

Missouri Library Association Board

April 15, 2016

Summary of Action Items and Minutes

Note: Motions 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:

- 1) **Interim Action Item: Motion made that the Missouri Library Association will donate one free MLA individual membership (valued up to \$130) as a door prize for the 2016 MOBIUS Annual Conference. Motion approved, 7 to 0 via SurveyMonkey online poll concluded Friday, March 18, 2016.**
- 2) **Interim Action Item: Motion made that the Missouri Library Association will create a Strategic Planning taskforce made up of the following members:**
 - **Jodie Borgerding (President)**
 - **Vicky Baker (President-Elect)**
 - **Nancee Dahms—Stinson (Member at Large)**
 - **Mary Beth Revels (Assistant Treasurer)**
 - **Tiffany Davis (Membership Committee Member and CI Council Vice-Chair)**
 - **Christa Van Herreweghe (Legislative Committee Member)****Motion approved, 8 to 0 via SurveyMonkey online poll concluded Tuesday, March 22, 2016.**
- 3) **Motion to approve amended minutes for January 29. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- 4) (No formal motion—NFM) The Membership Committee will investigate sending individual renewal reminders earlier in the year.
- 5) (NFM) Jodie will look into creating a taskforce to investigate webinar platforms—if you are interested in participating, please let Jodie know! She will also reach out to the PEER and Computers and Technology CIs to see if members might also be interested.
- 6) **Motion to upload Handbook Sections 2, 5.3-5.4, and 5.10-5.11 documents to One Drive and to give two weeks for the Board to review (deadline May 1) and 2 weeks to discuss (deadline May 15) approved by unanimous consent.**
- 7) **Motion to post the annual budget (as well as any revisions) and the Treasurer's reports is already on the floor and seconded; motion amended to add the tasking of the Finance Committee to investigate when and how to provide context or additional information to the posted financials: Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- 8) **Motion made for MLA to participate in the Amazon Smiles. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0. Jodie will follow-up with Keith (and Amigos), Eric, and Mary Beth.**
- 9) **Request approval of the 2015-16 Actions Summary. Motion made and seconded; no discussion. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**

- 10) **Motion made to approve 2017 Slate of Candidates; seconded; no discussion. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- 11) **Motion made to move up the election of the ALA Councilor to be held April 20 through May 4th; a two-week period beginning next Wednesday. The winner will take position of Councilor-Elect immediately and will become Councilor on July 1, 2016. Motion Seconded. After discussion, motion amended to remove April Roy as candidate for ALA Councilor-Elect and add Stacy Hisle-Chaudri, seconded. Vote: STL 3 (Chris Pryor had to leave), MC1y, KC 2n, STJ 1y, SPG 2y; Motion approved 7 to 2.**
- 12) **Motion made that MLA endorse Dr. Hayden as the 14th Librarian of Congress via an ALA letter to be signed by ALA chapters; seconded. Vote: STL 3, MC1, KC 2, STJ 1, SPG 2; Motion approved 9 to 0.**
- 13) **Adjournment—Motion to adjourn, approved by unanimous consent; meeting adjourned at 12:30 pm.**

Minutes:

1) Roll Call:

Meeting began at 10:32 a.m. with roll call: Gerald Brooks, Justin Megahan, Emily Jaycox, Katy Smith (v), Jodie Borgerding (v), Christina Prucha (v), Anna Strackeljahn, Linda Elkow, Keith Gaertner, Chris Pryor (v), Nancee Dahms-Stinson (v), Regina Greer Cooper (v), Renee Brumett, Erin Gray, Vicky Baker (v), Stacy Hisle-Chaudri, Jennifer Peters (v), Eric Petersen (v), Mary Beth Revels (v), and Rob Hollis.

Quorum attained with 10 voting members.

Note: Barbara Reading was also in attendance, arrived after roll call completed.

2) Approval of Minutes

a) Enter amended minutes of Executive Board Meeting 2016.01.29.

Motion to approve amended minutes for January 29 made and seconded; Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.

b) Thank yous to Vicky and Nancee for careful proofreading.

3) Reports from Executive Board

a) President: Jodie Borgerding – Report:

i) *Information Items:*

(1) *Continued weekly phone calls with Christina and Vicky.*

(2) *Attended the Nominating Committee meetings.*

(3) *Gave opening remarks at Library Advocacy Day.*

(4) *Attended meetings regarding the development of the Presentation Academy that will start in May.*

(5) *Met with the Bylaws & Handbook Committee to discuss procedures and processes for the current Handbook Review project. The following procedure was developed:*

(a) *Stakeholders review section(s) and return updates or OK to B&H committee by May 15th*

