

# Maryland Library Association

## Minutes

Executive Board/Advisory Council Meeting

**Wednesday, September 16, 2020**

**10:00 a.m. – 12:00 p.m.**

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

### **In Attendance**

Nay Keppler (PDP), Margaret Carty (Executive Director), Tyler Wolfe (Conference Director), Morgan Miller (President), Sabine Simonson (OSIG), Amy Jenkins (RAIG), Amy Meyers (Marketing), Andrea Berstler (Past President/Legislative Panel), Anita Crawford (LDD), Betsey Brannen (CSD), Carl Olson (Treasurer/GIIG), David Dahl (ALA Councilor), Debby Bennett (Awards Committee), Elizabeth Howe (Archivist), Joseph Thompson (Nominations), Kelsey Hughes (TIG), Lisa R Kenyon (Book Awards), Lois Entner (ACRL), Megan Sutherland (LAIG), Natalie Edington (Legislative Panel), Sara Brown (IFP), Tracy Miller (FoLIG), Angelisa Hawes (NMIG), Samuel Eddington (PSD), Robin Soma-Dudley (SSD), Tamar Sarnoff (MSL), Kimberly Day (TIG), Conni Strittmatter (Secretary/Bylaws)

### **Excused Absences**

Mary Anne Bowman (Vice President), Melissa Gotsch (LAIG), Tiffany Sutherland (Membership), Ryan O'Grady (Technology), Bryan Hissong (LTTC), Annette Haldemann (CRAB)

### **Call to Order**

Meeting was called to order at 10:01am.

**Morgan Miller**

### **Changes to the Agenda**

Conni Strittmatter requested that attendees name themselves in the meeting with their full name and initials of their unit or role in MLA.

Conni Strittmatter's name is misspelled. These have both been corrected for the minutes.

### **Minutes July 15, 2020**

No changes to the minutes.

Tyler Wolfe motions to approve. Betsey Brannen seconded. All in favor. Minutes approved

**Conni Strittmatter (5 min)**

### **Treasurer's Report**

Balance Sheet

**Carl Olson (10 min)**

- As of August 31<sup>st</sup>, bank balance was \$93,074.96 – an increase of 25.25% over 2019. This is due to post-conference expenses we deferred. This is down from July because payroll expenses were delayed.
- Long term reserves were \$122,009.34, right about where they were in August of 2019.
- Total assets with minor adjustments were \$215,084.32, vs \$196,180.62 in 2019. A different of 9.64%.
- Total assets were \$215,024.32.
- Retained earnings were \$255,191.85, against \$179,917.70 in 2019. This works out to 25.16% higher
- Net income was a loss of \$10,166.82, vs a gain of \$16,203.63 in 2019. This is a decline of 162.74%.
- Total liabilities and equity have a 9.64% increase over 2019.

#### Profit and Loss

- Unrealized gain/loss was \$3,561.25.
- Annual conference income reflected some cancelations at a loss of \$840 versus a gain of \$290 same time last year
- Fundraising income we are waiting on
- Jobline income is up to \$300, half of what it was this time last year
- Membership dues grew to \$11,115, about a 15% increase this time in 2019
- Group programs brought in \$1,681.25, about half of what they did this time last year reflecting the different pricing structure.
- Total income and gross profits were \$16,576.53, down 76.41% over the same time last year
- Annual conference refunds are at \$8,590 mostly for conference banquet
- Bank & Credit Card fees received a credit of \$358.42.
- Office expenses amounted to \$1,006.85, down 42.84% from 2019
- Personnel expenses were at \$16,088.49, reflecting the late reporting of July's expenses
- Program expenses were at \$893.75 due mostly to speaker fees for a Children's Services Division program
- Total expenses were at \$26,795.67 down around 50% from last year
- Net operating income was down as well as dividend income leading to a total income at - \$10,166.82.

#### Budget vs Actuals

- Annual conference income is short of its goal by \$202,940
- Jobline income is at \$300, 8.57% of the budgeted figure
- Membership dues are at 13.5% of the budgeted figure
- Program income is at \$1,681.25, 6.7% of the budgeted figure
- Total income of \$16,576.53 is at 4.54% of the budget.
- Office expenses are at \$1,006.85, 5.22% of the annual budgeted figure
- Personnel expenses are at 10.43% of the budgeted figure, which reflects July and August
- Program expenses at \$893.75 are at 17.88%
- Total expenses at \$26,795.67 are at 7.31% for the year
- Net income is a loss of \$10,166.82. We had projected a modest increase and we have plenty of time to make this up.

