



**Executive Board Minutes  
February 8, 2019  
Shrewsbury Public Library**

Attending: Laura Bernheim (Reference), Bernadette Rivard (PR), Sarah Sogigian (MLS), Kim Hewitt (Leadership), Krista McLeod (NELA), Nanci Milone Hill (Reader's Advisory), Ellen Rainville (ByLaws), Laurie Lessner (Membership), Jennifer Pike (Treasurer), Jocelyn Tavares (PR), Charlotte Canelli (ALA Councilor/Legislative), Aimie Westphal (Archivist), Carol Witt (IFSRC), William Adamczyk (President), Noelle Boc (Secretary), Marissa Antosh (YSS), Esme Green (Vice President), Heather Maganzini (ParaLibrarians), Nora Blake (Personnel), James Lonergan (MBLC)

**Call to order** at 10:05am

**Motion to approve minutes from December meeting** by Charlotte Canelli, seconded by Marissa Antosh. No further discussion. Yes votes carry, one abstention.

**Treasurer's report**--Jennifer Pike

- FY 19 budget update: we are on track for the budget thus far. There was a question about a basket raffle deposit that happened in September.
- Accounts update: our account at Citizen's Bank was closed by the fraud unit in December, with no real explanation. MLA is now set up at a new bank and Jennifer has been hard at work switching over all of our accounts to the new bank
- WorldPay, our credit card processing company account, was partially bought out by another company, which caused a delay in about \$13,000 in payments until that was sorted out with the new accounts.
- The switch in accounts has also factored into our issues with the website; Wild Apricot is now offering some direct transactions ability which may lead us to drop WorldPay and just use Wild Apricot for our payment methods
- Other accounts may still need to be changed over or paid while we sort it out.
- Finance Committee will meet to sort out a better process for our passwords/accounts/paperwork changeovers every year
- An enthusiastic and heartfelt THANK YOU to Jennifer Pike for stepping in to sort out this crisis.

**Personnel committee**--Nora Blake

- MLA has not hired an association manager at this point. Kristen Collins is off the table due to an impasse with salary requirements.
- Phone interviews have been happening for the association manager position with a couple of candidates which are moving into in person interviews.
- We'll also be looking for a bookkeeper to hire who will be paying and tracking our bills.
- The new association manager will be required to give a monthly report of their activities and will be attending our Executive Board meetings.
- If we hire one of these candidates, we're hoping to have someone on board by end of month.
- Still need to have some items returned from Jen Zolkos which she has retained from the association manager position.

## **FY20 Budget Discussion** (handout attached at end of minutes)

- Only real update is the Paralibrarian items that have been added in, budget is balanced.
- Conference budget items might need to be broken out more, but will be addressed with new association manager.
- Paralibrarians section want to give out a couple of MLA memberships along with an award--needs to be established what we want to do with this. Maybe allow sections to rotate giving away a couple per year? Conference needs to be involved in this kind of decision. Administrative Board will reach out to Conference Committee about this issue and will bring decision to Executive board in April. Executive board is generally positive about this idea, but we need guidelines and an obligation piece from the person receiving the award to be active in MLA.
- **Motion** to approve the FY2020 budget by Nora Blake, seconded by Bernadette Rivard. No further discussion, all in favor.

## **Conference update:**

- Forms are about to be finalized for speakers in the next week or so.
- Schedule is pretty much set for conference
- Highlight: Drag queens at the president's reception!
- Will be reaching out to sections to assign representatives to answer questions about their sections at conference.

## **Archivist's report**--Aimie Westphal

- Has been going through some archives that have arrived, mostly from Massachusetts Library Trustees; much will not be retained
- If anyone has old files that could be MLA archives, you can put them on a flash drive and send them to Aimie at the MVLC office
- There are no records that Aimie has from the Conference Committee from 2015 to present, but can hopefully get those from Kristen Collins
- Retention schedule is still being developed

## **Strategic Plan**

Reminder for committees and sections to keep looking at the strategic plan and update the document if your section completes anything

## **Committee Reports**

- General discussion: A list of responsibilities for section chairs will be developed on how to post to the website, the calendar, how to post minutes, etc. All day meeting proposed in June 14th to create some standardization lists for section chairs along with our business meeting
- **MBLC:** Commissioner Mary Ann Cluggish was reappointed for next 5 years by Governor Baker. Reminder that it's important to reconnect with Ways & Means folks. Governor's budget is out--he's proposing 1% increase for most of our line items. (Please see legislative agenda at [mass.gov/mblc](http://mass.gov/mblc)). Trying to get a letter together for all the supporting senators to sign for the agenda and particularly about raising the cap on construction. Met with MSMLA and met with MLS to clarify roles. Trustees institute in April 27th in Worcester. JFK library posters, etc. sent out to anywhere around the country who wanted them. Marketing materials for new e-books being worked on. Will Adamczyk adds that Senator Creem is sponsoring a net neutrality bill that MLA can maybe weigh in on.
- **Nominating Committee:** slate is for president elect and treasurer elect. President Elect nominee is Nora Blake, Treasurer Elect nominee is Bernadette Rivard. Motion to accept slate by Esme Green, seconded by Jennifer Pike. All are in favor.
- **IFSRC:** OCLN donated \$400 to honor Jackie Rafferty in her retirement.
- **Legislative Committee:** We were hoping that the Lieutenant Governor would be able to speak at Legislative Day, but unfortunately not. Representative Peisch is getting the Advocacy Award.
- **PR Awards:** taking applications, due on February 28th. Hope to get online payments for that sometime soon.

- **Youth Services Section:** retreat has been rescheduled for March 23rd to 24th and asks to please bring the invite back to your youth services librarians for the overnight. Sent out email to directors and allregions. Cost \$50 for overnight plus food for a wellness retreat geared to youth librarians.
- **ALA Chapter Councilor:** great to be at ALA with Esme Green. Email motion to support ALA's resolution had passed in January.
- **NELA:** NELLS applications for this summer are due March 15th

#### **Old Business**

- Leadership & Management section proposal: Kim Hewitt presented about how this section will provide a forum for ongoing conversations about management/leadership. General approval from the board. Motion that the Executive Board approves the proposal to create this section by Laura Bernheim, seconded by Carol Witt. All in favor.
- Discussion: can **the Personnel & Education Committee** change its name without Executive board approval? No. There is a difference in the by-laws about changing the name of a section versus a committee, and a committee would need Executive board approval.
- **Reader's Advisory section proposal:** Nanci Milone Hill said the point would be to talk about topics of importance to reader's advisory. It would also be a way to bring all of the different existing reader's advisory round tables together. Motion that the Executive Board approves the proposal to create a Reader's Advisory section by Ellen Rainville, seconded by Jennifer Pike. All in favor.
- Question about whether the **Library Information and Technology section** was still up and running. Callan Bignoli heads up the section and as far as is known, it is still running.

#### **New Business**

none

**Motion to adjourn** by Nora Blake, seconded by Laura Bernheim. All in favor.

Respectfully submitted,  
Noelle Boc  
MLA Secretary