

Missouri Library Association Board

July 17, 2016

Summary of Action Items and Minutes

Motions in the full minutes are bolded; information referred to or discussed orally at the meeting are in straight font, written reports only items are italicized.

Summary of Action Items

If Interim Action Items are recorded in the Recording Secretary's report they are labeled IAI; actions with no formal motion are labeled NFM.

- 1) Motion to approve minutes for April 15, 2016 made and seconded; discussion: numbering issue corrected in 3.a. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.
- 2) Motion made to NOT hold a joint conference with KLA in 2019, but to reconsider holding such a joint conference for 2023. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.
- 3) (NFM) Jodie will email MASL and MPLD regarding holding Library Snapshot (Day/Week) during the International "Outside the Lines" campaign, Sept. 11-17, 2016 rather than one day in October.
- 4) Motion made to approve the 2015 Reviewed Financial Statements; seconded; no further discussion. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.
- 5) Motion made to approve proceedings from interim teleconferenced business regarding:
 - a) ALA Councilor election
 - b) Institutional Membership for Ste. Genevieve Public Library
 - c) Vendor Conference Rates
 - d) Conference Registration Rates
 - e) 2017 Slate of Executive Board Nomineesto the official minutes; seconded; no further discussion. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2. Motion approved 10 to 0.
- 6) Motion made that MLA should provide a comped booth to the conference host Springfield-Greene County Library. Vote: STL 4 no, MC 1 abstention, KC 2 no, STJ 1 yes, SPG 2 abstentions. Motion fails, 1-6 (3 abstentions).
- 7) Motion made to add the descriptions of the Awards to the Awards webpage; seconded; no further discussion. Vote: STL 4, MC (out of room), KC 2, STJ 1, SPG 2; Motion approved 9 to 0.
- 8) Motion made to approve the slate of the Missouri Author Awards and the MLA Awards; seconded. No further discussion. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.
- 9) STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion to return the social media policy to the subcommittee for update/revision approved 10 to 0.
- 10) Adjournment—Motion to adjourn, approved by unanimous consent; meeting adjourned at 12:30 pm.

Draft Minutes:

Motions in the full minutes are bolded; information referred to or discussed orally at the meeting are in straight font, written reports only items are italicized.

1) Roll Call:

Meeting began at 10:45 a.m. with roll call: Jodie Borgerding (v), Nancee Dahms-Stinson (v), Erin Gray, Renee Brumett, Stephanie Tolson (v), Tracy Byerly, Keith Gaertner, Linda Elkow, Katy Smith (v), Diane Disbro, Christina Prucha (v), Justin Megahan, Chris Pryor (v), Stacy Hisle-Chaudri, Vicky Baker (v), Mary Beth Revels (v), Eric Petersen (v), Jennifer Peters (v), Jack Beard (guest), Alice Ruleman, and Anna Francesca-Garcia (guest).

Quorum attained with 10 voting members.

- 2) Presentation from Jack Beard; Beard-Boehmer & Associated PC, Certified Public Accountants, Financial Review for 2015. Mr. Beard orally highlighted and explained the Independent Accountants' Review for 2015, including comparisons to the Audit from 2014. Overall, MLA's finances remained fairly consistent, a noted exception included a decrease of approximately \$8000 due to increased costs from the 2015 joint conference.
- 3) Approval of Minutes
 - a) **Motion to approve minutes for April 15, 2016 made and seconded; discussion: numbering issue corrected in 3.a. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- 3) Reports from Executive Board
 - a) President: Jodie Borgerding – Report:
 - i) *Information Items:*
 - (1) *Worked with Stacy Hisle-Chaudri to contact committee chairs about submitting 2015 annual reports to Archives. We had minimal success and decide to start communicating with committee chairs right before Conference to remind everyone about submitting reports.*
 - (2) *Attended the MASL conference on behalf of the Membership Committee. Overall, I do not think it is worth sending the President to the booth. The Building Block Award Committee does a great job of engaging with conference attendees and promoting MLA to them. I would support to continuing sending them to the conference, but not the President and Membership Committee Chair. The money could be used more wisely elsewhere. It was good to see how the conference compared to ours; however, from a recruitment point of view, would recommend that sending the President and the Membership Committee Chair to MASL not be continued. Overall a good experience, but not fiscally worth it.*
 - (3) *Attended National Library Legislative Day in Washington, DC. This was a great experience and one that I highly recommend to anyone who has an interest in library advocacy.*
 - (4) *Worked with Gerald Brooks (who officially retired from SLPL as of June 1) to develop a succession plan for the Legislative Committee Chair. After appointing Dan Brower from Scenic Regional Library to the Legislative Committee, Dan will shadow Gerald so to speak in order to learn the duties, procedures, and expectations of the Legislative Committee Chair position. Instead of having new chair start Jan. 1, the incoming chair will*

shadow the outgoing chair and help plan and attend Legislative Advocacy Day and National Library Legislative Day. After National Library Legislative Day in 2017, Dan will become the Legislative Committee Chair. Knowing Dan's interest in legislative and library issues, I think this will be a seamless transition even though it does deviate slightly from our traditional succession procedures for committee chairs.

