



Executive Board Meeting

Shrewsbury Public Library

December 8, 2017

10 a.m.

AGENDA

1. Call to order
2. Approval of minutes of October 20, 2017 Meeting
3. Updates
4. Bylaws Changes
5. Increase in ALA Counselor budget line item for ALA Annual and Midwinter conferences
6. Budget requests by January
7. Rate Change proposal from Pricing Task Force
8. Technology Group name change
9. New and Old Business
 - a) YSS ByLaws Change
10. Close of Meeting

DECEMBER 2017 MA/MLA ALA CHAPTER COUNCILOR REPORT TO THE MLA EXECUTIVE BOARD

Charlotte Canelli, December 4, 2017

1. I submitted the 2017 State of the Chapter Annual Report to ALA in August.
2. I completed my ALA Midwinter registration/housing/airfare to Denver on February 8 through 13 (Thursday through Tuesday.) As Chapter Councilor, I am expected to attend a Chapter Councilor Forum all day on February 9 and Council meetings and events throughout the weekend through Tuesday morning's last meeting scheduled immediately prior to Midwinter Closing speaker. I will register for ALA Annual in New Orleans (June 2018) when the conference registration opens.
3. There have been **two important Council updates** in the past few months:
 - A. The first was an online discussion and poll of a resolution concerning the executive director educational requirements. A ballot of all 183 councilors (53 Chapter Councilors and 100 At-Large Councilors with additional members.) See [this link](#) for the detailed composition of Council. A lengthy online discussion through Connect was held for several weeks in October. Per ALA Bylaws, the quorum requirement for the online poll was 50% of the voting membership.

"As per ALA Bylaws, the quorum requirement for the poll was 50% of the voting membership of Council. Council currently has 180 voting members in office, and 50% of this number is 90 Council members. A total of 151 of 180 Council members participated in the poll, making 83.889% of the voting membership of Council, substantially above the 50% mark."

"As per ALA Bylaws: To be adopted, the proposal required a 75% majority vote (75% of the total number of the votes cast, excluding abstentions). The total number of votes cast in the affirmative (115) plus the total number of votes cast in the negative (34) was 149. The number of positive votes (115) divided by the total number of votes cast, excluding abstentions (149) is **0.7718**. This means that the percentage of votes in the affirmative exceeded the required 75% threshold. Therefore, the motion was duly adopted by Council by **77.18%** of the total votes cast, excluding abstentions.

Since the motion was duly adopted, there has been much discussion on ALA Connect. One such comment states:

"I'm gratified to see comments in support of retaining the MLS degree for this position. Some of you know that Council overturned this requirement a couple weeks ago. There is currently a member initiative petition designed to make this a ballot question on next year's ballot, in hopes of reversing Council's action. If you support the retention of the MLS degree for the Executive Director, please sign our petition: <https://tinyurl.com/ybyqpyw7>" John DeSantis

The Executive Director of ALA should hold an MLIS and have substantial amounts of experience running large and complex organizations. This questions is similar to the question: Should directors or Deans of libraries hold an MLIS? The answer has been and should continue to be: of course! Cesar Caballero

Resolution re-education requirements for ALA Executive Director

Resolved, that the American Library Association (ALA), on behalf of its members: Amends the educational qualification for the ALA Executive Director to make an ALA-accredited Master's Degree or a CAEP-accredited Master's Degree with a specialty in school library media a preferred but not required educational qualification. The ballot was open at 12 noon CST today and close at 12 noon CST on Monday, November 20th.

I cast my ballot in favor of the resolution after reading many comments by Council members throughout October and November. Given the comments on ALA Connect since the poll, I am more inclined to agree with many of the arguments to retain the MLS requirement.

DECEMBER 2017 MA/MLA ALA CHAPTER COUNCILOR REPORT TO THE MLA EXECUTIVE BOARD

Charlotte Canelli, December 4, 2017

- B. There has been much discussion re: the threats to Net Neutrality. This update comes from Kent Oliver, Committee on Legislation (COL) chair:

The Washington Office is following up last week's net neutrality blog with an early analysis of the FCC's draft order, as well as an action alert that ALA members can use to contact Congress. As we write in the blog, *we believe FCC Chairman Pai likely has the three votes needed* among FCC commissioners to pass the order. *Contacting Members of Congress to pressure the Chairman is the most reasonable grassroots strategy as we prepare for the almost certain legal challenges to come.* Please share the blog post and action alert with your colleagues. We will continue our analysis and planning for how to best inform and engage ALA members as this issue continues to play out. The FCC vote is scheduled for December 14, so we are considering options for activities leading up to and during that day. Be assured we are watching this issue closely. In case it comes up in any of your units, roundtables, or divisions— ALA has two net neutrality resolutions from 2006 and 2014. The first is a resolution affirming network neutrality and the second is a resolution reaffirming support. Resolution endorsed by ALA Council on June 28, 2006. Council Document 20.12 (CD#20.12) and Resolution adopted by ALA Council on July 1, 2014, in Las Vegas, Nevada. [Council Document 20.7](#) (CD#20.7)