Margaret adds that everyone is doing a great job with the tools we have. The numbers in the income do not fully reflect all the work that people have been doing because many of our programs have been at no cost.

The only refunds we have left to do for the MLA conference are people who registered for the conference and ordered meals. They hope to have that done by next week. Everyone has been very reasonable and conscientious about our expenses. We haven't had to go back to our investments to borrow anything.

The registrations for 2020 are coming in now. They are only able to get mail on Thursdays so they get information week to week rather than daily.

Andrea Berstler motions to file the treasurer's report for audit. Tyler Wolfe seconds. The motion passes and the report is filed for audit.

### **Unfinished Business**

No unfinished business.

### **New Business**

#### **President's Report**

#### **Morgan Miller (5 min)**

- Morgan thanks everyone for everything they are doing to keep libraries alive during that time.
- Thank you to Nay for making the 2020 conference happen virtually, launching on October 6th. At SLRC yesterday, they were pointing to MLA's virtual conference for their planning.
- Everyone is working on their rosters for their units. Morgan is working with some leaders to get all their documents and information about their units in line. Please reach out to Morgan if you need help with this.
- One September 21<sup>st</sup>, Michele Hamiel is convening the EDI taskforce. There are some new members but they are looking for more. Please get in touch with Morgan if you have any thoughts, suggestions, or if you're interested in joining.
- The legislative meeting last Friday was the first meeting of the year. Irene Padilla has reached out to the state board of elections to work much more closely with libraries on voter registration. Her goal is to have more boards of election to look to the library to create more access to voting. While it may be a little late for this year, it will be an exciting thing for future elections.
- Morgan attended the State Library Resource Center Commission meeting. The team is working hard to provide training to librarians and outreach to schools and media specialists.
- SLRC is considering bringing in a third party to assess the results of the REALM study. They hope to create discussion to determine standards for quarantining of materials in libraries throughout the state.

- ALA Chapter leaders has an upcoming webinar on the 28<sup>th</sup> on responding to COVID when it comes in to your system and branch. Anne Arundel County staff will be on the webinar along with other leaders throughout the country.

**Vice President/President Elect**

**Mary Ann Bowman (5 min)**

- Mary Anne Bowman is unable to attend the meeting today.

**Executive Director**

**Margaret Carty (5 min)**

- Margaret has the reports but does not have the capability to scan them in and send them. She will compile them and send them as soon as she can.
- Most recently, she has been working almost exclusively on refunds.
- The state associations around the country are looking at the legislative reception. Margaret is waiting now to see if we can use the senate building. She is not optimistic that they will accept reservations there. If we don't do it in person, there is some conversation about doing something virtually.
- Nay and Tyler have been two of the strongest workers she has worked with. Margaret cannot praise Nay enough for the work she has done on the conference. Nay has put together a very exciting conference. As far as Margaret knows, we are the only association offering a conference over a matter of months – many are being held over a couple of days. We look forward to evaluations to see how people like it.
- Tyler Wolfe's planning is coming along. The two of them will get up to speed on the 2021 conference this week. He has energized people around the upcoming conference. We are facing a big unknown about next May. All of the programs state and nationwide that are library related have been canceled or gone virtual through January. We will likely need to make a decision about the May conference somewhat soon.

**ALA Councilor's Report**

**David Dahl (5 min)**

- ALA council has been busier than usual. The normal mode of operation is to meet at Annual and Midwinter meetings but they are currently meeting bi-weekly, mostly because of the Forward Together initiative (SCOE). They are talking through various components of this reorganization to get them through an expedited timeline to get through the changes.
- The timeline right now indicates implementation will begin around a year from now.
- The new model addresses how chapter engagement will work. One model does not have the chapter council role.
- David encourages anyone to talk with him about thoughts, questions, or concerns about the changes.
- There is an upcoming meeting about ALA's budget this Friday.
- ALA has some great resources out there about the census and voter registration for libraries to use.
- Midwinter will be virtual this year. Registration opens in early November. They have already started lining up some keynote speakers.
- CORE is officially a division, a combination of LLAMA, LITA, and ALCTS
- The volunteer application period for ALA division roles closes September 30<sup>th</sup>.
- There was a conversation in a recent meeting about how chapters store their documents. Many use google drive, which David thinks is not advisable because of privacy and

access concerns when there is a lot of leadership turnover. He would like to throw in a recommendation for Freedcamp, which is used with PDP.

