

Missouri Library Association Board Meeting

Videoconference: Columbia at DBRL, Springfield at the Library Center, St. Louis at MLNC
Friday, April 15, 2011

1. Welcome and Roll Call

President Hicklin called the meeting to order at 10:30 a.m.

Attending in Columbia: Jodie Borgerding, Tracy Byerly, Nancee Dahms-Stinson, Marian Davis, Joy Dufrain, Glenda Hunt, Karen Hicklin, Brent Husher, Sharon McCaslin, Laura Pirondi, Brandy Sanchez, Sandy Schiefer, and Carol Smith

Attending in St. Louis: Shelly Akins, Keith Gaertner, Pam Klipsch, Lori Kupsky, Christina Pryor, and Sarah Wood

Attending in Springfield: Neosha Mackey

Please note that there were no attendees at either the Kansas City or Warrensburg videoconference sites.

2. Minutes

Hicklin called for discussion and/or corrections to the January 15, 2011 Executive Board meeting minutes. Klipsch called for a spelling correction. Sanchez moved to accept the minutes as amended. McCaslin seconded and the motion was approved unanimously.

3. Unfinished Business

There were no recommendations at this time for web-conferencing software to purchase.

A report was received from T. Rowe Price that showed no return on investment. Mackey had no recommendations for the investment of Association funds. The Financial Committee will continue to investigate other investment options.

4. Reports from Executive Board:

Mackey shared that the Financial Report showed a loss of \$169.15. There have been no unusual expenditures. Mackey also approved the expense to update the membership form for trustees as voted upon by the Board in March. Furthermore, she refunded payments to institutional members who were charged for Jobline advertisements when they should not have been.

Mackey moved to approve the Financial Report. McCaslin seconded and the motion was approved unanimously.

Hicklin confirmed with the Board that MLA will be donating a free conference registration to the MOBIUS conference.

Hicklin asked the Board what should be done about Board and Committee members who have not yet paid their annual membership dues. Husher expressed that unpaid assistants of the Association provide great benefit; McCaslin expressed that all leadership should be paid members for legal reasons; in general, the Board felt that membership is recommended for all Committee members. Unpaid Board and Committee members will receive a reminder from the Membership Committee.

Hicklin asked the Board to consider Joy Dufraim and Jodie Borgerding as the co-chairs of the 2013 MLA Conference Site Selection Committee. Mackey moved to approve the appointments of Dufraim and Borgerding. McCaslin seconded and the motion was approved unanimously.

Dahms-Stinson moved that the Children's Services Round Table (CSRT) be given management of the Thusnelda Schimdt Fund. McCaslin seconded. Discussion was heard regarding the motion: McCaslin asked about the possible future merger of CSRT, the Young Adult Services Special Interest Group (YASSIG), and the Youth Services Division (YSD) with the hopes that management of this fund would be given over to this merged entity. Mackey clarified that the fund would not only cover the luncheon at the annual conference, but also any other events deemed appropriate by CSRT. Hicklin asked if the fund should be kept in a separate account to maintain records more clearly. Hicklin recommended that the managerial procedures be addressed by the Bylaws and Handbook Committee. After discussion, a vote was taken and the motion was approved unanimously.

5. Update from Conference Arrangements Committee

Husher presented an update as coordinator of the 2011 MLA Annual Conference:

Sponsorship development: The Conference Arrangement Committee was in support of reducing the cost of sponsorship in hopes of reaching more vendors. Their approach was modeled after the Illinois Library Association. Dahms-Stinson asked to add the CSRT Luncheon to the list of sponsorship opportunities and that the meal events are all priced the same. The Board provided other minor corrections for the Exhibitor Prospectus.

Networking events: The following social events have been added to the conference program: A traditional meet & greet with MLA leadership, and a cheesecake bar will be hosted after the keynote speaker presentation with a "speed networking" event. Smith suggested a "Battledock" competition as another social event.

