

Minnesota Library Association
Board of Directors Meeting Minutes
May 18, 2007 11:30 a.m.
MLA Board Room

Present: Audrey Betcher, Ann Hokanson, Heidi Hoks, Mary Johnson, Jim Newsome, Chris Olson, Ben Trapskin, Carla Dewey Urban, Wendy Wendt

Absent: Verne Oleksowicz

Also Present: Melissa Brechon (Exhibits Committee); Judy Nelson & Stu Wilson (Minnesota Library Association Foundation)

1. The meeting was called to order at 11:40 a.m.
2. Welcome and Introductions (Hoks)
3. Adopt agenda with additions
Wendt/Hokanson/carried
4. Approval of April 2007 minutes, with one typographical correction
Wendt/Newsome/carried
5. Financial Report (Hokanson)
 - a. MLA is caught up with all but one of the long-standing bills; we have a positive balance in our bank account and are able to meet current expenses.
 - b. To generate revenue we will be doing a targeted mailing to individuals and institutions that were members in 2006, but have not yet renewed for 2007
 - c. On May 16 we stopped the PayChex service. They will take care of filing appropriate taxes and related forms.
 - d. Olson: MLA does have Directors and Officers insurance; liability for space we lease in the building is included in our monthly rent payments; our web and e-list hosting charges were reduced by \$200/month;
 - e. MLA will be vacating the Executive Director's office. MELSA will be using that space through the end of the year. This will reduce MLA's monthly rent.
 - f. Olson: The table and chairs have been sold; Olson will work on selling the corner computer desk.
 - g. **Action:** *Trapskin will examine the 3 computers and determine the best plan for disposing of one of them since we will only have spaces for two.*
6. Update on Activities (Hoks)
 - a. MLA's non-profit status is once again secure. A number of documents had not been filed so we had to reapply for non-profit status.
 - b. On May 17 Hoks met with the MLA Foundation to request a \$10K loan. The loan was refused and instead the Foundation offered a grant with the conditions that:
 - i. MLA use the funds for conference-related expenses
 - ii. the conference be considered sponsored in part by the Foundation
 - iii. notice of the grant be included in communications with members
 - iv. it be clarified that proceeds of the Silent Auction go to the Foundation
 - v. MLA provide a written report on the fiduciary changes put in place to address the financial crisis
 - vi. the Foundation have the opportunity to review the 2006 audit.**Motion:** The MLA Board offers heartfelt thanks to the Minnesota Library Association Foundation for providing this support and agrees to fulfill the conditions listed.
Olson/Newsome/carried
 - c. To more appropriately and effectively handle the duties and responsibilities of the Association, the Executive Committee has expanded its role. It will meet via conference call or webinar between

Board meetings, and will copy all members of the Committee on all e-mail communication so that ensure broad awareness of issues. It has instituted procedures for the processing and approval of incoming and outgoing funds. Hokanson and Urban will receive training from the accountant on the financial system in order to be able to pull reports, create checks or invoices, and handle other processes appropriately.

7. Action/Discussion Items

a. 2006 Audit (Hoks)

- i. The Auditor presented the draft report and Management Letter
- ii. A 990 Report needs to be filed by August 15.

Motion: To approve audit report and filing of related reports
Olson/Hokanson/carried

- iii. **Action:** *Treasurer Hokanson will write a memo to membership summarizing the audit and clarifying the current financial status of the organization. She will prepare a draft for review by the Board. The final version will be sent to the membership via e-mail and a copy of the audit report will be posted on the MLA web site.*

b. Membership Input to Reorganization (Betcher, Wendt)

- i. The Public Library Directors Forum had a spirited discussion about the focus of MLA and suggested a summit. The Board discussed a strategic planning process that could include that sort of informal input as well as more formal input and interactions with other organizations. It was noted that there should be a plan in place so that input received during these interactions is actually used.
- ii. **Action:** *Wendt will chair a Task Force to develop recommendations regarding a strategic planning process for the organization.*

c. MLA Foundation Activities (Trapskin, Hoks)

- i. The Foundation has established a fund-raising committee interested in pursuing grants and corporate support for projects that MLA has developed or identified for them to pursue. Their different non-profit status might make them eligible for funding opportunities not available to MLA.
- ii. It was suggested that it might be good to have a Foundation member regularly attend our meetings, perhaps even be an ex-officio member of the MLA Board.