- (a) Worked with the Bylaws & Handbook Committee to conduct a comprehensive review of the MLA Handbook. The Board has looked at the entire document and will now go back to the relevant MLA units for one last review. A procedure on how to handle future annual Handbook reviews was developed and integrated in the Bylaws & Handbook Committee section of the Handbook. There are still a few lingering comments that need to be discussed. The Board will then send it back to the committees and CI units for review as there are some items for which the Board suggested changes
- (b) Amigos offered to provide a proof-reader to look at it with fresh eyes to hopefully find any discrepancies or inconsistencies therein.
- (5) *Worked with Christina Prucha, Katy Smith, and MLA's parliamentarian Chris Dickey to establish procedures on the Executive Board voting outside of the business meeting. Due to Missouri laws, meetings must be conducting via synchronous technology such as telephone, videoconferencing, etc. Discussions held via email or conducted asynchronously are not allowed. As a result, Board meetings and votes will be held via conference call or video conference.*
- (6) *Tasked the Social Media Subcommittee with creating a formal social media policy to be presented to the Board for approval by the November Board meeting*
- (7) *Signed contracts related to the conference.*
- (8) *Attended meetings of the Nominating Committee*
- (9) *After hearing about the Arkansas Library Association's website being hacked by an ISIS related group, I consulted with Amigos, MOREnet, and Rachel Brekhus about the security of our website and servers. All parties reported that the systems are as secure as possible and Amigos is taking additional measures to move the membership and registration database to more secure third party servers*
- (10) Dr. Carla Hayden has been confirmed as the 14th Librarian of Congress. The Missouri contingent that attended National Library Legislative Day pushed Dr. Hayden's confirmation with Sen. Blunt's staff. Sen. Blunt was the chair of the Senate Rules Committee that oversaw the nomination. Jodie also sent emails from the ALA requesting MLA members to reach out to their Senators to support the nomination. Sen. Blunt heard us, got the vote out to the floor, and she was confirmed. A few hours after the confirmation, the ALA Washington office contacted Jodie about the possibility of a joint letter to the editor of the major Missouri newspapers thanking Sen. Blunt on behalf of Missouri libraries. However, the next day, she received an email from the ALA Washington office saying that Sen. Blunt had requested that ALA not do so. So, Gerald and Jodie will be sending a letter directly to Sen. Blunt's office. A copy will be sent to the membership via the listserv when the letter is completed. Suggestion was made to also publish the letter in *MO INFO*.

ii) Discussion Items:

- (1) Cross out item 3 from the Packet Board report, the Bylaws just need to be updated with the term plurality voting. Nothing further discussed.
- (2) Joint Conference discussions with KLA – We were approached by KLA inquiring if we wanted to do a joint conference with them October 23-25, 2019 in Overland Park, KS. Overall the Board feedback was mixed. Even though many liked the quality of the sessions and the opportunity to network with our Kansas peers, there were concerns about the financial costs, logistical implications, and inequality of the workload between the two

associations. Amigos has already said they would have to increase their fees significantly and is not tax exempt in Kansas. I asked Terri Summey, KLA President, about if they were thinking of following the same agreement and planning strategy as the last conference, but as of today, July 17th, I have not heard back from her. Jodie sent some information regarding conference attendance by region to the Board. There were a total of 422 MLA registrants for the joint conference—compared with 411 registrants for the previous Kansas City conference (non-joint conference) in Discussion. Also sent the information as of January 2016 about the profits from the two conferences. The profit was about half of what it was from St. Louis and Columbia conferences. Discussion:

- (a) A discussion with a KLA member at the ALA conference brought up concerns about KLA's leadership in regards to another joint conference, especially if KLA would run the financials. KLA has a part-time person who assists with financials as opposed to Amigos overseeing MLA finances.
 - (b) Amigos expressed that the tax exempt status in Missouri, but not in Kansas, would be problematic.
 - (c) Another joint conference in 2019 would be too soon. One of the draws to the joint conference is its rarity. When planned, the joint conference in 2015 was considered to be something unique. Maybe every other KC conference?
 - (d) Was there an issue with having it in MO as opposed to KS? Steering Committee member discussed that various locations in both states were explored, the chosen location had the best package and the dates requested available.
 - (e) Overland, KS is more suburban and does not have the transportation options that downtown Kansas City, MO would offer.
 - (f) MLA did a lot of the heavy lifting of the conference planning.
 - (g) \$8000 deficit.
 - (h) Although, no one really knew what to expect. MLA and Amigos both have had a learning experience.
 - (i) Reiteration of spacing joint conferences out further to create interest.
 - (j) If we decide to NOT hold a joint conference, the 2019 conference site selection committee needs to be formed and begin work.
 - (k) Motion made to NOT hold a joint conference with KLA in 2019, but to reconsider holding such a joint conference for 2023.**
 - (i) Additional discussion: Do we know the particulars as to how much more Amigos would cost? Fees would be higher in 2019 and 2023. There was a significant increase in the workload on Amigos; however, with the lack of information at hand, actual costs could not be estimated.
 - (ii) **Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
 - (iii) Jodie will email Terri and let her know of MLA's decision.
- (3) Library Snapshot Day. In looking at dates for this year, October 12th would be in line with when we did it last year, but is this too soon after conference? Would October 19th be a better date? Discussion:
- (a) We did it Wednesday last week, this would also be a Wednesday. Webster University will be on Fall Break—are there events at other institutions that would affect choosing a date? Jodie will check with MASL—how does the date affect schools?
 - (b) Energy of the conference might be a good lead in; although it might also too much. Add to stress or reinvigorate? Could go either way!
 - (c) Does it have to be a day or a week? What is the history?
 - (d) Last year was the first time that MLA formally participated. It was a joint effort between MLA, MPLD, and MASL. Date was just picked that worked for everyone.

- (e) There was an event in September that took place during Library Sign Up Month—Outside the Lines. That usually takes place in September—that might be a better event to buy into instead of waiting until Oct.
 - (f) ALA website has a list of participating states for National Library Sign Up, but no specific dates.
 - (g) Outside the Lines is an international campaign, set this year for Sept. 11-17. That might be good to tie public and school libraries together at the beginning of school. This would also allow us to do it during a week.
 - (h) Jodie will email MASL and MPLD to see if that works for them.
- a) President-Elect: Vicky Baker – Report
- i) *Information Items:*
 - (1) Met online about Presentation Academy
 - (2) Met online about Conference vendor rates
 - (3) Met online about Registration rates for conference
 - (4) Met online about nominations for officers
 - (5) Met in person with Amigos and Jodie to understand their services
 - (6) Worked to get the last groups to send in changes to their part of the Handbook
 - (7) Worked on changes or updates to the Handbook
- c) Past President: Christina Prucha – Report
- i) *Information Items:*
 - (1) *Scheduled two online webinars for Presentation Academy with the Presentation Academy Committee. The first is to be held on July 12th at 10:00 am. Jodie Borgerding and Judy Geczi will be discussing simple steps to a great presentation. Following that, Tiffany Davis will be presenting on visual aids on August 2nd. We still plan to hold a 3 hour workshop during pre-conferences.*
 - (2) Update: Held first of the two webinars: 58 registered and 29 attended.
 - (a) Thus far, there are 35 registrants for the second webinar. Tiffany Davis will be presenting on visual aids on Aug. 2 at 10:00 am, registration is open.
 - (b) Room is reserved for pre-conference in-person workshop on creating proposals. The idea is that one would take the skills that one has learned about public speaking from the two webinars and use them in crafting a presentation proposal and presentation.
- d) Treasurer: Eric Petersen – Report
- i) *Information Items:*
 - (1) *Approved expenses, Apr. 2016:*
 - (a) \$863.33- *Payment to RJ Scherr, MLA Consultant for March fee (\$833.33) and LAD meal expense (\$30.00)*
 - (b) \$144.33- *Paypal fee of \$129.33, monthly bank fee of \$15.00*
 - (c) \$121.34- *One night's lodging for Carrie Cline to attend MASL conference*
 - (d) \$500.00- *Reimbursement to Anna Mattonen for Emerging Leader expenses (travel to Orlando)*
 - (2) *Approved expenses, May 2016:*
 - (a) \$1600.00- *Speaker fee deposit (\$1250) and travel reimbursement (\$350) for Young Adult Author Breakfast speaker Jay Asher*
 - (b) \$833.33- *Payment to RJ Scherr, MLA Consultant for April fee*
 - (c) \$139.06- *Paypal fee of \$124.06, monthly bank fee of \$15.00*
 - (d) \$708.03- *Reimbursement to Gerald Brooks for NLLD travel expenses*
 - (e) \$1199.73- *Reimbursement to Jodie Borgerding for NLLD travel expenses*
 - (f) \$286.11- *Reimbursement to Jodie Borgerding for MASL travel expenses*