In addition, Kent Oliver urges us to connect Congress: We think the best opportunity right now is to target members of Congress, and we are pleased to share that more than 18,000 emails have been sent through the ALA's action alert, as of yesterday morning, and 529 members of Congress have received at least one email. With a special shout-out to my colleagues in New York, Senators Gillibrand and Schumer have received more than 1,400 emails. This is a terrific response, and it would be great to have every state showing totals like the ones we're seeing in New York. I'm glad Jenna and all of our members are up for the challenge because, as our blog post stated: "the fight ahead is more of a marathon than a sprint." In the end, we believe the courts will likely be our best venue for maintaining the protections so hard-won in 2015, but there may be a range of activities along the way to apply pressure to different corners of the ecosystem (including both governmental and commercial actors). We welcome your feedback and questions, and the Committee on Legislation and Washington Office staff are committed to keeping all of you and our members informed and engaged as we learn more and build our strategy. The blog and linked action alert are here, if you haven't yet had the opportunity to email or call your member of Congress now: <http://www.districtdispatch.org/2017/11/net-neutrality-protections-eliminated-draft-fcc-order/>.

DECEMBER 2017 LEGISLATIVE COMMITTEE REPORT TO THE MLA EXECUTIVE BOARD

Susan McAlister, Krista McLeod, Charlotte Canelli, December 4, 2017

The MLA Legislative Committee met at Central Site, MLN in Natick on October 27, 2017. Items updated and discussed were:

- The MLA Conference Program with discussion about the Office of Campaign and Political Finance;
- The Boston Book Festival 2017 planning with distribution of 500 QR codes on printed takeaway;
- The Advocacy Award - Senator Markey - Civil Liberties Award, possibly Legislative Day.
- Legislative breakfasts are being planned.
- The Legislative Agenda was discussed at length.
- Legislative Day - Jennifer and Tressa reported on the work being done and to be done and handed out a detailed Legislative Day Preparation with tasks and logistics.
- Tressa Santillo - report on webinar re: social media, email and Big Data.

The MLA Legislative Committee met at the MLS offices in Marlborough at 10 am on November 17, 2017.

Items updated and discussed were:

- The MLA Conference Program;
- The Boston Book Festival success 2017;
- The 2019 Legislative Agenda - Natalie Higgins from Leominster appears to be the House co-chair of the Library Legislative Caucus;
- Legislative breakfasts are being planned and Susan McAlister will post all on the MLA website;
- Legislative Day, March 6, 2018 at the State House was discussed at length. Legislative Day materials in Google Drive include to do lists and roles for committee members:
<https://drive.google.com/open?id=0BxTXVPYtreSjN0duVnZBeHloTjQ/>

Minutes and handouts from the meeting are available from Charlotte Canelli,
ccanelli@minlib.net

MLA Vice President Report

December 2017

Submitted by William Adamczyk

MLA Financial Work

I have continued to be focused on the financial aspects of MLA during the past couple of months. I have been working with Bernadette Rivard and Deborah Abraham on updating MLA's Financial Plan and have some suggestions for revisions to our by laws.

1. By-Laws - I have attached proposed by-law revisions below. Please take a look and bring comments to our meeting. We would like to present these at the Annual Meeting.
2. Financial Plan – I have attached a copy with suggested revisions highlighted in red. This is still a work in progress, but we are looking for feedback. We would like to bring a final recommendation in early 2018. I am not sure if this needs approval at Annual Meeting, or just the Executive Committee. Also, we would like to discuss the following related questions:
 - a. Is there a policy that says when the bank balance goes below \$4000 the Treasurer is authorized (without a vote each time) to transfer \$5000 from cash reserve into the checking account, but that they need to notify the board that the action has been taken?
 - b. We are thinking about asking sections and boards to present their budget requests by 12/31. The current deadline is 3/1. This provides more time to prepare the budget and get it done before conference season. Any issues with this?
 - c. Do we as MLA pay any dues or membership fees to other organizations? ALA? NELA?
 - d. Conference registration and exhibitor fees are approved by the Ex Board. What should the date be for this?
 - e. Do we still pay for a liability insurance premium for MLA?

Committee Work

I have continued to attend Conference Committee meetings. The planning is coming along quite well, and there should be a separate report from them.

Also, there should be a separate report and discussion about the work from the Pricing Task Force. We have continued conversations about this topic.

MLA By-Law revision recommendations

Creation of Finance Subcommittee

Recommendation One

ARTICLE IX, Section 14 – Committees

Current wording:

Section 14. The Investment Committee shall study and make recommendations to the Executive Board on issues affecting the investment of Association funds. For purposes of continuity, the Investment Committee shall be comprised of the current officers, the Association Manager, and such additional members as may be appointed by the President to serve on the Investment Committee. The Investment Committee shall meet at least twice per year.

