

Maryland Library Association
Minutes
Executive Board/Advisory Council Meeting
Wednesday, January 19, 2022
1:00 p.m. – 3:00 p.m.

VIRTUAL MEETING

<https://marylandlibraries.zoom.us/j/93442067028>

In Attendance: Josh Stone (Executive Director), Tyler Wolfe (PDP), Mary Anne Bowman (President), Lisa Kenyon (Author Award), Carl Olson (Treasurer/GIIG), Megan Sutherland (Conference Committee), Lisa Swain (PSD/MAPIG), Conni Strittmatter (Secretary/Bylaws), Jake Ciarapica (TIG), David Dahl (ALA Councilor), Teonja Jung (SSD), Anita Crawford (LDD/Membership), Amy Meyers (Marketing), Tamar Sarnoff (MSL), Jill Hutchison (CSD), Kelsey Hughes (Conference Committee), Sabine Simonson (OSIG), Natalie Edington (Leg Panel), Teresa Miller (LGBTQIA+IG), Meg Faller (RAIG), Debby Bennett (Awards Committee), Tiffany Sutherland (LAIG/Membership), Tracy Miller (FoLIG)

Excused Absence: Bryan Hissong (LLT), Andrea Berstler (Leg Panel/Nominations), Nay Keppler (Vice President), Morgan Miller (Past President)

Call to Order and Welcome

Mary Anne Bowman

Changes to the Agenda

- David asks to move his portion of the agenda to New Business.
- David motions to approve the changed agenda. Jill Hutchison seconds.

Minutes November 17, 2021

Conni Strittmatter

- Mary Anne Bowman moves to approve the November minutes.
- Jill Hutchison seconds.
- All approved

Treasurer's Report

Carl Olson

Balance Sheet

- Total bank accounts are up to \$143,485.85, a difference of over \$80,000 from last year
- Accounts receivable is holding at \$3,695
- Long term reserves is at \$143,711.05, an increase of almost \$10,000
- Total Assets are \$290,891.90, just over 50% greater than December of 2020
- Accounts payable are mostly negligible
- Retained Earnings were \$252,120.31, almost 12% higher than last year
- Net income was \$38,772.30
- Total liabilities and equity was at \$290,891.90

Profit & Loss

- CALD membership comes in at \$1,100
- Unrealized gain/loss was at \$5,879.61, compared to \$14,682.61. There was a big rebound last

- year compared to a more steady gain this year in the market
- Conference income stands at \$48,608.36 for sponsorships. When combined with additional income, conference income stands at over \$55,000
- Fundraising income remains at \$367, a little over 70% from this time last year
- LLT committee holds at \$300 for director's university
- Jobline income arrived at \$1,650, 175% of the figure from last year, as hiring has been increasing
- Memberships, inclusive of all kinds, climbed to \$29,870, which is around 8% less than last year
- Program income from groups is at \$2,587.50, down about 20% from this time last year
- Total income and gross profit came to \$97,582.47
- Conference expenses are holding from \$3,080, down about 86% from December 2020
- Bank and credit card fees are at \$1,601.02, down about 60% from this time last year
- Office expenses came in at \$5,360.42, almost 22% higher than last year because the office is reopening
- Personnel expenses came in at \$35,257.07
- Program expenses total \$250, down almost 72% from December 2020
- Total expenses come to \$59,304.96, down almost 55% from last year
- Net operating income, with adjustments for other income, comes to \$38,772.30

Budget vs. Actuals

- CALD membership is at \$1,100, which is 50% of the total expected for the year
- Conference income of \$55,778.36 is 27.89% of the budgeted figure for the year
- Fundraising income is in at \$367, just under 2% of the annual goal
- LLT committee is at \$300, which is 1% of the budgeted figure for the year
- Jobline income is at \$1,650, which is 47.14% of the annual budgeted figure
- Membership dues of \$29,870 are at 35.14% of the year
- Group program income is \$2,587.50, just over 10% of the goal of \$25,000 for the year
- Total income and gross profit of \$97,582.47 is 26.65% of the budgeted figure of \$366,000
- Conference expenses of \$3,080 are 2.68% for the year
- Bank and credit card fees of \$1,601.02 are at 20.27% for the year
- Scholarships of \$950 are at 23.75% of the budgeted figure
- Fundraising expenses of \$75 are at 9% of the year
- Office expenses are at \$5,360.42, just under 32.49% of the year
- Personnel expenses are at \$35,257.07 against a budgeted figure of \$158,000, 22.31% of the year
- Program for divisions and interest groups total \$250 out of a budget of \$5,000, or 5% of the budgeted figure
- Insurance comes in at \$454, which is 12% of the budgeted figured
- Total expenses are therefore \$59,304.96, which is ...% of the budgeted figure for the year
- Net income is \$38,772.30 against a projected figure of a loss of \$2,000

