

NAME OF COMMITTEE MEETING: Missouri Library Association Board meeting	
Date: July 21, 2017	
Note Taker:	Jenny Bossaller
Attendees:	Meredith McCarthy, Alice Ruleman, Jenny Bossaller, Keith Gaertner, Linda Elkow, Nancee Dahms-Stinson, Regina Cooper, Anna Strackeljahn, Tiffany Mautino, Tracy Byerly, Vicky Baker, Debbie Musselman, Jennifer Peters, Gary Boehmer, Justin Megahan, Anna Francesca, Mary Beth Revels, Tiffany Mautino, Stephanie Tolson, April Roy
Agenda Topic 1: Approval of Minutes from last meeting	
Discussion Highlights	Anna Francesca moved that we approve the April 21 meeting minutes as written. MaryBeth Revels seconded. All approved.
Agenda Topic 2: MLA Review. Gary Boehner – review of financial statements.	
Discussion Highlights	<ul style="list-style-type: none"> • This is a review, not an audit. • We have about \$13,000 more now than we did in December, which is good. • On the statement of activities, it shows that the conference was more expensive in '15 than '16. • Scholarships went up a bit.
Conclusions	There is nothing in the notes that was cause for concern. The statements look good. Thanks to Amigos and Keith Gaertner for keeping good records. MaryBeth Revels votes to accept the report. Cindy Thompson seconds accepting it. Keith is sending it back as approved.
Agenda Topic 3: Debbie Musselman: Status of LSTA funds, state library recruitment, new grant opportunity.	
Discussion Highlights	<ul style="list-style-type: none"> • LSTA five-year evaluation has been reviewed and approved by IMLS, and is now on the website. The new plan (2018 - 2022) has been submitted to IMLS. • We received \$24,000 less from LSTA funds than was expected, because other states are recovering from their inability to match. They have allotted the funds. The OCLC contract came in under about \$24,000 less than expected, and no competitive grants have been cut. • A national search has been conducted to recruit for the State Librarian position. Applications are being reviewed and an application committee is being identified. Debbie is serving as acting assistant state librarian. • We are getting 2 new staff positions at the State Library: an adult services consultant, and a Cataloging and metadata librarian. • During focus group sections, they found that libraries wanted a STEM-focused LSTA grant. The first call will be in 2018. They anticipate about \$50,000 for school and public libraries. There are also some STEM national partnerships that they are looking at.
Conclusions	Debbie will send a written report to Vickie.
Agenda Topic 4: President's report.	

Discussion Highlights	<ul style="list-style-type: none"> • We have an appointee for the legislative committee. She will not start until next year. • We have been approached about doing a joint conference with Kansas in 2023. When we discussed 2019, we decided that we should not do it every year, but the next time it is in KC? • What was the rationale for not doing it in 2019? <ul style="list-style-type: none"> ○ We lost money the last time. ○ It did not attract more than we normally would have gotten for either party – attendance was not higher. It was a lot of work. ○ It did not seem that there was equitable work from both Kansas and Missouri. ○ Administratively, AMIGOS has to carry the weight of it more for Kansas; there was an imbalance. Keith said that they would have to raise the rate. It was a financial loss. ○ We had better submissions for programs and a wider variety, though – being with another conference group, it was a good experience. ○ From the membership perspective it was great; from the financial / association perspective it was not. More prescriptive rules might help. ○ Their association is run differently. KLA’s conference is done by their Vice-President; it is more of a one-person show. In the past they have worked with their school library association, and they did not for the joint conference. ○ It might be in Overland Park, which is large enough for the joint conference but not in MO (for our tax-exempt purposes). • Library Snapshot Day: September 10 – 16 is being suggested by ALA. September 13 is Wednesday; suggestion to go with that. Meredith said that the day does not matter, but connecting to a national day is better for more exposure. Were there any snapshot days that combined with Libraries Transform? AnnaGarcia thinks that KC Central will have better photos on Tuesdays b/c of big storytimes. Vicki: let’s keep it at Wednesday, and people can take photos for several days – the 12th & 13th. If someone wants to use the #librariestransform hashtag on Twitter, they can do that. • Vicki wants to have a Board meeting workday on GoToMeeting.
Conclusions	<ul style="list-style-type: none"> • The joint conference is good for the membership. We need to figure out how to make it work better the next time. Vicki will talk to them to find out about their approach, possibly create something like an MOU if the board is agreeable. She will not write an MOU before she comes back to the board for discussion.
Agenda Topic 5: Mary Beth Revels – Treasurer’s report	
Discussion Highlights	<ul style="list-style-type: none"> • Since the last meeting she has approved expenses for April, and May and June income statements. Mary Beth Revels moves that we approve the March, April, and May income statements. Cindy seconded the motion. There was no discussion. All approved.
Agenda Topic 6: Zero-tolerance policy towards sexual harassment	