Recommended wording:

Section 14.1. The Finance Committee shall have oversight of Association financial concerns. This committee shall have two primary concerns, but will not be limited to these:

- a. The Association Budget – The Finance Committee shall collaborate with the Treasurer to create a budget to present to the Administrative Board.
- b. Association Investments – The Finance Committee shall study and make recommendations to the Executive Board on issues affecting the investment of Association funds.

Section 14.2. The Finance Committee shall consist of: President, Vice President/President Elect, Treasurer, past Treasurer and up to three members at large. Members at large shall be appointed by the President and serve a three year term. The Past President shall serve as an ex-officio member of the Finance Committee. The Vice President/President Elect shall serve at the chair of the Finance Committee.

Section 14.3. The Finance Committee shall meet at least twice per year.

Recommendation Two

ARTICLE IV, Section 4 – Officers

Current wording:

Section 4. The Treasurer shall control all funds of the Association and shall make disbursements as authorized by the Executive Board.

Recommended wording:

Section 4. The Treasurer shall control all funds of the Association and shall make disbursements as authorized by the Executive Board. The Treasurer shall collaborate with the Finance Committee in preparing and presenting an Association budget. The Treasurer shall serve on the Finance Committee for the two years of their term, and on additional year as the past Treasurer.

Massachusetts Library Association

FINANCIAL PLAN

I. BACKGROUND

The Massachusetts Library Association (MLA), organized in 1890 and incorporated in 1924, is a private, non-profit organization according to Section 501 (c) (3) of the IRS code.

The Mission of MLA is to strengthen the Massachusetts library community through advocacy, connection, and collaboration.

- MLA will be a well-managed and administered association
- MLA will build an engaged and active membership
- MLA will collaborate and cooperate with new and established library community stakeholders
- MLA will provide membership with robust and meaningful programs and activities

II. PROGRAM ASSUMPTIONS

MLA, working through its members, provides a diverse program of advocacy for librarians and libraries, continuing education, legislative education/advocacy, annual conference, annual Storytelling program, and print and electronic publications. In support of these activities, MLA may:

- Sponsor an annual conference
- Present an annual storytelling program
- Actively support networking with other organizations interested in access to information, literacy, economic development and libraries, and related interests.
- Work for the adoption of an annual legislative agenda in support of libraries and related issues of public concern
- Support continuing education for individual members
- Publish a newsletter and support the MLA website and other social media outlets
- Support other activities as determined by the Executive Board in accordance with the Strategic Plan and in response to relevant current events.

The Massachusetts Library Association maintains **staffing**, which is responsible for; administrative support to the Executive Board, membership records, bookkeeping, **event planning support for the annual conference**, and other organizational tasks such as responding to inquiries about MLA, coordinating mailings and keeping the MLA calendar. The Association also communicates to members and the public through a website, **email**, **social media** and newsletter.

III. FINANCIAL GOALS

1. Financial Stability

Financial stability is a function of adequate and dependable revenues from diverse sources and prudent expenditures. While some savings, hereafter referred to as the Massachusetts Library Association Fund, is appropriate to cover unexpected revenue shortfall and unbudgeted expenses, as a membership organization, most of MLA's resources should be used to carry out its mission and provide services to its members. Therefore, when setting the annual budget the unrestricted fund balance should not exceed 30% of annual operating expenses or drop below 25% of annual operating expenses, barring extenuating circumstances.

2. Funding Organizational Activity

Primary activities requiring a financial commitment include **staff expenses**, the annual conference, legislative education and advocacy, and continuing education. These, and other activities of the organization, will be facilitated by efficient and prudent management of MLA's financial resources.

3. Support the Jordan Miller Storytelling Program

MLA serves as the host organization for the Jordan-Miller Storytelling program, established by Bertha Mahoney Miller as a living memorial to her friend and colleague, Alice M. Jordan. The Jordan-Miller Committee is charged with program planning and implementation. It is the intent of the Jordan-Miller fund that the sponsored events be of a quality to attract a regional and national audience.

4. **Assisting Librarians in need of legal assistance**

Through the Moulton Fund, MLA is committed to assisting librarians who are targets of unfair personnel practices and/or actions stemming from intellectual freedom activities.

5. **Supporting Continuing Education**

Continuing education is supported by a number of revenue streams, which may include; fundraising, budgetary appropriation, organizational cooperation, gifts and grants. The financial goal is to be a good steward of funds raised and to ensure that they are efficiently used for the purposes for which they are intended.

IV. **ASSOCIATION FUNDS AND ORGANIZATION**

The Massachusetts Library Association Funds include the following:

- Operational Funds – The Association’s checking account, earning interest if possible, for current operating expenses.
- Reserve Account– Funds not currently needed, earning a higher interest rate than the operational funds, available for immediate transfers to checking if needed during the fiscal year.
- Investment Funds – Funds invested in order to enhance the Association’s financial resources for operations and special purposes, interest and principal used in accordance to Association policy. Funds in excess of \$75,000 are invested.

The Executive Manager monitors the balances in the Operational and Reserve accounts. The Executive Manager, in consultation with the Treasurer and Finance Committee, will manage checking and reserve accounts in order to assure sufficient funds for daily operations and to earn as much interest as possible.

