



**Administrative Committee Meeting
Friday, September 10, 2021 at 10am via Zoom**

Minutes

Attending: John Chrastka (EveryLibrary), Jennifer Harris (Legislative), Will Adamczyk (Legislative), Aimie Westphal (Archives), Noelle Boc (Secretary), Joanne Lamothe (President), Nora Blake (Past President), Kim Hewitt (Vice President), Rebecca Beckley (Association Manager), Eileen Dyer (Legislative)

Call to Order 10:02am

Potential MLA/EveryLibrary Advocacy Initiative - Setting Advocacy/Organization Priorities --
John Chrastka, Will Adamczyk

- Goal is to have a bit of a visioning session with Executive Board leaders to do more advocacy outside of what the MBLC does. This is for MLA to develop its own voice as opposed to be an echo of the MBLC.
- This is agenda discovery or agenda planning. EveryLibrary works with a leadership team to align around the mission of the organization—are we currently expressing our value system with the regulatory and/or legislative bodies in the state? We would identify other on a common missions and create partnerships.
- Proposal is for three 90 minute sessions that would talk about MLA and its mission and values. From that, research would be done to see where it already aligns with the state. Session 3 would find those partnerships and talk about goals. Doing this over 2 to 3 months would be ideal.
- It was agreed to have further discussion among the Administrative Committee. Questions that came up were what money would be involved, which is likely to go into advertising. How do we put money behind whatever agenda is agreed upon?

MLA Archives at Boston Public Library - Ownership of Digital Content -Aimie Westphal

- Update and history: Physical archives were originally stored at Simmons College until they ran out of space. BPL offered to take them but wanted ownership rights. MLA agreed to this. Everything is stored offsite. BPL is finally done with their renovations and they have an archivist now.

- Our electronic records are the question: all electronic records should stay with MLA forever. BPL doesn't have the ability at this time to store electronic records. There are no advantages for BPL to have them.
- BPL would want a letter that just draws the line that physical materials go to BPL and electronic materials stay with MLA. Records management policy needs to be written which Aimie will take on.
- MLA needs to get a handle on the physical collection as it is and to transfer a few older records from early 2000s; probably need to update a finder's aid. Aimie will hopefully now be able to get into the collection and assess it and what needs to be done.
- **Motion to move forward with the contract negotiations with Boston Public Library to allow them to maintain all physical records of the Massachusetts Library Association but that electronic records will be maintained by the Association** made by Noelle Boc, seconded by Nora Blake. All in favor.

Motion to approve the minutes from the July 9, 2021 Administrative Committee meeting made by Kim Hewitt and seconded by Joanne Lamothe. All in favor.

Treasurer's Report—question about receivables. Only one member who remains outstanding who hasn't paid.

Association Manager Report—Rebecca Beckley

- Helping onboard new chairs
- Website will start getting implemented--may need to take the website down temporarily to do the new template

Renewal of MLA/NELA Extended Membership Agreement

- Membership had expired and needed renewal; so it has been resigned, nothing changed.
- NELA is willing to share their list of any MA members of NELA who aren't also in MLA.

Section and Committee Fundraising Discussion

- Should we earmark monies raised by sections to be able to be spent by them? Maybe with a date stamp—idea that it needs to be used in one year from the date it was raised.
- Talk to PR and work with them to make the right graphics. Nora and Bernadette will work on a guidelines draft.

Adjourn 11:30am

Respectfully submitted,

Noelle Boc,
MLA Secretary