

ADMINISTRATIVE BOARD MEETING

SEPTEMBER 9, 2016

CONFERENCE CALL, 10 AM

Attending: Nanci Milone-Hill, Eric Poulin, Nora Blake, Alex Lent, Jennifer Pike

# Call to order

Nanci Milone-Hill 10:06am

# Approval of minutes of July 8, 2016 meeting

Motion to approve: Eric Poulin. Second, Alex Lent. All approved.

# Treasurer’s report

* Jennifer reported that conference just about broke even.
* The Finance Committee will meet after the October Executive Board meeting.
* Jennifer would like a schedule for what she should be reporting on and when the reports should be made. Nanci mentioned that she is working with Krista MacLeod and Ellen Rainville on a master calendar for the organization – they are trying to get past presidents together to share their historical knowledge.
* Jennifer and Nanci also discussed that the people with administrative access to Wild Apricot also needs to be updated.

**ACTION: Nanci will set up a meeting of interested people to work on updating the MLA Board Handbook.**

Eric moved to accept the Treasurer’s report. Nora seconded. All approved.

# Reviews of Jennifer Zolkos and Kristen Collins

* Nanci noted that both of the Association employees are in need of a review and that one employee has requested a raise.
* Eric has documents from previous reviews and will share these with Nanci and the Administrative Board.
* Discussion ensued as to whether the Association should have contracts with employees or a letter of agreement and whether there are job descriptions for employees.

**MOTION: The Administrative Board will refrain from altering employee salaries until they are able to implement a review and step increase process. Nora moved. Eric seconded. All approved.**

**ACTION: Eric will provide documents from previous employee reviews to Nanci and Administrative Board.**

**ACTION: Jennifer and Eric will research what MLA currently has in place with employees in terms of contract or letters of agreements.**

# President’s Report

* Eric and Alex have the retreat agenda set and it looks like the session will be productive.
* Nanci would really like the organization to investigate some other kind of tool to allow boards and committees to share documents and information – Wild Apricot does not work well for this. Jennifer Zolkos can setup Google Docs for everyone but will this be best?
* Nanci would like to attend at least one meeting of every committee and section. She reported attending the Reference & User Services and Legislative Committee meetings so far.
* Eric reported that he is working on setting up a meeting with Governor Baker’s Western Office leader, Knapick.
* The Library Champion Award winner will be Katheleen O’Connor Ives.

# Vice President’s Report

Alex has a conference call setup with Deputy Chief of Staff D’Arbeloff from Governor Baker’s office to talk about great things going on at libraries around the state.

# Nominating Committee Report

It was noted that we should strive to have a slate with competition for each office we have elections for.

**ACTION: Eric will put out a call for self-nominations via email lists.**

# New Business

None

# Adjourn

Meeting adjourned at 10:45am.