The Treasurer, working with the Executive Manager, makes transfers between reserve and checking accounts. The Treasurer, or other member of the Finance Committee, makes transfers from Investment accounts to reserve or checking accounts, upon a vote of approval of the Administrative Committee.

As provided in the by-laws, the Finance Committee shall consist of up to seven members plus the non-voting Executive Manager and Past President. Members will include the President, Vice President/President Elect, Treasurer, past Treasurer and up to three members at large. The members at large must belong to MLA and it is preferred that they have experience and expertise managing and investing money.

The President appoints one member each year for a three year term, except for the start up year when the President appoints all three members; one for one year, one for two years and one for three years. Vacancies that occur during the appointed term should be filled promptly by the current MLA President.

The Vice President/President Elect shall serve as chair of the Finance Committee.

In addition to oversight on all Association financial matters and assisting with the creation and presentation of an operating budget, this committee is responsible for managing endowment and other long term investment monies in adherence with the Investment Policy adopted by the Massachusetts Library Association.

V. **INVESTMENT POLICY**

Endowment and other “long term” investments are defined as principal that is not expected to be needed for a minimum of five years. Most of MLA’s available investment money is already assigned to one general purpose and three special purpose funds:

Investment Special Purpose Funds

- Jordan-Miller Fund - Supports the Jordan-Miller Storytelling Program established in 1961 with a gift from Bertha Mahony Miller in memory of her friend and colleague Alice Jordan. The Association's Jordan-Miller Committee plans the programs supported by this fund.
- Moulton Fund - Established to assist librarians in need, originally this fund was used to help librarians in financial need because of illness. That focus has been broadened to cover librarians facing intellectual freedom challenges and librarians facing unfair treatment because of questionable personnel practices.
- Continuing Education Fund - A substantial portion of this fund was given in memory of Kay Bader. Currently, it supports the participation of Massachusetts librarians in the New England Library Leadership Seminar as well as other educational purposes. In recent years the monies have been used to subsidize MLA conference attendance by library school students and other first-timers.

The General Purpose Fund

- Massachusetts Library Association Fund - Constitutes the long-term savings of the Association. The goal is to maintain at least \$50,000 or the equivalent of 6 months of operating income in a reserve account to cover unexpected capital and/or operating expenses.

The Investment Portfolio

It is the intention of the Finance Committee to have one investment portfolio invested in accordance with the guidelines specified below. Investment returns will be shared equally among the three special and one general purpose funds based on the amount of the principal credited to each account annually.

~~Determining what the starting principal is for the first year under this new policy is a decision for the MLA Executive Board. That decision is complicated by the fact that records of gifts and expenditures by the special funds over the years are spotty at best.~~

While using the principal of the special purpose funds is nowhere prohibited, it is the practice of MLA to rely on investment returns to cover the annual cost of the special purpose funds programs.

Investment Guidelines

The Finance Committee shall adhere to the following guidelines:

1. Preservation of principal, reliable income and conservative growth are more important than maximum capital gain. To that end the Committee shall invest in a mix of stocks and bonds. The bonds are intended to provide current income to be used to meet purposes specified in the special funds. The stocks are intended to provide some income (through dividends) but are purchased to provide principal growth and a hedge against inflation.
2. Because the Committee is not expected to have the time, expertise or financial resources to invest in a diversified portfolio of individual common stocks, all stock investments shall be through exchange traded (ETFs) and no load mutual funds. Due to the difficulty in selecting a stock fund that outperforms the index averages (over time 80% of all stock mutual funds under perform the index for their investment category) the Committee shall use low cost index funds and index ETFs as its core investment vehicles.

MLA may maintain a brokerage account with a recognized national firm with SIPC insurance and may accept gifts of stock. Consistent with SIPC coverage, the securities of the MLA shall be held in custody by the brokerage firm. Unless prohibited by the donor, it is the practice of the Investment Committee to sell all gifts of stock within 30 days of receipt and to invest the proceeds in accordance with the Committee's current asset allocation.

Authority to sell stocks and buy and sell mutual funds shall be vested in **up to three** members of the Finance Committee. One member will have primary responsibility; the others shall serve as a backup in the event the primary is unable to act. Trades shall be conducted in accordance with the recommendations of the Committee. Such individuals must be recommended by the Committee and be approved by the MLA Executive Board.

