maryland libraries and putting together a work plan

Adjourn

- Carl moves to adjourn. Jill seconds. Meeting adjourned.