Questions & Comments

- Jill Hutchison motions to approve the treasurer's report for audit.
- Megan Sutherland seconds
- None opposed, motion passes

Old Business

1. **Membership Proposal**

- Josh met with Anita and the new membership plan.
- He likes the proposal and feels we could move forward with much of it, including some aspects into the bylaws
- The proposal seeks to diversify the association and change how people become involved in leadership at MLA
- The team looked to other library associations, such as DC Public, to inform their proposal
- The goal is to make membership more accessible by income level and other types of classifications
- They wanted to ensure that any student can access that level of membership, not just someone going for their MLS
- Josh believes we could leave around \$2,000 in membership income with this new structure, but that this loss would be okay with new efforts to fundraise. It could also create more membership and increase overall income
- Anita suggests this could be a 5-year plan. We could implement part of it now, like the membership structure. The first year for new members could be free to build interest.
- The membership dues need to be approved at the annual business meeting at the conference. Mary Anne agrees that the sooner we can change the dues, the better. Then we could tackle dual membership and institutional membership in future years
- We could have a first year or welcome back membership fee of \$25
- If we change membership structures, we will need to consider the behind the scenes changes that need to take place for registration, etc.
- Dues changes must be approved by the executive board, then ratified by 2/3 of those attending the annual membership meeting at the conference. It must be sent 30 days prior to the vote, as per the manual
- We could change this procedure by revising the manual to allow for a virtual vote on dues changes
- The membership team will put together a proposal and send it to the executive board within the next month. We will move forward from there

2. **IFP Censorship Statement**

- Anita Crawford motions to approve this statement
- Jill Hutchison seconds
- All approve, none object

3. **Bylaws Update**

- The bylaws are nearly complete. Thank you to those who submitted feedback prior to this meeting – those changes have already been made
- Mary Anne Bowman asked for an article to be added to cover duties of the Executive Director, process of replacing that position, how to appoint an interim, and grounds for removal. Conni will work with Mary Anne and Josh to get the wording completed
- We need to revise language related to how to change dues for MLA membership. The goal will be to make the process of voting accessible to more than just those who attend the MLA business meeting at the conference. The bylaws will need to be approved at the business meeting, however, before the new process for voting on the dues can be carried out.
- Conni will make the discussed changes and adjustments, then send the new draft out to

the executive board for final comments before an executive board vote is taken over email

New Business

1. MLA Support Staff Award

- The criteria for this award requires the winner to be a member.
- The suggestion is to take this criteria away, and make the award include a 1-year membership to the association
- Anita asked if there is a reason why we can't do this for all the awards – offer a 1-year membership for free with the association. Those who win should be reached out to see how they can get involved
- We need a vote for this specific award today. However, Mary Anne suggests we plan to revise all the award names and descriptions in the future
- David motions to strike the membership eligibility requirement from the Support Staff Award, provide a free 1-year membership to all whom are given an MLA award, and prioritize revising the name, description, and requirements for all MLA awards in the future
- Anita seconds the motion
- Motion passes
- Award winners are as follows:
 - **Distinguished Service Award** - Senator Sarah Elfreth and Delegate Eric Ebersole
 - **Honorary Membership** – Wesley Wilson, Retired Chief of Enoch Pratt Free Library
 - **Outstanding Member** – two awards this year due to both Morgan and Michelle providing such stellar and much needed contributions to MLA and to Maryland's libraries.
 - Michelle Hamiel, COO of Public Services, Prince George's County Memorial Library System
 - Morgan Miller, Executive Director, Cecil County Public Library
 - **The Margaret Carty Emerging Leader Award** – Anita Crawford, Processing Services Supervisor, Baltimore County Public Library
 - **President's Customer Service Award** – Rachel Myers, Branch Manager, and staff of AACPL's Discoveries: The Library at the Mall – Anne Arundel County Public Library
 - **Outstanding Volunteer Award – three awards**
 - Carolyn Guy, Library Trustee, St. Mary's County Library
 - Andrea and Michael Pugh, Cecil County Public Library
 - Wanda Sherriff, Chestertown, MD, Kent County Public Library
 - **Outstanding Paraprofessional Award** – Connie Trent, Circulation Assistant, Anne Arundel County Public Library