3. Proper asset allocation is the key to predictable long-term returns. Given the conservative goals of MLA, at least 40% of investment assets shall always be in bonds and/or money market funds and no more than 60% in stock funds. There shall be no limit to the percentage of assets that may be invested at one time in bonds and/or money market funds.
4. The Committee shall observe the “prudent person rule” (Massachusetts Practice Probate Law, Chapter 57, Section 1473) which states that *“all that can be required of a trustee to invest, is, that he shall conduct himself faithfully and exercise a sound discretion. He is to observe how men of prudence, discretion, and intelligence manage their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of the capital to be invested.”*

In accordance with the “prudent person rule” the committee shall adhere to the following lists of approved and prohibited investments:

Approved Investments

- Bank Certificates of Deposit (\$100,000 limit per bank)
- Bank Savings or Money Market Accounts (\$100,000 limit per bank)
- Investment Grade Corporate Bonds
- No load Mutual Funds including Bond Funds, Stock Funds, Money Market Funds
- Exchange Traded Funds
- Real Estate Investment Trusts
- Treasury Bills, Notes and Bonds

Prohibited Investments

- Futures, Options, and Derivatives
- Gold and other Precious Metals
- Individual Stocks
- Limited Partnerships
- Real Estate
- **Federal Tax Exempt Bonds**

VI. OPERATING BUDGET

Preparation

The Finance Committee, in consultation with the Executive Manager and Treasurer drafts and recommends the annual budget to the Administrative Committee.

~~The Administrative Committee, consisting of the President, Vice President/President Elect, Secretary, Treasurer and the Past President, in consultation with the Executive Manager drafts and recommends the annual budget.~~

Section and committee chairs will submit their budget requests no later than **December 31st**. The **Finance** Committee will provide information on funds available as a result of investment.

The Administrative Committee will present an operating budget to the Executive Board for approval.

Budget Guidelines

The **Finance** Committee must present a balanced budget to the Executive Board for its approval at the April meeting. Funds may be transferred from the MLA Fund balance to the checking account in order to balance the budget as long as the value of the remaining fund balance does not fall below 25% of projected annual operating expenses.

Association Activities

The "Association Expenses" category of the operating budget covers expenditures related to MLA's organizational relationships. These include dues to other organizations and expenses of the ALA and NELA chapter representatives.

1. Memberships & Cooperative Activities

MLA is a member of a variety of state, regional and national associations with similar goals for the advancement of libraries and librarians. These include, but are not limited to: Massachusetts Friends of the Library, the New England Library Association and the American Library Association.

2. ALA Chapter and NELA relations

The ALA Counselor is reimbursed for travel and accommodation expenses to the annual and mid-winter conferences. The ALA Counselor should submit a projected budget of anticipated expenses one month prior to leaving for a conference, and receive pre-approval from the Treasurer.

The NELA representative is reimbursed for travel to NELA board meetings at the Federal mileage reimbursement rate.

Legislative Committee

The Legislative Committee budget includes educational and advocacy activities. Expenses related to "lobbying" must be clearly identified in the financial records.

MLA may make an annual donation to regional legislative breakfasts.

Special Projects

Any group within MLA can propose a special project for the year. The group must submit a budget showing both revenues and expenses to the Treasurer by March 1.

Sections and Round Tables

Estimated revenues and expenses for section and round table activities should be reflected in the annual budget. The amounts will be based on revenues and expenditures during the previous fiscal year adjusted for any changes in program or special projects planned for the coming year.

Routine office support for sections and round tables is included in the administrative category of the budget. Mailings, publicity or other significant expenses should be included in the section or round table's budget. Any additional mailings require prior authorization from the Executive Board.

Continuing Education

By March 1 of each year the Committee will recommend to the Treasurer an amount for **continuing education** grants to be included in the budget.

VII. FINANCIAL PLAN AND PROCEDURES REVIEW

The financial plan should be reviewed at the end of each Treasurer's term.

Respectfully Submitted:

Deborah Abraham, Treasurer

Everett Public Libraries

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Revisions suggested by William Adamczyk, MLA President Elect, 10/26/17

Original Financial Plan Working Group:

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2017 Financial Plan Working Group:

Deborah Abraham

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APPENDIX A: FISCAL POLICIES

Financial Records

The Treasurer is responsible for ensuring that all financial records of the organization are properly maintained, for making monthly reports to the Administrative Committee and/or Executive Board, and for approving section, committee, and round table program/activity budgets.

Financial records and supporting documents will be kept for seven years. Supporting documents, canceled checks, receipts, invoices and so on, may be discarded after seven years. All tax and employment records must be kept permanently.

The following documents should be transferred to the MLA archivist at the end of seven years:

- Treasurer's reports (the June report is sufficient if it cumulates for the fiscal year)
- Budget
- Audit and related correspondence
- IRS-990 report
- Annual report to the state Public Charities department.

Documents such as the Financial Plan, Budget Committee reports and so on should also go to the archive.

Audit

An annual audit will be conducted. Each year the Administrative Committee will recommend an auditor for the approval of the Executive Board and will submit the audit for each fiscal year.

The auditor also prepares the tax return (990) and the report to the Public Charities Unit. The Treasurer is responsible for ensuring that these reports are filed.

The Executive Manager will maintain an audit file for each fiscal year. The file contains:

- Monthly Treasurer's Reports
- Check register
- Monthly category reports
- A list of checks outstanding
- Accounts payable and accounts receivable at end of fiscal year
- Minutes
- Executive Board list
- Copies of signed contracts

Contracts

All contracts must be approved by the Executive Board and signed by both the President and the Secretary **or** Treasurer.

Management Services - Contract is negotiated by the President and Vice President/President Elect.