- (g) \$29.00- EZ register fee for Presentation Academy
- (3) *Approved expenses, June 2016:*
 - (a) \$475.00- Payment to Between Friends Gift Shops for Conference promotional items: Post-it notes and 3-port USB hubs
 - (b) \$833.33- Payment to RJ Scherr, MLA Consultant for May fee
 - (c) \$155.27- Paypal fee of \$129.77, monthly bank fee of \$15.00, \$10.50 fee for MLA 2016 Annual Registration Report to MO Secretary of State
- (4) *Financial Review:*
 - (a) 2015 Reviewed Financial Statements from Beard-Boehmer & Associates, P.C.
 - (b) Summary letter from Beard-Boehmer & Associates, P.C.
- (5) *Tax Filings:*
 - (a) MLA income tax (Form 990-EZ)
 - (b) MLA efile signature authorization (Form 8879-EO)
- ii) *Discussion Items: None*
- iii) *Action Items:*
 - (1) A motion is needed to approve the 2015 Reviewed Financial Statements. Motion made to approve the 2015 Reviewed Financial Statements; seconded; **no further discussion.**
Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.

e) Secretary: Katy Smith – Report

i) Action Items:

- (1) Officially record teleconference proceedings in the July minutes:
 - (a) Enter results of the election for the ALA Councilor Elect: Including the paper ballots, a total of 122 ballots were cast and Stephanie Tolson won. Voting took place between April 21 and May 6.
 - (b) Enter results of 2016/05/11 Teleconference. Full minutes of teleconference, Minutes Appendix 1:
 - (i) Motion to approve the vendor pricing proposed by the 2016 Conference Coordinators of \$550 for early bird, \$600 regular rate, and \$400 for non-profit organizations; seconded; discussed. Motion amended to set vendor pricing for the 2016 Conference as \$550 for early bird, \$600 regular, and \$450 non-profit. Amended motion approved 5 to 0 (no abstentions).
 - (ii) Motion to give Ste. Genevieve Public Library an institutional membership for the 2016 calendar year at a rate of \$75; seconded; discussed. Motion approved 5 to 0 (no abstentions).
 - (c) Enter results of 2016/06/01 Teleconference, minutes taken by Christina Prucha, Minutes, Appendix 2:
 - (i) Motion to approve conference registration rates sent by conference coordinators Renee Brumett and Erin Gray. Amended motion:

Early Bird Member -- \$110	Fullreg Member -- \$150
Early Bird Non-member -- \$180	Fullreg Non-member -- \$205
Early Bird One-day Member -- \$65	Fullreg One-day Member -- \$95
Early Bird One-day Non-member -- \$130	Fullreg One-day Non-member - \$160
Early Bird Student -- \$65 \$50	Fullreg Student -- \$90 \$85
Early Bird Trustee/Friend -- \$75	Fullreg Trustee/Friend -- \$110
	One Day Trade--\$20

Motion approved 5 to 0.

- (d) Enter results of 2016/06/16 Teleconference, minutes taken by Christina Prucha, Minutes Appendix 3:
 - (i) The MLA Board met via teleconference on June 16, 2016 to vote on the MLA Board slate of nominees for 2017. Motion was made to accept the amended slate

of officers for the MLA Board for 2017; seconded; no further discussion. Motion approved 5 to 0 (no abstentions).

- (e) **Motion made to approve these following additions to the official minutes; seconded; no further discussion. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**

f) Member-at-Large: Chris Pryor – Report

- i) *Information Items: Reviewed the Conference Committee section of the handbook as requested by Jodie and Vicky.*

g) Member-at-Large: Jennifer Peters – Report

- i) *Information Items:*
(1) *Peters participated in the work to clean up the MLA Handbook.*

h) Member-at-Large: Nancee Dahms-Stinson – Report

- i) *Information Items:*
(1) *Participated in online discussions with Board.*
(2) *Participated in teleconference meeting with Board.*
(3) *Commented on Handbook revisions.*

i) Member-at-Large: Mary Beth Revels – No report

j) ALA Councilor:

- i) *Outgoing Councilor: Regina Cooper – Report*
Information Items: ALA Council met at the annual meeting in Orlando, Florida, June 23-39. Council passed a budgetary ceiling of \$65,403,215. Attendance at the annual meeting was 16,597. A memorial resolution was read honoring among others, Charlie Robinson, long time director of the Baltimore County Library who introduced the concept of “Give em what they want” to public libraries, thus changing significantly the way public libraries operated. Some of the resolutions passed included: Resolution calling upon libraries to build more inclusive communities, Resolution in support of the professional cataloging processes & determinations of the Library of Congress and three resolutions in support of school libraries. The resolution concerning the role of chapters in the American Library Association was referred to a work group. In a very close vote Council voted to refer the Resolution on Gun Violence Affecting Libraries, Library Workers and Library Patrons to the Committee on Legislation & the Intellectual Freedom Committee to work on the language and bring it back to Council at its midwinter meeting.

