



Massachusetts Library Association Administrative Board Meeting
January 10, 2014
Minuteman Library Network Central Site
Natick, MA

In attendance: Elizabeth “Betsy” Marcus (President), Maureen Ambrosino (Vice President), Dinah O’Brien (Past President), Laura Bernheim (Secretary), Sarah Hagan (Association Manager). Also in attendance for portions of the meeting: Susan McAlister via telephone (Legislative Committee); Bernadette Rivard (Investment Committee)

President Elizabeth “Betsy” Marcus called the meeting to order at 10:05 am. ***Betsy made the motion to approve the minutes from November. Laura seconded the motion. The minutes were approved.***

President’s Report (Betsy Marcus)

- Betsy, Maureen, and Dinah are making efforts to get to the various [legislative breakfasts](#) around the state to talk about MLA. Bernadette will talk at the Worcester breakfast; Susan McAlister will talk at the Westwood breakfast. Beverly Shank or Laura will talk at the Lexington High School Breakfast. There was some discussion about who should speak at the Longmeadow Breakfast. The group suggested a variety of names, including Nancy Siegel.
- Dinah sent a script of talking points for MLA members at the Legislative Breakfasts. They include: Thank them for having you; Support for Legislative Agenda as put forth by MBLC (Relate it to how it impacts their individual libraries); Emphasize that all legislation is local and even if they can’t get to Boston they can reach out to their legislators locally, which is really an excellent way to go. Do the pep-talk to fire them up; MLA is there for the support of libraries and librarians and there is a place for everyone. We look forward to working with each of them. Member driven organization; Contact us anytime. Always here for them.
- Sarah asked if it was appropriate to have printed MLA materials on hand at the legislative breakfasts. Susan said that it shouldn’t be a problem.
- Susan McAlister mentioned that Senator Stanley Rosenberg accepted the Library Advocate of the Year Award. He, along with Representative Kate Hogan (Chair of the Public Library Caucus) will be on hand at Library Legislative Day on March 31.
- Dinah encouraged Betsy and Maureen to join the [Western Massachusetts Library Advocates](http://wmladvocates.org/) (<http://wmladvocates.org/>) and [Cape Cod and Islands Library Association](http://ccila.com/) (<http://ccila.com/>).
- Betsy talked with Ellen Rainville, from the JV Fletcher Library in Westford, about the current MLA bylaws. Ellen will look at the bylaws and see where we need to make minor

changes. A discussion occurred about whether or not the association should form an ongoing bylaws committee.

Association Manager's Report (Sarah Hagan)

- Sarah continues to work on the Executive Manager/Association Manager transition. Her office has been set up.
- Sarah has been cleaning up files.
- She has scanned all MLA e-mail accounts.
- The PO Box in Bedford has been closed and a new one has been opened in Boston at PO Box 230813; Boston, MA 02123-0813.
- Sarah has made some quick improvements to the automatic e-mails sent out through the Wild Apricot system. She will work with Maureen to make long term improvements about the e-mails.
- Sarah is working on the website, including making sure that the information is correct and whether there are redundant pages. She is working on standardizing the web page, which includes changing the URL. She is working with the Public Relations committee to get graphics on the website. She has also asked them to provide photographs of an upcoming Meet and Greet trivia night. Eventually, the main home page will display upcoming events and will also feature a picture of Sarah in her home office.
- Sarah is creating forms for the paralibrarian section awards, the MLA Hall of Fame, the PR awards, and the Youth Services Section (YSS) retreat in March. Dinah encouraged that registration for the YSS retreat either is for MLA members, only, or that registration for non-members is significantly more expensive than the member rate.
- The registration for the upcoming MA Conference from May 6 - 8 will be on the site, soon. Registration for exhibitors has been live since December. .
- Sarah is going to work with Maureen to reach out to people whose memberships had either lapsed or needed to be renewed. She is going to change the invoices so that they include more information about the member, aside from the first name. There are currently 584 active members, 272 overdue, and 151 lapsed. Maureen archived those who didn't respond to various lapsed e-mails.
- Sarah is working with Wild Apricot to get more historical membership data. She also set up automatic renewals for MLA's domain name.
- Sarah is reviewing MLA's QuickBooks and consolidating accounts.
- Sarah received many uncashed checks made out to MLA, from former Executive Manager, Elizabeth Hacala. Several of the checks were several months old. After the conclusion of this meeting, Sarah calculated the value of the checks and the total was \$6317.46.
- The 1099 IRS forms for 2013 are due. MLA Tax Preparer has never prepared 1099s for the association, since Elizabeth Hacala prepared her own. Sarah will send information about the various MLA contractors from 2013. Elizabeth Hacala sent her final invoice to treasurer, Ryan Livergood.
- Sarah referenced the following upcoming meetings: Conference Committee on January 24; Legislative Committee on January 31; The YSS Retreat on March 1 and 2; and Legislative Day on March 31.