2. ALA Resolution to Support School and Youth Services Librarians Facing Increased Intellectual Freedom Challenges

- This is along similar lines to the IFP statement we just approved
- The ALA office in charge of this thinks we may see a doubling of challenges this year
- If we were to endorse this as an association, the Maryland Library Association will be on the resolution itself and we would be included in any place where the resolution is shared
- David would include his name on the document next to MLA because the language could change again before he has a chance to bring it back to the Executive board

- David Dahl motioned to endorse this resolution
- Mary Anne Bowman seconds
- All approved, none opposed, motion passes
- David will follow up with ALA to submit our endorsement

3. Board Nominations

- VP/Pres Elect – Michelle Hamiel (PGCMLS); Rudy Rodella (AACPL)
- Secretary – Conni Strittmatter (BCPL)
- ACRL VP/Pres Elect – Brianna Hughes (Stevenson University)
- ACRL Secretary – Allison Jennings-Roche (UMCP)
- CSD VP/Pres Elect – Katelyn McLimans (Cecil County Public Library)
- CSD Secretary – Karen Earp (Somerset County Public Library)
- LDD VP/Pres Elect – Rachel Miller (BCPL)
- LDD Secretary – Kalyn Shields (EPFL)
- PSD VP/Pres Elect – Melissa Lauber
- PSD Secretary – Tina Pickens
- SSD VP/Pres Elect – Teonja Jung (BCPL)
- SSD Secretary – Gabrielle Jones (PGCMLS)
- Jill Hutchison motions to approve the list of candidates
- Teonja Jung seconds
- Motion passes

4. Health and Safety Protocols for Conference

- We will move forward with requiring proof of vaccination or proof of negative COVID test within the past 72 hours
 - We will decide which type of test is required closer to the conference based on what the current recommendations are
 - We will accept physical or electronic
 - We will follow the current CDC guidelines for the definition of fully vaccinated at the time of the conference
- Virginia handled their state conference this way and it went very well
- We also plan to require masks when they are not eating or drinking
 - We cannot require staff or other guests to wear masks – they will be bound to the current rules of the hotel rather than our requirements
 - Josh will explore with the Hyatt if they could ask staff to wear masks when they are in the spaces we rented
- We will have theater style seating with more spread out seating in the back of each room to allow people to choose where they'd like to sit
- Volunteers will be running the registration table, but Josh asks members of the executive board and steering committee to spend time when possible around the table to help explain the situation if the volunteers need support

5. Strategic Planning

- Our current strategic plan was renewed until the end of this fiscal year
- Josh met with Kristi from the Pennsylvania Library Association. Rather than doing a 3-year strategic plan, they came up with a set of strategic priorities to guide them
- Josh would like to survey membership to learn what we do well, what we don't do well, and what membership needs and wants from the association. This could inform some strategic priorities that can inform how the board and units move
- The strategic priorities stay the same over time, but the deliverables under the priorities change over time to reflect progress

- Kelsey mentions that there isn't always a lot of accountability for following through on the priorities and suggests that part of this revision includes steps to include this

President's Report

Mary Anne Bowman

- Refer to the new business for indications of what Mary Anne has been working on

