

**MLA Admin Board Meeting**

**1/09/2015**

**10am to 12pm**

**Minuteman Library Network**

In Attendance: Maureen Ambrosino (President), Bernadette Rivard (Treasurer), Elizabeth Marcus (Past President), Debby Conrad (Secretary), Sarah Hagan (MLA Association Manager)

## Bernadette Rivard called the meeting to order at 10:20 a.m.

## President’s report – None given

## Approve minutes of prior meeting

***Minutes - Bernadette Rivard made a motion to accept the minutes of the November 14, 2014 Administrative Board meeting. The motion was seconded by Elizabeth Marcus. Approved.***

## Vice-President’s report – None given

## [Treasurer’s report](http://www.masslib.org/Resources/Documents/2015JanuaryTreasurers.pdf) –

 Efforts continue to transfer the Fidelity Investment Accounts from an unincorporated status to incorporated status. Will require signatures from Deb Abraham, Bernadette Rivard, and Maureen Ambrosino. Bernadette will check with Fidelity to find out if Eric can be added as incoming president. The Digital Commonwealth bank account is ready to be closed but cannot be accessed electronically. Bernadette will visit a local Citizens Bank branch to get the account balance and make arrangements to close the account. The checking account balance is low. Bernadette will be transferring $5000 to the account after the meeting. MLA is waiting for the MBLC to reimburse MLA for its share of the Boston Book Festival booth. At the present time $10,000 has been collected in membership dues - slightly ahead of last year. The majority of dues are paid before annual conference. There will be a campaign to promote institutional membership and the conference registration will also promote that level of membership.

Association Manager’s report –

 Sarah asked for permission to use the website slide show to promote institutional members. This was approved. There are 5 institutional members as of today. The conference committee has requested a slid. SRRT (Social Responsibilities Round Table) has requested a web page and she is working with them on that. She has been asked to create and post a mentor application for the upcoming NELLS conference. After discussion Sarah was asked to respond that we would prefer to just link to their page. Paperwork has been filed at the Secretary of State to update MLA corporate documents. These will now be available online. The graphic artist is working on the new banner. Sarah will circulate design to the admin board. Once that is done all the graphics updated.

***Motion – Elizabeth Marcus moved that any use of the MLA logo, endorsement or identification has to be approved by the Admin Board first. Seconded by Bernadette Rivard. Approved.***

The Conference Committee is leaning toward the Hyannis Conference Center for 2016. After discussion the Admin Board is recommending to the Conference Committee that conference be rotated among a small number of locations to enable MLA to enter into multi-year contracts with venues in an attempt to minimize costs and allow the Conference Committee to focus on the program for the current year.

The Vendor Liaison is dealing with a family emergency and the conference co-chairs have to step in. Only 2 vendors have confirmed attendance. Vendors are being assured that there will be adequate time for conference attendees to visit the exhibit hall. The raffles will be moved to the back of the exhibit hall.

The Conference Committee has requested a multi-fold conference brochure. The graphic artist has created the template and is waiting for content. Everything should be done by January 31, 2015.

Eventkeeper for calendar – we use Wild Apricot for registration and have a separate website calendar. Sarah asked if we should discontinue the subscription when it expires. This suggestion was approved since the calendar is not being used for registration.

## Other Business:

Election process: Members may submit petitions for a write-in candidate. 25 members have to sign the petition for candidates. On behalf of the Nominating Committee Betsy is going to send out an email calling for write-inn petitions. Write-in petitions must be submitted by January 29 at 5 p.m. An online ballot with write-in names if any will be sent out to the membership on January 30. The deadline for voting will be 5 p.m. February 12. Election results will be presented at the February 13 Executive Board meeting. A run-off election that will take place during the Annual Meeting if it is necessary.

## Approval of conference rate increase

The Conference Committee is recommending a $10 increase in conference registration for all levels of registration. Members of the Executive Board were asked for input. There was no disagreement.

***Conference Dues – Debby Conrad made a motion to accept the Conference Committee’s recommendation to increase the registration fee for the 2015 Conference by $10 for all levels of registration. This was seconded by Bernadette Rivard. Approved.***

## Proposal from the bookkeeper

QuickBooks from previous year still need to be reconciled. Many things were not entered and budget line items not assigned.

***Motion – Elizabeth Marcus made a motion to approve the expenditure of up to $1500 to reconcile the MLA accounts. This was seconded by Debby Conrad. Approved.***

The 2013 IRS Tax form has not been filed. MLA also received a notice from the IRS that the 941 form hasn’t been filed. Bernadette is going to contact ADP to get the status of the 941 filings. Sarah is going to check on the status of the 2013 tax filing.

***Motion – Elizabeth Marcus made a motion to budget for an annual audit to be conducted by an independent auditor. This was seconded by Maureen Ambrosino. Approved.***

Sarah will begin looking into the cost of bringing in an auditor and what level of audit is needed.

## FY2016 budget (timeline, deadlines)

Bernadette will be sending out an email asking for 2016 Budget requests. Budget requests should be submitted so a draft budget can be ready for the February meeting. Budget requests need to be submitted for the entire year.

## Executive Session –

The Admin Board went into Executive Session at 12:11 PM

The Admin Board left Executive Session at 12:43

## Motion to Adjourn

Bernadette Rivard made a motion to adjourn at 12:44. The motion was seconded by Maureen Ambrosino. Approved.

The next meeting of the Admin Board will be 10:00 a.m. on March 13, 2015 at the Minuteman Library Network headquarters.

Respectfully submitted:

Deborah K. Conrad, Secretary