- Nay Keppler agrees this works well, similarly Basecamp.
- Andrea Berstler has used it and also likes it. Dropbox works well for storage but doesn't work well for working on documents real time.
- ALA is looking for stories about libraries being asked to provide childcare services. Please contact David if you have information about this happening in Maryland.

### **Past President**

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

- Some library locations are offering to be ballot box locations. Irene has reached out to the board of elections to make this okay. We could see this come back up during the next general election.
- We don't know what the legislative session or the overall legislative day will look like, though it's likely it will go virtual. The national congressional fly in has been officially canceled and the national legislative session will likely be virtual.
- Andrea feels we should plan for in person and virtual at the same time.
- The legislative panel discussed their work plan and important topics to focus on.
- They would like to support our school librarians and academic librarians and the issues surrounding budget cuts and COVID related issues.
  - Morgan will be sharing a resource with information about the importance of school media specialists.
- Technology will also be a big topic for the year - database access, wifi access, devices access. Many of these will be both national and state based conversations.
- There was a decision made at a state level regarding a limit to how many bills any legislator can submit. This could mean that some of our go-to people who we call when we need something put forward could hit their max of this limit. We need to be timely when we reach out so it's before they have hit their limit. We should also look to find a new generation of library champions in the state legislature. The legislative panel will work to help libraries develop relationships with new legislators.
- Natalie Edington adds that there is a very low chance of any COVID related appropriations being passed nationally before Election Day.
- Legislative Panel's next meeting is October 2<sup>nd</sup>.

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

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

- The first forms for programs are due October 9<sup>th</sup>.
- They are working with the philosophy that if we have presenters, we have a conference. They are hoping to see plenty of presenters come in with that first deadline.
- The team is going to try to stick to the timeline but be flexible because staff are understandably focusing on other things.
- Tyler asked presidents in the meeting to check in with their vice presidents to make sure their VPs are doing ok with the conference paperwork.
- Megan Sutherland is the co-chair for the committee and they have been working together to think through the 2021 conference. They are also working closely with Nay Keppler.
- Even if we have an in-person conference, they are looking at how to include a virtual component for at least some of it. Keynotes, possible recordings of live sessions, and more.
- They are also discussing what might happen if they have to make it fully virtual.

- Tyler is researching FEMA and CDC recommendations for capacity. He and Megan feel that if we're not comfortable with 50% capacity in each room, we should not do an in person conference.
- We will also need to accept that we will not make as much money on this conference, so we will have to be more conscious of costs, like the cost of speakers.

## Reports from Units

## Unit Leader (1 min)

### "Hey, just a minute"

### Total = 15 min

- Elizabeth Howe (archives) – She is working to organize and gather materials to submit to UMD and will check in with Margaret to see if there is any additional materials to submit.
- Debby Bennett (Awards Committee) – The call for nominations has gone out. She has already received three nominations with two more on the way. Talk it up with everyone you work with to make sure we can honor people doing great things in the state. The deadline is November 20<sup>th</sup>.
- Lisa Kenyon (Author Award) – There was some difficulty due to the lack of ILL. With things opening up more, they are able to consider more authors.
- Joe Thompson (Nominations Committee) – Nay Keppler is a guest host for the MLA conversations coming up on Friday. The Nominations Committee is meeting. They are sending out requests for interest to serve. They hope to have a slate of candidates for the October steering committee meeting. They have had contact with some of the chairs and presidents of units. We especially need someone to run for the SSD president. There will be an annual meeting for CML and their annual trustees. This will be Saturday, October 17<sup>th</sup> on zoom. The guests are Pat Hoffman, Irene Padilla, and Carla Hayden. There will be a short annual business meeting followed by a conversation with the ALA president.
- Conni Strittmatter (Planning & Bylaws) – Submit your work plans by October 1<sup>st</sup>.
- Amy Miller Meyers (Marketing) – The committee will be meeting in about a week to develop their plan moving forward.
- Tracy Miller (FoLIG) – They are working on inviting more people to these meetings. The business meeting will be from 10-10:30 followed by a conversation for anyone interested in joining to discuss our topic of the meeting. Tracy will be reaching out to other units to use their social media presence to promote FoLIG's meetings if possible.
- Carl Olson (GIIG) – Carl is communicating with people at the national archives who have an initiative called History Hub, an online community that will answer questions that the national archives answer frequently. They are working together to create a google form for this service.
- Sabine Simonson (OSIG) – Please like MLA on Facebook. We have three more page likes and two more followers.
- Megan Sutherland (LAIG) – In August, LAIG hosted an advocacy program virtually that had been planned for in person and it went well. The first steering committee meeting is coming up with four new members.
- Amy Jenkins (RAIG) – RAIG met September 4<sup>th</sup> with 5 new people who expressed interest in the group. On September 8<sup>th</sup>, they hosted a social event about Black Authors Matter – juvenile edition. They hope to schedule another similar program in the future. They have plans on a session about how to do a book talk.
- Kelsey Hughes (TIG) – The next meeting is October 5<sup>th</sup>. Pratt will be discussing how to use Discord to engage teens. They are looking at better ways to communicate with