This was my last meeting fo the ALA Council and the Planning & Budget Assembly as my three-year term expired at the end of the conference. I have enjoyed representing MLA at ALA and I now leave it in the capable hands of Stephanie Tolson.

- ii) Incoming Councilor: Stephanie Tolson – No Report.

4) Reports from Committees

a) 2016 Conference: Erin Gray and Renee Brumett, Chairs –

- i) *Information Items:*
(1) *Just launched registration site*
(2) *Will continue to fill in content on the registration site so that soon registrants can see all of the session offerings*

- (3) Will soon have letters sent to everyone who submitted a proposal. Those accepted will also receive information regarding any sponsorship and which time slot was allotted.
 - (4) Once those contacts are made, grid of presentations will be posted for registrant view.
 - (5) Currently have 31 vendors with booths. Will be sending follow-up contacts to those vendors with preliminary schedule.
- ii) Action Items:
- (1) Conference Coordinators would like to make a formal request that a booth be provided without charge to Springfield-Greene County Library as they are the hosting library system and are providing the bulk of the volunteer force at the conference. **Motion made that MLA should provide a comped booth to the conference host Springfield-Greene County Library.** Seconded; discussion:
 - (a) The reasoning is because SGCL will be 90% of the facilitation on site.
 - (b) This would serve as a thank you to SGCL sending employees on the clock to serve at the conference.
 - (c) Appropriate to consider for future conferences; while other conferences may have more than one library system serving as hosts, perhaps such a booth could be shared.
 - (d) Provides an opportunity for conference goers to interact with staff from and to learn about the various branches of such a large library system; as well as to acknowledge and to thank the staff.
 - (e) Questions:
 - (i) Not sure about how having a booth where more people would have to come and staff it would be a way of thanking them?
 - (ii) How would it be replicated in regions where multiple libraries and library systems are volunteering/hosting? This would be difficult to replicate in St. Louis and in Kansas City.
 - (f) The Board decided last year that Conference Coordinators and Conference Committee members would be required to pay for registration. Providing a booth to a system could be seen as a round-about way of compensating committee members.
 - (g) No history of doing so before in Board memory.
 - (h) Conference in early 2000s at Frontenac Hilton, almost across the street from SLCL Headquarters. SLCL provided a great number of volunteers and there was no comped booth.
 - (i) **Vote: STL 4 no, MC 1 abstention, KC 2 no, STJ 1yes, SPG 2 abstentions; Motion fails, 1-6-3.**
- b) 2017 Conference: Justin Megahan and Anna Strackeljahn, Chairs – No report.
- c) Awards: Diane Disbro, Chair – Report
- i) *Information Items* –
 - (1) One book was nominated for the MLA Literary Award. The committee will decide before August 1 if the book should receive the award. Update—it is actually set in Arkansas, so it is ineligible.
 - (2) Two library collaborations were nominated for the Ronald G. Bohley Award. Tracy Byerly (Amigos) and Beth Calderello and Diane Disbro (MLA) will make a recommendation to the board before August 1 about the awarding of this recognition. Recommendation will be made with the others in the action items.
 - ii) Discussion Items – Current wording says that award nominations need to be submitted “by July 1.” Can we make that more specific? “Before midnight on June 30” or “by 5:00 p.m. on July 1” or something else that isn’t open to interpretation would be helpful. A nomination was rec’d on July 1st and was considered. Discussion: agreement towards 11:59 pm that day. This is also used by the nominating committee. Does it need to be added? It can be added to

the forms. Diane will contact Rachel Brekhuis to update forms. Committee can also update when the handbook is sent back to the units for review. Needs to be done in two sections of the handbook for consistency—about the committee and about the awards.

iii) Action Items –

- (f) Add the full description of the awards to the webpage containing the link to the nomination form so that people don't need to search for the description in the Handbook. Could the website provide links rather than the descriptions? Yes, this would be easy to do. They are short descriptions—better to provide than to force members to search. **Motion made to add the descriptions of the Awards to the Awards webpage; seconded; no further discussion. Vote: STL 4, MC (out of room), KC 2, STJ 1, SPG 2; Motion approved 9 to 0.**

(1) The Awards Committee recommends the following to be awarded:

- (a) Missouri Author Awards – Eleven of the thirteen members of the Missouri Author Awards committee met on June 17 in Springfield. Members of the committee represent the following libraries: St. Louis County, St. Louis City, MidContinent Public, Kirkwood Public, Springfield-Greene County, MOBIUS, Kansas City Public, State Fair Community College, and Scenic Regional. The committee recommends awarding the fiction award to Laura McHugh for her debut novel, *Weight of Blood* and the nonfiction award to Gayle Harper for *Roadtrip with a Raindrop*. Missourians can be proud of these two books published by authors who live in Columbia and Springfield, respectively.
- (b) MLA Awards – The Awards Committee met on July 6 in Columbia and makes the following recommendations for 2016 awards:
- (i) Outstanding New Librarian – Jen Salvo-Eaton, UMKC Miller Nichols Library
 - (ii) Meritorious Achievement – Lorraine Sandstrom, Springfield-Greene County Library District
 - (iii) Virginia C. Young Award – Patricia Hendricks, Henry County Library (posthumous)
 - (iv) Library of the Year – Springfield-Greene County Library District
 - (v) Outstanding Library Employee – Stephanie Nordmann, St. Louis County Library
 - (vi) Public Relations Achievement – St. Louis County Library
 - (vii) Bohley Award – to four libraries that worked together to create the Missouri hub to the Digital Public Library of America: Washington University, The Federal Reserve Bank Library of St. Louis, the Missouri Historical Society Library and the Missouri State Library. Included the uploading of 138,000 records and long-term upkeep planning. This brought Missouri up to speed with other states participating in the Digital Public Library of America.
 - (viii) Legislative Award is not included; the Legislative Committee will address that award.
- (c) **Motion made to approve the slate of the Missouri Author Awards and the MLA Awards; seconded. No further discussion. Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**

d) Budget & Finance: Eric Peterson, Chair – Report:

