



MLA Administrative Meeting including EXECUTIVE SESSION

Starbucks, Natick MA

January 13, 2012

Minutes

Meeting Attendees: Ruth Urell (President), Jackie Rafferty (Past President), Dinah O'Brian (Vice-President) Bernadette Rivard (Treasurer), Nancy Siegel (Secretary)

CALL TO ORDER

The meeting was called to order at 10:15 a.m.

APPROVAL OF MINUTES Ruth suggested a correction on the website section, which Nancy will attend to. A motion was made by Bernadette and seconded by Jackie to approve the minutes of the Administrative Meeting for November 2011. The motion was approved unanimously.

PRESIDENT'S REPORT **NELA Representative:** Ruth discussed the job description for the NELA Representative, which is now vacant due to the resignation of Clare Curran Ball. Clare nominated Peter Struzziero for the position. Ruth has since learned that Krista McLeod is interested in being appointed to fill out the term and Ruth will let her know that she will receive the appointment.

Partnership Support: Ruth is putting together information regarding partnership sponsors from previous years.

Thayer Memorial Library: Bernadette will do her best to represent MLA and attend the event in Lancaster for the 150th Anniversary of the library, which will be held on Sunday, January 15th 2012.

MBLC State Standards: The committee discussed the need for a working group to make recommendations.

VICE PRESIDENT'S REPORT: Dinah reported that MLA has been approached by the MBLC to sign on to a grant seeking funding for *Connecting to Collections Implementation Project*. Dinah will write a letter of support for the grant

PAST PRESIDENT'S REPORT: As chair of the Nominating Committee, Jackie has found a candidate, Laura Bernheim to nominate for the Secretary of MLA. Ellen Dolan from Shrewsbury has been approached for the position of Vice President/President Elect of MLA.

EXECUTIVE SESSION: The committee entered executive session at 12:00 to discuss the existing job description for MLA's Executive Manager. The Administrative committee will work collaboratively to update and craft an RFQ for Association Management Services job description that meets the needs of the organization into 2012 and beyond.

TREASURER'S REPORT: See written report.

ADJOURNMENT The meeting adjourned at 1:15 p.m.

Respectfully submitted by,
Nancy D. Siegel, MLA Secretary