- (b) *B&H committee incorporates all changes into a marked-up draft using Microsoft OneDrive.*
- (c) *B&H committee makes a preliminary review of document looking for inconsistencies and problems.*
- (d) *B&H committee works with concerned stakeholders to resolve issues or contradictory information.*
- (e) *B&H committee turns over document to MLA Board for review by June 15th.*
- (f) *If MLA Board approves document as a whole, great and we will formally vote on the approval at the July 15th Board meeting.*
- (g) *If not, problematic sections are returned to B&H committee which works with concerned stakeholders to resolve the issues.*
- (h) *B&H committee reviews document again to make sure all inconsistencies have been addressed and no new ones have arisen.*
- (i) *Return to step 6 and repeat steps 8-10 until document is 100% approved by board hopefully at the July 15th Board meeting.*
- (6) *Met with the Strategic Planning Taskforce and provided input to the Membership Committee for the upcoming survey that will go out to current, lapsed, and ALA members who are not MLA members. Also brainstormed ideas to reach non-MLA members, included asking local chapters of SLA, MASL, and other state library groups to share the survey with their memberships.*
- (7) *Hosted the MLA Legislative Update on March 25th. 42 people attended the webinar. The next one will be April 28th at 2 pm. Because of connectivity issues with Barbara and her staff, the April update will be hosted by the State Library on their GoToMeeting platform.*
- (8) *Hosted the MLA 101 webinar on March 30th. 31 people attended the webinar. A recording went out to everyone who registered and to the MLA listserv. The recording will be available until June 30th.*
- (9) *Responded to an inquiry from a Missouri library director about if we have an attorney on retainer to help member libraries with legal issues. This is not a benefit that we provide, but is a benefit provided by MPLD.*
- (10) *Responded to an inquiry from a member of a Missouri public library Friend's group who is upset that her library's board meetings are closed to the public and was wanting advice from MLA. Since she contacted Linda at Amigos first, she provided her information on Missouri Sunshine Laws. I left a follow-up message but have not heard back.*
- (11) *Discussed with the Building Blocks Awards Committee chair possible fair use violations with the activity sheets that accompany the nominated books. Since it was agreed that the use of reprinting song lyrics and other copyrighted information without permission is not fair use, it was decided that new activity sheets will be a bibliography format and the old activity sheets will be downloaded and deposited into the MLA Archives so they are not discoverable online.*
- (12) *Began sending out personal emails to the 334 MLA individual members who have not renewed their memberships for 2016. Update: 33 have joined since 04/01 (quite a few were renewals); have about 100 (last names beginning P-Z) to complete.*
 - (a) *Question: a member asked about not getting an email about renewal. Does MLA not send these out in December or January? Chris Pryor replied: she just received an email regarding this question. MLA usual sends multiple email notices, beginning in October after the conference via the listserv, not individually sent. Last year, we did not send individual notices until June. This year we are actually doing sooner. This will be discussing the notice schedule with the Membership Committee.*
 - (b) *Member stated that she remembered getting a notice earlier in the year. Chris clarified that institutional members receive notice in January.*

- (c) Are we changing that—so that everyone will receive notice in January? The Membership Committee will review and make a recommendation.
- (13) *Discussed with Ann Riley about if any of her staff would be interested in serving as 2018 Conference Coordinators in Columbia. She is going to check around and will let me know as soon as possible. I will set up a date to tour the Holiday Inn Executive Center in Columbia in June, possibly around the MOBIUS conference since many of us will be there anyway.*
- (14) *Discussed via email with MLA Board members from Kansas City and previous Kansas City conference coordinators about the best time to begin site selection for the 2019 conference. All agreed that we should begin this fall instead of next year. I will begin forming the 2019 Conference Site Selection Committee later this summer.*
- (15) *Worked with Rachel Brekhus to delete inactive molib.org email addresses. We had 15, now we are down to 10. Per Linda, as of October 2015, the emails are \$100 which includes 10 emails, then \$10 per email over that.*
- *rbrekhus@molib.org (Web Subcommittee)*
 - *swalters@molib.org (Web Subcommittee)*
 - *jennifercombs@molib.org (Web Subcommittee)*
 - *awardform@molib.org*
 - *youthaward@molib.org*
 - *handbook@molib.org*
 - *mloadmin@molib.org*
 - *mlapresident@molib.org*
 - *mlajob@molib.org*
 - *legislative@molib.org*: Noted that this deletion was reviewed with Gerald Brooks and Jim Schmidt who verified that it is no longer being used
 - Since we had an open email, mlasocial@molib.org was created for Social Media subcommittee which needed a company/organizational email address for social media sites, such as LinkedIn. This will allow a Linked in Presence for MLA.
 - Question: Why one for awardform and another for youthaward? These are for the actual online forms which are directed to two different committees. Specific questions can be asked of Rachel Brekhus.
- i) Discussion Items:
- (1) With MLA hosting more webinars and conducting more web-based meetings, it is probably worth our while to explore options such as GoToMeeting, WebEx, and other products. I would like to discuss the best way to get pricing, test these products, and get feedback. Jodie has been hosting via Webster University's WebEx subscription. Should we form a task force?
- (a) Do we already have an appropriate committee to task? PEER CI because of the continuing education aspect?
- (b) They are a CI, not a committee.
- (c) Jodie will look into creating a task force—if you are interested in participating, please let Jodie know! She will also reach out to the PEER and Computers and Technology CIs to see if members might also be interested.
- (d) We'll need to get quotes from the companies and then test the products this summer (mock webinars? test meetings?) with feedback. One issue with hosting the Legislative Update last month through Webster's WebEx, was that because of firewalls, Barbara Reading via the State Librarian's office, as well as others, were unable to connect.

