



EXECUTIVE BOARD MEETING

Friday, December 14th, 2018

10:00am

Shrewsbury Public Library

Attending: Charlotte Canelli, Jocelyn Tavares, Sarah Sogigian, Michelle Filleul, Krista McLeod, Marissa Antosh, James Lonergan, Esme Green, Jennifer Harris, Will Adamczyk, Noelle Boc, Ellen Keane, Carol Witt, Kristy Lockhart, Pam McCuen, , Andrea Fiorillo, Heather Maganzini, Jennifer Pike

Call to order at 10:10am

- Call to approve minutes. Heather Maganzini noted need to change “Paraprofessional” to Paralibrarian. So noted and will be amended. Motion to approve minutes by Jennifer Harris, seconded by Jocelyn Tavares. All in favor.

President’s report—Will Adamczyk

No official report.

Note that we will be taking things out of order from the agenda during the meeting.

Conference Proposal —Michelle Filleul

- Proposal to include meals as part of registration fees for conference. It was discussed that attendees will likely complain either way about having to pay for the meals, whether or not they want it. Speakers will eat for free, and some of the built in cost reflects that. The conference center does require minimums for number of meals purchased if we tried to keep it separate, and bumping up the cost for the lunch will cause even less people to buy it. The Conference budget that was submitted did account for loss in registrations due to the uptick in costs. The pricing also covers breakfast.
- Motion to approve the proposal to include meals as part of the registration fees for conference by Michelle Filleul, seconded by Esme Green. All in favor.

Treasurer’s report-- Jennifer Pike

- Budget seems to be going well. Historically for this first 6 months, we are up about \$2,000 right now from the same time last year. More memberships should be coming in during the next 6 months. Need to address WorldPay and odd expenditures from Wild Apricot.

Motion to approve the Treasurer’s report made by Carol Witt, seconded by Jennifer Harris. All in favor.

FY2020 Budget Discussion

- Overall budget overview: Minor adjustments were made to section budgets. Budget looks like we went negative by \$4700 due to us paying more money for our Chapter Councilor position and also paying more for WorldPay than we have ever budgeted for (Note: WorldPay is our credit card middleman fees company). Because we change our officers so often, it is a labor intensive process to change permissions with WorldPay. Due to these reasons, we are over our budget for these.

- Historically, we transfer money out to pay bills around conference, and will try to NOT do that this year since extra money transferred out doesn't always go back in.
- We now pay NELA out the \$20 for each joint membership that happens, with regular invoices. Right now this falls under dues and subscriptions which needs to perhaps be a different line item for us to keep better track of those numbers.
- We will be reviewing in the next couple of months our budget categories to streamline that and see what is and isn't working amongst the other library associations as well. The budget overall is balanced right now.
- If your committee/section has any changes to their budgets, please get those to MLA Administrative ASAP so that final approvals can be done in February.
- Whether or not there was money left in the Kay Bader scholarship account was questioned; investment account will be checked to see what is left in that since that affects conference scholarships that get given out

MBLC Legislative Agenda Discussion

- Legislative Committee looked at MBLC's legislative budget agenda and reported back to the Administrative Board for discussion. The Legislative Committee wanted to make a few caveats to MBLC's budget: a statement against supporting earmarks and a strong request to not zero out funding to the Massachusetts Center for the Book.
- The Administrative Board's recommendation is to just endorse the MBLC's budget without conditions. Highlights from the budget are 9401 to fund State Aid to Regional Libraries and 9506 for Library Technology & Resource Sharing.
- Discussion: Krista McLeod talked about Mass Center for the Book's troubles and historical funding which has tapered into nothing. Current funding in the budget is there to replace what has been lost, but it runs a statewide organization for \$206,000, which is not enough. Esme Green questioned is it the role of the E-board to step in between this? Commissioners have concerns about the Center--supposed to be private **and** public funding but private hasn't been there and needs to be pursued. There is lack of a strategic plan and MBLC want to see a reset in the board of the Center, which are the reasons they haven't pushed the Center as a priority. The Center would like to privately fundraise but doesn't have the time to do so.
- Discussion around earmarks. Earmarks should be commented on as they come up as opposed to blanket "we are against them."
- Administrative Board thinks that we should be approaching MBLC with our legislative priorities BEFORE MBLC has set their budget. In our organizational calendar: set our budget priorities in August instead and talk to MBLC as opposed to reacting to the budget after it is set. General agreement around this stance.
- Motion for the Executive Board of MLA to approve the Administrative Board's endorsement of the MBLC's Legislative Agenda as is by Esme Green, seconded by Ellen Keane. 2 opposed, no abstentions, carried by the rest of the board.

Personnel Committee & Personnel Issues

- Nora Blake is our new head of Personnel
- Debby Conrad is retiring
- Jen Zolkos is leaving MLA's association manager position; she is only holding on as long as needed to replace her. Discussion about redefining that role--removing the bookkeeping portion of the job
- This rolls into discussion about Kristen Collins, the Conference Manager. Kristen wants to expand her role with conference and would be interested in taking on the role of association manager/conference director. She is given great reviews from the Conference Committee. This combined position would include expanded hours, more involvement in our meetings, et cetera.

