

**Missouri Library Association
Executive Board Teleconference**

Friday, November 6, 2009

9:00 to 10:00 a.m.

Participants: Cindy Duddenhoffer, Crystal Faris, Karen Hayden, Mary Miller, Mary Beth Revels, Kimberlee Ried, April Roy and Susan Wray

President Ried indicated the purpose of the teleconference was for the Board to hear about feedback from the meeting held with Executive Director Margaret Booker and Presidents Kimberlee Ried, Karen Hayden, Sharon McCaslin and Susan Wray to discuss her duties and prioritize tasks for the near future.

- I. Welcome – Ried called the meeting to order at 9:02 a.m. and gave a brief overview of the meeting held on October 30.
- II. Review of ED time/tasks – Ried asked the current ED to give a timeline review of her duties and tasks as they ebb and flow throughout the year. Those on the call were fairly clear on the duties and tasks. The ED offered to compile this information and put it in a time format so that all members of the Board could see the detail as was presented to the four presidents on Friday, October 30. In addition, the ED asked for clarification on whether or not the MLA office should be preparing to shut down. No direct clarification was given. Board members Brent Husher, Crystal Faris and Sarah Howard will be meeting prior to the November 13 meeting to work on formulating and compiling the contingency plans into options.
- III. ED contingency planning – Ried presented details on a document created by President-elect Sharon McCaslin based on the current ED duties and job description. Ried offered to circulate the document for discussion and comment to take place at the upcoming November 13 Board meeting.
- IV. Questions and discussion - Comments on moving ahead with contingency work were shared.

Adjourned: 10:05 a.m.