- (e) Suggestion for the future: because such products change, perhaps we need an established contact—whether that be an officer or a committee, etc. to yearly review the current product/contracts etc. as well as others.
- (f) Jodie will put out a call for interested members.
- (2) The Board has a number of sections in the Handbook that we need to review by May 15. I would like to discuss a procedure for getting this done. There are three sections:
 - (a) Section 2: Guidelines for Executive Board and Officers which includes responsibilities and duties for the Board and for individual officers.
 - (b) Section 5.3 to 5.4 which include policies such as Whistleblower, Conflict of Interest, etc.
 - (c) Section 5.10 to 5.11 on Events and Membership Policies
 - (d) Jodie will upload word documents to MS OneDrive so all board members can mark up and make comments. It can then integrate easily into MS Word for the Bylaws and Handbook Committee to incorporate into their master file. This is the procedure that they are using. The committee has had some access and formatting issues with Google Drive and Dropbox.
 - (e) We all as a Board need to review, especially our individual role sections
 - (f) Some sections need to be added, such as Membership Chair and Councilor Elect.
 - (g) Jodie will send link or invite Board members by Tuesday next.
 - (h) Deadline to send on to BHC is May 15.
 - (i) Should we have an earlier deadline?
 - (j) Deadline of May 1—this will give the Board two weeks for discussion.
 - (k) **Motion to upload Handbook Sections 2, 5.3-5.4, and 5.10-5.11 documents to One Drive and to give two weeks for the Board to review (deadline May 1) and 2 weeks to discuss (deadline May 15) approved by unanimous consent.**
 - (l) Reminder to others present to review sections pertinent to their committees or CIs. Questions can be sent to Alice Ruleman, chair of BHC or Vicky Baker who has been acting as a Board liaison to the committee for the review project.
- (3) Email from a former MLA-President who is concerned that we are not being as transparent as envisioned when the organization was reorganized in 2010.
 - (a) Concerns that minutes had not been posted. Jodie discussed the problems with the minutes and that the minutes were ready to post in early April.
 - (b) Concerns that financials had not been posted since the 2011 audit. We will need to get the 2014 audit posted as soon as possible. It has been sent to be added to the web site.
 - (c) Jodie will follow-up.
 - (d) Question: We revised the 2016 budget last year in November, but copies of the revision are not available.
 - (i) Eric will send those out to the Board.
 - (e) Jodie read parts of the email that she had been sent. The member was concerned that when MLA was reorganized, it was set up that there would be some kind of reserve fund built up. The member wanted to know if the reserve exists and for what it is being used. Reactions?
 - (i) Suggestion that the approved budget be included in the January MO INFO. It could also be posted on the website and would answer in a public way how much money is allocated for the Legislative Day coordinator going to Washington, DC or where the money is going.
 - (ii) Suggestion that MO INFO is public, whereas posting on the web could be limited to active members.
 - (iii) Suggestion that MLA investigate what other state associations are doing.
 - (iv) Suggestion to post budget as well as the Treasurer's reports on the website.

1. Both the Treasurer and the Assistant Treasurer agree to do so.
- (f) We still have to determine what goes to members and what goes to the public. Some things should probably be viewable only internally and not to the general public. We've got to talk about this and, if there is a drop in membership or other factors that affect the budget, than would those also need to be made public? The questions posed are legitimate, but we need to be careful to not replicate a prior situation when information that was to be internal went public.
 - (g) We do have the reserve fund—it was \$200,000. We don't know what we are expected to do with that money?
 - (i) Per Amigos—the total assets amount is only \$159,000; there is a Board Reserve Fund of \$71,000. The January Treasurer's report shows roughly \$71,000 in the account. In the past, if there were extra monies, say in the checking account, those monies would be moved there. This year we did not because we actually had a loss.
 - (ii) Still-what are we doing with the \$71,000? Nothing has been done with it, it has just been parked. It is a discretionary account for the Board.
 - (iii) Is it not customary for non-profits such as MLA to have such funds? To fund operational expenses in case of emergency?
 - (iv) Per Amigos—several years ago, MLA did make such a decision to move X amount of dollars into such a fund each year if funds were available. As this year we experienced a loss, Amigos would not recommend that we do so.
 - (v) Yes, in 2010 when MLA was restructured, decision was made to put money aside. In the event that one comes up short, one has that money to fill in. When membership was dwindling, there was little money, and it was decided that when finances improved that money would be put into such an account in case something happened. If we didn't have the reserve and problems arose, we might have to dissolve the organization.
 - (vi) Is there a certain percentage against the total budget that should provide parameters for such a fund?
 - (vii) A large public library system in the state has about 25 to 30% of the annual budget as the reserve fund.
 - (viii) There is also a T. Rowe account that hasn't been touched. It fluctuates due to market conditions but is now around \$22,000.
 - (ix) Is the concern that we're not doing anything with it?
 - (x) Concern is that it is not benefitting the membership.
 - (xi) What were budget totals for last year?
 - (xii) Per Amigos: Total revenues were \$141,600 and expenses were \$141,600—the budget was balanced. The percentage of reserve funds to budget varies among non-profits. Also be careful regarding the amount as it can be a red flag to the IRS.
 - (xiii) If we have \$71,000, that's about 50%, so maybe we do need to spend it down.
 - (h) Discussion on transparency has changed to one on reserve funds and how much we should have in reserve. Everything should be transparent—why should it matter if a member or a non-member sees the budget?
 - (i) The budget is public. Executive Session information should not go out with budget information.
 - (i) Motion made to post the budget and the quarterly Treasure reports on the website. Seconded with comment that Eric has already said that he will post them, do we need further discussion?

