



**MLA Administrative Meeting  
Minuteman Network, Natick MA  
March 10, 2012**

**Draft Minutes**

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

**CALL TO ORDER**

Ruth greeted the group and called the meeting to order at 10:06 a.m.

**APPROVAL OF MINUTES** A motion was made by Bernadette and seconded by Dinah to approve the minutes of the Administrative Meeting for January 2012. The motion was approved unanimously.

**PRESIDENT'S REPORT:** Ruth reported that she has a volunteer, Meg Stassi from Springfield Public Library, to lead the "Bus to Book Expo" excursion for 2012. There is a maximum of \$500.00 in reimbursable expenses.

Ruth attended the latest YSS committee in Westborough. The committee is working on their by-laws and standards, which they will submit to Executive Committee (?) Elizabeth will post revised YSS standards on MLA's website for a period of open comment. Check Ruth's email. YSS asked about video conferencing for Executive Committee meetings, having MLA reach out to library directors to emphasize the importance of letting youth service librarians serve on section committees and attend meetings.

Ruth voiced some thoughts regarding MLA sections, regarding future roles, relevance to the greater organization, and streamlining the model of section breakdowns.

Kim Lynn has reported to Ruth that she will be stepping down as Membership Chair at the end of the fiscal year. Ruth will contact Maureen Ambrosino to have a discussion about having

**SIMMONS:** Ruth and Dinah will be attending Career Day on April 25th.

Ruth attended the Meet and Greet event that was held in Boston and met

**LEADERSHIP PARTNERS:** Ruth is working on the solicitation letter for MLA partner level of membership. Ruth is working with Greg Pronevitz from MLS to help identify those areas of focus to emphasize to potential members.

**CONFERENCE:** Ruth contacted membership for basket raffles to be held at conference in lieu of the silent auction.

A retirement party for Patience Jackson will be held at conference on Tuesday night.

The group discussed ways in which the host community could be involved with Conference, including conducting tours of the Worcester Public Library and having the Worcester City Manager speak to attendees.

As President of MLA, Ruth will host a reception on Wednesday night.

**ANNUAL MEETING:** Thursday will be the formal lunch, Hall of Fame awards, Dinah will speak, Rob Maier will speak, and Bernadette will speak briefly on financial matters.

**LEGISLATIVE DAY:** Ruth reported that the date is now set for April 11th

**VICE PRESIDENT'S REPORT:** No written report.

**PAST PRESIDENT'S REPORT:** No written report.

**EXECUTIVE MANAGER'S REPORT:** See written report.

**TREASURER'S REPORT:** Bernadette outlined the plan for future financial reporting to Executive and Administrative committees. Online access to financials (Citizens Bank and Fidelity Investments) will be available for MLA Presidents current and future. The group discussed having more regular meetings of the Investment Committee; all members of the Administrative Committee are members. A combination of income and expenses with some historical background maybe incorporated into all future reports. Committee chairs need access to the full budget for the line items that they control, but may not need a complete budget outline each month. Ruth questioned the long-term financial goals as outlined in MLA's Financial Plan, pertaining to funds such as Jordan Miller. Funds from investments accounts are allocated as needed. Bernadette and Elizabeth will report back to the Administrative Committee as to the three memorial funds (Kay Bader (Continuing Education Scholarships), Jordan Miller (est. 1961 Storytelling), and Moulton (Libraries in need, Intellectual Freedom)) for purposes on lasting "institutional memory". The Financial Plan was last updated in 2008.

**BUDGET/FINANCIALS:** Bernadette and Elizabeth have distributed budget to Committee Chairs in preparation for the incoming fiscal year. Preliminary requests are due by the end of March for discussion in draft form for the next Executive Committee Meeting in April. Dinah proposed having a second Administrative Committee in April in preparation for the Executive Committee meeting.

At orientation, Ruth proposed, all committee chairs be instructed on their reporting responsibilities to the Executive Committee. In addition to preparing a detailed analysis of budget line items, all committees will contact the Administrative Committee if they plan to deviate more than 10% between line items. Dinah and Ruth will communicate their appreciation to the Conference Committee chairs for operating within the constraints of their budgets.

**NOMINATING COMMITTEE:** Jackie reported that Betsy Wolfe and Laura Bernheim have agreed to run for President-Elect and Secretary, respectively.

**ORIENTATATION AND ARCHIVES:** Ruth reminded everyone to look at revisions for the manual to bring to the April Meeting. Any changes will be channeled through Elizabeth before the finalized copy is archived with Sunny.

Bernadette raised the idea of reviving the October retreat for MLA Board Members.

Ruth will invite Mary-Ann List from NELA and Molly Raphael from ALA to attend conference.

May 13<sup>th</sup> is the next Administrative Committee meeting and it is also the day after Conference ends. The group will attempt to meet on Thursday, May 12<sup>th</sup> after the closing speaker at 4:30 p.m.

**ADJOURNMENT** The meeting adjourned at 12:48 p.m.

Respectfully submitted by,  
Nancy D. Siegel, MLA Secretary