- i) Information Item: An outline has been created for a financial manual. The Committee needs to meet to discuss that and the Handbook issues. Eric will send out a doodle poll to set up a meeting to occur in the next few weeks.

e) Bylaws & Handbook: Alice Ruleman, Chair – Report:

- i) *Information Item: Working diligently on the revision project and will be returning it to the units soon.*

- ii) *Jodie expressed appreciation for the diligence of the committee.*
- f) Intellectual Freedom: Rob Hallis, Chair – No Report:
- g) Membership: Christina Pryor, Chair – Report:
 - i) *Information Items:*
 - (1) *2016 MLA Membership Numbers as of 6/30/2016*
 - (a) *Individual: 366 (Currently a little ahead of where we were this time last year)*
 - (b) *Institutional: 60 (58 Institutional members at this time in 2015)*
 - (c) *Hopefully these will increase as members renew for conference.*
 - (2) *We have and will continue to promote renewals through the MLA listserv.*
 - (3) *Jodie sent out emails to all lapsed members which drove up numbers during the last quarter.*
 - (4) *Jodie attended the MASL conference at the end of May and staffed an MLA booth.*
 - (5) *The Membership Committee reviewed and submitted the necessary handbook and bylaws sections as requested by Jodie and Vicky.*
 - (6) *Christina Pryor submitted a conference proposal request for the MLA Meet and Greet sponsored by the Membership Committee at the MLA Annual Conference.*
 - (7) *Question: What is the status of the Membership Survey? Chris will be soon discussing this with Jodie.*
 - h) Legislative: Gerald Brooks, Chair – Report:
 - i) *Gerald was unable to make the meeting, but did send an emailed report. Jodie could not get the email to open during the meeting; however, in it Gerald discussed the Hayden confirmation and the thank you letter that will be sent to Sen. Blunt and his staff. The email also discussed the withholds, Christina provided the information (from a May email from Randy Scherr):*
 - ii) *At that time (May, 2016), we had recovered about 88% of what we had lost during the last two years; however, there have been funds withheld:*
 - (1) *State Aid, \$2,723,776 (\$1,500,000)*
 - (2) *REAL, \$2,750,000 (\$750,000)*
 - (3) *Athletes & Entertainment, \$150,000 (\$150,000)*
 - (4) *Grants through Federal Government \$4,125,000*
 - (5) *Late last week or so, email from Randy to Legislative Committee that as part of the Governor's overall withholds, libraries were included. So, amounts withheld from libraries are significant (as in red above). Legislative Committee will be soon meeting with Randy and with Barbara Reading to figure out strategies.*
 - (6) *Question: How will the information be passed along to Membership? Christina has not seen the agenda, but she will ensure that the question is asked.*
 - i) Nominating: Christina Prucha, Chair – Report
 - i) *Information Items: All candidate information was collected and passed on to Donna Church, MO INFO editor and Rachel Brekhuis, webmaster. The ballots have been formulated and voting will take place between July 15 and August 15 of this year. Please vote.*
 - ii) *Updates:*
 - (1) *All members should have received an email this morning with an invitation to vote. This is the second time that we are using election buddy; strongly recommends that we continue to use it. Process has been far easier than anything else that we've ever done. Secure—one vote/one person.*
 - (2) *Friday, July 29, Linda and Christina will check for any new members. July 31 is the cut-off date—if one votes after the 31st, one may not vote in that year's election.*

- (3) Election will close on Aug. 15.
 - (4) Those who are the representative for institutional members will receive 2 votes—one for the individual member and one for the institution.
 - (5) Nominating committee will send out a message from the listerv on Monday and to also add to the website in the event that Election Buddy emails went to a spam folder.
 - (6) The slate of candidates are not on the website. They are in *MO INFO* and will be added to the website.
 - (7) Is it a conflict for that information to come out before the voting? Should be current with the voting. Historically that is the way it is done—why *MO INFO* and voting both open on the 15th.
 - (8) Nominating Committee may want to review with handbook review.
 - (9) Election buddy cost \$100. Christina will ask for that budget again in the Fall. It is \$100 for up to 500 members. We had below 500 members, so we were able to get in at the \$49 rate. However, we had a \$20 charge for the second election. Christina would recommend the \$100 or possibly a small increase in case there might be another second election. For example, if we held a vote about the by-laws in January. In this case, Christina would recommend subscription at \$200 level.
- j) Media and Publications, Anna Strackeljahn, Chair – Report
- i) *Information Items:*
 - (1) *Social Media Statistics as of 7/10/16*
 - (a) *Facebook: 893 likes*
 - (b) *Twitter: 301 Followers*
 - (c) *Linkedin: 32 followers (page only created recently.)*
 - ii) Discussion Item: A social media policy will help us coordinate the different groups that might use social media channels, and articulate a strategy for promoting MLA online.
 - (1) Sarah Reando and Meredith McCarthy have drafted a social media policy (Appendix 4). This should be a best practice policy approved by the board.
 - iii) Action Item: Approve Social Media Policy.
 - (1) Approve Social Media Policy: Motion made to approve the Social Media Policy made and seconded. Discussion: Policy used “Facebook”—corrected to MLA Social Media Policy.
 - (2) Was this policy approved by the chair of the Media and Publications Committee? Yes, sent to Anna and approved; thus, it is in the Board Report.
 - (3) Correct facebook page managers to social media subcommittee in second paragraph.
 - (4) Change and to or in practice number 3.
 - (5) Some have periods/ some do not; #11 is not parallel—do we care?
 - (6) Comments #11—what is official voice of MLA as opposed to personal comments?
 - (a) Difference between Jodie posting on Twitter under her own handle or as MLA President.
 - (b) Concern that one’s personal comment would post as MLA.
 - (c) Could be better worded.
 - (7) #5 looks to conflict with #6. We’re not job posting, but reach out for job postings?
 - (a) Probably need to write out what we WANT to do with social media—not what we don’t want to do. Start out with strong purpose—this is what we’re doing. Then, one could list the kinds of posts that are prohibited.
 - (8) Recommendation to reorder—begin with purpose, guidelines, and then end with prohibitions.
 - (9) Jobline postings are posted—individual postings cannot be posted.