Publications Manager - Contract is negotiated by the President and Chair of the Public Relations Committee

Conference Services - Contract is negotiated by the President, Vice President/President Elect, Executive Manager and Conference Committee Chairs.

Fees

1. Conference

Conference registration fees and exhibitors' fees are recommended by the Conference Committee and approved by the Executive Board. (by what date?)

Conference registration fees for non-members will be greater than the corresponding category for MLA members. (Policy set in 11/91.)

Conference fees are not refundable. Conference registration may be transferred to another person, by the person who originally registered. The conference committee will provide a new name tag if requested. (Policy set in 1/96.)

Conference receipts and record keeping are maintained by the MLA Executive Manager. At the end of the conference a report must be submitted to the Treasurer showing the number of registrations in each category with the total amount collected.

The Conference Committee adheres strictly to the budget it develops and pre-approves and manages all conference expenses with the assistance of the Association's Executive Manger. Sections are required to comply with established procedures.

Requests for reimbursement for conference activities may be made no later than 30 days after the conference date.

2. Section and Round Table Programs

Written agreements with speakers and program sites are required. The agreement must include a cancellation MLA clause so that MLA will not be liable for the speaker's fee, site charge, or deposit if the event must be cancelled before an agreed upon date.

Programs must recover the costs incurred in presenting them: speaker fees, travel, copying, postage, and food. The cost for meals must be charged to attendees and must include current sales tax and 15% gratuity (if applicable).

The registration fee should cover costs outlined above. It is suggested that \$5 be added on to cover unexpected costs.

Registration fees are not refundable. Registration may be transferred to another person, by the person who originally registered. If the program has the minimum number of registrants required to cover costs and the registration check has not been deposited, the program chairperson may decide to return the check. (Policy set in 1/96.)

Fees for non-members will be set at \$10 more than the corresponding fee for MLA members.

Revenues generated by section, committee and round table activities become part of the association's operating funds.

Requests for reimbursement for section/roundtable activities may be made no later than 30 days after the event.

3. Insurance and Bonding

MLA has purchased insurance that provides at least \$500,000 of liability insurance to cover its officers and at least \$500,000 general liability. MLA equipment is also insured. (is this still true?)

4. Continuing Education Grants

Continuing Education funds are pooled with all other MLA funds. Income from the annual auction is utilized for Continuing Education and advocacy and may be supplemented by donations and money from sales of promotional items. (Is this still happening?) The Education Committee is responsible for reviewing grant applications and recommending individual awards to the Executive Board.

APPENDIX B: FINANCIAL PROCEDURES & INFORMATION

Basic Information

State Tax Exempt Number: 04-6056508

Federal Employer Identification Number: 04-6056508

Bookkeeping records are maintained by computer with Quick Books **Online**.

Financial Reports

Secretary of State: Biennial Corporation report. Due during even-numbered years.

Dept. of Public Charities report: Annual report, prepared by auditor, filed in fall. Filing fee required.

Lobbying report: Filed by MLA's lobbyist with the State of Massachusetts Ethics Commission. **If lobbyist is contracted**, fees are paid by the lobbyist and reimbursed by MLA.

The Executive Manager shall maintain, update and provide to the Treasurer a record of all financial service providers and all active accounts of the Association.

Deposits

All receipts are sent to the MLA Executive Manager. The Executive Manager assigns categories to the deposits, fills out deposit slip, and makes the deposit.

The deposit slip, along with the bank receipt and the supporting documentation is filed. The Executive Manager posts the deposits and files deposit slip, along with the bank receipt and supporting documentation.

Payments

Bills will be paid within 30 days of receipt.

Checks for payments in excess of \$10,000 require the signature of both the President and the Treasurer.

The President approves the monthly statement for management services and forwards to MLA Executive Manager for processing. The monthly statement includes both the monthly service fee which is negotiated each year and itemized expenses.

Payment for other operating expenses as authorized in the budget (newsletter, telephone, stationery, office support and so on) will be made based on an invoice from the vendor.

Members, who wish to be reimbursed for expenses incurred on behalf of MLA, must submit a completed "Reimbursement for Expenses" form, with the corresponding receipts or invoices, to the MLA office. Each form must be signed by the person submitting it and authorized by the appropriate Committee Chairperson or Executive Board member. Requests for reimbursement for Association activities must be submitted no later than 30 days from the date incurred.

The same procedure must be followed for expenses incurred by section, round tables and committees.

1. Payments to Sections, Round Tables, & Committee members and to vendors: authorized by the Chairperson.
2. Payments to Section, Round Tables & Committee Chairpersons: Authorized by the President.
3. Payments to Officers: Authorized by the President.
4. Payments to the President: Authorized by the Vice-President/President Elect.

CONFERENCE COMMITTEE

Checks for registrations, exhibit fees and vendor donations will be deposited by the MLA Executive Manager.

Expenditures related to the conference must be approved by one of the Conference Committee co-chairpersons before being submitted to the MLA Office for payment.

