



**ADMINISTRATIVE BOARD MEETING
July 12, 2019
CONFERENCE CALL, 10:00 AM**

Attending: William Adamczyk (Past President), Esme Green (President), Bernadette Rivard (Treasurer), Nora Blake (Vice President), Rebecca Beckley (Association Manager)

Meeting called to order at 10:05 am

Rebecca volunteered to take notes in lieu of Noelle's absence.

Motion to approve minutes from May meeting. Noted a couple of typos. Motion to approve amended minutes made by Will Adamczyk, seconded by Bernadette Rivard. All in favor.

Treasurer's Report:

- Bernadette is now the authorized signer on the TD Bank account, and needs to add Will and Esme as additional signers. This will be accomplished after the August 9th Executive board meeting.
- Rebecca is now making bank deposits.
- Bernadette is working on reconciling Quickbooks, downloading bank statements, getting up to speed on finances.
- Conference bill has not been paid yet, after that should still have \$30,000 left in bank account, and we would like to compare to where we were last year.
- Did send reimbursement check to Charlotte Canelli for ALA expenses.
- .Need to look into accessing Fidelity accounts, would like to schedule a Finance committee meeting after Executive Board meeting August 9th. Deb Abraham gave Esme Fidelity papers at Conference and noted we need to change the mailing address from Seekonk to Malden.
- Regarding email received regarding new state law for payroll, .63% of wages need to be paid for FMLA. Cost estimate to be \$20 per pay period. **Motion to have MLA cover the cost to be paid to FMLA for MLA employees made by Esme Green, seconded by Bernadette Rivard.** All in favor. Bernadette will check with Paychex to find out next steps, and will report change at the next meeting.
- Will asked if we should talk about what we want to do about Wild Apricot billing. Bernadette needs to look at numbers. Have until October 16th to do evaluation of what we're paying now, what cost would be to switch from World Pay to Wild Apricot's model. Will thinks this decision can be made at the Administrative level and doesn't need to involve the Executive board.
- Bernadette wants a month or two to get a handle on books before hiring bookkeeper. Bernadette has contact information for accountant and will get in touch.
- Bernadette and Rebecca will meet 7/26/19.

- Esme said Charlotte inquired about paying membership to Freedom to Read committee. Bernadette will look into any past payments.
- Bernadette asked the question about whether making electronic payment over paper check payments when the option is available is acceptable. More checks need to be ordered currently. Esme agreed to order Quickbooks-compatible checks.

Administrative Calendar

- Still need to create signatory cards.
- Directory has been created.
- Secretary of State-Bernadette will check it might be what treasurer/accountant does.
- Strategic planning. MLA is good with the plan through 2020, but a new one needs to be started. The current plan will be assessed for goals that have not been met and those can be moved to the new plan. In the spring, MLA will kickoff the planning and we can schedule focus groups during Conference. All agreed.
- Bernadette wants to share bank statements, and provide transparency to the membership about the budget.
- Schedule of meetings is complete. Meetings are posted on MLA online calendar.
- Bylaws Committee is headed by Ellen, will ask her to review and update. Add names of sections.
- Audit-Bernadette will contact the CPA once she has the fiscal year organized.
- Nominating committee notice to Membership-will check with Ellen.

Public Relations Policy for unsolicited requests

MLA gets a lot of these, need to determine what rules should be. Perhaps forward to PR Committee as a matter of course. A social media policy should be developed, especially since IFSRC wants to manage their own Facebook page. Do we want just the PR Committee to handle all posts with hashtags? Or allow committees and sections their own social media outlets? Esme will talk to PR and charge them to come up with a proposal to present to the Executive Board.

Lynda.com

Lynda.com was purchased by LinkedIn and is selling data and subscribing users to email lists. IFSRC and LIT are preparing a statement explaining all the reasons why we have concerns and the MLA Executive board would decide to endorse. A recommendation will be made before next Executive meeting. There are alternatives to Lynda.com.

Youth Services Section

Wants to have some fundraising events, for example, a Pub crawl, with librarians as bartenders and with tips going to MLA. Is this an image problem? Answer: No. Selling magnets, planners, etc.? Administrative Board just wants to know about it. Bernadette would like to have it in the budget a year out in advance for any upfront money, which has to be approved by the board. Other committees could do this, too.

GSuites

Emails are all setup and we need to decide when everyone should start using their @masslibrary.org email. Section folders are up and should be in use. Rebecca needs to look further into making sure all relevant folders are visible to board. The goal is for everyone to have access to all files just by logging into Google Drive without sending links. Bernadette and Esme have seen folders but not consistently so Rebecca will look into resolving this. Rebecca also

reports that in the future we may need to look into paying more for more storage once all MLA files are stored in GSuites. Bernadette recommended seeking a non-profit rate.

Website Organizing Archive

Rebecca is going to overhaul the website over the next few months. Two parts, first is going page by page and updating/removing content. Second part is creating a site map/chart for changing flow of pages. The second part will be done all at once, but waiting for feedback from the Archivist, Aimie Westphal, and website recommendations, among other input. Discussion of archived content-board decided to have most relevant/recent content (meeting minutes, etc.) available to the public and members on website. People can contact the Association Manager for any archived materials (to be stored on GSuites).

Other items

- Time for Conference Director's annual review. Will do in September when she's back, should have conference numbers by then.
- Onboarding Patty DiTullio as Education chair. Minimum salary recommendations, etc.
- Discussion that if anyone wanted to recommend a change of meeting location to contact Esme, but no one has so we will continue to meet in Shrewsbury. Rebecca will book meeting room for August 9, 10:00am to 12:00pm for the Executive meeting, and 12:30-1:30pm for Financial Committee.

Meeting adjourned at 11:06 am

Notes taken by Rebecca Beckley, Association Manager
Edited and submitted by Noelle Boc, MLA Secretary