Discussion Highlights	<ul style="list-style-type: none"> Section 5.4.2 8(a)– definition of misconduct and dishonesty. Any violation applicable to state or federal law, any other wrongdoing. The subcommittee felt like that, and the way that the procedure (5.4.2.8) was exactly what we went by to investigate the situation. Cindy has been unhappy with zero-tolerance laws; as an organization that is helping people to grow this might not be the most productive approach. Nancee’s concern is that if the same person does the same thing again there will be no record of it. 	
Conclusions	This requires a change to the handbook (by the board).	
Action Items	Person Responsible	Deadline
Assign this to the handbook and bylaws committee	Vickie will take it to bylaws.	By the October meeting we will have suggested changes for the handbook.
Agenda Topic 7: Conference Planning		
Discussion Highlights	<ul style="list-style-type: none"> Justin and Anna met with the app developer for the conference (formerly Boopsie). This looks really good. Sponsorship-in-kind: they get a sponsorship, they provide the app. Diversity/inclusiveness: Cindy Thompson sent the committee a diversity handbook. It has good, comprehensive, actionable ideas. Please contact the conference committee for thoughts to share about diversity/inclusiveness. The diversity handbook also has a great code of conduct for conferences that we might consider adopting. Justin notified all presenters last week; presenters have been asked to respond to Justin by July 31st. Judge Edwards: a TED-X speaker. He is running Innovation Academy; first judge in the country to operate a school. This is for youth offenders. He is talking about “reaching the unreachable.” Registration information has gone out via the listserv, but is not yet on the website. They are working on this right now. The preliminary schedule should go up prior to early-bird registration because that is tied to membership. There will be at least a month of early-bird registration after the preliminary schedule is released. The TSCI Call to Conference Award to assist a technical services employee to go to conference. This was not to be awarded until 2018, but it has been awarded for this year. However, it is only waiving a registration; we can absorb the cost. Our budget is doing well, so it can come out of the operating budget or conference budget. Motion: Vicki proposes to approve the TSCI Call to Conference Award to Tomoe Urano. Stephanie Tolson seconded. Motion passes. Tracy Byerly reported that everything is flowing smoothly regarding the conference. 24 vendors are registered. 	

Conclusions	<ul style="list-style-type: none"> • We should all look at the Code of Conduct and figure out if we should adopt this for all MLA meetings/activities. Will discuss in October.
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Agenda Topic 8: Awards Committee

Discussion Highlights	<ul style="list-style-type: none"> • Beth Caldarello moved that the board approve the list of award winners (list as amended below). • Nancee seconds • Discussion: Beth mentioned that she would like to keep it secret for as long as possible. We do send the agenda to the entire membership. The minutes are not immediately public. • Bohley Award: Eugenia McKee from Maryville University • Missouri Author Award (subcommittee): Jennifer amended the motion to add Eugenia McKee to the award winners. Cindy Thompson seconded the amendment. All voted in favor; the amendment passes. • Amendment to include the author award: Vicky moves that we amend the motion to include the author awards, Fiction Award Winner C. D. Albin for Hard Toward Home and Angela Dietz for Non-Fiction for Capturing the City. Cindy seconds. • Vote on the entire package: <ul style="list-style-type: none"> ○ Outstanding Library Employee-Janice Bucher from De Soto Public Library ○ Ronald G. Bohley Award-Dr. Eugenia McKee, retired from Maryville University Library ○ Outstanding Professional Librarian-Steven Campbell, Director of Scenic Regional Libraries ○ Meritorious Achievement Award-Barbara Reading, past Missouri State Librarian ○ Outstanding New Librarian-Grace Atkins, University of Missouri Libraries, Ellis Library ○ MLA Community Partnership Award-St. Louis County Library/Operation Food Search ○ Public Relations Achievement Award-Mid-Continent Public Library/Voting and Ballot Information Initiative • The motion passes.
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Agenda Topic 9: Membership

Discussion Highlights	<ul style="list-style-type: none"> • Increases in individual and institutional membership. Vickie reached out to leadership – committee members and CI leadership who had not yet joined MLA; that did not include a deadline, but we are now down to 19 positions that are being held by non-members. Our biggest committee is the Building blocks, followed by Intellectual Freedom, the MO Author, and Website, legislative, etc. • We had two people who left the committee due to moving. • Jennifer moves that we approve the four forms (volunteer thanks you, committee appointment email, committee chair email, and MLA timeline to add to the website. • Stephanie seconds. No discussion. All approve; motion passes.
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Agenda Topic 10: Handbook and Bylaws

Discussion Highlights

We should add 'virtual meetings' as a viable option.