Thusnelda Schmidt funds: Husher asked the Board where profits from the Thusnelda Schmidt luncheon should be allotted. McCaslin suggested that this year's profit be added to the conference budget, but profit will be added directly to the Thusnelda Schmidt fund once management has been solidified. Mackey expressed agreement with McCaslin. The Board will approach this topic as necessary in the future.

Conference t-shirts: T-shirts will say: "Without libraries what have we? We have no past and no future. -Ray Bradbury. " Orders will be incorporated into conference registration; orders will also be taken at the conference; investigation will be done into making orders available for those who can't attend the conference.

MACRL luncheon: The Missouri Association of College and Research Libraries will receive up to \$750 from the national Association of College and Research Libraries (ACRL) for their conference luncheon. ACRL President-Elect Joyce Ogburn will be speaking.

Poster Sessions: The call for poster sessions went out April 15. Applications are due May 31 and available online at <http://molib.org>.

Table Talks: The call for table talks also went out April 15. Accepted proposals will be announced in June.

Transportation: Conference attendees may RSVP for bus transportation to off-site events during their registration; transportation is being explored for those arriving via train.

Pre-conferences: Three pre-conferences are currently being investigated: one will focus on genealogy, a second will focus on developing a mobile library website, and a third will be hosted by presenter Leo Agnew. There will be no cost for attending a pre-conference since speakers are not being paid; however, there may be a cost for transportation. Box lunches will also be made available.

Program Selection: The Committee received 98 program proposals; 68 were accepted with 3 pre-conferences. Those that were not accepted were sent to the Poster Session and Table Talk Committees. The Board affirmed that the current procedures for the program selection process were adequate. Dahms-Stinson suggested that next year we try to extend presentations beyond those topics that are the most popular.

Contracts: Discussion was held to pass authority to the conference coordinator to sign-off on contracts. Klipsch suggested that an officer should maintain authority since they have a financial responsibility to the organization. This opinion was upheld that a Board member will sign-off on all conference contracts. Husher asked for standard elements to be included in contracts such as cancellation clauses, contact information, and a payment timeline. Husher will take the current contract template to the Conference Arrangements Committee for revision.

Sanchez moved to approve the conference program. Dahms-Stinson seconded and the motion was approved unanimously.

Dahms-Stinson moved to approve vendor rates. Borgerding seconded and the motion was approved. Hunt abstained.

Husher proposed conference rates and defined the rates for each status (e.g. member, non-member, etc.) Member rates will be extended to members of other professional state library associations. Attendees will be asked to specify their affiliation upon registration. Student registration has been extended to current MLA students, but also to any full-time undergraduate student interested in library science. Registration was raised \$10 overall which includes an all-conference breakfast, an exhibitor reception, a keynote reception, transportation from the Expo center to off-site conference events, a cheesecake reception and numerous breaks throughout the conference.

McCaslin moved that member rates be extended to members of other professional state library associations. Hunt seconded and the motion was approved. Klipsch abstained.

Sanchez suggested that non-member rates be increased to encourage membership of the Association. McCaslin moved that non-member conference registration rates be raised from \$165/\$200 to \$210/\$280. Davis seconded. The motion was defeated.

McCaslin moved that all registration be approved as recommended by the conference coordinator, except to double all non-member rates and remove one-session rates entirely. Borgerding seconded and the motion was approved unanimously. Therefore, the cost for non-members to register by September 9 will be \$165. The cost for non-members to register on or after September 10 will be \$200. Registration will not allow participants to attend a singular event or conference session.

Registration refunds: There will be a \$25 non-refundable handling fee for all cancellations.

Conference budget: Free shuttle is provided by the hotel. Concern was expressed that the conference hotel does not provide more than breakfast and the closest amenities are 6 miles away. The conference PR Committee will work with the MLA PR Committee to raise awareness of these issues with membership well before registration. McCaslin mentioned that this year's focus should be on promoting membership and less on

conference profit. Award winners will receive honorary registration and 2 free tickets to the ceremony. Boxed lunches are \$12/box and will be provided at cost. McCaslin moved to approve tentative budget 3 with a target of \$22,000 in profit. Hunt seconded and the motion was approved unanimously.