- (10) Motion amended to return the policy to the subcommittee for updating before consideration; seconded. Further discussion?
 - (a) #11 Who are the representatives? Board members, but all officers of all committees? Perhaps need to be defined more precisely.
 - (b) **Vote: STL 4, MC 1, KC 2, STJ 1, SPG 2; Motion to return the social media policy to the subcommittee for update/revision approved 10 to 0.**

- k) Community of Interest Council: Jennifer Peters, Chair – Report
 - i) *Information Items:*
 - (1) *Access Services: The Chair personally submitted two proposals for presentations at the conference in October.*
 - (2) *Computer & Information Technology - The committee continued discussing the technology petting zoo concept for the upcoming MLA Conference. It was decided that the event would occur on the second-to-last day of the conference.*
 - (3) *Genealogy & Local History - On May 19, 2016, Charlotte McIntosh resigned as Chair of the Genealogy and Local History Community of Interest. McIntosh retired from per position at Mid-Continent Public Library / Midwest Genealogy Center on June 17. Brian Grubbs, (previous Vice-Chair) and Local History & Genealogy Department Manager at the Springfield-Greene County Library District, became Chair of the Community of Interest. Cheryl Lang, (previous Recorder) and Midwest Genealogy Center Manager at Mid-Continent Public Library, became the Vice-Chair. The Recorder position has not been filled; however, officers are looking for a candidate.*
 - (4) *Officers developed a pre-conference program for the 2016 annual meeting in Springfield, Mo. The session will feature three topics:*
 - (a) *Patti Hobbs presents DNA for Genealogy Librarians – DNA testing can help you locate your genetic relatives and expand your genealogy research. This session will help you to understand DNA testing, the tests available, and how they can be used to answer genealogical questions.*
 - (b) *Emily Jaycox presents Maps for Genealogists - There's much more to maps than finding directions. Historic maps depicting former boundaries and landmarks can help you understand your ancestor's experience more fully. Several specialized types of maps including plats, fire insurance maps and geological survey maps can help you locate new facts about your family history. Pairing maps with other primary sources can yield even more information, and help you feel that you are "walking where they walked."*
 - (c) *Ben Divin and Gary Larsen present Memory and Legacy: Missouri in the Great War - More than 156,000 Missourians served in the First World War. How the state has remembered their service and sacrifice has changed greatly since the 1920s. This session will discuss the legacy of the war in Missouri and the state's efforts for commemoration in the digital age.*
 - (d) *Officers are reviewing the Genealogy and Local History Community of Interest bylaws.*
 - (5) **MACRL – No reports or responses to requests for reports this year.**
 - (a) **Renee and Erin are also having issues with communications from MACRL. Stephanie, as past chair, apologized. She shared that Anne Campion Riley will be the luncheon speaker for MACRL. MACRL is going through some transitional pains. Robert will not attend MLA; Stephanie will assume some roles as past-chair.**
 - (6) **PEER - Since the last MLA board meeting, the Professionalism, Employment, Education, and Recruitment (PEER) Community of Interest leadership reviewed and edited Appendix H of the MLA Handbook, which covers the Bohley Scholarship Fund and Silent Auction Manual. PEER also conducted a survey to gauge MLA and PEER COI member interest**

in PEER sponsoring a resume/CV/cover letter review service and identify possible volunteers to help with this initiative and the Bohley Scholarship Trivia Night fundraiser to be held at the annual conference. Survey results indicate that interest in the resume/CV/review service is high and that most responders would prefer that it be offered at the annual conference and asynchronously via e-mail. Over sixty percent of respondents indicated that they would prefer the service to be free with a recommended donation to the Bohley scholarship fund. The PEER steering committee also solicited applications for the Ronald G. Bohley scholarship via several library listservs. Applications are due July 1, 2016 and will be reviewed at that time. 12 applicants received for the Bohley Scholarship. The PEER leadership will soon begin reviewing current PEER bylaws and revising them as necessary. The leadership will also continue planning PEER activities for the upcoming annual conference. The PEER vice-chair that resigned prior to the April 15th board meeting has returned to the position.

- l) *Public Libraries- Nothing to Report*
 - m) *Reference & Government Information- Nothing to Report*
 - n) *Technical Services – Nothing to Report*
 - o) *Youth Services- Thanks to efforts by both YSCI staff and MLA board members, we have guests for both our Thusnelda-Schmidt award (Debbie Ohi, artist for “Naked!” and many other picture books) and YA breakfast (Jay Asher, author of “Thirteen Reasons Why” and other teen fiction). Shelley Bretsnyder is in charge of the luncheons and will make sure contracts are where they need to be, etc. We also just started receiving entries for the Show Me Youth Services. Speaking of awards, past chair Sarah Bean Thompson finished up her tenure on this past year’s Caldecott Committee and should be commended for helping pick such an excellent book, “Finding Winnie: The True Story of the World’s Most Famous Bear.” Amy Held has been working to get performers for this year’s Showcase, and we look forward to seeing who is on tap. We had originally planned to host an Unconference this year, but we are still sorting out the details. We hope to have more information on that soon. YSCI recently worked with the Missouri Building Blocks subcommittee to revise the related material in the MLA handbook. The information was fairly outdated, and the finished result is a much more accurate and efficient process.*
 - p) Last week received information from CIC chairs—still working on the time-line, how to get CI leadership involved.
 - q) How do we know who is in charge of the CIs? It is on the website, under communities of interest. List is current; but there may be one update as the chair of the Local History CI retired.
- 5) Other Reports
- a) Archivist: Stacy Hisle-Chaudri – Report
 - i) Information Item:
 - (1) Made annual deposit to The State Historical Society of Missouri of MLA documents
 - (2) Thank you to everyone for sending reports.
 - b) Webmaster: Rachel Brekhus – No Report
 - c) Missouri State Librarian: Barbara Reading – Barbara could not attend, but send comments to Jodie via email to share with the Board:
 - i) Reiterated withholds made by Gov. Nixon and that the State Library is working on plans to address.
 - d) Management Service (Amigos): Keith Gaertner – Report
 - i) Information Items:
 - (1) *Activities and processing since last Board meeting.*

