



**MLA Administrative Meeting
Minuteman Network, Natick MA
September 14, 2012**

Meeting Attendees: Dinah O'Brian (President), Ruth Urell (Past President), Elizabeth Marcus (Vice President), Laura Bernheim (Secretary), Elizabeth Hacala (Executive Manager)

CALL TO ORDER Dinah called meeting to order at 10:30 am.

APPROVAL OF MINUTES Ruth moved the minutes to be approved. Elizabeth Marcus approved.

PRESIDENT'S REPORT:

- Dinah sent out thank-you letters to new members.
- She talked with Sharon Shaloo at the Massachusetts Center for the Book about the possibility of doing a program at annual conference.
- Dinah talked with the conference committee about the site for the 2013 Conference (Hyatt Regency in Cambridge) and to go over the now two year old contract.
- The Western Massachusetts Library Advocates (WMLA) will be hosting a library crawl.
- Dinah attended the Massachusetts Board of Library Commissioners (MBLC) meeting and budget hearing. She delivered remarks at the budget hearing. There were a few directors at the hearing as well as representatives from the Talking Book Libraries in Worcester and at the Perkins School in Watertown. The next MBLC meeting is in October in Springfield.
- Dinah will be attending legislative and conference committee meetings at the end of September.

VICE PRESIDENT'S REPORT:

- Elizabeth Marcus is teaching the Public Libraries class at Simmons, and will be hosting an array of speakers, including Rob Maier from the MBLC.
- She asked Sue Watkins from Eastern Nazarene College if she would like to serve on the conference committee.
- Elizabeth M. brought a draft of a letter that she wrote to conference attendees who are not members. She and Elizabeth Hacala will work together regarding the best way of sending the letters to the appropriate people.

PAST PRESIDENT'S REPORT:

- Ruth is ironing out the details for the Boston Book Festival. MLA is sharing a booth with the MBLC and the Massachusetts Center for the Book.
- Ruth attended the Massachusetts Library System (MLS) Strategic Planning Meeting
- Ruth also shared information regarding the MBLC construction grants. The funding has not yet been released. The MBLC has suggested that libraries at the top of the waiting list exert some pressure on the Administration and Finance Committee.

EXECUTIVE MANAGER'S REPORT:

- Elizabeth Hacala is working on templates for MLA based e-mails.

- Along with the conference committee, did a site visit at the Hyatt Regency. The hotel will offer discounted parking for those attending the conference. If conference attendees do not fill up the block of rooms, MLA is off the hook for the cost if the hotel sells out its rooms. There will be a question on the registration form asking conference attendees how they plan on getting to the conference.
- Elizabeth H. is working with Maureen Ambrosino to update membership renewal forms. Letters to those who had joined through the ALA/MLA joint membership and whose MLA memberships lapsed, will be going out at the end of the month.
- The PR Committee will be taking over the performers' directory and adapting it to a wiki format.
- Elizabeth H. suggested hosting a performers' showcase as a pre-conference event for the 2013 conference.
- Elizabeth H. is working on a better e-mail management tool and is working out to phase out the MLA office e-mail.
- Work continues on the Board Manual.
- A topic list for newsletter articles will be generated and then sent out to the membership asking for members to write articles.
- Elizabeth H. suggested investigating software for MLA members to engage online, and which would also use a points reward system.

TREASURER'S REPORT: ([see attached](#))

- The money continues to be stable.
- Membership increased almost 100% between July and August.

OLD BUSINESS

- The executive manager position will be put out for re-bid for the first time since 2003. A group will convene to look at the structure and the history of the position, and also to get together a Request for Proposal.
- A discussion ensued regarding member benefits, for both individuals and libraries. A proposal was made to put on the agenda for the October Executive Board meeting.

ADJOURNMENT Ruth moved to adjourn at 12:40 PM and Elizabeth Marcus seconded it.

Respectfully submitted by,
Laura Bernheim

MLA Secretary