



## EXECUTIVE BOARD MEETING

April 12, 2019

10:00am to 12:00pm

### Agenda

SHREWSBURY PUBLIC LIBRARY, 609 Main Street, Shrewsbury, 01545

Attending: Sara Kelso (Reference), Krista McLeod (NELA), Ellen Rainville (ByLaws), Laurie Lessner (Membership), Jennifer Pike (Treasurer), Charlotte Canelli (ALA Councilor/Legislative), Andrea Fiorillo (IFSRC), William Adamczyk (President), Noelle Boc (Secretary), Marissa Antosh (YSS), Esme Green (Vice President), Heather Maganzini (ParaLibrarians), Nora Blake (Personnel), Mary Rose Quinn (MBLC), Jennifer Harris (Legislative), Ellen Keane (Conference), Michelle Filleul (Conference), Rebecca Beckley (Association Manager)

Attending via GoToMeeting: Jocelyn Tavares (PR), Alex Lent (Past president)

**Call to Order** 10:15am

**Introduction** – Rebecca Beckley is our new association manager; she started the beginning of March. Focusing right now on conference related things, such as the numerous registrations. She is also working on some backlogged items, for example, catching up on emails and voicemails. Rebecca will be trying to attend some of the committee/section meetings to get acclimated to MLA.

**Minutes** for February 8, 2019 Executive Board Meeting. A **motion** to approve the minutes is made by Nora Blake, seconded by Charlotte Canelli. All in favor.

**Treasurer's Report** (Jennifer Pike)

- FY19 budget report --budget looks in line with previous years.
- Some of the accounts did not sync up properly and Jennifer has been working to get everything in order. She is trying to get years' worth of accounting up to date and trying to sort out how to best capture joint memberships with NELA; we aren't getting all of the reports for the payments. Wild Apricot isn't set up particularly well for seeing invoices and whether or not items have been paid.
- FY20 proposed budget --payroll, payroll taxes, and insurance are all broken out into different line items now. Membership income and the NELA joint memberships are all broken out to be seen more clearly. NOTE: If you handle any invoices, do NOT edit any

settled invoices, those will need to be voided. All committee expenses are included in the Committee Expenses lines, outside of Conference costs.

- **Motion** to accept the FY19 Treasurer's report by Ellen Rainville, seconded by Esme Green. All in favor.
- **Motion** to approve the FY20 proposed budget by Marissa Antosh, seconded by Esme Green. All in favor.
- **Motion** to void outstanding invoices dated prior to January 1, 2019, by Ellen Rainville, seconded by Jennifer Harris. All in favor.

#### **Personnel Committee** (Nora Blake)

- Bookkeeper update—Nora has been looking to hire a bookkeeper for MLA. She has identified a couple of bookkeeping services, and been narrowing down what their exact work would be. Bringing in a bookkeeper at the end of this fiscal year has pluses and minuses for their knowledge base of our association finances. The bookkeeper will receive our budget information in a way to still be determined and it is hoped to have one on board in the next couple of months.

#### **Conference Update** (Ellen Keane)

- Being held May 20-22. On track with sponsors--we're sold out with vendors already, which is extremely positive.
- There has been some minor pushback about the meals being included; more from comped registrations where people were expecting free lunch but do need to pay for that (comp registrations do not include food).
- Question around institutional membership prices as they didn't include factoring in lunches this year. A Platinum membership includes five memberships and three one day passes to conference. A Gold membership includes is three memberships and two one day passes to conference.
- Contact Kristen Collins about institutional membership questions and conference registrations, but CC Rebecca Beckley on it so she can get a heads up on issues for next year.
- Also contact Kristen Collins with complicated registration questions for this year, but again CC Rebecca Beckley.
- 2020 conference will be back on Cape Cod in Hyannis.
- **Free Conference and free membership discussion**--Kay Bader has been reduced to four scholarships—this pays for all conference meals, accommodations and three days of conference, a one year membership to MLA and travel expenses. A discussion about whether other sections being able to provide free conference or memberships will be tabled for discussion at the June Executive Board meeting.
- **Institutional Memberships**-- joint NELA memberships were NOT included in these, but there is some confusion around this. Application for NELA membership can be made

available with the memberships for institutions on the web page. The membership registration page online can be rewritten to make that clearer. Any changes to our handling of memberships needs to go to an annual meeting. Discussion around the fact of whether or not MLA makes some money with institutional memberships, or whether we end up losing money. The numbers will be looked at after conference to see if there is a difference.