- (a) *Keith and Linda attended a meeting of a general discussion about Amigos' role with MLA management with Vickie Baker and Christina Prucha.*
 - (b) *Working with Casey and Beard to coordinate the annual review and preparation of the tax return for 2015.*
 - (c) *Advised MLA President and Conference Coordinators on preconference and event sponsorship concerns.*
 - (d) *Worked with 2016 Conference coordinators to set up registration site for Conference Vendors/Sponsors.*
 - (e) *Working with 2016 Conference coordinators to set up registration site for Conference attendees.*
 - (f) *Working with Christina Prucha to send out annual MLA Board election ballots through Election Buddy and paper ballots as needed.*
 - (g) *Worked with Performers Showcase committee to set up registration site, process registrations, and send final report.*
 - (h) *Scanned and forwarded 8 Bohley Scholarship applications to Bohley committee.*
 - (i) *Per decision of committee for Presentation Academy closed the registration website and issued refunds to paid registrants.*
 - (j) *Keith and Linda attended the April Board meeting.*
 - (2) *Ongoing Processing:*
 - (a) *MLA membership registrations.*
 - (b) *Monthly membership reports to appropriate Board officers and committee chairs*
 - (c) *Jobline invoices including update of shared Google spreadsheet*
 - (d) *Paypal and check payments for membership, Jobline and other registrations.*
 - (e) *Payments for MLA obligations with approval of the treasurer.*
 - (f) *Monthly financial statements.*
 - (g) *Board documents.*
 - (h) *Announcement and Agenda email to the MLA membership via the MLA listserv.*
 - (i) *Update the executive and legislative listservs as directed by the Board, update the membership listserv as members join, manage problems with the listservs.*
 - (j) *Email, mail and phone queries.*
 - (3) *Amigos CEO Bonnie Jurgins retiring as of Jan. 13, 2017. We do not expect it to affect MLA or Amigos' relationship with MLA*
 - (4) *In June Amigos met with Vicki and Christina transitioning membership registration from the homegrown product from MLNK to EZ Register.*
 - (a) *Registration fees will not be changed as we see how it works so there is no danger to the MLA budget and no changes need to be made.*
 - (b) *This is important, especially in light of the Arkansas Library Association website being hacked recently.*
- 6) Unfinished Business—None.
- 7) New Business—None.
- 8) Comments from Guests—No comments.
- 9) Announcements—None.
- 10) Adjournment—Motion to adjourn at 12:49 pm made and seconded, approved by unanimous consent; meeting adjourned at 12:30 pm.

11) See you at the Board Retreat Tuesday, Oct. 4! Details will be sent out as we approach the date.

Minutes Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Katy Smith".

Katy Smith, Recording Secretary and Member at Large

Minutes, Appendix 1

MLA Board Phone Conference, May 11, 2016

Present: Vicky Baker*, Jodie Borgerding*, Renee Brumett, Erin Grey, Christina Prucha*, Jennifer Peters*, Mary Beth Revels*

* indicates voting Board member

Agenda:

1. 2016 Conference vendor rates
2. Allowing Ste. Genevieve Public Library to join as an institutional member.

1. 2016 Conference vendor rates

Motion:

J. Borgerding moved to approve the vendor pricing proposed by the 2016 Conference Coordinators of \$550 for early bird, \$600 after regular rate after early bird, and \$400 for non-profit organizations.

M.B. Revels seconded.

Discussion:

E. Grey explained that the Oasis charges \$75 per booth that includes everything (ie. drapes, piping, etc.) but power.

J. Peters discussed how they developed the vendor rates for the joint conference in Kansas City.

All agreed that we need to discuss where non-profits fit in our membership rates at the next Board agenda with input from the Membership and Budget & Finance Committees.

Vote:

Approve the vendor pricing proposed by the 2016 Conference Coordinators of \$550 for early bird, \$600 after regular rate after early bird, and \$400 for non-profit organizations.

J. Peters amended the motion to raise the non-profit rate to \$450. M.B. Revels seconded.

5 ayes, 0 nays

Amended motion [to set vendor pricing for the 2016 Conference as \$550 for early bird, \$600 regular, and \$450 non-profit Passes.

2. Allowing Ste. Genevieve Public Library to join as an institutional member.

Motion:

J. Borgerding moved to give St. Genevieve an institutional membership for the 2016 calendar year at a rate of \$75.

V. Baker seconded

Discussion:

J. Borgerding explained that Ste. Genevieve Public Library wants to join as an institutional member. They are currently part of Ozark Regional Library System but are in the process of separating. The separation is scheduled to be finalized January 1, 2017. They do not have a projected income yet. They want to join at the lowest level of institutional members for the 2016 calendar year. As of the meeting, Ozark Regional was not an institutional member of MLA.

M.B. Revels explained that the process of separating is a long one and that the library board does not have to take this to voters for approval. She gave a brief history on St. Joseph Public Library's separation from Rolling Hills Regional Library.

J. Borgerding and J. Peters expressed concern that MLA might become involved in the ensuing political fight. M.B. Revels indicated that this wasn't likely.

C. Prucha added that MLA wants to encourage institutional membership and that MLA isn't in the business of taking sides in political fights. If a library exists, they are eligible to join. This brought up discussion of the length of the \$75

membership and if Ste. Genevieve thinks they will rejoin at the same level in 2017.

J. Borgerding explained that C. Pryor, who was unable to attend, estimates that the library will come in at the \$175 membership level in 2017.

Vote:

Ste. Genevieve Public Library can join MLA as an Institutional Member in 2016 at the \$75 level.

5 ayes, 0 nays

Motion Passes

Respectfully Submitted,

Jodie Borgerding and Christina Prucha

Minutes, Appendix 2

Special meeting of the Missouri Library Association Board to adopt the 2016 Conference Fee Schedule via teleconference

June 1, 2016 – 2:30 pm teleconference

Summary of Action Items

- 1) Amended motion to approve the following conference registration rates sent by conference coordinators Renee Brumett and Erin Gray. Seconded by N. Dahms-Stinson. Motion approved, 5-0, one voting member had left the conversation and did not vote.