Vice President/President Elect

Nay Keppler

- Nay Keppler was unable to attend today's meeting but sent an update virtually
- Met with Josh Stone and Mary Anne Bowman for an extended check-in meeting on Friday Jan 14, including discussing conference, the Membership Committee proposal, marketing, and the upcoming strategic plan.
- Attended ALA Chapter Councilor Orientation on Thurs. Jan 13 and learned more about the relationship between councilors and their chapters. Part of this session was led by our incredible councilor David Dahl.
- Attended ALA's Membership Info Session on Tues. Jan 18 and learned about how the IF office is managing the onslaught of censorship efforts, recognized the National Day of Racial Healing with a reflection of EDI in library work, and learned about how ALA is committing to the work of racial healing and reconciliation in the profession and in their organization.
- Viewed the recording for ALA's Chapter Relations Committee meeting which was held on Tues. Jan 18, which discussed various issues in legislation, library advocacy (especially concerning intellectual freedom and censorship), MD's eBook law, and timely enough - how different states are handling their conferences regarding masking and vaccinations.

Executive Director

Josh Stone

- Josh started December 6th and recently moved up to Maryland from Florida
- He has spent time with the Maryland State Library, CML, met with the membership revision team, met with the Pennsylvania state library, and spent a lot of time learning about his new job
- Previous to coming to MLA, Josh worked for the South East Florida Library Network (SEFLN)
- He has been working in libraries for 20 years as of last month

ALA Councilor's Report

David Dahl

- Council meetings begin at 3pm today with other business meetings taking place earlier this week, and the chapter councilor orientation last week
- At the chapter relations committee, Maryland and MLA got a shout out for leadership on eBook legislations, which has encouraged other states to pursue a similar path
- The main ideas behind Transformation of ALA's governance is changing the size of council, frequency of meetings to allow the group to be more agile to changes in the profession, and a change in the role of the council to be advisory rather than policy making. The authority would be given, instead, to the executive board for even more agility of decision making
- There would still be chapter representation on what would now be called the Body of Knowledge, so MLA would still have representation in an advisory capacity
- ALA has developed a state legislative toolkit that David will send out shortly

Legislative Update

Andrea Berstler

- eBook legislation was passed last year and publishers have filed a lawsuit. The attorney general

is working with the Maryland State Library to defend it

- There is a per capita increase on the docket for Maryland State legislation this season. This includes adding the increase of library budgets into the state budget to reflect the loss of income from children's fines and fees
- The capital grant bill seeks to revise language to help some systems receive capital funding more accurate to their needs – the current formula is faulty
- Maryland Library Legislative week will be virtual again, though there may be some in person meetings
- There has been very little progress on federal bills at this time
- There will not be a separate Library Legislative event, though ALA is in DC this year

Past President

Morgan Miller

- Morgan Miller was unable to attend today's meeting

Conference Director's Report

Megan Sutherland

- Registration will open a bit later than usual due to COVID because some library systems have been asking staff to hold back registering for in person events.

Unit Leader Reports

Unit Leaders

- Tracy Miller (FOLIG) - FOLIG met and talked about our conference program. Then we opened up the meeting to everyone and had our roundtable discussion on Workforce and Public Service. As always, we had a great discussion!
- Amy Meyers (Marketing) - Nominations for the Excellence in Marketing Award are open until January 31. We will be evaluating those nominations in February. We are also working on a conference program on graphic design.
- Lisa Swain (PSD) - PSD is currently presenting 3 virtual programs please encourage all library folks to sign up
- Tyler Wolfe (PDP) - PDP is still approving programs, though they've been slow coming this year (understandable!). We extended the educational grant deadline to January 29th, so get those in if you've been waiting!
- Elizabeth Howe (Archives) - our contact at UMD let me know that the moratorium on accepting materials has been lifted, but they have a new procedure in place so that I need to let them know ahead of time the amount and type of materials we want to submit. I've been working on printing out materials that are still in my messages and will contact Joni Jones Floyd at UMD pretty soon to make a plan. Also, happy to interact with Josh when he is ready to discuss any materials from the MLA office that should be archived.
- Sabine Simonson (OSIG) - OSIG will be co-hosting 4 programs at the conference - like us on Facebook!
- Lisa Kenyon (Author Awards) - MD Author committee is confirming returning members and recruiting for new members for the upcoming year. We are doing children's literature this year so if anyone wants to participate we'd be happy to have you.
- Jill Hutchison (CSD) – Attendance has been dropping recently and they are having trouble recruiting people to work on committees. The Blue Crab award committee has closed for nominations. They will begin selecting winners shortly with the winners being announced in March. The Black Eyed Susan Picture Book Edition is in February. Registration has been slow, so encourage staff to sign up. Kids Are Customers, Too will be a fully virtual conference rather than hybrid. CSD is squaring away their annual conference sessions and silent auction basket

