

**Maryland Library Association**  
**Minutes**  
**Executive Board/Advisory Council Meeting**  
**Wednesday, November 17, 2021**  
**1:00 p.m. – 3:00 p.m.**

**VIRTUAL MEETING**

**In Attendance:** Andrea Boothby Rice (IFP), Bryan Hissong (LLT), Chelsea Shockley (SSD), David Dahl (ALA councilor), Amy Meyers (Marketing), David Payne (Technology), Elizabeth Howe (Archivist), Kelsey Hughes (Assistant Conference Chair), Kevin Jayce (TIG), Lisa Kenyon (Author Award), Meg Faller (RAIG), Megan Sutherland (Conference Chair), Sabine Simonson (OSIG), Tiffany Sutherland (Membership), Tyler Wolfe (PDP), Tracy Miller (FoLIG), Sean Hogan (ACRL), Conni Strittmatter (Secretary and Bylaws), Ryan O’Grady (Interim Executive Director), Mary Anne Bowman (President), Carl Olson (Treasurer and GIIG), Jake Ciarapica (TIG), Jill Hutchison (CSD), Nay Keppler (Vice President), Natalie Edington (Leg Panel), Debby Bennett (Awards), Teresa Miller (LGBTQ+ IG)

**Excused Absences:** Lisa Swain (PSD), Andrea Berstler (Nominations), Teonja Jung (SSD), Morgan Miller (Past President)

**Call to Order and Welcome**

**Mary Anne Bowman**

- Mary Anne called the meeting to order at 1pm

**Changes to the Agenda**

- We will add the Membership Proposal to the agenda under New Business
- Jill Hutchison moved to approve the agenda with amendments. David Dahl seconds
- All in favor

**Minutes September 15, 2021**

**Conni Strittmatter**

- Jill Hutchison motions to approve the minutes. Nay Keppler seconds.
- All in favor

**Treasurer’s Report**

**Carl Olson**

Balance Sheet

- Bank balance was at \$120,253.50, a change of 41.75% from last year
- Total Bank Accounts were at \$119,823.50, 41.24% above last year
- Total current assets were at \$264,308.66 compared to \$205,232.22, an increase of just under 30% from last year
- Accounts payable was fairly negligible
- Total equity was at \$264,309.37
- Total Liabilities and Equity are therefore at \$264,308.66

## Profit and Loss

- Unrealized gain and loss is at \$2,820.27
- Annual conference income has now been cleaned up due to efforts by Kate and Carl checking in on payments. It is now at \$345 for the year
- Sponsorships for the 2022 conference are in at \$20,000. These should be showing in the total conference income, which will be resolved by next month.
- LLT committee has brought in \$300 for director's university
- Jobline income is at \$950 compared to \$400 last year
- Memberships of all kinds have reached \$22,490, which is 4.1% higher than this time last year
- Group programming is in at \$1,962.50, down about 29% from last year
- Total Income is at \$49,034.77, down about 28% from last year
- Conference expenses are at \$3,080, down almost 75% from last year likely because we had two conferences running last year
- Scholarships are at \$600, versus \$475 last year
- Office expenses of \$3,133.85 are slightly down from this time last year
- Personnel expenses stand at \$24,109.75, down almost 39% of October 2020
- Program expenses are still at \$250, down almost 72% from last year. There are a number of program proposals in the works at this time, so we may see an increase of this in the spring
- Total expenses are at \$37,124.08
- Net income is at \$12,189.06, versus a loss of \$20,448.92 in October 2020. This is an increase of almost 160%

## Budget vs. Actuals

- Annual conference income is at \$20,345, which is a little over 10% of the budget goal
- Fundraising income is at \$117, about .6% of the annual budget goal
- LLT committee is at 1% of the goal for the year
- Jobline income of \$950 is at 27.14% of its goal
- Membership dues of \$22,490 come in at 26.46% of the goal for the year
- Program income of \$1,962.50 is at 7.85% of the year
- Total income is \$49,034.77, or just over 13% of the annual goal
- Conference expenses are in at \$3,080, or 2.68% of the annual budget
- Bank and Credit Card Fees are at \$1,172.03, just under 15% of the budgeted amount
- Scholarships of \$600 are right around 15% of the budgeted amount
- Office expenses of \$3,133.85 are just below 19% of the budgeted amount
- Personnel expenses of \$24,109.75 reached 15.26% of the budgeted amount
- Program expenses are at \$250, or 5% of the budgeted amount
- Total expenses of \$37,124.08 are just about 10% of the budgeted amount
- Net income is at \$12,189.06, \$14,189.06 ahead of the budgeted amount

## Questions and Comments

- Jill Hutchison motions to file the treasurer's report for audit. Megan Sutherland seconds.
- All in favor.

