MLA-Support Staff Division (SSD)
Minutes of February 1, 2018
BCPL-Owings Mills Branch

Members in Attendance: Nicole McLain (President), Erik Walls (Vice-President/President-Elect), Lou Sica (Secretary), Jane Brown, Moneik Frazier, Gina Harris, Maria Jacob, Gabriel Jones, Teonja Jung, Shirley Mason, Amy Moser, Sharon Proakis

Guests: Paul Chasen, Robin Soma-Dudley

Welcome-Nicole

• Nicole welcomed Robin to her first SSD meeting and went around the table and introduced ourselves.

Executive Board-Nicole

Nicole emailed Lou her Exec. Board notes and they are pasted below.

Annual Investment Report

• Michael Fine attended the meeting
• We reviewed MLA’s portfolio. Accounts, including, MLA’s accounts were moved from National Financial Services to Charles Swabb. This move saved clients around 58% due to fees.
• MLA’s accounts were moved away from mutual funds to stocks due to fees.
• Currently there was no recommendation for changes to the portfolio. The Steering Committee will review it at their next meeting to see if they have any recommendation for changes.

MLA Budget Report:

• Current balance in checking account 12,289.50
• MLA’s total assets $14,759
• MLA received $5,700 in membership
• $980.00 was paid out in program expenses
• We are on target in comparison to this time last year
• Joe Thompson thanked the Units for planning programs that are generating revenue for MLA

House Bill 136

• MLA only gets involved on a state level not a local level but since this bill is locate and could impact the state, we voted to allow Denise to testify on MLA’s behalf. See page 2 #4.
• There was a committee upset over programming, program was eventually canceled, same committee then upset over a display.
• MAPLA is also asking people to testify
Maryland Day @ College Park

- Event held on Saturday 4/28. Joe Thompson will be looking for volunteers to work event.
- Currently volunteers are needed just to help plan the event
- It was suggested that one of the division could take this on as a project

Misc.

- Joe Thompson encouraged divisions to start planning programs for the fall. If you have an idea but do not have a speaker, there may be another division to partner with.
- Idea for a membership table at Conference, this would be for any new potential members to sign up or for current members to check the status of their membership
- Bio’s for next year’s officers are due to Mary Hastler by 2/2 so that it can be added to the ballot
- Discussion on membership-Joe showed how to access your division’s rooster on MLA website. I shared Welcome Email for SSD and PSD shared that they also send an email. PSD offers anyone who cannot attend meetings to join the Listserv. I crossed ref the rooster with the emails I receive each month from MLA. All possible contacts have been sent email. Possible new member to attend in April.

Unit Reports

- ACPL-hosting a social event 2/16. Duckpin bowling at Stonely Lanes in Towson. It is free to bowl, family can come and it is a BYOB establishment
- PSD planned the same program (Telling your Story-networking) for two different locations. Due to only 3 attendees the program that was scheduled at the Miller branch was canceled. 16 people attended the event held in Harf. Co. They are currently working on a program called Personal Safety and Harassment training.
- I reported that we created a Listserv, Erik Walls spoke at the State-wide Circulation Conference to promote MLA and SSD and that we are in the process of planning the Opioid Training for spring.

Conference Report-Erik

Erik emailed Lou his Conference Committee notes and they are pasted below.

- Conference Brochure is out! Registration is now open!
- We lost 2 weeks on the early bird special because of late forms - March 17th deadline for this.
Special Events Update

- Beer Shindig
  - Need to get games, working on that
- Games Room
  - Karaoke - they are establishing a song list
- Escape Room (from DLA)
  - 8:00 & 8:45, 25 people for each session. This is linked through the Conference registration page. The problem is, it does not currently create a wait list. A discussion occurred about just doing an in-person sign-up. Margaret and DLA will discuss.
- Silent Auction
  - Need more volunteers, Tina now working with MLA.
  - Letters have been sent out to Directors seeking donations.

Miscellaneous

- Vendors - MLA is up to 18, goal is usually 30.
- Volunteers – There is a link to click-on when registering to attend the conference. Please consider volunteering!
- There was an idea for a table to be staffed by MLA Members with the hopes to conference attendees them more involved with the association as a whole.
  - Staffing at the table would be people who are actively involved.
  - An idea was thrown out there for down the road to have a panel of actively involved members talking in a session to current, non-involved MLA members.

Spring Program-Opioid Overdose Response Training-Maria & Nicole

- Thanks to some assistance from Paul, Maria & Nicole submitted the Program Approval Form to the MLA Professional Development Panel (PDP).
- Pending approval, the program is scheduled for Wednesday April 18 from 1:30-4 at the BCPL Arbutus Branch.
**Fall Program-Nicole**

- Nicole suggested a program that BCPL HR Manager Cindy Pol presents: Getting to Know Your Latino Customers.
- Monique and Gabriel agreed to plan/host the program at a Prince Georges County Memorial Library System (PGCMLS) branch in late October or early November.
- A suggestion was made to also look into repeating the program somewhere in western Maryland.
- Monique and Gabriel also mentioned a program PGCMLS just presented on Spanish for Circulation Staff. They have a potential speaker from PGCMS. Gabriel will look into this and follow-up with SSD in April.
- Gina suggested possibly sponsoring both programs on the same day since they both focus on assisting Latino customers by having one program in the morning, a lunch break and the other program in the afternoon.
- Paul will look into the history of split programs.

**2019 Conference: Erik**

- Erik mentioned a potential speaker for the 2019 conference. A librarian from the BCPL Woodlawn branch presents a program on strategies for protecting your privacy online. The group is interested in this program and Erik will share the info with Amy who will be our rep. on the 2019 Conference Committee.

**PDP Grants-Paul**

- Paul reported that there were only three applicants for the $1500 in grants that are available.
- PDP is in the process of finalizing their decisions.
- PDP hopes to receive more applicants for the next round and SSD will assist in their efforts by advertising the grants on our Facebook page. Paul will email the info to Erik and Lou.

**Agenda Building-Nicole**

- The group would like to invite Victoria Falcon, the chair of MLA’s Marketing Membership Committee to our April meeting and MLA Vice-President/President-Elect Joe Thompson to our June meeting. Lou will email them.
**Information on SSD page of MLA website-Lou**

- Sharon discovered that her information on the SSD page of the MLA website had reverted back to her previous contact info from 3+ years ago even though it had been correct recently. As such, Lou asked all the SSD members to verify their information and let him know if there are any revisions.

**Next Meeting**

- Thursday April 5 at the Laurel Branch of PGCMLS at 1:30

Respectfully Submitted,

Lou Sica