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Executive Board Meeting

Worcester Public Library

October 20, 2017  
10 a.m.

MINUTES

Attending: Alex Lent (President), Will Adamczyk (Vice President), Nora Blake (Secretary), Bernadette Rivard (Investment Committee & PR Committee), Susan McAlister (Legislative Committee), Laurie Lessner (Membership Committee), Larissa Farrell (Youth Services Section), Laura Bernheim (Reference & User Services Section), Esme Green (Conference Committee), James Lonergan (MBLC)

1. Call to order – 10:04AM

1. Approval of minutes of August 11, 2017 Meeting

**Laura Bernheim moved, Will Adamczyk seconded. 4 yes votes, 5 abstentions**

1. Public Comments – None.
2. Officers Reports

**President:**

* Surveyed Executive Committee regarding future meeting locations. People would like to be able to participate via telephone. Need to find locations where telephone option is possible. Worcester Public Library does not have a conference call option for us.
* People prefer Worcester as the location for in-person meetings.
* Will look into Shrewsbury Public Library as a location for meetings. That library does have a teleconference option for us.
* Met with Investment Committee.

**Vice President:**

* Met with Investment Committee and that group is currently working on the Fidelity investment account to remove personal information of people with access to accounts. This will make it easier to add and remove people as officers and committee members turn over each year.
* Going to review the MLA Financial Plan.
* Looking at changing the Investment Committee to a Finance Committee and broadening the scope of the committee’s work to include investments and budgeting.

1. Committee and Sections Reports

**Youth Services Section:**

* Handed report out at the meeting.
* Held meetings and their 2nd Unconference.
* More meetings are scheduled.

**Conference Committee:**

* Debby Conrad and Kristen Collins rewrote sponsorship levels to try to make committing to sponsorships more attractive to vendors and others. **The committee will bring this re-write to Executive Board in December for approval.**
* Executive Board members are strongly encouraged to help bring in sponsors for conference!
* DocuSign is a service that the Committee would like to use to help expedite signing of speaker agreements and reimbursement requests. Will looked into the cost of the service. There is a non-profit rate of $336 per year. The Committee recommends that MLA purchase this service.
* **Will Adamczyk moved that MLA subscribe to DocuSign. Susan McAlister seconded. All approved.**
* The auction will be revived and run at the 2018 conference. Hoping to have Keith Fiels be the auctioneer. **Need items of larger value for the auction. Executive Board is asked to help find auction items.**
* Steve Puleo will be the featured/keynote speaker.
* Looking for new designer for conference logo, brochure and all other conference publicity. If anyone knows of a good, reasonably-priced designer, please let Esme know and send contact information to her.
* Conference programs will be shorter – just 60 minutes – and there will be more time in-between each program. Trying to simplify number of programs offered.

**Reference & User Services Section:**

* Planning lots of conference programs.
* Meeting quarterly, usually on a Thursday morning at the MLS Marlborough office.

**PR Committee:**

* Met this past summer.
* Tring to set a solid schedule for regular newsletter publications – taking reports from Executive Committee and using that as material for newsletters. Still refining the formatting and other options for newsletters in Wild Apricot.
* **Will send a draft of the next newsletter to the Executive Board and offer everyone the opportunity to add to the content of the newsletter.**
* **Can Jennifer Zolkos create a group email address for Executive Board?**
* Hall of Fame will be awarded in 2018. Might be simplified or a smaller group of recipients.

**Legislative Committee:**

* Legislative Day will be March 6, 2018 at the State House.
* Working on a conference program.
* Want to print postcards to hand out at Boston Book Festival. The postcards have information for people to sign up for Engage list and get legislative alerts.
* **Will Adamczyk moved that MLA spend up to $150 to print postcards for Boston Book Festival. Laura Bernheim seconded. All approved.**

**Membership Committee:**

* Committee will hold a fair at the 2018 conference on one of the evenings and would like all committees and sections to have someone on hand to mingle and talk about the value of their committee or section.
* **Pricing Task Force Discussion:**
  + The task force met to discuss membership rate changes. The task force is recommending that some membership levels be consolidated (such as Retiree, Student, and Trustee/Friends levels) and they are recommending removing one of the institutional membership levels.
  + They are also recommending some rate changes.
  + **The Task Force will send to the entire Executive Board the spreadsheet with recommended rate changes. Executive Board is asked to review this sheet and discuss at December meeting.**
  + **Reminder: any rate change must be approved by two-thirds of the membership at Annual Meeting.**
  + **Need to look into enabling auto-renewals.**

1. Liaison Reports:

**MBLC (James Lonergan):**

* Center for the Book obtained a veto override and will be funded for FY2018.
* At last board meeting, Commissioners approved the Legislative Agenda for FY2019.
* State revenue growth has been very slow – we can likely expect just a small increase in FY2019, like just 2%, but will ask for a much larger increase and advocate strongly for libraries and library funding.
* Asking for a large increase (55%) to line 9506 (Library Technology & Networks) as well as a big increase for the Administrative line.
* Met with Mike Knapik and heard about state’s fiscal challenges.
* Ruth Urell will be retiring in December.
* Strategic plan was passed and is posted on MBLC website.
* The House Bonding Committee will meet with MBLC in November. MBLC will ask to have cap increased for next construction grant round which will come in 1919 or 1920.
* James met with the Department of Education and discussed whether the DOE would be willing to help fund the statewide databases. No commitment has been made by DOE yet.
* LSTA plan was approved by IMLS and IMLS funding for upcoming federal fiscal year looks to be safe.

**MLS (Will Adamczyk reported):**

* RFI for delivery service is out. Likely won’t get many responses.
* Commonwealth eBook Collection has an RFI out and got 18 responses, not all of which are appropriate.
* Looking for ideas for late winter/spring round of the Listening Tour.

1. Discussion of Technology Group Name Change – Tabled until December meeting where it is hoped attendance at the meeting will be stronger.
2. New Business:

* Need to consider reimbursement level for ALA Councilor. Current allotment of $1,000 for entire year (to be used to attend 2 conferences) is too low. Treasurer and ALA Councilor need to discuss specific details of costs incurred to travel to two conferences.
* **MLA is recommending to ALA that an MLS be preferred but not required for new Executive Director for that organization. Will Adamczyk moved. Susan McAlister seconded. All approved.**

1. Old Business – None.
2. Close of Meeting – **Laura Bernheim moved. Nora seconded. All Approved. Meeting Adjourned at 11:35pm.**

Respectfully,

Nora Blake

Secretary