- (i) Discussion: There are other items regarding transparency raised in the email, but the primary is regarding finances can be focused on at the retreat.
 - 1. Recommendation that after the Annual Report by the Treasurer at the annual meeting that that report be posted as well. We used to put it in MO INFO and it hasn't gone in there in the past few years.
 - 2. Do we need to post context as well as the numbers for clarity?
Agreed.
 - 3. Motion that the Finance Committee investigate and recommend such context to add to the straight numbers.
 - 4. Motion to post the annual budget (as well as any revisions) and the Treasurer's reports is already on the floor and seconded; motion amended to add the tasking of the Finance Committee to investigate when and how to provide context or additional information to the posted financials: Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
 - 5. Eric will send these to Rachel and will copy Jodie. Will start with the revised budget and the recent Treasurer's report.

ii) Action Items:

- (1) Creation of mlasocial@molib.org email account for the Social Media Subcommittee. This was completed as discussed in the information items.
- (2) Amazon Smile - do we want to participate in the Amazon Smile program? Jodie had sent information out ahead of time. In 2015, Sharla Lair (then President-Elect) had presented information about participating in the Amazon Smiles Program. There were questions at the time, and it was tabled. It is a Foundation set up for 501 (3) organizations to receive 0.05% of the amount of items purchased through the Amazon Smiles site. Once \$5.00 is amassed each quarter, that amount is placed into the organizations designated account 45 days after the end of the quarter. Purchases can go to the Amazon Smiles site and designate the organization to receive the percentage from their purchases. MLA is actually listed as a participating organization—Jodie found that a third party had entered MLA without consent or even knowledge. Amazon offered to remove it, which remains an option. Following up questions from the meeting:
 - (a) Purchases of gift cards are ineligible; however, the use of gift cards to pay for items does count towards Amazon Smiles.
 - (b) Subscriptions/Renewals are ineligible.
 - (c) Product descriptions will indicate if items are eligible.
 - (d) As a participating organization, MLA can use the marketing. Other marketing can refer to it; however, per Missouri laws, MLA cannot primarily market Amazon Smiles.
- (3) Motion made for MLA to participate in the Amazon Smiles program and seconded.
 - (a) Discussion:
 - (b) What third party registered us?
 - (c) Our account was never fully set up—if any funds have been collected, there has been no account to receive any monies.
- (4) No further discussion. **Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- (5) Jodie will work with Keith, Eric, and Mary Beth to create the account and we'll go from there!