## Old Business

1. New Executive Director Search – Update
  - Josh Stone accepted the offer for the position of MLA Executive Director

- Mary Anne has sent out the press release
- Ryan O’Grady will stay on through the end of December to work with Josh in his transition into this role
- He will arrive in mid-December. Mary Anne and Morgan will meet with him

## **New Business**

1. Bylaws Committee Report
  - a. Conni gave a tour of the current proposed changes to the bylaws
  - b. The team created a new unit type in collaboration with the BCMLA called a caucus. This unit will vote for its own officers, have the option to collect dues outside of the membership fee structure, must present one program outside of the annual conference, will write its own bylaws, and must be an affiliate of an outside organization
  - c. The team also rearranged certain elements of the bylaws to create a more logical structure, including creating a new article defining types of units, articles on elected and appointed officers, and information about how to remove an officer if needed
  - d. The bylaws revision team are meeting Monday, November 22<sup>nd</sup> to finalize revisions and will send a draft to the executive board for feedback. The goal is to have the bylaws ready to send to membership in late February in time for them to vote on them at the annual conference in early May
2. Membership Proposal
  - a. The goals of the group involves increasing membership and diversity of membership at MLA
  - b. Recommendations include:
    - i. Reconfiguring fee structure to be more inclusive and accessible, diversifying membership
    - ii. Develop means to build funds to apply to sponsored memberships and a process by which to apply them to interested parties
    - iii. Implement new member/welcome back....
  - c. Any changes to the fee structure would need to be voted on by the entire membership at the annual meeting
  - d. Meg Faller asks if there is a push when on boarding new library staff to join MLA and the benefits of membership
    - i. Nay Keppler mentions outreach to MAPLA will be a valuable tool to promote membership to staff
  - e. Kelsey Hughes in chat: “One thing I saw come up a few times was involvement more of our West and East librarians - I am wondering if it would be helpful to do focus groups or targeted outreach to them, especially those who are not members, to find out what barriers they see and what could be most helpful to them?”
  - f. Kevin Jayce mentions many staff he has talked with through TIG did not see what the benefit of membership was
  - g. Tracy Miller notes a primary barrier is money, which Jake Ciarapica agrees with
  - h. Jill Hutchison wondered what systems pay for employee membership and if we can encourage more systems to do so. Could we have a system membership with group discounts for the system that does so?
  - i. Natalie Edington in chat: “It might be a significant financial burden for some library systems to pay for membership for all staff. But perhaps encouraging libraries to pay

for the first year of membership for new staff or something similar? Kind of like offering a student membership rate to get people hooked. Might be an idea to share at MAPLA...and in other library circles.”

- j. Jake Ciarapica in chat: “I think highlighting the value for membership is also important, depending on your role in libraries and career goals it doesn't always feel important.

Now that I have worked in libraries for almost 10 years I have found the value, but in my first several years I didn't. Reduction of attendance fees for instance, when my system pays for that, doesn't help me as a new librarian want to join (though it might entice a system to pay for membership)”

- k. Mary Anne suggested finding ways to connect DC Library Association with MLA, possibly even merging our two associations

### **President's Report**

### **Mary Anne Bowman**

- The biggest accomplishment over the past couple of months is getting the new executive director on board. Thanks to the search committee for their work
- Mary Anne met with Conni Strittmatter, Michelle Hamiel, and others to work on getting the BCMLA incorporated into the bylaws
- She attended Leg Panel, MAPLA, and the MSL board meeting
- School librarians reached out and asked for MLA's support in making April "School Library Month." MLA is supporting them in that ask.

### **Vice President/President Elect**

### **Nay Keppler**

- Nay Keppler attended Leg Panel and worked on the MLA Bylaws with Conni Strittmatter
- She attended the SLRC planning sessions
- Nay worked with the marketing committee to put together a proposal about Canva
- She has been working with Anita and Beth on the membership proposal
- Attended eBooks for All put on by Michael Blackwell and ALA

### **Interim Executive Director**

### **Ryan O'Grady**

- Ryan attended the EDI task force. Things are progressing well on the future of this group
- CML honored Margaret Carty with the Satterthwaite award
- Ryan complimented the new BCMLA and LGBTQ IG for coming into the MLA annual conference with so many programs
- Working on getting everything to the graphic designer so that we can create a standalone registration form this year, along with the brochure and handheld pocket brochure
- MSL has released a lot of funding for systems to use to pay for registration to the annual conference
- Ryan met with Josh Stone, the new executive director. They did discuss how MLA is a 501c3 and can do more fundraising and grant work than they have in the past
- Kate mentions that advertising is up! We just had an opportunity, and we have two ads going into the CRAB this January and one in the Happenings

### **ALA Councilor's Report**

### **David Dahl**

- In October, ALA had a legislative summit. One takeaway is that ALA would like to know about

any issues we are encountering for tracking issues, even if we don't need ALA's support directly. Information from us can benefit other states and chapters going through similar issues. They are also working on a toolkit for how to deal with adverse legislation or policy. It is in a draft format and will be shared in January.

