

Missouri Library Association Board Meeting

Videoconference: Columbia at DBRL, St. Louis at MLNC,
Springfield at the Library Center, Warrensburg at Kirkpatrick Library
Friday, July 29, 2011

1. Welcome and Roll Call

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

Attending in Columbia: Debbie Luchenbill, Carol Smith, Cindy Dudenhoffer, Sharon McCaslin, Glenda Hunt, Karen Hicklin, Tracy Byerly, Brent Husher

Attending in St. Louis: Pam Klipsch, Candice Oliver, Jane Thiessen, Joy Dufrain, Sarah Wood, Anna Stracklejohn, Christina Pryor, Lori Kupski, Shelley Akins, Keith Gaertner

Attending in Springfield: Nancee Dahms-Stinson, Joshua Lambert, Neosha Mackey

Attending in Warrensburg: Marian Davis

2. Minutes

Hicklin called for discussion and/or corrections to the April 15, 2011 Executive Board meeting minutes. Hunt asked that she be recorded as in attendance at the Columbia location. Sanchez asked for a correction in the nonmember registration rates: Those registering prior to September 9th will pay \$165 (instead of \$330) and those registering after September 9th will pay \$200 (instead of \$400). Sanchez moved to accept the minutes as amended. Smith seconded and the motion was approved unanimously.

3. Reports from Executive Board:

Contract for management services

Hicklin expressed support for a continued partnership with MLNC for management services. Hunt moved to accept a management proposal for the 2012 calendar year. Mackey seconded. During discussion, Davis noted a correction from 2012 to 2013. Hunt expressed support for a two-year contact with MLNC. Mackey asked how MLNC would manage a membership database if members exceeded 400. Byerly said MLNC could include a "plus or minus" clause and provide a pricing structure for managing additional members. Hicklin suggested that Byerly create a price quote for 2013 management services. Dahms-Stinson suggested putting in a renewal clause for easy contracting of services for 2013. Davis shared that members were concerned that a formal bid was not offered for services. McCaslin stated that a Request for Proposal (RFP) would take a significant amount of administrative time to organize. Smith suggested that a one-year contract would allow for more flexibility. Hunt shared that the volunteer nature of the organization is not conducive for the administrative time required to manage an RFP for management services. Mackey and Dahms-Stinson shared their support of a renewal

clause in the existing MLNC proposal. Smith and Hunt shared that a compromise could be reached without an RFP process. Hunt and Mackey withdrew their motion. Mackey moved to give authority to the President and President-Elect to negotiate with MLNC for 2012 management services with respect to board discussion surrounding this proposal. Davis seconded. Motion approved unanimously.

Jobline

During discussion following the approval of the previous motion, Hicklin noted that MLNC is capable of handling duties related to the web mistress, award committees, and Jobline. McCaslin noted that web mistress duties and award selection is delegated to committees. However, Jobline has been assigned to a willing member-at-large. McCaslin noted with the upcoming change in the Board structure, Jobline might be better managed by a professional service for continuity. Husher noted that the cost of the Jobline service is \$1,900. Outsourcing this responsibility is not worth it because Jobline does not bring revenue equal to this amount. Smith confirmed that current income related to the Jobline service is \$1,600. Davis shared that the time commitment was not burdensome and that this responsibility should be written into the description of an elected member-at-large for next year. Mackey shared that Jobline isn't necessarily meant to be profitable, but a professional service. Oliver suggested that PEER SIG take over this responsibility. Davis supported this suggestion. Klipsch expressed concern that organizational turnover creates an inconsistency in contact information for this service. Smith shared that the management of communication for this service goes to a central email account. She also plans to create a web form for easier use on behalf of advertisers. Hicklin suggested collaboration between PEER SIG and the current members-at-large for a proposal to bring to the Board.

2010 Financial Review

Mr. Beard of Casey-Beard-Boehmer Accounting conducted a financial review with MLNC representative Keith Gaertner. Mr. Beard was very clear to state that this was NOT an audit. For 2010, the organization had an estimated bottom line of \$50,000. He "did not find anything out of line." Mackey noted that this report confirmed the positive direction the organization is headed with a good financial basis. Mr. Beard suggested a review in the future for internal purposes instead of an audit because it is not as expensive or necessary as long as a good accounting system is in place with regular review by the Board. Mackey moved to accept the 2010 Financial Review. McCaslin seconded. Hearing no discussion, the motion approved unanimously.

Establishment of Emergency Fund

In response to the devastating tornado that hit the Joplin area in May 2011, discussion was opened on the subject of establishing an emergency fund to assist libraries that are affected by disasters. Davis mentioned she would be interested in serving on a planning committee. Klipsch said ALA is gathering information on this topic specifically for state associations. Sanchez suggested that MLA continue to serve as a conduit for communication and not necessarily provide financial assistance since there are many efficient organizations already in place to accept donations on behalf of Joplin tornado victims. Byerly mentioned that MLNC could provide financial information for a committee, if established. Mackey asked that we proceed with caution for legal reasons. Davis asked if we should wait for ALA to share their forthcoming packet on this topic. Klipsch asked that the line of communication be formalized

in the event of future emergencies. Husher noted that nonprofits cannot give financial benefits to its members which creates an unusual position for the organization. Pryor expressed interest in serving as PR chair to prepare for crisis communication. Smith suggested that contact information for emergency agencies and donating centers be placed on the MLA webpage. Hicklin asked that Davis and Pryor create a recommendation related to this fund and share it at the November Board meeting.