- **Question about speakers at conference**--right now speaker get comped registration, but that's money MLA loses. But what's their incentive to come and present without getting free registration? Can look at different accounting around compensating speakers vs. not compensating them and local speakers vs. out of state speakers, etc. and have another discussion in June or August.
- Question around if we should advertise what the lunch actually is. General consensus was no: it can be a negative if you have to itemize every expense in your town or it can lead to more arguments about why should you have to pay for it.

**Strategic Plan Update** – A periodic reminder to review the strategic plan with your section or committee and to add to it into the notes field if you complete any of the tasks.

### **Committee Reports**

- **Changeover meeting in June** – We are planning a longer introductory meeting with lunch included to pass down duties to the new chairs of the sections or committees. The idea is to have the incoming/outgoing chairs give a whole board introduction to their group and also to have some general education around the finances for the board. This meeting is tentatively planned from 10am until 2pm, and will include a regular business meeting. Location to be determined.
- **MBLC Report** (MaryRose Quinn)
  - Six sites in MA will be census sites; we've been losing government seats in congress each time census and can't afford to lose another. For every person who is undercounted in this state, \$4200 is lost. MLA can play an important role in getting the information out about the census. Undercounted people tend to be vulnerable populations. Would be great if all libraries could offer a place for people to fill out the census in safety. Idea is to reach out to your town clerks about partnering with the census. MBLC will be sending out an all libraries message about this soon.
  - Budgets—MBLC's requests have gotten fulfilled; Center for the Book was level funded as opposed to getting zeroed out, which is an improvement.
  - In Everett right now, City Council meeting where the mayor asked to eliminate the Board of Library Trustees. The mayor appoints the trustees in Everett. This move is for the mayor to be able to directly hire and fire the library director/staff, and then be able to control their contracts. The town's own lawyer found out that the will for the library (built with a private bequest) will not allow them to dispose of having library trustees. Some of the duties of the trustees have been changed. This

situation lead to a discussion about MLA having more of a presence in the Mass Municipal Association (MMA) and a cautionary tale of being aware of this trend happening in municipalities.

- **Nominating Committee**--annual meeting at conference will have the slate of new officers to vote on
- **MLS**--Sarah Sogigian is the new director; their office is moving this summer
- **NELLS mentors** (Krista McLeod)--NELLS is happening the week of August 14th week; record number of applications from all around New England. Mentors can help with the selection process. NELLS needs a Massachusetts mentor--is there a preferred method of selection? Mentor will attend NELLS for free, must be able to attend for the week, should be a current member of MLA, someone with Massachusetts libraries experience, someone who wants to mentor newer librarians. This year, names have been suggested by the Administrative board and Krista will pursue those leads.
- **ParaLibrarians** (Heather Maganzini)—Note that the budget should reflect \$200 not \$180 as in report currently. Bylaws are getting updated. There are 12 nominations for ParaLibrarian of the Year.
- **Youth Service Section** (Marissa Antosh)—The section publicly thanks Laurie, Will & Jen for handling all the registration for the retreat. Looking for a new secretary--push your youth librarians if you have anyone possibly interested. The Southeast region also needs a new member at large.
- ALA elections have happened.
- **IF/SRC** (Andrea Fiorillo)—Dealing with dementia sessions are happening at conference, as well as torn/separated families sessions. There is a push for libraries to do some climate preparedness related programming in the near future.
- Laurie Lessner and Esme Green will be going to Career Day at Simmons College to push MLA membership.

No other **Old Business** or **New Business**

**Motion to adjourn** made at 12:23pm by Jennifer Harris, seconded by Will Adamczyk. All in favor.

Future meeting date is Friday, June 14<sup>th</sup>.