Payments to conference presenters may be prepared in advance of the conference so that the presenter can be paid at the conference. The Conference Committee Chair must request checks from the MLA Office at least 3 weeks in advance of the conference. Presenters should not be paid with personal checks.

~~The Treasurer supplies a cash "bank" of \$120 for the registration desk. (is this accurate?)~~

The Treasurer may supply a cash bank during the annual conference.

It is important that conference revenues be deposited and expenses be submitted as soon as possible in order to reconcile the bank statement and prepare the Treasurer's report.

BOOKKEEPING PROCEDURES

Invoices and "Request for Payment" forms are prepared and reviewed by the Executive Manager. Expenses will be posted according to category authorized and recorded on Request for Payment forms. The Executive Manager prepares the checks and forwards them, along with supporting documentation, to the President. The President reviews the expense and signs off on the Request for Payment form and forwards the packet to the Treasurer. The Treasurer signs the Request form and the check and mails the checks in envelopes prepared by the Executive Manager. (too specific? Leave room for electronic payment?) The Treasurer then mails the forms and supporting documentation back to the Executive Manager. The Executive Manager will reconcile the bank statement. The reconciliation report and the report of monthly income and expenditures are sent to the Treasurer for review and form the basis for the Treasurer's Report.

Massachusetts Library Association Financial Plan Approved by the Executive Board – 3/11/04, Revised 2017/18?

Massachusetts Library Association Youth Services Section

BYLAWS

ARTICLE I - NAME

The name of this organization is the Youth Services Section, a section of the Massachusetts Library Association hereinafter referred to as YSS.

ARTICLE II – Mission

The mission of this organization shall be to

- promote library service to youth
- promote the profession of youth librarianship
- further the awareness of youth within the profession
- further the awareness of youth within in the community at large
- aid in implementing MLA state standards for the Massachusetts Library Services for Children and Young Adults

ARTICLE III - Members

Section 1. Any member in good standing of the Massachusetts Library Association interested in the objectives of YSS may become a member. The membership shall consist of those individuals who notify the Executive Manager of MLA of their interest in the Section on his/her annual membership application.

ARTICLE IV - The YSS Executive Board

Section 1. The **YSS** Executive Board shall consist of the officers of YSS as defined in Article V, the immediate past Chair, and up to ~~three~~ **four** At-Large members from diverse areas of the state. YSS officers and the immediate past Chair are counted towards filling At-Large positions on the **YSS** Executive Board. At-Large members shall be appointed by the Chair. No member shall serve on the **YSS** Executive Board for more than six consecutive years.

Section 2. The **YSS** Executive Board shall have full power and authority over the affairs of YSS between annual budget, make recommendations to the membership, act on suggestions from the membership, and perform such other duties as specified in these bylaws.

Section 3. The Chair shall call regular meetings of the **YSS** Executive Board. Special meetings can be called by the Chair and shall be called upon written request of three members of the Board.

Section 4. Should a vacancy occur in any elected office ~~except Chair~~, the **YSS** Executive Board may appoint a person to serve for the unexpired term of that office. ~~If the vacant seat is the~~

~~Chair, the Vice-Chair shall assume that position, and a new vice chair may be appointed by the YSS Executive Board to serve for the unexpired term.~~

Section 5. Should the immediate past Chair not be able to serve the **YSS** Executive Board may appoint a previous past Chair to serve for the unexpired term.

Section 6. A majority of its members shall constitute a quorum of the **YSS** Executive Board.

ARTICLE V - Officers

Section 1. The officers of YSS shall be a chair, ~~a vice chair,~~ and a secretary, **and a Conference Committee Liaison.**

Section 2. Duties of Officers

- A. The Chair shall be the executive officer of the ~~Association~~ **Section** and as such shall convene and preside over meetings of the **YSS** Executive Board and the general membership; submit an annual budget to the MLA; prepare an annual report for the membership; maintain an official file and perform other duties prescribed by these bylaws and by the parliamentary authority adopted by MLA.
- B. ~~The Vice-Chair~~ **Conference Committee Liaison** shall assist the Chair, ~~act as Chair in the absence of the Chair,~~ carry out public relations duties ~~as suggested by the membership,~~ and perform the duties prescribed by these bylaws and by the parliamentary authority adopted by MLA. **They shall attend monthly Conference Committee meetings and prepare a report for membership, to be presented to the YSS Executive Board at bimonthly YSS meetings.**
- C. The Secretary shall obtain a list of MLA members from the MLA Executive Manager and assist the Chair with correspondence; keep accurate minutes of all meetings of the YSS Executive Board and of the general membership; distribute the agenda and minutes of all meetings to members of the YSS Executive Board at least one week before their next regularly scheduled meeting; send an additional copy of all minutes to the Chair for inclusion in the official file, and assist the Chair in preparing an annual report to the membership.