- Jennifer Pike voiced concerns about whether or not we can afford it as an association. Currently Kristen's salary is averaged as 15 hrs/wk for 44 weeks; Jen Zolkos' salary is 15 hrs/wk for 52 weeks. We would also have to negotiate with Kristen in regards to benefits, which is not something MLA has had to deal with before now. Will Adamczyk suggests we can use some investment funds money to try this position out for 12 to 18 months. Potentially have an outside group or person handle bookkeeping.
- Motion to support the Administrative Board & Personnel Committee working together to combine the positions of Association Manager and Conference Director and to subtract the bookkeeping qualification from the job descriptions as soon as possible. Motion made by Krista McLeod, seconded by Michelle Filleul. All in favor.

Archivist's Report—Will Adamczyk in lieu of Aimie Westphal

- Aimie Westphal is working on a retention schedule draft with Will and other archivists. She is trying to figure out the past practices and will combine with newer best practices. Current materials to be archived are being stored at MVLC

Conference Update—Ellen Keane

- Schedule is coming together—it's packed with no room for more.
- "Greatest Job on Earth" theme. May 20-22, 2019 in Framingham.
- Trifold is being worked on now. Ideas for social night activities are being taken.

Paralibrarian update—Heather Maganzini

- Matt Constanza is no longer the chair; Anna McGrath is new chair.
- November meeting had 5 paralibrarian certification applications which will be income for the section; working with New Hampshire to expand certification to paralibrarians to cover that area as well
- Blog will be taking place of newsletters
- Going to highlight unusual librarian jobs
- ROI reports--looks at money that comes in for certifications and also for the Para awards
- Section is encouraging membership in MLA
- Some libraries are doing step increases if you get your certification; others are getting promotions; the section is reaching out to newly certified to encourage participation in the section

Strategic Plan Update—Esme Green

- Progress has been made on the action plan; Goal 1 will have many items addressed by the new hire for association manager
- Feel free to initial your Xs or add notes; Will work on potentially clarifying how to make notes

MBLC Report- James Lonergan

- New commissioners are coming on board
- Construction bond bill is the biggest push for funding--will be talked a lot about on the legislative day and breakfasts
- Ecosystem study is out--take a look
- Museum & Library act passed the Senate already and is waiting in the House. Since the budget has already passed for it, will not be impacted by possible government shutdown.
- Other summer reading software options are out there besides what we've had in the past and are being investigated.
- New Trustee handbook is available--the Trusty Trustee Guide

- COSLA--FAQ and Draft resolution for us to recommend--resolution to support \$1 per capita at federal level for libraries. Motion to approve resolution from Will Adamczyk (no need to second); all in favor

IFSRC Update--Carol Witt

- First ever Civil Liberties Champion award at their recent program
- Wealth and equality speakers at the program; many academic librarians attended and a few students; good recruitment into the committee.
- Lots of revamping in the group due to new membership.
- OCLN are making a donation to IFSRC in Jackie Rafferty's honor for her retirement.

Reference Committee Update—Kristy Lockhart

- Better attendance has been achieved by holding more program type meetings as opposed to business meetings

Legislative Committee Update—Jennifer Harris

- March 5th is Legislative Day. Karen Polito is being invited to speak at lunch. Advocacy award : Alice Peisch is likely the recipient. Motion to offer Alice Peisch the advocacy award, all in favor!
- Fridays starting on January 25th will be the legislative breakfasts around the state

Jordan Miller Update—Pam McCuen

- 100 applications for the award this year. P. Faith McMahon Wintonbury branch in Bloomfield CT won the grant. Ruby Hutchinson will be the storyteller.

Finance Committee Update—Will Adamczyk

- Work is being done to get the correct people the ability to get into the financial accounts

Nominating Committee Update

- Alex Lent is in the process of getting nominations in; call out for nominations coming soon?
- Alex needs a bigger committee for this. CC Will on anyone you might want to nominate for a position.

MLS Update—Sarah Sogigian

- Council of members met in November; approved fiscal 2020 plan of service and budget which can be found on the MLS website.
- National Book Awards speaker was very inspirational. 3 new board members are coming on, 3 coming off.
- Still looking for new executive director.

Old Business

1. Reader's Advisory section proposal
 - signatures are still being gathered for it and it will be verifying members

New Business

1. Leadership & Management Section proposal
 - Kim Hewitt is heading it up and currently gathering signatures

2. Plymouth First: 2020 is working on a statewide read potentially to celebrate the 1620 anniversary of the landing of the Pilgrims at Plymouth
3. NELLs applications are open for those who might be interested. Spread the word.

Motion to adjourn by Esme Green, seconded by Marissa Antosh at 12:21pm

Respectfully submitted by

Noelle Boc, MLA Secretary