members. Email and Facebook have issues, so they are hoping to create a google site as a repository of programming and ideas.

- Sara Brown (IFP) – They have a Defending Challenges program October 1<sup>st</sup> followed by a trivia event planned with LDD later that day. If you would like to submit a quote from and/or photo with their favorite banned book, send them to Sara Brown by the end of next week so they can be posted on the IFP social media page. They will send an email out about the preconference coming up on implicit bias.
- Sam Eddington (PSD) – PSD sponsoring a number of programs for the upcoming conference. They have submitted their slate of candidates and are working on their work plan. Sam wonders if divisions should plan virtual programs for the spring rather than in person. Nay Keppler (PDP) suggests everyone should plan on virtual.
- Robin Soma-Dudley (SSD) – They are hoping to get candidates for a vice president but are not getting any interest. Teonja has already submitted paperwork for the 2021 conference.
- Lois Entner (ACRL) – ACRL is meeting again on Friday to finalize their work plan. They have been a busy group these last couple of months. Their meetings have included a lot of good conversation and support. The group has grown and has provided great support for everyone attending.
- Betsey Brannen (CSD) – On Monday, CSD held their monthly meeting which included the approval of their work plan. There was significant discussion about the 2021 conference and Kids Are Customers, Too. They have asked potential presenters to definitely consider the virtual option and have received no interest yet. Yesterday was the annual Black Eyed Susan tapestry with 53 in attendance. Attendees were asked if they'd be interested in doing a Part II and everyone was very interested. The program went very smoothly. They are looking at the possibility of not holding Kids Are Customer, Too in March, but instead holding Part II of the Black Eyed Susan Tapestry.
- Anita Crawford (LDD) – LDD is collaborating with IFP for trivia October 1<sup>st</sup> at 6pm. They will also use it as an opportunity to promote conference programs coming up. The LDD steering committee have decided to raise funds for the silent auction basket this year. They had their September meeting last Thursday and discussed the book Such a Fun Age by Kiley Reid. They discussed internal biases and how they impact their work, dress codes, and the differences between listening and learning in anti-racism work. The next book is Biased: Uncovering the Hidden Prejudice That Shapes What We See, Think, and Do By Jennifer Eberhardt. Anita will reach out to Tracy Miller (FoLIG) about a possible co-sponsorship for conference.
- Nay Keppler (PDP) – PDP received 9 applications for the scholarship. Some were not awarded due to incomplete applications. Encourage staff submitting to complete them thoughtfully. They are learning more about technology and how best to award CEUs. Feel free to submit programs to take place after conference ends. PDP needs 2 months' notice for a program. Every unit has a liaison – see the MLA page for that information.

Anita asks if we should be using the strategic plan on the website when developing work plans. Morgan confirmed to use that document – the steering committee voted to extend the strategic plan through the current fiscal year. It will be updated to reflect that.

**Evaluation**

**Morgan Miller (5 min)**

**Adjourn**

Tyler Wolfe motions to adjourn. Lois Entner seconds. All are in favor. Motion passes.