Volunteer proposal: Husher asked that volunteers be eligible to attend the vendor exhibits at no-cost for offering to work 3-hour shifts at the conference. Dufraim moved to accept the proposal. Davis seconded and the motion was approved unanimously.

6. Division and Committee Reports

McCaslin reported that the Bylaws & Handbook Committee has distributed sections of the manual to the appropriate units for feedback and revisions. Updates and alterations to the legislative policies are underway. It is recommended that the fiscal policies be restructured. It was also mentioned that long range strategic planning is very difficult to implement because of the constant turnover of the organization. Information related to the executive director and staff were removed. Instead, the responsibilities of the management firm were inserted. Information regarding fiscal policies as they relate to Association publications was removed. The Association is to maintain a reserve fund in an amount to be determined later at the direction of the Board. The section related to workshops outside of annual conference was removed. Language was maintained to reflect the transition to Communities of Interest.

Hicklin will contact our current archivist Debbie Luchenbill to create an Archive Committee to review the Association's document retention policy.

McCaslin moved to hire a parliamentarian up to \$300 to professionally review the Association's bylaws and handbook. Dahms-Stinson seconded and the motion passed unanimously. Results from the review will be discussed at the July Board meeting.

Laura Pirondi, Membership Committee Chair, reported that the Association had 515 members last year. As of March 30, the Association had 362 members. A welcome letter was sent to members. The registration form was updated to provide better information on trustees. Borgerding moved to authorize the contract with MLNC to modify the membership form as it relates to trustees. Davis seconded. The motion was ratified unanimously after an online vote taken in March.

McCaslin noted that awareness of library legislative issues has increased, but we should consider subsidizing an MLA member to attend ALA's National Legislative Day in May. McCaslin moved that we authorize the Legislative Committee to spend up to \$500 to subsidize an MLA member to attend ALA's National Legislative Day. Dahms-Stinson seconded. Discussion was held and Klipsch mentioned that it costs roughly \$1000 to attend. McCaslin reiterated that this is a subsidy. A vote was taken and the motion passed unanimously.

McCaslin shared that the Nomination Committee had two candidates for President-elect and that the Committee was on target for candidate recruitment. Candidate information will appear in MOINFO. While paying membership dues, a third of registrants expressed that they wanted a paper ballot. The Committee will investigate Survey Monkey as a vehicle for conducting online voting.

Hicklin shared that the Reference and Government Information Special Interest Group asked to remove the current action item of approval of their bylaws.

Webmistress Carol Smith reported that 1200 pages of documents dating back to the 1990s are orphaned on the MLA website. Smith considered forwarding documents to the appropriate units for archival before they are deleted. Husher shared his hesitation to delete older documents since the MLA website was the Association's

primary archival storage unit. Hicklin recommended that Smith work with the Bylaws & Handbook Committee to create some draft policies to bring to the Board in July.

Smith also reported that the MLA homepage now promotes the Association's Facebook page. She asked the Board to consider a YouTube channel, Flickr account, and ALA Connect log-in. Hicklin and McCaslin suggested that Smith take responsibility for establishing some draft policies for how the Association manages its social media in consultation with the Publications and PR Committees. Dahms-Stinson strongly encouraged partnership with the PR Committee.

Klipsch mentioned that the St. Louis videoconference site felt isolated and asked that the decision requiring all Board members to meet at the same location be reconsidered. Hicklin will poll the Board to discuss videoconference and location options for the next Board meeting.

Borgerding announced that MACRL will host a meeting on April 20 with further details to be announced on the MLA listserv. MACRL is interested in hosting an online sharing session on May 2 and the group is in the early stages of planning a training webinar.

Borgerding moved to adjourn. Sanchez seconded and the motion was approved unanimously. The meeting was adjourned at 2:58 pm.