Early Bird Member -- \$110	Fullreg Member -- \$150	One-day Trade -- \$20
Early Bird Non-member -- \$180	Fullreg Non-member -- \$205	
Early Bird One-day Member -- \$65	Fullreg One-day Member -- \$95	
Early Bird One-day Non-member -- \$130	Fullreg One-day Non-member -- \$160	
Early Bird Student -- \$65 \$50	Fullreg Student -- \$90 \$85	
Early Bird Trustee/Friend -- \$75	Fullreg Trustee/Friend -- \$110	

1) Roll Call

Meeting called to order at 2:35 pm with roll call: Jodie Borgerding(v), Vicky Baker(v), Christina Prucha(v), Christina Pryor(v), Nancee Dahms-Stinson(v), Jennifer Peters(v)

Discussion Items

- 1) Adoption of 2016 conference rates as proposed by Conference Coordinators, Renee Brumett and Erin Gray.

Early Bird Member -- \$110	Fullreg Member -- \$150	One-day Trade -- \$20
Early Bird Non-member -- \$180	Fullreg Non-member -- \$205	
Early Bird One-day Member -- \$65	Fullreg One-day Member -- \$95	
Early Bird One-day Non-member -- \$130	Fullreg One-day Non-member -- \$160	
Early Bird Student -- \$65	Fullreg Student -- \$90	
Early Bird Trustee/Friend -- \$75	Fullreg Trustee/Friend -- \$110	

Discussion points:

- a) Proposal to drop the one day rate to \$65.
- b) Concern that rates have increased and that members are not receiving enough of a price break compared to non-members. In a time where we are trying to be diligent about financial transparency, why are we increasing?
- c) Member rate of \$110 was approved by board.
- d) Conference coordinators based other increases in price off of this \$110 rate which was an increase of \$5 from previous conferences.
- e) In 2013, coordinators wanted to raise the rate but couldn't. They were tied to maintaining the prior rate. Take the opportunity to raise them now.
- f) Why do people decide to pay non-member rate? Is the difference between member and non-member rates not enough?
- g) Often people register at the member rate and are informed that they aren't actually members. They join at that point. That's why there is a surge in membership registration right before the deadline.
- h) The difference between member and non-member rates used to be even less than it is now.
- i) Student early bird rate should be lowered to encourage membership.
- j) SISL provides financial help for some students.
- k) MU's enrolment is low at the moment. More likely to expect students from Emporia.
- l) Raise early bird non-member rate?
- m) How many non-members likely to come?
- n) Hard to say. Most academics are probably members. SGCL requires staff to join if they submit a proposal but a lot of staff is also part-time and don't see the necessity and benefit of joining. Not sure about regional libraries outside of SGCL.
- o) Need to track prices year-to-year with attention to attendance numbers in each category and rates.
- p) Amigos can help with this.
- q) Budget & Finance Committee should be examining this as indicated in the handbook.
- r) Agreed that Budget & Finance Committee will review fees and membership rates next year (2017).
- s) Early bird student should be lowered to \$50 and regular student lowered to \$85. The other rates are acceptable.

Amended motion to approve the following conference registration rates sent by conference coordinators Renee Brumett and Erin Gray. Seconded by N. Dahms-Stinson. Motion approved, 5-0, one voting member had left the conversation and did not vote.

Early Bird Member -- \$110

Fullreg Member -- \$150

One-day Trade --
\$20

Early Bird Non-member -- \$180

Fullreg Non-member -- \$205

Early Bird One-day Member -- \$65
Early Bird One-day Non-member --
\$130
Early Bird Student -- ~~\$65~~ \$50
Early Bird Trustee/Friend -- \$75

Fullreg One-day Member -- \$95
Fullreg One-day Non-member -
\$160
Fullreg Student -- ~~\$90~~ \$85
Fullreg Trustee/Friend -- \$110

Meeting adjourned at 3:05 pm.

Respectfully submitted,

Christina Prucha, Acting Secretary

Minutes, Appendix 3

The MLA Board met via teleconference on June 16, 2016 to vote on the MLA Board slate of nominees for 2017.

In attendance: Christina Prucha, Christina Pryor, Nancee Dahms-Stinson, Jennifer Peters, Regina Greer Cooper.

Christina Pryor called the meeting to order at 12:21. Christina had shared the candidate list with board members on June 10, and on June 13 she shared an amended list with corrections with all board members via email.

Christina made a motion to accept the amended slate of officers for the MLA Board for 2017. Regina seconded the motion.

Ayes: Prucha, Pryor, Dahms-Stinson, Peters, Cooper.

Nays: none

Nancee

Minutes, Appendix 4

MLA Facebook Use Policy

Posts may be made by individuals or individuals representing MLA and its positions. MLA reserves the right to remove any postings that violate its social media posting policies. The following types of comments and posts are prohibited and will be removed immediately by the Facebook page managers:

1. For-profit advertisements, commercial activities, or commercial solicitations.
2. Chain letters or calls for mass e-mails for specified purposes.
3. Messages that slander another person and which contain abusive/offensive language or statements.
4. Postings aimed at collecting mass or organized support for political and/or social issues not directly related to MLA issues.
5. Job listings shall be exclusively managed through Jobline on the MLA web site.
6. Reference questions or interlibrary loan requests
7. Postings of a personal nature.
8. Spam, flaming, personal attacks, and off-topic comments.
9. Postings and comments that violate copyright laws and guidelines.
10. Anonymous posts or comments.
11. Representatives of MLA are prohibited from posting personal comments when posting as an official voice of MLA.

Purposes of MLA Social Media:

1. To promote and increase membership
2. To increase awareness of MLA happenings, library-related issues and legislation
3. To educate members about upcoming events and deadlines as well as news concerning leadership
4. To promote library-related fun
5. To encourage users to visit the MLA website
6. To increase reach of job postings
7. To acknowledge the accomplishments of our individual and institutional members
8. To support MLA mission whenever possible

Guidelines:

1. Give credit to photographers and link to original posters when sharing or retweeting. It is not necessary to do this with memes, as they are parody.
2. If groups other than the social media subcommittee should decide to create social media accounts, the subcommittee should be alerted in order to promote a new account on established social media channels. This is also the case for deleting an account.
3. Stagnant social media accounts should be deleted rather than abandoned. Prior to deletion, the decision should be announced on both the account in question and other social media accounts.
4. Verbal permission of individual subjects should be attained before posting photos online. In a crowd, such as a conference, it should be made known that images might be shared on social media.
5. Statistics should be downloaded for annual reports.