Section 3. Term of office

- The Chair shall serve a term of 2 (two) years, ~~1 (one) year each as chair and past chair, having already served 1 (one) year as vice chair.~~ **They shall serve in a supervisory role as Past Chair for 6 (six) months following their 2 (two) year term.**
- ~~The Vice-Chair shall serve a term of 3 (three) years as Vice-Chair, Chair and Past Chair~~ **Conference Committee Liaison shall serve a term of 2 (two) years.** The Secretary shall serve a term of 1 (one) year.
- The Secretary may be elected to the same or a different office at each election, subject to the limitation contained in Article IV, Section 1. of these Bylaws.
- Officers-elect shall assume office upon election.
- The incoming Chair shall call a joint meeting of the outgoing and incoming **YSS** Executive Boards no later than two calendar months following the YSS Annual Meeting.
- Appointed members of the **YSS** Executive Board shall have been selected and notified prior to that meeting.

ARTICLE VI - Elections

Section 1. ~~The Chair of the Nominating Committee shall be appointed yearly by the YSS Executive Board prior to the Massachusetts Library Association annual conference. At least two other YSS members representing different geographical areas and levels of experience shall be appointed by the Committee Chair. These appointees may not be members of the YSS Executive Board.~~

Section 2. ~~The Chair of the Nominating Committee shall announce to the membership at the Massachusetts Library Association annual conference in the year preceding the election of officers, the call for nominations for positions of Vice Chair/Chair elect~~ **Chair, Conference Committee Liaison**, and Secretary and At-Large members from diverse areas of the state. The Nominating Committee shall welcome suggestions for nominees from individual members. ~~The members of the Nominating Committee will be announced to the membership no later than~~ **after** the first **YSS** Executive Board meeting in September.

Section 3. The Nominating Committee shall submit to the **YSS** Executive Board a slate of candidates willing to run for the offices of ~~Vice Chair/Chair elect~~ **Chair, Conference Committee Liaison**, and Secretary by the January **YSS** Executive Board meeting. A call for the position of **Chair and Conference Committee Liaison** will only occur if the ~~Vice Chair/Chair elect, resigned in the previous year and the Chair had to appoint someone to fill the term of Vice Chair~~ **for the year if the current terms are complete**. The slate of officers **candidates** shall be announced to the Membership no later than 60 (sixty) days prior to the Annual YSS Membership meeting at the MLA Annual Conference.

Section 4. Any member may present to the Board by March 1 a petition signed by five personal members of YSS proposing additional nominations. Nominations presented by petition must be presented to the membership no later than April 1.

Section 5. Election shall be by majority vote at the annual conference. All candidates, whether nominated by committee or petition, shall be included on the slate.

ARTICLE VII - Meetings

Section 1. Section meetings held in conjunction with MLA's Annual Conference are regular membership meetings. A meeting held in conjunction with MLA's annual conference shall be known as YSS's annual meeting and shall include the election of officers and the presentation of annual reports by the Chair and other such members as the Chair may deem appropriate.

Section 2. At the discretion of the Chair and/or **YSS** Executive Board, business, including voting, may also be conducted at other meetings, and at special meetings called in accordance with Section 3 of this article.

Section 3. Special meetings may be called by the Chair or by the **YSS** Executive Board and shall be called upon written request of fifteen members of YSS. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least two weeks' notice shall be given.

Section 4. Fifteen members of YSS shall constitute a quorum for the transaction of any business that requires a vote of the membership.

ARTICLE VIII - Committees

Committees, standing or special, may be created by the Chair of YSS with the approval of the **YSS** Executive Board. The Chair of such committees shall be appointed by the YSS Chair with the approval of the **YSS** Executive Board. Committee chairs shall appoint Committee members.

The Chair of each committee shall report to the **YSS** Executive Board, and submit a copy of the report to the Chair of YSS for inclusion in the official file.

A majority of the members of a committee shall constitute a quorum.

ARTICLE IX - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order newly Revised shall govern YSS in all cases to which they are applicable and in which they are not inconsistent with the bylaws of YSS and MLA, and any special rules of order that YSS or MLA may adopt.

ARTICLE X - Amendment of Bylaws

These bylaws can be amended at any regular membership meeting of YSS by a two-thirds vote of those present, provided that the amendment has been submitted in writing to the **MLA** Executive Board no later than sixty days, and to the **YSS** membership no later than thirty days before the meeting.

Amended November 2017 Isf

Youth Services Section Report
November 30, 2017

Youth Services Section held a virtual board meeting on November 16 at the MLS offices in Northampton. Discussions took place regarding the slate of youth programs at Annual Conference in May, the biannual YSS Retreat in March, and nominations for the YSS Board.

A significant portion of the meeting was devoted to editing the YSS Bylaws. The edits mostly concerned a slight “rebranding” of board positions, with the intention that they would be more enticing and marketable to attract participation from new members. The terms of two positions (Chair and Conference Committee Liaison, formerly “Vice-Chair”) have been extended to two years. The position of Secretary has not changed, and the length of term for Past-Chair has been reduced to 6 months of official service. The other main change was a clarification between “the Executive Board” of YSS and of MLA.

The next YSS meeting is at the Reading Public Library on Thursday, January 18, 2018, from 11-1.

Respectfully submitted,

Larissa Farrell
Chair