- It's getting close to the ALA council's meetings, previously known as the midwinter meetings. These will take place in January. There will be work on the Transforming ALA Governance project

### **Legislative Update**

**Andrea Berstler**

- Natalie Edington reported for Andrea in her absence
- We are looking at the per capita funding increase for libraries, as well as the formula for capital funding
- Legislative day will look like last year with virtual visits over the course of weeks instead of one day
- The infrastructure bill has passed, however the \$150,000,000 proposed for libraries has not fully been approved yet

### **Past President**

**Morgan Miller**

- Morgan was unable to attend the meeting

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

**Megan Sutherland**

- Ryan, Kate, Kelsey, and Megan visited the Hyatt last week to review our plans.
- Planning for the conference is going well. The keynote speakers are all in place:
  - o Wednesday– Mallory Rubin
  - o Thursday– Patty Wong, ALA President
  - o Friday – Rebecca Talley
- Social events will include Karaoke, trivia, therapy animals, game night, s'mores

### **Unit Leader Reports**

**Unit Leaders**

- **Elizabeth Howe (Archivist)** – Elizabeth hasn't delivered materials to University of Maryland yet, but she will be contacting them again soon. When Josh gets on board, Elizabeth will meet with him to get materials turned over to the archives as needed.
- **Jill Hutchison (CSD)** – The Black Eyed Susan Tapestry, spring edition, made some minor changes based on feedback from the PDP. This will be February 24<sup>th</sup>. Kids Are Customers, Too is currently planned for March 23<sup>rd</sup> at the Owings Mills Library and is a collaboration with TIG. They are working diligently on conference sessions as well. They will continue to meet virtually with periodic in person meetings.
- **Kevin Jayce and Jake Ciarapica (TIG)** – TIG has been promoting the teen services discord to communicate with members between meetings. They are up to around 60 members collaborating. It is a good blend of a social environment and professional development. They have been working with CSD to get sessions together for Kids Are Customers, Too and putting together annual conference sessions.
- **Tyler Wolfe (PDP)** – PDP has received materials for a variety of programs by CSD, PSD, and more. Please submit your program for the year soon since it is a 5 month lead time for in person programs, 2 months for a virtual program. Please reach out to Tyler if you have any questions

- **Meg Faller (RAIG)** – RAIG is adding another company to their Book Buzz - . Book Tok is going well – the next meeting is in January
- **Debby Bennett (Awards)** – The deadline for nominations is Friday. The committee will meet following the nominations deadline to determine winners. You can use the form on the website to nominate, or email Debby.
- **Amy Miller Meyer (Marketing)** – The deadline for nominations for the excellence in marketing award is the end of January. They are considering adding a “viewer’s choice” award in addition to a professionally focused award. Ryan applied for a non-profit canva account. The marketing committee will put together a tutorial for how to use it. The intent is for units to use it for marketing purposes and possibly for program presentations as well. They hope to have a conference program on it.
- **Tracy Miller (FoLIG)** – FoLIG met in early November to discuss the conference programs. They will have a session of futuring and new buildings. This month’s round table discussion was on mental health and social justice. January’s meeting is on workforce and public services
- **Teresa Miller (LGBTQ+ IG)** – the group has submitted the program for the conference, which will focus on allyship in the workplace and another will focus on programming happening at a specific library. Their second meeting will take place tomorrow, during which they will discuss LGBTQ+ services throughout the state
- **Bryan Hissong (LLT)** – There was a session of Executive University in partnership with the Racial Equity Institute. In October, the Harmonic Design Company held a four day session on service design. In late October, LLT met with the EDI Task Force to discuss Everyone Leads
- **Andrea Boothby Rice (IFP)** – IFP met October 6<sup>th</sup> to discuss conference programming. They are bringing the library freedom institute to discuss vendor privacy. They are also working on an intellectual freedom basics session, as well as a discussion of neutrality and diverse collections. The next meeting is December 5<sup>th</sup>.
- **Chelsea Shockley (SSD)** – At the conference, they will present on Unconventional Partnerships and Let’s Talk About Stuff (discussion on how services change in libraries). Outside of the conference, they’re working on a grant writing program
- **Sean Hogan (ACRL)** – PDP recently approved their January program on resources and equity. They will be getting those details to marketing shortly.
- **Carl Olson (GIIG)** – They have three conference programs in the works, one from the census bureau and two from the state law library.

## **Adjourn**

- David Dahl motions to adjourn. Tyler Wolfe seconds. Meeting adjourned.