- 2.1.3 under meetings a) we put in that the executive board shall meet five times, physically or virtually, though out the year.
- They have inserted, in 2.2.1 under general duties of elected officers, that any working papers are the property of MLA and not to be used for other purposes.
- Under 3.1, standing committees: added paragraph about the above (2.2.1).
- Consistency in terminology: must be an individual member of MLA rather than another type. Added or changed to 3.1, 3.1.2 D, changed from personal to individual.
- 3.1.3: responsibilities of standing committees chairs. They are supposed to submit a workplan to the Executive Committee.
- 3.11.2 (Duties): nominating committee, e) removed results of annual business meeting: it is the President that makes the announcement. F) the committee did get a directive for handling a tie. As currently written, a tiebreaker vote will be taken at annual business meeting. Jennifer said that this is covered in the bylaws, article 5: nominations and elections (in the event of a tie those individuals...). This added the possibility to vote virtually. This must be brought before membership.
- G) forward the names of candidates to MLA president; an announcement will also be made at Annual Business Meeting. This also must be brought before membership.
- Continuing Education Committees (3.13) and Webinar Technology Subcommittees have been added to the Handbook.
 - Continuing Education Representatives from the State Library and other associations may serve as ex-officio members
 - Because it was an action item on the agenda, the committee has moved that handbook changes be made as written, and this does not require a second. Cindy moves that we amend the motion from the committee to remove the proposed changes 3.11.2. Sections F and G; throughout section 3.13, to change appointments from being made by the President to appointments by President-Elect; 3.13.1.D. amend "ex-officio" to read "non-voting members, so as to avoid potential conflict of interest." Jennifer Peters seconded the motion. All voted in favor.
- Bylaws changes:
 - Section 1. Elected Officers: The elected officers of the Association shall be a President, President-Elect, Past-President, ALA Councilor, and six Members-At-Large. The officers shall be elected by ballot in advance of ~~and announced at~~ the Annual Business Meeting. **They will be announced electronically to the membership following notification of the candidates. An announcement will also be made at the Annual Business Meeting.**
 - Section 3. Terms: The President-Elect will serve three year terms or until their successors are elected. The six Members- At-Large will serve two year terms or until their successors are elected. The President, having been the President-Elect the previous year, will serve as President for one year. The following year, the President will serve as ~~Immediate~~ Past-President. The ALA Councilor will serve a three year term as set by ALA guidelines. Officers can serve no more than two consecutive terms.

	<ul style="list-style-type: none"> • A special meeting may be held physically or by electronic means – possible wording. • Vicky moves that we amend Article VI Section 4 to read "Special meetings, physical or by electronic means, may be called by the President..." Article VII Section 3 "shall meet, physically or by electronic means". Anna Francesca Garcia seconded. It passed unanimously. • Vote on all bylaws changes, as amended: unanimously approved.
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Conclusions	Ex Officio/nonvoting members: should they be personal members of MLA? Nonvoting needs to be added, clarified. In certain cases, it might be good for membership to be nonvoting, Ex Officio members when they are not personal members. Does this present a conflict of interest? Long conversation. This will go to the Membership Committee, and will then go to the Bylaws Committee.
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Action Items	Person Responsible	Deadline
Cindy moved to table discussion of individual membership requirement for non-voting exofficio members being required .	Membership Committee charged with making a recommendation for a bylaws change to the board	

Notes of Interest / Next Meeting

<p>New Business:</p> <ul style="list-style-type: none"> • Site selection committee for 2019 conference in KC. They narrowed it down to 3 sites; downtown was too expensive. The KCI Expo Center (2011) and another site, in Blue Springs (Adams Point Conference Center). They recommend KCI because there are some smaller rooms, rooms in the hotel. Room rates were best there. On-site food options are not great. He has a contract available. • Vicki proposes a motion to accept to go forward with negotiations. Stephanie seconds. Discussion: Anna Francesca points out that some members did not like being so far north the last time it was held there; she proposes letting members know why we chose this venue. All voted in favor and the motion passes. Brent is moving out of state, and will not continue with this committee. • Rachel sent out an email earlier to discuss the shared calendars (Executive Board, others, CE). We will discuss this further during our August 4th meeting. • Board Retreat: is usually the day before the conference starts on Wednesday. It is a fast retreat, then we have a Board dinner and meeting Tuesday night. April is planning to stick to the same schedule. It is unknown whether or not there are rooms on-site for the board retreat at this point. • Motion: Vicky votes to approve the internal calendar to 'go live.' Stephanie seconds. Anna Garcia wants to know if it is selective: the internal calendars are for the board.

The CE board and CE Web calendar will be able to see them. The internal calendar can be posted. Vicky will let Rachel know. We will discuss the others on August 4th.

- The Board Dinner is included in our contract on Tuesday.
- Next Meeting: August 4th, 9:00 – 10:00 for the Bohley vote.
- Motion to adjourn: Stephanie. Cindy seconded.