

Maryland Library Association
Steering Committee Meeting
December 19, 2018, MLA Office

Attendance

Mary Anne Bowman (Secretary), Andrea Berstler (Vice President), Margaret Carty (MLA), David Dahl (ALA Council), Patty Sundberg (Treasurer), Tiffany Sutherland (Conference Chair), Joseph Thompson (President)

Absences

Denise Davis (Past President)

Call to Order: 10:06 a.m.

Changes to the Agenda:

Add the following to New Business:

- Awards
- Student scholarships
- Audit report

A. Berstler 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

Clarification on who made the motion to approve the minutes for the October 24, 2018 meeting - T. Sutherland made the motion and P. Sundberg seconded the motion. J. Thompson did not make the motion to approve.

T. Sutherland made a motion to accept the corrected minutes for October 24, 2018 and D. Dahl seconded. All in favor. No abstentions. Approved.

Treasurer's Report: P. Sundberg

- The Balance Sheet and Profit & Loss Budget vs. Actual statements through November 30, 2018 were distributed.
- Balance Sheet:
 - We have \$37,241.41 in Total Checking/Savings. This is about \$30,800 more than last month and \$13,800 more than last year.
 - Long term reserves are at \$114,525.18. This is up about \$1800 from last month and up \$3500 from last year.
 - Total assets are \$151,706.59.
 - Net income is \$13,346.49. This is about \$12,700 more than last year.
 - Total liabilities & equity is \$151,706.59. This is up \$32,551.69 from last month and up \$17,307.05 from last year.
- Profit & Loss Budget vs. Actual:

- Conference Income (line 3000) is up \$16,800 from last month and up about \$2000 from last year. This is due to receiving vendor fees and sponsorships. We are about \$2000 ahead of schedule for conference income.
- Library Leadership Training Committee income (line 3025) is up about \$9000 from last month and up about \$46,000 from last year. We are on track to make a profit.
- Total Gross profit is \$146,301.40. This is up \$37,483.79 from last month and up \$45,454 from last year.
- Paid a conference speaker at \$2500, paid for leadership training, and we paid a CSD speaker fee at \$5245.57.
- Total expenses were 133,818.11 which is up \$22,046.71 from last month and up \$37,269.94 from last year.
- Net income was \$13,346.49.

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

Unfinished Business:

- Marketing & Membership Committee and New Members Interest Group – Joe is working on a draft Charge. Still uncertain whether to keep Marketing and Membership together or separate them and how to include the New Members Interest Group. We will look at how other state associations have these groups set up. We will discuss the Charge at the February meeting.

New Business:

- TSD Request for Change of Status
 - The Technical Services Division has requested to be made an Interest Group rather than a Division effective July 1, 2019. If the Division becomes an Interest Group, Susan Grant of SMRLA has agreed to be the Chair.
 - The reason they would like to be an Interest Group is that is a less formal structure. One person can remain in a leadership role for several years.
 - The Bylaws are unclear in this type of situation.
 - At the January meeting, the Executive Board will vote to ask TSD to find officers for their Division by the March meeting. If they cannot find officers by March, the Executive Board will then vote to put TSD on probation until June 30th.
 - Margaret will ask TSD to write a letter to express their interest in becoming an Interest Group and get 10 signatures that are needed to form a group.
 - At the March meeting, the Executive Board will vote to create a Technical Services Interest Group starting July 1, 2019.
- MLA Bylaws – After the conversation about a Division becoming an Interest Group and it not being addressed in the Bylaws, the Steering Committee agreed to update the Bylaws and have them ready for the Annual Business meeting in May to be voted on. Joe, Andrea, Margaret and Mary Anne will work on revisions to be discussed at the February meeting.
- Awards – Award recipients were announced.
 - Vicky Falcon and Kaneisha Matthews will be awarded the Outstanding Paraprofessional award.

- Stuart Ragland will be awarded the Outstanding MLA Member award.
- Lynn Wheeler will be awarded the Honorary Membership award
- Howard Scribnick will be awarded the Outstanding Volunteer award.
- A. Berstler made a motion to approve Sharon Reidt as the MLA Emerging Leader Award recipient. P. Sundberg seconded the motion. All in favor. No abstentions. Approved.
- Student Scholarships – This is in the budget, but has not been promoted and it doesn't have any money. M.A. Bowman made a motion to dissolve the student scholarship line item from the budget. A. Berstler seconded the motion. All in favor. No abstentions. Approved.
- Audit Report - The 990 has been submitted. Two letters from Weyrich Cronin & Sorra, the auditor, were distributed. An issue with Outstanding Checks was addressed and has been resolved. The organization is in good financial shape.

President's Report: J. Thompson

- Participated in the second Getting to Know MLA with Tyler Wolfe and Sharon Reidt. There were 20 people. Joe had to leave unexpectedly and Tyler stepped up to take over for Joe. There are two more Getting to Know MLA meet ups scheduled.
- Margaret and Joe went to the ALA Washington Office to talk about the upcoming Annual Conference in Washington DC.
 - MLA will have a table in the exhibit hall shared with other local associations. We will need volunteers to work the table.
 - There will be a welcome reception arranged by DCPL, MLA, VLA and DCLA at Hotel HIVE on Thursday night. More information will be available soon.
 - There will be four free registrations to the Conference given to MLA.
 - Barak Obama may be a speaker at the conference.
 - There may be a Bookmobile parade.

Vice President's report: A. Berstler

- Has set up meetings with Margaret to start working on the slate of Board appointments.

Executive Director: M. Carty

- February 5th will be Maryland Library Legislative Day in Annapolis. Same format as previous years.
- The Conference brochure is in process. Registration will open the second week of January.
- Working on new fundraising initiatives. Information about donating is on the MLA website.
- Christmas cards were sent out to legislators.

ALA Councilor's Report: D. Dahl

- Attended an orientation for Chapter Councilors
- Intellectual Freedom drafts are being sent out.
- The Chapter Leaders Forum has sent out a call for topics to be discussed.
- A memo was sent out about the search for a new ALA Executive Director.
- ALA Executive Director report was sent out via email.

- Center for the Future of Libraries speakers might be worth considering for an MLA program; they've presented for a number of other state library associations; David will pass on this idea to the Future of Libraries IG.

Past President – No report

Conference Director: T. Sutherland

- On track
- AV forms due soon
- The Author speaker will be Mary Amato
- Vendor money is coming in.

A. Berstler made the motion to adjourn. T. Sutherland seconded the motion. All in favor. No abstentions. Motion passed and the meeting adjourned.

Respectfully submitted by Mary Anne Bowman on January 23, 2018.