2011 Financial Reports (April, May, June)

Mackey noted an increase in revenue from conference registration and trade show vendors. Mackey moved to approve reports. McCaslin seconded. The motion was approved unanimously.

Directors and Officers Liability Insurance

An invoice was given to MLA in the amount of \$1,333 for Directors and Officers Liability Insurance. Mackey moved to approve payment and Hunt seconded. The motion was approved unanimously. Hicklin asked about general liability insurance (e.g. if someone fell at conference). Mackey said she is currently investigating event insurance to protect MLA from such liability. Hicklin encouraged event insurance be in place before the conference. Luchenbill suggested a liability waiver be incorporated into MLA conference registration. Hicklin expressed concern that this procedure may not be sufficient protection from liability.

Investment of Operating, Bohley & Schmidt Funds

The Financial Committee will gather and present a recommendation at a future board meeting in regards to the management of these funds. Husher mentioned none of these funds have been figured into this year's conference budget.

4. Update from Conference Arrangements Committee

Husher suggested that the Board evaluate the contract template and process after this year's conference. As of July 27, 2011:

- 104 conference attendees had registered via MLNC.
- 35 of the 40 available SISLT registrations had been filled.

At this point, if MLA were to receive no further registrations or trade show fees, the organization would lose \$18,000. So far, we have received \$1,300 in program advertising, mostly from Missouri libraries. We are at the halfway mark for conference registration revenue as well as for trade show revenue.

Husher assured the Board that he expects more registrations and memberships during the final weeks of conference registration. Sanchez suggested that group registration be created for next year's conference for easier institutional registration. Husher suggested an additional Board meeting be held in the spring for discussion of the 2012 conference.

Husher approached the discussion for presenter registration fees:

Option 1: Just as all conference attendees are expected to support conference costs through paid registration; all volunteer speakers/presenters are also expected to pay conference registration fees. Both one day registrations and full conference registrations satisfy this requirement. Those who choose not to pay registration fees may choose to withdraw their presentations.

Option 2: Conferences cost money to host. As such, conference attendees and volunteer speakers/presenters are expected to pay conference registration fees. Both one day registrations and full conference registrations satisfy this requirement. Volunteer speakers/presenters who choose to attend only their own presentation and no other conference activities may opt to do so without paid conference registration fees.

Dudenhoffer asked if we could consider policing with badges like ALA. Husher shared that we work on a “trust” basis. McCaslin supported that everyone pays since both presenters and attendees share in a mutual learning experience. Smith asked how many emails and phone calls have been received about this issue. Husher estimated about 15-20 contacts, no one with strong feelings. Mackey agreed with McCaslin noting that other professional associations state presenters have an obligation to register. Klipsch did ask other state associations and found that this policy varies. She suggested a separate lower pricing option for presenters only attending their own presentation. Dahms-Stinson strongly urged an exception clause so that those with financial hardship be given a break in order to attend or present at conference. McCaslin moved to approve Option 1, but that requests for an exception may be submitted for review. Mackey seconded. The motion was approved unanimously.

5. Division and Committee Reports

Bylaws and Handbook Committee

McCaslin moved that the proposed bylaws be given to the membership for voting. Mackey seconded. Mackey asked for the definition of plurality. Plurality is the opposite of majority; with multiple candidates, those winning will have the most votes, not a majority of the votes. The motion was approved unanimously.

The Board also suggested the following notes, additions, and revisions be incorporated into the updated Handbook:

- Handbook section 2: pg. 3 remove list of committees under B1.
- Section 3.2: Add PR Committee, Bylaws & Handbook Committee, and Budget & Finance Committee to the committee list, pg. 8 Budget & Finance Committee can be defined as comprised of Board Members.
- Add instructions for subscribing members to the listserv.

- Awards Committee: All awards will be eventually routed through this committee even if they are administered by a separate community of interest. This is to create a clear line of responsibility for each award.
- Conference site selection: Hunt asked that the incoming conference coordinators be part of this committee and be chaired by someone with conference planning experience.
- Membership committee: remove types of libraries represented.
- Nomination committee does NOT count ballots.
- Document retention policy still under review.
- Additional information related to Show Me Awards to be submitted by Dahms-Stinton.
- McCaslin suggested removing PR Publications awards.
- Byerly noted that the confidentiality isn't strict regarding the Bohley award and was usually organized by a subcommittee of the Awards Committee.
- Management section belongs under the section related to the Board.

Thiessen will be contacting SIGS to update bylaws to reflect the new communities of interest.

Nominating Committee

- McCaslin shared the following candidates for next year's board:
- President Elect: Carol Smith and Cindy Dudenhoffer
- Member-at-Large, 1-year Position: Stephanie Tolson, John Furlong
- Member-at-Large, 2-year Position: (3 will be selected) Gearld Brooks, Brandy Sanchez, April Roy, Susan Wray, Keri Casio, Regina Cooper

Smith and Dahms-Stinson suggested that a call be put on the MLA listerv for candidate suggestions. Mackey was elected for a 2-year term and will be grandfathered in; the Secretary will be chosen among the members-at-large. McCaslin moved to accept the current slate of candidates. Smith seconded. The motion was approved unanimously.

Reference and Government Information SIG

Thiessen noted that she has reviewed their bylaws and this SIG has made the suggested. McCaslin moved to approve their new bylaws. Hunt seconded. The motion was approved unanimously.

Legislative Committee

The Legislative Committee is still reviewing their agenda and will be submitting it to the Board and general membership for approval.

Sanchez moved to adjourn. Dahms-Stinton seconded and the motion was approved unanimously. The meeting was adjourned at 2:18 pm.