Motion: That we bring a proposed by-law change to the membership to create an ex-officio position on the MLA Board for a Minnesota Library Association Foundation representative.
Hokanson/Betcher/carried

The proposed by-law revision will be brought forward at the annual business meeting.

- iii. The Foundation would like to change its name to Minnesota Library Foundation to clarify what they are really working to support.

Motion: That the MLA Board support the name change from Minnesota Library Association Foundation to Minnesota Library Foundation.
Hokanson/Johnson/carried

d. 2007 Conference (Betcher)

- i. The Program Committee has been very active. Programs have been assigned to times and are being confirmed.
- ii. Exhibits: Pat Conelly and Melissa Brechon are in charge of exhibits. In 2005 there were 65 paid booths; in 2006, 72, with a fee of \$750; for 2007 we're planning for 50. There will be a total of 10 hours of exhibit time, over half with no conflicts. They recommend a fee of \$650, which would include most meals, \$20 for professional table, no meals included.

Motion: That the Board approve a Conference Exhibitor fee of \$650 and \$20 for professional table.

Wendt. Betcher/carried

Motion: That the Board grant the Exhibits Committee the ability to develop creative packages to recruit additional vendors along with the ability to set the price as long as it covers costs.

- iii. Banquet: The Banquet is the most expensive meal of the conference, not everyone chooses to attend, will be off-site this year. Betcher suggested that it not be included in the conference registration cost, unlike all the other meals.

Motion: The Board approves that the Banquet will be charged separately from the conference fee. The charge can be determined by the Planning Committee, but will minimally cover costs.
Olson/Hokanson/carried

- iv. The Planning Committee is on target to have the draft program out by June 7. They will need reviewers.
- e. MN Librarian of the Year (Brechon)
Brechon is the Chair of the Foundation Committee for this award. It was awarded from 1964-1985.
Motion: That the MLA Board authorizes the Foundation to pursue sponsorship for a MN Librarian of the Year award and come back to the MLA Board with proposed criteria for final approval.
Betcher/Hokanson/carried
- f. Early Literacy Bookmarks (Hokanson)
 - i. Hennepin County Library agreed to pay \$1000 for rights to the graphics to print customized versions of the bookmarks.
 - ii. MELSA is willing to pay \$250 for a one-time of posters using the bookmark graphics
Motion: That we authorize the sale of the Early Literacy Bookmark graphics to Hennepin County Library for \$1000, and that we authorize the sale of one-time printing rights to MELSA for \$250.
Hokanson/Betcher/carried/one abstention
- g. Legislative Committee Report (Oleksowicz)
 - i. The report was submitted to the Board in advance.
 - ii. They submitted a request for a change to the by-laws (see document attached)
Motion: That the Board advance the proposed revisions to the by-laws in sections 9.2 and 12.3.3
Hokanson/Olson/carried
- h. Membership Mailings/Other Volunteer Opportunities (Urban)
 - i. A list of approximately 300 members who have not yet renewed for 2007 was generated and we will use it to create labels. Hoks will write a letter and we will mail it out with a membership form. Will do the same for approximately 40 institutional members who have not yet renewed. We will include a note about contributing to the Foundation
 - ii. Urban has created a list of jobs that might be appropriate for volunteers. Please send her any additions.
Action: If you have names of people who have expressed willingness to help MLA in some way, please forward that information to Mary Johnson who is compiling a list.
Action: Wendt has agreed to monitor one of the lists to filter spam and forward appropriate messages.
- i. 2008 Conference (Hokanson)
There had been discussion of not having a 2008 conference, for financial reasons, but feedback during the Public Library Directors Forum made it clear that a 2008 conference is desired.
- j. 2010 Conference (Betcher)
The conference center in Rochester has an inquiry from another group interested in the dates we had tentatively reserved. Betcher will contact the conference center about alternatives.
- k. Nominations Committee Slate of Candidates – postponed
- l. IMis Software Update (Wendt)
We have purchased the software. It is complex and would require training to use. There is an annual maintenance fee for upgrades. If you go more than 2 or 3 years without the upgrades, you would have to re-purchase the software.

8. Adjournment – Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Carla Dewey Urban
Secretary