a) President-Elect: Vicky Baker – Report

i) *Information Items:*

- (1) *Handbook revision discussions*

- (2) *Presentation Academy input*
- (3) *Strategic Plan input*
- (4) *Attended Legislative updates/Library Advocacy Day*
- c) Past President: Christina Prucha – Report
- i) Information Items:
- (1) *Presentation Academy registration has opened. The committee has put together seven sites in Missouri where we can attend the workshops. We've got MLA members who have agreed to be our presenters, or as I think of them, our discussion leaders. We also have a set of people who will act as facilitators, setting up, tearing down, and checking people in. The curriculum is currently being developed with the help of the presenters and the workshops will take place throughout the month of May.*
- (a) *Part II will consist of one hour online webinars featuring topics such as oral presentation skills and visual aids. There will be three:*
- (i) *First on oral presentation skills*
- (ii) *Visual aids*
- (iii) *To be determined based upon feedback from participants.*
- (b) *Part III will be a lightning round speech event at Pre-Conference in October. Participants will be invited to give a condensed five-minute version of their speech for feedback.*
- (c) *The goal of the series is to help people become more comfortable with the conference process, starting with ideas and concluding with a talk.*
- (2) *Next Friday, April 22, Christina will be attending the Secretary of State Council as the MLA representative to report on MLA advocacy efforts. She will be contacting Gerald regarding it.*
- d) Treasurer: Eric Petersen – Report
- i) Information Items:
- (1) Approved Expenses
- (a) Approved expenses, Jan. 2016:
- *\$300.00- Deposit to pay Mark Bilyeu (2016 Conference Vendor Bash musician)*
 - *\$100.00- Freedom to Read donation*
 - *\$150.00- MLA's membership to ALA*
 - *\$147.15- Paypal fee of \$132.15, monthly bank fee of \$15.00*
 - *\$244.97- Reimbursement to Jodie Borgerding for NLLD travel*
 - *\$96.00- Payment to MASL for booth for 2016 conference*
 - *\$24,000- Payment to Amigos for management services: 1/1/16-6/30/16*
 - *\$1500.14- Reimbursement to Regina Cooper for Midwinter expenses*
 - *\$500.00- Reimbursement to Anna Mattonen (2016 Emerging Leader) for Midwinter expenses*
- (b) Approved expenses, Feb. 2016:
- *\$1500.00- Deposit fee for 2016 Conference speaker Josh Hanagarne*
 - *\$3208.00- Annual payment for DOL (Director's and Officer's Liability) and General Liability insurance*
 - *\$833.33- Payment to RJ Scherr, MLA Consultant for January fee*
 - *(\$68.86)- Paypal fee of \$96.14, monthly bank fee of \$15.00, \$180 annual bank fee (\$111.14-180.00)*
 - *\$1052.75- Advocacy Day expenses (\$29.85 for coffee/coffee supplies; \$918.90 for LAD lunches; \$104 for EZregister services).*
 - *\$185.18- Reimbursement for MO Building Block Committee lunch*

- (c) *Approved expenses, Mar. 2016:*
- \$1128.61- *Payment to RJ Scherr, MLA Consultant for February fee (\$833.33) and LAD printing expenses (\$295.28)*
 - \$88.56- *Paypal fee of \$73.56, monthly bank fee of \$15.00*
 - \$30.00- *Reimbursement to Jodie Borgerding for NLLD registration*
 - \$858.59- *Payment to Promo Direct for MLA promotional items*
- (2) *Insurance: Rates for DOL (Director’s and Officer’s Liability) and General Liability insurance were \$8.00 higher than budgeted. Amigos was unable to secure a lower quote.*
- (3) *LAD: MLA’s net revenue from LAD was \$2027.25; the budget projected a revenue of \$825.00. Additional \$30.00 expenditure approved for LAD after submission of written report. So, revenue for LAD was slightly below \$2000—almost twice the revenue from last year (approximately \$1000).*
- e) Secretary: Katy Smith – Report
- i) Information Items:
- (1) Interim Business to be recorded in the April Minutes:
- (a) Motion made that the Missouri Library Association will donate one free MLA individual membership (valued up to \$130) as a door prize for the 2016 MOBIUS Annual Conference. **Motion approved, 7 to 0 via SurveyMonkey online poll concluded Friday, March 18, 2016.**
- (b) Motion made that the Missouri Library Association will create a Strategic Planning taskforce made up of the following members:
- Jodie Borgerding (President)
 - Vicky Baker (President-Elect)
 - Nancee Dahms—Stinson (Member at Large)
 - Mary Beth Revels (Assistant Treasurer)
 - Tiffany Davis (Membership Committee Member and CI Council Vice-Chair)
 - Christa Van Herreweghe (Legislative Committee Member)
- Motion approved, 8 to 0 via SurveyMonkey online poll concluded Tuesday, March 22, 2016.**
- ii) Action Items:
- (1) **Request approval of the 2015-16 Actions Summary. Motion made and seconded; no discussion. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.**
- f) Member-at-Large: Chris Pryor – All items covered under Membership Committee Report.
- g) Member-at-Large: Jennifer Peters – Report
- i) Information Items:
- (1) *Jennifer Peters, along with MLA President Jodie Borgerding and CIC council vice-chair, Tiffany Davis presented an informational webinar titled “MLA 101” on March 30th.*
- (2) *Peters volunteered to be a facilitator for the Kansas City section of the Presentation Academy Bookcamp and to attend the Warrensburg session to assure continuity between the sessions.*
- (3) *Attended the Presentation Academy virtual meeting on April 6th.*
- h) Member-at-Large: Nancee Dahms-Stinson – Report
- i) Information Items:
- (1) *Worked with members of Presentation Academy committee to complete tasks associated with that project.*

