



Massachusetts Library Association (MLA)
Administrative Board Meeting
July 12, 2013
Minuteman Library Network Central Site
Natick, MA

In attendance: Elizabeth “Betsy” Marcus (President), Maureen Ambrosino (Vice-President), Ryan Livergood (Treasurer), Laura Bernheim (Secretary), Elizabeth Hacala (Executive Manager)

Minutes: The minutes from January and March meetings were approved. A discussion ensued about the possibility of Laura writing executive summaries of forthcoming minutes. These will be available for MLA members. Maureen, as Vice President, will approve the summaries.

Reports and Old Business:

Finances (Elizabeth and Ryan)

- Elizabeth is wrapping up things for Fiscal Year (FY) 2013 and will get numbers to Ryan so that he can report to the executive board.
- The association ended with a surplus of approximately \$18,000.
- The association received surplus from the selling of the Youth Services Section (YSS) Calendars, conference basket raffle, and a donation for the Kay Bader scholarship.
- There was a discussion about the policy regarding individual sections and committees participating in fundraisers at annual conference and otherwise. Betsy agreed that the association needs to tighten up its policy regarding fundraising to prevent issues.
- Betsy asked if there was anything else that could be done in order to bring in income. Elizabeth suggested that soliciting sponsorships and donations should be a year round board activity rather than just a conference activity. Betsy suggested that the association hold more standalone programs which will increase MLA’s visibility as well as bring in money. Maureen said that using a standalone program would be an easy ask for sponsorships and donations. Ryan also suggested possibly holding an “unconference”. Elizabeth also suggested selling web ad space.
- Budget requests are due on January 13, 2014.
- The finance committee will consist of Ryan, Bernadette Rivard, Deb Abraham, Susan McAlister, and Betsy.

Membership (Maureen Ambrosino)

- Maureen, former chair of the Membership Committee, is drafting a plan from Better World Books about being a partner of MLA.
- Maureen is drafting a corporate membership policy.
- Laura will solicit emergency contact information from MLA Executive Board members.

Future Meetings

- The administrative board will continue to meet at the Minuteman Library Network Central Site offices in Natick. The meetings are: July 12, 2013; September 13, 2013; November 8, 2013; January 10, 2014; March 14, 2014; May 9, 2014
- The executive board will meet at libraries in various locations in Massachusetts. The meetings are August 9, 2013 (Weston Public Library); October 11, 2013 (Worcester Public Library); December 13, 2013 (TBD); February 14, 2014 (Canton Public Library); April 11, 2014 (Burlington Public Library); June 13, 2014 (TBD)
- Elizabeth suggested setting aside some time at the August 9 executive board meeting for the Executive Manager to discuss what she or he does. She suggested doing that every year so as to orient new board members.

Conference

- Betsy went over the contract from the DCU Center. Elizabeth explained how the expenses work at conference.
- There was a question about the booking of certain rooms for the duration of the conference. (Some rooms were booked for the whole conference, some were only booked for part of the conference)
- There was a discussion about conference themes.
- Elizabeth mentioned that the conference committee may be re-vamping the Career Center.
- Betsy suggested that a calendar be put together with important conference dates and deadlines. The suggestion was also made that other dates be included there, such as dates of legislative breakfasts, legislative day, budget due dates, and election deadlines.

Elections and MLA Bylaws

- Dinah O'Brien, as Past President, is chair of the Nominating Committee.
- Officers who will be elected for next fiscal year include Secretary and Vice President/President Elect.
- According to the bylaws, nominations need to be presented to the administrative board by January 10, and the slate would be presented to the executive board by the February 14 meeting. The ballot will then have to be posted and the results tallied by the March 14 administrative board meeting.
- There were a lot of questions about the bylaws and elections and the realization that there have been some discrepancies from the bylaws. Betsy suggested putting up the election bylaws for review.
- A suggestion was made to review the bylaws. Betsy suggested setting up a timeline to review one section of the bylaws a year.

Betsy moved to adjourn the meeting. Laura seconded.
The meeting was adjourned at 12:07.

Respectfully submitted,

Laura Bernheim
Secretary