

**Administrative Board Meeting
August 4, 2017
Conference Call
10:00 AM**

**MINUTES**

**Attending:** Alex Lent, Nanci Milone-Hill, Jennifer Pike, Nora Blake

1. **Call to order** – 10:04am

2. **Approval of Minutes from February 27, 2017 meeting** – **Nanci moved, Jennifer seconded, all approved.**

3. **Treasurer’s Report** – We are doing well financially at the moment, but Jennifer still needs to reconcile expenses related to conference. Jennifer should have that work done in time for August 11, 2017 Executive Board meeting. Right now it looks as though conference income is close to the same level as last year, but not all expenses have been reconciled.

**Acceptance of Treasurer’s Report** – **Nanci moved, Nora seconded, all approved.**

4. **President’s Report** –

* Alex was contacted by the *Fitchburg Sentinel & Enterprise* newspaper regarding Fitchburg Public Library’s use of a collection agency. Alex referred them to Krista MacLeod for comment.
* Krista MacLeod will continue as MLA’s representative to NELA for one more year.
* Carol Gafford contact Alex to discuss forming a pop culture committee of MLA. She would like the committee to offer standalone single-day or half-day programs. Alex will provide Carol with the Bylaws which details the process for starting a new committee and he will refer her to Ellen Rainville if she has further questions.
* Alex, as President, has been getting solicitations from vendors who wish to have their products marketed to libraries. He will make the vendor contact information available to the Conference Manager so these vendors can be contacted to purchase a booth for conference.
* The Chapter Annual Report for ALA was filed incorrectly by Ruth Urell. She filed it as FY2016 data rather than as FY2017 data. The report needs to be resubmitted as FY2017 but the financial information should be updated before it is sent to ALA. **Jennifer Pike and Jen Z will work to update the financial data.**

5. **Vice President’s Report** – No report

6. **Old Business**:

**Employee evaluations** – A plan was developed to move performance reviews along. **The Administrative Board will meet with Jennifer Zolkos after the August 11, 2017 Executive Board meeting to perform her evaluation. Alex and Nanci will meet with Kristen Collins at a mutually agreed upon date and time to perform her evaluation.**

**Signatories on Investment Accounts** – Alex would like to have the Vice President become the Co-Chair/Point person for the Investment Committee. MLA has a Financial Plan that was approved by the Executive Board in March 2004 which defines who should be members of the Investment Committee. The Vice President is not mentioned here. The ByLaws have a different and conflicting definition of who should be on the Investment Committee. The two documents need to be in harmony.

**Alex will consult with Ellen Rainville about how to resolve the conflicts.**

Nanci mentioned that she appointed people to the Investment Committee during her tenure. We should figure out who those people were.

**Nora will scour previous meeting minutes to see who Nanci appointment to investment committee so Alex can reach out to them.**

7. **New Business** – Krista MacLeod made a request to Nanci and Alex that MLA provide a $300 scholarship for a Massachusetts participant for the upcoming NELLS symposium. Alex asked the Admin Board to provide a second $300 scholarship for another Massachusetts participant in NELLS.

**Nanci moved to give a $300 scholarship to each of the two Massachusetts participants in NELLS, Jennifer pike seconded, all approved.**

**Alex will let Krista know that these two scholarships will be provided by MLA.**

It was discussed that when we plan for FY2019’s budget, we may want to consider adding funding for NELLS to the budget.

Alex is considering changing the location of the Executive Board meetings to the Sturbridge Public Library.

Alex will check with the library to see if they have the ability to allow people to participate in our meeting via conference call.

Alex will propose moving the meetings to Sturbridge Public Library at the August 11 Executive Board meeting.

The Administrative Board will experiment with holding their meetings via conference call and may adjust if it does not seem to work.

8. **Adjourn – Jennifer Pike moved to adjourn, Nora seconded, all approved. Meeting adjourned at 11:12am.**