(2) *Worked with members of Strategic Task Force.*

- i) Member-at-Large: Mary Beth Revels – No report
 - j) ALA Councilor: Regina Cooper – No report
- 4) Reports from Committees
- a) 2016 Conference: Erin Gray and Renee Brumett, Chairs – No report
 - b) 2017 Conference: Justin Megahan and Anna Strackeljahn , Chairs – No report
 - c) Awards: Diane Disbro, Chair – Report
 - i) *Information Items:*
 - (1) *We have received six nominations for Outstanding Library Employee and four for Outstanding New Librarian. I have heard from two people who intend to nominate libraries for the Public Relations Achievement award. The deadline for submitting nominations is July 1.*
 - (2) *The Awards Committee will meet in Columbia in July to choose award winners and discuss plans for the conference.*
 - (3) *The Missouri Author Awards subcommittee has narrowed the field of nominees to twelve nonfiction and eleven nonfiction titles. We will meet on June 17 in Springfield to choose one title from each category.*
 - d) Budget & Finance: Eric Peterson, Chair – No additional report.
 - e) Bylaws & Handbook: Alice Ruleman, Chair – Report
 - i) *Information Item:*
 - (3) *The Bylaws and Handbook Committee is working with the MLA President, Jodie Borgerding and others on a review of the Handbook. Other than working on pages specific to this Committee, we are waiting for changes from other committees and groups.*
 - f) Intellectual Freedom: Rob Hallis, Chair – No Report
 - g) Legislative: Gerald Brooks, Chair – Reported later in meeting.
 - h) Membership: Christina Pryor, Chair - Report
 - i) *Information Items:*
 - (1) *2016 MLA Membership Numbers as of 3/31/2016*
 - *Individual: 263*
 - *Institutional: 58*
 - (2) *We have continued to promote renewals through the MLA list.*
 - (3) *Membership Committee member, Kathy Condon-Boettcher has been contacting lapsed Committee Chairs, Committee members, and CI Chairs. She is monitoring the current membership list to see if additional follow up is needed.*
 - (4) *The email from the MLA President to individual lapsed members has been drafted and approved by Jodie and she is planning to start sending the messages out soon.*
 - (5) *The MLA promotional items (pens and notepads) ordered by the Media and Publications Committee are available for Jodie to use at the MASL Annual Conference MLA booth at the end of this month. The Membership Committee Chair is no longer available to attend the MASL conference and to date no other Committee member is available.*

- (7) *The Membership Committee has been discussing the survey that Jodie would like to conduct as a part of the strategic planning task force.*
 - (8) *The Membership Committee is reviewing the necessary handbook and bylaws sections as requested by Jodie and Vicky.*
 - (9) *Christina Pryor submitted a conference budget request for the MLA Meet and Greet sponsored by the Membership Committee at the MLA Annual Conference.*
- i) Nominating: Christina Prucha, Chair – Report
- i) Action Items:
- (1) The committee requests approval of the 2017 slate of candidates and requests direction on the below stated problem.

2017 Slate of Candidates

President-elect (1 position)

- Debbie Luchenbill, MOBIUS
- Christy Schink, Scenic Regional Library

Members-at-Large (3 open positions)

- Cindy Thompson, UMKC
- Tom Peters, Missouri State University
- Anna Francesca Garcia, Kansas City Public Library
- Emily Jaycox, Missouri History Museum
- Jenny Bosseller, iSchool, University of Missouri
- Peggy Northcraft, Marion County Library Subdistrict 1
- Michelle Mears, Rolling Hills Consolidated Library
- Jeff Trinkle, Riverside Regional Library
- Kathleen Condon-Boettcher, Festus Public Library
- Kathryn Barden, Westminster University

ALA Councilor-elect (see action item below) (1 position)

- April Roy, Kansas City Public Library
- Stephanie Tolson, St. Charles County Community College

Motion made to approve 2017 Slate; seconded; no discussion. Vote: STL 4, MC1, KC 2, STJ 1, SPG 2; Motion approved 10 to 0.

Nominating Committee will now work on getting biographies from candidates.

- (2) It has come to the committee's attention that Regina Cooper's term as ALA Councilor will end after ALA Annual in June. A Councilor-elect should have been elected during last year's elections and should become councilor in June 2016. MLA currently has no one in the role of Councilor-elect. At the time of this writing, the issue has not been resolved. The committee requests that the Board provide direction on how to approach this issue.
 - b) Committee asked what does ALA Councilor need to learn, need to do to prepare? Regina shared with committee that much of the training is provided at ALA Mid-Winter, but it would be feasible to move up the election and that person could take position at the conclusion of ALA Annual—or, July 1.
 - c) Motion made to move up the election of the ALA Councilor to be held April 20 through May 4th; a two-week period beginning next Wednesday. The winner will take position of Councilor-Elect immediately and will become Councilor on July 1, 2016. Motion Seconded.

