# MLA Board Meeting

**Date:** July 24, 2020  
**Called to Order at:** 9:32 a.m.

**Note Taker:** Shannon Midyett

**Attendees:**  
Anna Strackeljahn  
April Roy  
Brent Sweaney  
Catherine Lucy  
Cindy Thompson  
Cynthia M. Dudenhoffer  
Diana Platt  
Elaina Daniels  
Erin Gray  
Jack Beard, Beard-Boehmer & Associates  
Katie Hill  
Keith Gaertner (Amigos)  
Linda Elkow (Amigos)  
Margaret Conroy  
Meredith McCarthy  
Mickey Coalwell (MALA)  
Otter Bowman  
Pamela Withrow  
Sandy Schiefer  
Shannon Midyett  
Shelby Thomas  
Steve Campbell  
Tracy Byerly (Amigos)

## Audit/Tax Report from Beard-Boehmer & Associates

### Discussion Highlights

Jack Beard, Beard-Boehmer & Associates, presented the MLA Audit Review report for the years ended December 31, 2019 and 2018. The review report presents the MLA financial statements with Beard-Boehmer & Associates providing opinion that the financial statements are prepared and presented fairly and in compliance with GAAP standards.

Highlighted were noticeable changes in the financial statements from prior years as a result of the A&I investment fund and resulting increase in interest income.

### Conclusions

Beard-Boehmer & Associates will finalize the MLA Audit Review report and prepare MLA’s Form 990 tax filing.

### Action Items

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## Approval of MLA Consent Agenda and Minutes

### Discussion Highlights

No discussion

### Conclusions

Katie Hill moved that the consent agenda and minutes be approved; seconded by Cindy Thompson. Motion passed unanimously.

### Action Items

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Discussion Highlights

Keynote speakers and themes for the 2020 Together Apart virtual event have been selected.

Themes include:
- Connecting with Communities - Monday, 9/28th
- Connecting with Technology - Wednesday, 9/30th
- Professional Growth and Development - Friday, 10/2nd

Tentative keynote speakers include:
- **Monday** - Ingrid Cockhren, Midwest Regional Community Facilitator, ACEs Connection, Vanderbilt University
- **Wednesday** - Ayyoub Ajmi, Associate Director of Law Library, University of Missouri-Kansas City School of Law
- **Friday** - Peter Bromberg, Executive Director, Salt Lake City Public Library

Cindy D. presented a proposed MLA2020 Conference Vendor prospectus for the upcoming virtual event for Board review and approval.

The Virtual Event Planning Taskforce and Amigos are finalizing the registration form.

Once the vendor prospectus is approved, Amigos will prepare the vendor registration form.

**Conclusions**

Erin Gray made a motion to approve the MLA 2020 Conference Vendor prospectus as presented; seconded by Cindy Thompson. Motion passed unanimously.

**Action Items**

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<td>Amigos</td>
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<td>Virtual Event Planning Taskforce</td>
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Treasurer’s Report - Reserve Funds

Discussion Highlights

Steve Campbell presented the Treasurer’s Report for April through June 2020. Report highlights included FY2020 budget reductions related to the cancellation of the 2020 in person conference. Overall projected budget income was reduced from $141,975 to $67,225; overall projected budget expenses were reduced from $149,004 to $80,112.61. These amendments leave the FY2020 annual budget with a remaining $12,887.61 deficit. It is possible interest income will close the remaining budget shortfall, if not, the board approved at its April meeting to utilize Access & Innovation Fund reserves to cover this deficit.

Second quarter FY2020 budget versus actuals report was presented.

Board discussion addressed the need for an amended budget column to be added to the Budget vs Actuals report to align with the budget narrative presented in the Treasurer’s Report. Amigos will provide an updated Budget vs. Actuals report as discussed.
Campbell recommended that the MLA’s Commerce account and the TRowe Price account totaling $95,000 be combined and designated as MLA reserve funds.

**Conclusions**

Motion: Margaret Conroy moved to combine and designate MLA’s Commerce account and the TRowe Price account totaling $95,000 as MLA reserve funds to be managed by Brookmont Capital; seconded by Erin Gray. Motion passed unanimously.

Motion: Cindy Thompson moved to approve the Treasurer’s Report as presented; seconded by Anna Strackeljahn. Motion passed unanimously.

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<td>● Combine TRowe and Commerce account and designate as MLA Reserve Fund. Resulting fund to be managed by Brookmont Capital.</td>
<td>Amigos Steve Campbell, Treasurer</td>
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**Membership Committee - Membership Types and Levels**

**Discussion Highlights**

Otter Bowman, Chair of the Membership Committee, provided an updated FY2020 MLA membership report. As of July 7, 2020, current membership was at 333 individual and 51 institutional members.

Otter requested clarification for Corporate and Special membership levels.

The bylaws list Corporate memberships as Individual; however, the MLA website lists Corporate memberships as Institutional. In addition, a Special Individual membership level is listed in the bylaws; however the website makes no mention of a Special membership.

Further, it was discussed that the voting rights and membership benefits of Corporate membership require clarification.

**Conclusions**

Cindy D. charged Otter Bowman and Erin Gray to direct changes in the ByLaws in coordination with Amigos to address the clarification required in membership types and levels to be presented to the Board at a later date for review and adoption.

**Discussion Items**

**President’s Report**

Cindy D. brought to discussion MLA Strategic Goal #4 Infrastructure of the Organization. Institutional memory and document storage and archive require a systematic approach and plan that has not yet been established presenting ongoing challenges for the Board and Officers. Cindy D. will work on a document retention policy. Cindy T. brought forth ideas to implement a course of action to address this need using the G Suite platform creating
institutional folders utilizing the Board Retreat to setup and establish this workflow and process moving forward.

**Media and Publication Chair’s Report**

Meredith McCarthy, Media and Publications Chair, reported that the MOINFO subcommittee has put out a call for additional editors. Two editors have left due to new employment out of state. Those that may be interested in joining the MOINFO as an editor for next year are invited to contact Ken Satterfield at moinfonews@gmail.com.

Meredith stated that the committee is actively promoting the new award deadline for August 1st, an extension of the original July 1st deadline. All award nomination forms are available on the MLA website.

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<td>Adjournment</td>
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*Meeting adjourned at 10:37 a.m.*