- The total balance for the association is currently \$148,783.76. There is \$1283 outstanding from unpaid conference fees (which may be included in the \$6317.46 of uncashed checks)

Vice President's Report (Membership) (Maureen Ambrosino)

- Maureen will meet with members of the MLA Executive Board (E-board) who are not currently listed as members. There are currently 5 members of the E-board who are not listed, though one is the NELA President, who does not attend MLA E-board meetings.
- There are currently 25 "members" whose membership is listed as pending, due to not received payments.
- Ryan and Maureen will meet to discuss drafting a letter about institutional memberships.

Past President's Report (Nominating Committee) (Dinah O'Brien)

- Dinah hopes to have nominating wrapped up by the Friday after this meeting (January 17). She is starting to focus on Western Massachusetts for candidates. Dinah mentioned that it would be nice to have a small, Western, or Cape Cod library perspective on MLA.

Old Business

- Plans for the annual conference are going well. A \$3000 payment was made to the DCU Center in Worcester and another payment is set to get out. Arrangements have been made with conference hotels and for parking. Sarah mentioned that the conference committee is debating whether to provide a print brochure. She told the committee that they need to decide soon so that she can work on it.
- Sarah is going to investigate the possibility of getting Go to Meeting or similar software so that board members can attend meetings remotely. The idea is that this will encourage more people to participate in MLA, especially those who can't leave their buildings.
- Maureen is going to talk with the Worcester Public Library next year as a possibility to use as a permanent space for all MLA Executive Board (even numbered months) meetings.
- Maureen asked the Board of Trustees for the Westborough Library about the possibility of using the library address as a permanent legal address for MLA. Betsy is going to bring the topic up again at the next executive board meeting in February, since all legal and payroll materials need to go to a permanent address, and not a post office box.
- Sarah will ask Ryan to send an e-mail notice to remind committee and section chairs to send in their budget requests. The deadline will be February 7 so that the administrative board can read them before the February 14 executive board meeting.
- There was an issue from ADP Payroll Services involving Sarah getting paid on time. She did get her W2 form for 2013.
- ***Bernadette Rivard asked for approval to move \$1000 from the MLA Investment Fund to Cash Reserves and then approval to move the same \$1000 from Cash Reserves to the MLA Citizens Bank account.*** The \$1000 will be a donation in honor of Denise Richard, a librarian who was injured in the Boston Marathon bombing and

whose son was killed. Deb Abraham will draft a letter that Betsy will send. **Maureen Ambrosino made the motion to approve Bernadette Rivard's request about moving the \$1000. Laura Bernheim seconded the motion. The motion passed.**

New Business

- Jacqueline Rafferty, chair of the Intellectual Freedom Committee, asked the administrative board to consider writing a letter in support of the Jones Library in Amherst and director, Sharon Sharry, after [a recent book challenge](#) involving the graphic novel series, *The Adventures of Tintin*. **Maureen Ambrosino made the motion that a letter from the Massachusetts Library Association be written in support of the Jones Library of Amherst, MA and its director, Sharon Sharry. Dinah O'Brien seconded the motion. The motion passed.**
- **Jacqueline Rafferty also asked the administrative board to consider signing a letter to the Massachusetts Congressional Delegation about provisions in the United States Patriot Act that make it "easier for law enforcement and agencies of government to sweep up vast amounts of information about people, even if they are not suspected of any wrong-doing."** Jacqueline shared a draft of the letter which, if approved, would be signed by the presidents of MLA, the New England Library Association, and the chairs of those respective associations' Intellectual Freedom Committees. **Laura Bernheim made the motion for MLA President, Elizabeth Marcus, to sign the drafted letter. Maureen Ambrosino seconded the motion. The motion passed.**

The meeting was adjourned at 12:50 PM.

Respectfully submitted,

Laura Bernheim
MLA Secretary