



Administrative Committee Meeting Minutes
Friday, November 12, 2021 at 10am
Meeting via Zoom

Attending: Kristen Collins (Conference Manager), Jennifer Harris (Legislative), Joanne Lamothe (President), Noelle Boc (Secretary), Bernadette Rivard (Treasurer), Rebecca Beckley (Association Manager), Kim Hewitt (Vice President)

Call to Order at 10:03am

Motion to approve the minutes of September 10, 2021 meeting made by Bernadette Rivard and seconded by Kim Hewitt. All in favor.

Treasurer's Report—Bernadette Rivard

- Nothing unusual in our expenses but a little higher than normal due to some payments. We received a refund from the state because we overpaid on a filing fee.
- Finance committee and Administrative Committee members met to talk about investment accounts and a decision was made to move money from investments to checking now since the stock market is uncertain.
- Draft of the budget—we are short \$5900 right now. The only way to balance currently is to include \$10 to 12,000 from investments. We may need to tweak it before we present it to everyone next month. Jennifer Harris said that Legislative won't need the in person Legislative Day funding because the state house is not having people in for 2022. Budget can get adjusted for that. Conference will hopefully bring things back to a more normal state.

Motion to approve the Treasurer's Report made by Kim Hewitt, seconded by Noelle Boc. All in favor.

Association Manager's Report—Rebecca Beckley

- New website launch—the site is now live, with a little reorganization still occurring.
- Zoom hack happened this week during the LITS committee meeting. Will change the password more frequently.
- Couple of times lately members are saying they are renewing their membership but check is being mailed to the wrong PO Box, despite it being clearly advertised. Will try to make it more prominent what our current address is and to make sure it is on the invoice.

Conference Manager Report—Kristen Collins

- Program is condensed by one day this year.

- Hoping to shave costs from food and technology.
- Some sessions will be recorded and shared. Looking to partner with local cable access, too. Not going to offer livestreaming. Recordings only available to paid registrants. Can perhaps offer to non-attendees after the fact for a fee.
- Thinking about mitigating some of the issues with possible crowding at exhibit halls or lunch.
- Working on what app to use; one that is perhaps a bit less costly.
- Working on how to do spacing in sessions, too. About 70 proposals have come in, so on target.

MLA and EveryLibrary Advocacy Initiative

- Feedback on October 29, 2021 session and discussion on proceeding -- collaborations with other organizations felt like the lightbulb moment to all of us. Would be interested with working with them to perhaps get our foot in the door. General thought is that this could be more reinvigorating for the organization longterm.
- Discussion on proceeding with initiative -- if EveryLibrary can help us do the work to get into one or two big partnerships, that may reinvigorate the rest of the body. Can advertise to the greater library community about it.
- Legislative is definitely moving forward with EveryLibrary on their end.

Funding request for Program Planners database

- Wild Apricot cannot handle the database the way the section wants it to work. They are looking at a WordPress site to do it, but it is about \$1000 first year, \$800 the following, etc. Meena was going to check in with MLS as a hosting option. Could we charge a listing fee? Maybe fund it this year, but then see if they can fundraise for it the following years? Might be able to create our own Wordpress account and create the database. Will need to be maintained, however. Kristen Collins offered to talk to Meena Jain about possible in-house creation.

PR Committee and Facebook Administration

- The PR Committee needs new leadership. Can each section do their own promotion on our Facebook account for now? Make each section president an editor. They can advertise their upcoming events/meetings.
- An idea was to send an email to the student members to help with social media and to help grow our sections.

Adjourn at 11:10am

Respectfully submitted,
 Noelle Boc
 MLA Secretary