



Massachusetts Library Association (MLA)
Administrative Board Meeting
September 13, 2013
Minuteman Library Network Central Site, Natick, MA

In attendance: Elizabeth "Betsy" Marcus (President), Maureen Ambrosino (Vice-President), Ryan Livergood (Treasurer), Dinah O'Brien (Past-President), Laura Bernheim (Secretary), Elizabeth Hacala (Executive Manager)

Call to Order: President Elizabeth "Betsy" Marcus called the meeting to order at 10:00 am. The minutes from the July 12 meeting were approved.

Treasurer's Report (Ryan Livergood)

- Ryan suggested that the association look into getting a cloud based version of Quick Books. Elizabeth Hacala said to make sure that Quicken can confirm that it can meet MLA's needs.
- Ryan is having trouble accessing the Digital Commonwealth Account, though that account will no longer be part of MLA, soon.

Executive Manager's Report (Elizabeth Hacala)

- Elizabeth is withdrawing for consideration of Executive Manager. This is her last official meeting. She will attend the October executive board meeting for a proper goodbye and Thank-you from the board.
- Elizabeth will be available throughout the next month to help with the transition.
- Elizabeth can be reached at elizabeth@fitchdalemanagement.com The manager@masslib.org e-mail and the phone number 781-275-7729 will be transitioned to the next executive manager. The MLA fax number does belong to Elizabeth personally. The fax number has already been removed from the website and will be removed from any print material.
- The phone is currently hosted through Vonage. There were some problems with the voice mail, this summer. Betsy wondered if MLA should consider changing phone companies.
- Elizabeth suggested moving the Post Office (PO) Box used as MLA's address to somewhere more accessible to the future executive manager. The PO Box is currently at the Bedford post office.
- ***Elizabeth suggested changing the payment plan to Wild Apricot from paying by the month to paying for the whole year. Laura Bernheim made the motion to accept the new payment plan. Maureen Ambrosino seconded the motion. The motion passed.***

- MLA's subscription with Westhost, the web host for the site and the domain name, is up for renewal. It cost \$110.00 to renew.
- There are some items in a storage unit rented by Elizabeth in Bedford. Dinah suggested that MLA take over the rental for the storage unit.
- Betsy asked about how MLA handles online payments for conference registration. Elizabeth explained that MLA has a merchant account through World Pay (as opposed to using a service such as Paypal)
- Beverly Shank has the MLA banner.

Conference Committee (Maureen Ambrosino)

- The committee met on August 23.
- The main discussion at the meeting was the theme for the upcoming conference. It will most likely be something related to Science.
- Program proposals are due at the end of September. A call for proposals was sent to the all regions listserv. Proposals will be accepted from non-members. This could be used as a recruiting tool.
- Betsy suggested that perhaps the conference committee could also start thinking about next year's theme. Elizabeth agreed saying that the conference could be advertised that much earlier. Maureen will take the suggestion back to the conference committee.

Youth Services Section (YSS) Retreat

- YSS will be holding a retreat at the Lodge at Camp Winadu in Pittsfield.
- The chair of YSS will be asked to report at the October meeting regarding the specifics of the program.
- The cost is \$1500 for the site.

Old Business

- Maureen registered for the Small Libraries Tour through the Western Massachusetts Library Advocates held on September 20.
- Everything has been settled regarding MLA's partnership with Better World Books. Better World Books just needs MLA's tax exempt number, and MLA can be listed as a literacy partner.
- Betsy, Maureen, Susan McAlister, and Dianne Carty from the Massachusetts Board of Library Commissioners (MBLC) had lunch with US Representative Michael Capuano. They discussed, among other things, LSTA funding.
- The Boston Book Festival is on Saturday, October 19. MLA will once again share a booth with the MBLC and the Massachusetts Center for the Book. Ruth Urell is taking care of MLA's end.
- [The Massachusetts Library Trustees Association/ Massachusetts Friends of Libraries Conference](#) is on November 2 at Worcester Technical High School.
- [The New England Library Association](#) Conference is from October 20 - 22 in Portland, Maine.
- Laura suggested revamping (or possibly eliminating) the August full executive board meeting. There were very few people in attendance at this year's meeting, and the

meeting lasted approximately 30 minutes, as a lot of the board members were either out of town or covering desks in place of vacationing staff members.

New Business

- Dinah attended the MBLC Legislative Agenda session on September 12. There is an emphasis on access to digital content, mainly e-books. A suggestion was also made by a meeting attendee that the MBLC look to restructure the Municipal Appropriation Requirement (MAR).
- A discussion ensued about whether or not MLA should release a statement about the sustainability of the statewide e-book platform model. Ryan will work on a resolution.

Executive Manager Position

- Betsy has been in contact with an attorney, Bob Young regarding the contract for the MLA Executive Manager. After some discussion back and forth, the attorney concluded that the position, legally, requires the person holding that position to be a paid employee rather than a contractor (as has been the practice).
- By having an employee, MLA will be required to pay workman's compensation, provide health insurance, withhold payroll taxes, and pay unemployment insurance.
- After a discussion in which Elizabeth Hacala gave a lot of insight regarding the history of the position, the administrative board agreed that it would be in everyone's best legal interest if the position of Massachusetts Library Association Executive Manager become an employee of the association, rather than an independent contractor.
- A vote will be held at the MLA Executive Board Meeting on October 11 for MLA to become an employer.

The meeting was adjourned at 12:05 pm.

The next administrative board meeting is on Friday, November 8 at 10:00 am at the Minuteman Library Network Central Site.

Respectfully submitted,

Laura Bernheim
MLA Secretary