- i) Discussion. April Roy is still interested in running, but she is on the Coretta Scott King jury, which will conflict during Mid-Winter 2017 and unable to attend the Council meetings. MLA bylaws and ALA bylaws do not prohibit such a dual role, however, MLA would lose its vote in Council. In this case, MLA could send someone to report (but not vote), resulting in MLA still obtaining a report. If this were the case, Jodie and Vicky will both be at Mid-Winter and could stand in as such. MLA would be unable to vote: last year, there were 3-4 resolutions passed at Mid-Winter.
- ii) Nominating Committee discussed this and voted to allow April to still run, 4-1-1.
- iii) Question asked of Regina—how important is the vote? As Councilor, she disagrees with the Nominating Committee. Admittedly, it is one vote, but it is important that MLA have that vote. While some resolutions may not be vital, others may come up for a vote, and our chapter should be able to weigh in. April is an excellent candidate, but would not have ability to do both Coretta Scott King and Councilor duties. Regina had a staff member who was on the Caldecott committee while Regina was on the Council—each role was fully time-consuming. We need to have someone attend the meetings.
- iv) Does the Board want to consider the Slate of Candidates?
- v) Motion made to reconsider the Slate, one reason being that only Board will know about the conflict—this is an important conflict of which those voting should be aware.
- vi) Does the Board have recommendations for additional candidates?
- vii) We do have one person who can run—as with any of our elections, there could be a write-in?—that is only for nominations.

NOTE: Continuing problems with connections---affecting conversation.

- viii) To find an additional candidate to enable an election would push the election back further.
- ix) We need to have our voice heard in Council.
- x) We need to have our representation at the Council meetings.
- xi) What if one vote would make or break a resolution

NOTE: Continuing problems with connections—taking 10 minute break. Still issues, will “power through it.”

- i) Recap: Discussion now that MLA vote is important, ALA Councilor attendance at meetings.
- ii) During break, Stacy Hisle-Chaudri has volunteered to run with Stephanie Tolson.
- iii) Motion amended to remove April Roy as candidate for ALA Councilor-Elect and add Stacy Hisle-Chaudri, seconded.
- iv) Point made that Nominating Committee, knowing of conflict, had approved April Roy to run.
- v) The Executive Board does have final say over Nominating Committee.
- vi) Is doing so in our best interest?
- vii) Christina as Nominating Chair expressed understanding, but added that the Nominating Committee had not been aware of concerns raised today by the current ALA Councilor and that had the committee taken that into consideration, it might have made a difference.

viii) **Vote: STL 3 (Chris Pryor had to leave), MC1y, KC 2n, STJ 1y, SPG 2y;**

Motion approved 7 to 2.

ix) Thank you for the discussion.

x) Thank you to Regina for serving as Councilor!

j) Media and Publications, Anna Strackeljahn, Chair – Report

i) Information Items

(1) Marketing - Ordered 500 each of stylus pens and notepads for conference trade shows and other promotional needs.

(2) Sarah from the Social Media Committee is working on claiming the MLA presence on LinkedIn

k) Community of Interest Council: Jennifer Peters, Chair – Report

i) Information Items:

(1) *Tiffany Davis, vice-chair and Jennifer Peters, chair along with MLA President Jodie Borgerding presented an informational webinar titled “MLA 101” on March 30th the aims were to introduce members, prospective members, and current MLA committee and community of interest leadership to the MLA structure, functions, and goals. 63 people registered, 31 attended the live session. With 26% of those responding that they don’t currently hold a leadership position, but are interested in be more involved.*

Please identify you current primary role within MLA:

Committee chair 7%

*Community if Interest Leadership
(Chair, Vice-Chair, Secretary, etc)* 19%

*MLA Board
Member/Webmaster/Archivist/CI
Council Chair* 4%

Committee Member 41%

Community of Interest member 0%

Interested in being more involve 26%

No Answer 15%

(2) *Tiffany Davis contacted the Webmaster Rachel Breckhus to add the CI Board Report Template to the website.*

(3) Brent Husher has resigned as Vice-Chair of PEER CI.

5) Other Reports

a) Archivist: Stacy Hisle-Chaudri – Report

i) Information Item:

(1) Thank you to all who have submitted their 2015 reports.

(2) For those who have not:

(a) Please submit all relevant 2015 documents to be added to our Association’s archives. *A complete list of which documents need to be retained is located in the Handbook in section 5.6.3, here are some examples:*

- (i) *All correspondence of the Executive Board related to activities or policies of the Association*
- (ii) *All Executive Board agendas, minutes, reports, bylaws, organization charts, resolutions, and position papers*
- (iii) *Correspondence related to financial activities or policies*
- (iv) *The annual membership directory and the final computer printout (prepared immediately after the Annual Conference)*
- (v) *Communities of Interest, Communities of Interest Council, and Standing Committees should submit all correspondence, reports, membership lists, and other material related to the activities or policies of these groups*
- (vi) *The Intellectual Freedom Committee shall submit all materials related to censorship in the state*
- (vii) *All correspondence related to planning and executing the Annual Conference, lists of attendees, official conference program, items distributed at the Conference, publicity materials, and final financial report*
- (viii) *All serial and non-serial publications of the Association (MLA newsletter, annual reports, handbooks, and membership directories)*
- (ix) *Newspaper clippings and photographs related to MLA activities*

