

Maryland Library Association
Steering Committee Meeting
October 24, 2018, MLA Office

Attendance

Mary Anne Bowman (Secretary), Margaret Carty (MLA), David Dahl (ALA Council), Denise Davis (Past President), Patty Sundberg (Treasurer) via conference call, Tiffany Sutherland (Conference Chair), Joseph Thompson (President)

Absences

Andrea Berstler (Vice President)

Call to Order: 10:10 a.m.

Changes to the Agenda:

Correct the spelling of Tiffany's last name to "Sutherland."

T. Sutherland made a motion to accept the changes to the agenda. P. Sundberg seconded the motion. All in favor. No abstentions. Approved.

Minutes: M.A. Bowman

Thank you to Tiffany for doing the August 22, 2018 minutes. No changes. T. Sutherland made a motion to accept the minutes and P. Sundberg seconded. All in favor. M.A. Bowman and D. Davis abstained. Approved.

Treasurer's Report: P. Sundberg

- The Balance Sheet and Profit & Loss Budget vs. Actual statements through September 30, 2018 were distributed.
- Balance Sheet:
 - We have \$48,932.84 in Total Checking/Savings. This is about \$34,000 less than last year.
 - Long term reserves are at \$113,478.77. This is up about \$5500 from last year.
 - Total current assets are \$162,411.61.
 - Net income is \$23,991.51. This is about \$20,000 more than last month and \$3500 more than last year.
 - Total liabilities & equity is \$162,351.61.
- Profit & Loss Budget vs. Actual:
 - Library Leadership Training Committee (line 3025) is up about \$14,000 from last month due to registrations coming in.
 - Programs (line 3060.03) are up about \$6700 over last month and about \$4200 over last year due to BEST and Kids Are Customer Too conference registrations.
 - Total Gross profit is \$71,123.22.
 - Personnel expenses were paid this month.
 - Total expenses were 47,735.73.
 - Net income was \$23,991.51.

- Discussion about the long term reserves. There should be three to six months' reserves for operating expenses. Financial policies are in the MLA Manual. IRS has new standards for non-profits which go into effect this year. We already meet those standards.

D. Dahl motioned to accept the financial document to submit for audit. D. Davis seconded the motion. All in favor. No abstentions. Approved.

Unfinished Business:

- Crab articles posted on the website – content and determination of responsibility
 - We will post 2 or 3 articles on the MLA website news section. One article will always be the President's column.
 - Once the article is posted on the MLA website, the social media team will share to the MLA social media sites.
 - Articles that are shared should promote the benefits of being a MLA member.
 - Articles will be posted one or two weeks after the Crab has been released.
 - President's column will be released immediately and then other article will be posted one or two weeks later.
 - Posting articles to the MLA New section of the website is cumbersome. Margaret and Joe will work with Vicky Falcon to put together procedures and perhaps find someone that can help with the posting.
 - Discussion about the format of the Crab. Currently it is a PDF. Could it be an email newsletter? Margaret will discuss this with Annette Haldeman, Editor of the Crab and Bucky, the graphic designer for the Crab. Topics of discussion will be the discoverability of the Crab on the website, ability to link to content on the MLA website, and granule access controls. Anyone from the Steering Committee can join the discussion.
- Dashboard
 - Membership section is complete.
 - Still working on the Financial information section. We would like to see the program budget pulled out in its own graph. This will encourage divisions to develop programs throughout the year.
 - Dashboard will be available each month. Once the Dashboard is finalized it will be sent to the full Board along with the Balance Sheet and Profit and Loss Budget vs. Actual.
 - The Dashboard will also be posted on the MLA website.

New Business:

- Marketing/Membership – creating a co-chair
 - Discussion about keeping Marketing and Membership together in one committee with two Chairs or break it into two committees. Or, have Membership as a subcommittee to Marketing. How do we include the New Members Interest Group?
 - Membership is focused on recruiting new members.
 - New Members Interest Group is focused on engaging new members.
 - Joe will draft a new Charge for the committee with input from Vicky and Kimberly.
 - Will vote at the next Steering Committee meeting.

President's Report: J. Thompson

- Vicky and Joe attended the MASL (Maryland Association of School Librarians) Conference. Promoted the #IAMMLA posters. MASL will be attending the MLA Conference.
- Invited to participate in the PEGI (Preservation of Electronic Government Information) Project LSTA Forum on December 9th. Will discuss best practices for preservation of government data.

Vice President's report: A. Berstler

- None

Executive Director: M. Carty

- Invited by MACo to participate in a Conduit Street Podcast talking about what libraries are doing. Mary Hastler will represent MLA on the October 25th Podcast.
- Natalie Edington will be conducting an ALA Webcast on virtual legislative advocacy.
- Attended Winter MAPLA and was able to get \$16,150 in sponsorships for the MLA conference.
- FEMA – Working to set up a communication channel by email between Intergovernmental Affairs Advisory of FEMA and Maryland Libraries. Will forward information to MAPLA, CALD and School Media Specialists.

ALA Councilor's Report: D. Dahl

- Sent out information on the ALA meeting room draft for ALA Midwinter.
- Learning about his MLA conference responsibilities. Will need to have brochures and swag from ALA to distribute.

Past President – D. Davis

- Attended Martha's program planning meeting. She did an excellent job.
- Denise is a member of the UMD iSchool iLEAD Council. Working on a new strategic plan and plans for the future of the iSchool. iSchool is hoping to be more involved with the State's associations.

Conference Director: T. Sutherland

- All preliminary approvals are in.
- 60 regular programs, some are two hours long
- Will be Book Buzz from Penguin and Harper Collins
- Local Author Talk
- Ignite – 3 sessions
- ALA Communications Director will be there
- There will not be a stage for a head table.

D. Davis made the motion to adjourn. D. Dahl seconded the motion. All in favor. No abstentions. Motion passed and the meeting adjourned.

Respectfully submitted by Mary Anne Bowman on November 19, 2018.