



**Administrative Board Meeting
Friday, September 6, 2019 at 10:00am via conference call
Minutes**

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

Call to Order at 10:03am

- **Motion made to approve the minutes** from previous meeting on July 12, 2019 made by Will Adamczyk, seconded by Bernadette Rivard. All in favor. One abstention by Nora Blake.

Notes

- Wild Apricot change to their billing model is happening shortly.
- Tax filing is due on November 15th, and Bernadette has the list of what to do and is planning to have all of our stuff to accountant by mid-October.

Treasurer's Report—Bernadette Rivard (SEE ATTACHMENTS)

- Really good membership month for August; some of the money on the budget is still paying off conference bills. Kristen Collins will start being paid again in September—we should have plenty of money for the next few months even without new income. Bernadette has set up an alert if our balance dips below a certain amount.
- Profit and Loss sheet will show we are down \$6000, without Conference expenses, hoping to not have to do a transfer this year.
- Interested in seeing trends and patterns of our income for membership since that could help us project the budget better. Laurie Lessner (Membership) will be asked if she has any historic member numbers to see if we can discern any patterns.

Association Manager's Report—Rebecca Beckley

- Website organization/archiving/access-update
 - We have a Wiki page and a LinkedIn page that Rebecca updated. It was news to the Board that we even had either!
 - Archives are literally everywhere, both physically and digitally. Aimie Westphal and Rebecca will update at October Executive board meeting how that plan is

working, but it is going to be slow due to the amount and unwieldiness of the files and Wild Apricot.

- Rebecca has been going through old unpaid invoices from the past 4 years; suggestion to send out reminders after 90 days for unpaid invoices to keep on top of it.

Report on MBLC FY2021 Legislative Agenda—Nora Blake

- James Lonergan presented the Legislative Agenda. They are focusing on state aid to public libraries and looking at getting \$3 million added to the current amount budgeted. Center for the Book is asking for \$300K but MBLC is looking at \$225K instead. Agenda was passed for the \$3 million to state aid, with minor bumps in the other lines and \$225K for Center for the Book.

Administrative Calendar Items

- Attend NELLIS in August—completed by Esme and Will
- ALA Councilor report due in August
- Final conference financial report due in August. Bernadette will work on that.
- Conference dues established in August—are the rates changing for conference? They should be reviewing the dues yearly. Conference Chairs and Kristen will be spoken to about when they review the conference registration fees, and they need to present any changes to Executive Board in November. It will be discussed with Kristen how all the changes that were made this past year worked out monetarily.
- Tax Prep begins in September –Bernadette already in progress.

UELMA Letter—Esme is sending the letter in support. We want to post it on the website as well.

Macmillan Statement—We want to post our statement against the changes on the website. Question about whether to just sign onto ALA's statement or not. However, we do want to mail an actual letter to Macmillan.

Lynda.com statement from IFSRC/LIT—Our statement is ready, and it will be put on letterhead. Having some difficulty finding an address to mail it to.

Statement re: Gregor Trinkaus-Randall--An obituary for him will be included in our fall newsletter. Bernadette will speak to PR about it. Discussion around maybe sending out an email blast to get submissions for retirements/deaths/job changes around the state. PR will share information on Gregor's celebration of life. Bernadette will get someone from PR set up on Wild Apricot to create an online version of the newsletter.

First Amendment auditors --Advise folks to talk to their town administration and legal counsel about it as opposed to MLA giving advice. IF/SRC can draft a statement to inform people about what's happening and to refer it back to their town administration. Esme will talk to IF/SRC about this.

IF/SRC Civil Liberties Award— The committee was given the goal of finding someone who aligns with libraries more than their current choice.

Action Plan update—Nora and Will are going to work on updating the plan.

Other Business

- Kristen Collins's evaluation—Nora and Esme will work on that, and send to Conference Committee co-chairs to weigh in on.
- Nora will share with Bernadette about the FMLA tax after she's met with her counsel with that. Unclear whether or not MLA needs to pay the tax or not.

Bernadette Rivard makes a motion to adjourn at 11:00am

Respectfully submitted,

Noelle Boc
MLA Secretary

Massachusetts Library Association
August 31, 2019

Starting Balance				\$21,797.69
Income:	Category	Notes		
	Conference Attendee Registration		170.00	
	Membership		4585.00	
	NELA Joint Memberships		155.00	
			Total Income	\$4,910.00
Expenses:				
	Conference Honorarium	Anne Boyd Rioux	750.00	
	NELA Memberships		355.00	
	Conference Speaker Fees	Charles Crayton	250.00	
	Payroll		2353.45	
	Payroll Tax		744.04	
	Payroll Processing Fee		261.57	
	Payroll Vendor Fee		21.92	
	Office Supplies	Professional Checks Quickbooks	88.22	
	Credit Card Merchant Fees		248.91	
	Equipment & Software	Gsuite	128.33	
	Telecommunications	Cell Phone	75.85	
			Total Expenses	\$5,277.29
Balance as of	7/31/2019			\$21,430.40

Respectfully Submitted:



Fidelity Investment Account Balance

Cash Reserves
Investments
Total Fidelity Accounts

	8/7/2019	9/5/2019
Cash Reserves	6574.05	6584.16
Investments	141754.32	143644.72
Total Fidelity Accounts	148,328.37	150,228.88

Massachusetts Library Association

Profit and Loss

July 1 - September 5, 2019

		<u>Total</u>
Income		
400 - Conference income		
400.10 - Attendee registration		1,025.00
Total 400 - Conference income	\$	1,025.00
410 - Membership		7,887.00
410.10 - NELA Joint Membership		270.00
Total 410 - Membership	\$	8,157.00
Total Income	\$	9,182.00
Gross Profit	\$	9,182.00
Expenses		
630 - Travel		2,280.24
670 NELA Membership Expense		3,740.00
700 - Conference		
700.10 - Meals		82,837.75
700.12 - Awards		28.02
700.30 - Speaker fees		550.00
700.50 - Hotel expenses		4,445.80
Total 700 - Conference	\$	87,861.57
750 - Office expense		
750.10 - Payroll		2,236.21
750.101 - Payroll Tax		4,093.17
750.102 EIB		186.43
750.103 - Vendor Fee		40.34
Total 750.10 - Payroll	\$	6,556.15
750.11 - Postage		4.05
750.20 - Professional services		88.22
750.30 - CC Merchant fees		482.66
750.50 - Insurance		544.00
750.60 - Telecommunications		151.58
750.90 - Equipment and software		274.55
Total 750 - Office expense	\$	8,101.21
Total Expenses	\$	101,983.02
Net Operating Income	-\$	92,801.02
Net Income	-\$	92,801.02

Massachusetts Library Association

Profit and Loss

July 1 - September 5, 2019

Without Conference

		<u>Total</u>
Income		
410 - Membership		7,887.00
410.10 - NELA Joint Membership		270.00
Total 410 - Membership	\$	8,157.00
Total Income	\$	8,157.00
Gross Profit	\$	8,157.00
Expenses		
630 - Travel		2,280.24
670 NELA Membership Expense		3,740.00
750 - Office expense		
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750.50 - Insurance		544.00
750.60 - Telecommunications		151.58
750.90 - Equipment and software		274.55
Total 750 - Office expense	\$	8,101.21
Total Expenses	\$	14,121.45
Net Operating Income	-\$	5,964.45
Net Income	-\$	5,964.45