

2016 MLA BOARD RETREAT
Tuesday, October 4, 2016
10:00 am – 3:00 pm
Library Station -- Springfield-Greene County Library
2535 N. Kansas Expressway
Springfield, MO 65803

1. Retreat began at 10:12 with a welcome by President Borgerding.
2. Introductions: current and incoming board members each introduced themselves. In attendance: Vicky Baker, Jodie Borgerding, Jennifer Bossaller, Tracy Byerly, Nancee Dahms-Stinson, Anna Francesca-Garcia, Keith Gaertner, Jennifer Peters, Eric Petersen, Chris Pryor, Christina Prucha, Mary Beth Revels, April Roy, Katy Smith, Cindy Thompson, and Stephanie Tolson.
3. Approval of 2015 Board Retreat Minutes. Jodie presented the 2015 Board Retreat minutes (as recorded by Cindy Stewart Graham.) Motion was made to approve the minutes and seconded. Discussion: An amendment was proposed to incorporate corrections made by Executive Board Members. Amendment was approved by unanimous consent. Amended minutes were approved by unanimous consent.
4. Board member duties and responsibilities Jodie and Vicky led a discussion of the board member duties and responsibilities based upon the current bylaws and handbook. Current board members also discussed what to expect in the various roles. There was an extended discussion of the different Member at Large duties and Membership registration.
 - a. Vicky presented a working chart of the 5 Members at Large time-lines and roles. Discussion of Member at Large duties, including possible conflicts with specific role duties (such as Secretary, Treasurer, Membership Committee Chair as opposed to acting “at large”) and the absorption of committee chairs as Executive Board Members. Motion made that the Executive Board will vote Members at Large into the following:
 - i. Assistant Treasurer (voted in each year, following year, the Assistant Treasurer becomes the Treasurer)
 - ii. Treasurer (not voted each year—Member at Large is voted in the year previously as Assistant Treasurer)
 - iii. Secretary (voted in each year)
 - iv. Membership Chair (voted in each year)
 - v. This leaves 2 members at large each year for individual projects, etc.

Motion seconded and passed by majority voice vote. As terms are for 2 years, it is conceivable that only the Assistant Treasurer/Treasurer would serve in the specific Member at Large role for both years.

5. Elect new Assistant Treasurer, Membership Committee Chair, and Secretary. Jodie and Vicky led a nominating discussion regarding the incoming Members at Large. Cindy Thompson agreed to be nominated for Assistant Treasurer 2017/Treasurer 2018; Jenny Bossaller agreed to be nominated for Secretary 2017; and Nancee Dahms-Stinson and Jennifer Peters agreed to be nominated as Co-Chairs of the Membership Committee for 2017. Motion was made to approve the nominations; seconded; passed by unanimous consent.
6. Review of Amigos Management Services Agreement.
 - a. Tracy distributed and explained *The Letter of Agreement* between Amigos Library Services and the Missouri Library Association. The Letter of Agreement, or contract, is set to expire in December 2016. Advice: if Amigos is contracted to do it—let them do it!
 - b. Tracy also discussed upcoming changes in Amigos structure: Keith as Chief Financial Officer and Tracy as Chief Specialty Services Officer, Linda Elkow is now reporting to Tracy and is only covering Association Management. Victoria McDonald from Dallas will also become involved with finances as Keith transitions. Nicole Walsh is a new hire who will be working with various Amigos members. The restructuring will not affect MLA—there will still be a St. Louis location and contact—Amigos will still attend Board meetings. Email can still be sent to mla@amigos.org and will be routed to the correct person.
 - c. Amigos will meet with Jodie, Vicky, and April prior to the January 2017 Board meeting. She will share the *Letter* with them in a Word doc for possible changes/updates to discuss.

(Lunch and Lunch Discussion Topics)

1. *Viewing/discussion of dvd, Robert's Rules Made Simple.*
 - a. *Motion made to purchase approximately \$25.00 of Robert's Rules/Parliamentary Procedure booklets from the National Association of Parliamentarians; seconded, approved by voice vote.*
7. Understanding the MLA budget and MLA Balance Sheet.
 - a. Tracy and Keith presented on the MLA budget and the balance sheet, including distributing the handout, “Deciphering Financial Jargon: Understanding the MLA Balance Sheet” including an example balance sheet and an explanation of how to read it. MLA has fairly simple arrangements—no tangible assets, etc.

- b. MLA is financially secure.
8. Discussion about understanding MLA finances led to the topic of \$71,000 reserve fund. Consensus that MLA now has an adequate reserve and can consider transferring some of it to discretionary funds with which to benefit MLA members. A number of ideas were discussed, but no decisions made.
9. MOREnet and exclusive conference space. Jodie and Vicky presented on the historically provided room to MOREnet at conference. Should this be continued? Does the increased demand for breakout rooms and the decreased demand for a lab suggest that such a practice be ended? Why are they a privileged organization? Technology is changing. Should MOREnet continue to be a conference stakeholder and send a representative to the Conference Committee (as in the Handbook)? Consensus was that MOREnet should be treated comparably to any other vendor and that the issue be sent to the Bylaws and Handbook Committee to draft a revision with that in mind for the revision.
10. Board Template—is it working?
- a. Some history of the board template was discussed
 - b. Wasteful of paper.
 - c. Confusion regarding item/discussion/action—perhaps better to have information as one (to be presented) and discussion/action (to be moved upon)
 - d. Reports are helpful for secretary and helpful to prepare for meetings (think about questions, etc., especially, helpful when oral reports don't cover all written items.
 - e. Action items help to build the agenda, information items don't need to be discussed—just shared.
 - f. Task force to look/develop a new one?
 - g. Possibly find templates to discuss at next board meeting
11. Strategic Planning: Evaluation of membership dues, conference fees, etc.
- a. Need to administer a member (and non-members) survey to develop a strategic plan
 - b. Such plans provide direction and focus
 - c. Strategic Planning Committee task force has been created: Jodie, Vicky, Nancee, Krista, and Tiffany
 - d. Examples from other library associations have been gathered
 - e. Ideas about focus groups also discussed such as kitchen table discussions
 - f. When the association changed from Executive Director to Board leadership, Tom Peters led a discussion about developing a mission statement and strategic plan—what happened with that?

g. Current “mission statement” is woefully dated.

Retreat then moved to closed session discuss delegation of committee/CI work, engagement, and accountability.

Executive Board will reconvene tonight at the Executive Board meeting and dinner at the Ramada Oasis. (Dinner at 5:00, Meeting at 6:00).

Minutes Respectfully Submitted,

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

Katy Smith, Recording Secretary and Member at Large