- Teonja Jung (SSD) - SSD is working on a standalone on Grant Writing for early April.
- Meg Faller (RAIG) - RAIG is working on a standalone on Disability Representation for spring.
- Anita Crawford (LDD) – The group discussed *Laziness Does Not Exist* by Devon Price, which discussing the myths around laziness and productivity in our culture. It led to excellent conversation about burnout and supporting staff. Ella Alonso from Prince George’s County came to discuss setting boundaries at work, read body language, and move on from difficult conversations. LDD will have a stand-alone program in FY23 expanding on Ella’s discussion at the LDD meeting.
- Lisa Swain (MAPIG) - MAPIG is currently working to create a survey the group to figure out a better meeting date, hoping to encourage more involvement.
- Carl Olson (GIIG) – There are two programs confirmed for the annual conference. One on electronic resources, and one on overall services at the Maryland State Law Library. The speaker from the census bureau has been difficult to reach so that program may be removed from the annual conference
- Jake Ciarapica (TIG) – TIG met recently with increased attendance at each meeting. They have been working closely with CSD for Kids Are Customers, Too, where TIG will be offering an anime themed session. TIG is encouraging members to get more involved in leadership roles
- Teresa Miller (LGBTQ+IG) – Those attending the meetings have expressed they most want networking, support, and resources. They have discussed the need for fresh voices in this area. LGBTQ+IG is still looking for a co-chair. They have a goal of assessing services to the LGBTQ+ community throughout the state, as well as workplace culture. Teresa will reach out to this group for feedback as they build these survey tools
- Tamar Sarnoff (MSL) – The governor’s proposed budget came out today. Please take a look at the MSL digest. MSL is working on a libguide for the legislative agenda
- Tiffany Sutherland (LAIG) –
 - o Attended the Legislative Panel meetings, during which we were responsible for taking, editing, and distributing minutes. In addition, LAIG is tasked with planning several aspects of Maryland Library Legislative Day. Including planning the legislative briefing that kicks off the event, planning training on having a successful Legislative Day, developing talking points about library-related legislation, and promoting the event. Also, from our role on the Legislative Panel, we will work with Irene and a representative from Citizens for Maryland to develop questions for Gubernatorial candidates related to library issues and trends.
 - o LAIG is planning two sessions for the upcoming annual MLA/DLA conference: o Lara Clark, Deputy Director for the American and Public Library Association, will present on using ALA and PLA-collected data, in addition to internal data to tell your library's story to stakeholders.
 - o Proceeding March's LAIG meeting (10th), Kirstin Krumsee, Library Consultant, Data & Research at the State Library of Ohio, will discuss using Census data to improve library advocacy and services.
 - o A few other programs, including library advocacy for academic and school librarians and one about teaching teens about advocacy, are in the works.
- Bryan Hissong (LLT) - Only a small update for the *Library Leadership Training Committee* in that we had our first session of **Leadership Facilitators Program: Leading Everyone to Everyone Leads** on January 6th at 11am. A bit of background - Through this training, facilitators will learn to present the Everyone Leads workshops that Maureen Sullivan designed and presented in 2018-2019. Maureen will prepare individuals selected by their library directors to deliver the

workshop both virtually and in person. These individuals will work together to form an initial cohort of facilitators who will do this work in their own organizations and for the library community in Maryland. This will be the start of a network of individuals who will provide leadership learning experiences. The preparation of facilitators will include their participation in the workshop itself, in a virtual workshop on facilitation skills, an in-person skills practice at the 2022 MLA annual conference, and ongoing support throughout the program. Suzanne Haley, of Changing the Lens, will work with Maureen Sullivan to prepare individuals to facilitate learning experiences and group dialogue using equitable practices.

Adjourn

- Jill Hutchison motions to adjourn
- Anita Crawford seconds
- Meeting adjourned