Please send materials to:

*Stacy Hisle-Chaudri
Mid-Continent Public Library
Parkville Branch
8815 Watson Pkwy
Parkville, MO 64152
shisle-chaudri@mymcpl.org*

- (3) Those who have not should expect an email from Jodie.
- b) Webmaster: Rachel Brekhus – No Report
- c) Missouri State Librarian: Barbara Reading – No Report
- d) Later Entry for 4) g) Legislative Committee: Gerald Brooks – Oral Report
 - i) Gerald and the Legislative Committee have been keeping the association current via the listerv, but wanted to discuss HB 2012.
 - (1) The list of representatives on that House Bill committee has been sent—if members have a representative sponsoring or working on that bill, please contact them! However, please keep on message.
 - (2) We had a situation where one of our Senators during a Senate hearing speak against libraries because of a message that he received from some who had visited him during Legislative Day—a message off track of what MLA had encouraged to be shared. Randy Scherer has since talked to the Senator in question, and the situation has been smoothed out. But, we need to make sure that we stay on message when contacting our representatives.
 - ii) We received a message from ALA asking if we needed help regarding the legislation on discrimination/religious freedom bill, SJR 39. Gerald and Randy discussed, at this point we do not want to get involved with this bill as it is becoming contentious. There was a 39 hour filibuster—Randy recommended and Gerald agrees that we do not want to get involved as representing MLA. MLA will at this time thank ALA, but decline the offer. Gerald

- expressed the need for MLA to not become involved at this time; however, we are all free to share our personal views outside of MLA, of course.
- iii) There will be 7 MLA members representing MLA at National Legislative Day in two weeks. Unfortunately, the House of Representatives will not be in session during that time. The aids will still be available. We have 2 Senators and 8 representatives to contact. We have 6 appointments made and are still scheduling with the remaining 4.
- e) Management Service (Amigos): Keith Gaertner – Report
- i) Information Items:
- (1) *Activities and Processing Since Last Board Meeting:*
- (a) *Working with Casey and Beard to coordinate the annual review and preparation of the tax return for 2015.*
- (b) *Worked with the Board president to develop “by-region” statistics for MLA Conferences.*
- (c) *Added an “institution type” field to the MLA membership past years tables, added a tab to the monthly membership report with statistics for institutional type.*
- (d) *Worked with 2016 Conference coordinators to set up registration site for Conference Vendors/Sponsors.*
- (e) *Worked with committee for Presentation Academy to set up registration site, started processing registrations.*
- (f) *Did follow-up on invoices to MLA Institutional members who had not paid. Got all invoices paid except for two member non-renewals.*
- (g) *Worked to resolve some ongoing listserv issues.*
- (h) *Processed the online registration for Library Advocacy Day.*
- (i) *Generated name badges and registration list for Library Advocacy Day.*
- (j) *Tracy and Megan attended, managed on-site registration and coordinated lunch for Library Advocacy Day.*
- (k) *Tracy, Keith, and Linda attended the January 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) *Email, mail and phone queries*
- (3) *Issues with Listserv Servers. As university and libraries spam blockers grow more sophisticated, it is causing members to be dropped when pings are sent out. There is not much that Amigos can do about it. Amigos gets a report about when members are being monitored and/or dropped. When members are dropped, Linda, adds them back and notifies them, but the problem cannot be addressed at the Amigos end.*
- 6) Unfinished Business—None.
- 7) New Business—
- j) Email on the ALA Chapter Relations Listserv requesting endorsements for the Librarian of Congress. ALA is requesting endorsement of the ALA pre-written letter by the ALA chapter presidents. It basically says that we endorse Dr. Hayden as the 14th Librarian of Congress.

- i) Motion made and seconded for MLA to endorse this letter.
 - ii) Discussion:
 - iii) Senator Roy Blunt is the Chair Person. This would be in our interest.
 - iv) **Vote: STL 3, MC1, KC 2, STJ 1, SPG 2; Motion approved 9 to 0.**
 - v) Jodie will reply and confirm with ALA Chapter Relations on Monday.
- 8) Comments from Guests—Welcome to guest: Emily Jaycox from Missouri History Museum Library and Research Center.
- 9) Announcements—
- j) Barbara Reading was unable to attend, but did ask that Jodie remind everyone to continue to contact members of the Budget Conference Committee to regain our funding.
 - k) Next legislative update will be hosted by the State Librarians' office (due to issues with Webster's Webex) on April 28th at 2:00 pm. The link for registration was via the MLA listserv, if you did not get it, email Barbara and she will send you the link.
- 10) Adjournment—Motion to adjourn, approved by unanimous consent; meeting adjourned at 12:30 pm.

Minutes Respectfully Submitted,



Katy Smith, Recording Secretary and Member at Large