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ADMINISTRATIVE BOARD MEETING

JANUARY 15, 2016

MINUTEMAN LIBRARY NETWORK, NATICK, 10:00 AM

Present – Eric Poulin (President), Nanci Milone Hill (Vice President/President Elect), Maureen Ambrosino (Past President), Debby Conrad (Secretary)

CALL TO ORDER: 10:11 a.m.

APPROVAL OF MINUTES OF NOVEMBER 20, 2015 MEETING (ACTION)

Motion to approve the minutes as presented – Eric Poulin. Second – Maureen Ambrosino. Approved.

## [TREASURER’S REPORT](http://www.masslib.org:80/resources/Documents/2016AdminBoad/Treasurer%20Report%202016%20January.docx)

After reviewing the Treasurer’s Report and [YTD Report](http://www.masslib.org:80/resources/Documents/2016AdminBoad/FY2016%20Budget%20Jul%201%20-%20Jan%2014.xlsx)  concern was expressed about the cash position of the association. Until conference registrations begin to come in there is a need for membership dues to be paid. Nanci sent out an email to those whose memberships have lapsed. There has been was some response. Maureen will send the Admin Board a list of those who’s lapsed for each of us to contact those that we know.

## PRESIDENT’S REPORT

### UPDATE ON STRATEGIC PLANNING PROCESS

Long Range Survey is almost completed. Eric plans on sending out an email the week of January 18th asking people to complete the survey. Tracey Leger-Hornby is out of town now but she will be at the February Executive Board Meeting.

### LEGISLATIVE UPDATE

Eric will be attending the Legislative Committee meeting being held later today (January 15). 37 people submitted presentation proposals for MLA Legislative Day. There is a need for people attending to make an appointment with their legislators ahead of time and it is also important for library representatives to build a relationship with their representatives. Maureen spoke to YSS about advocating for libraries. There is a need for youth services libraries to tell their story. A lot of breakfasts were just scheduled but not yet on the website. Eric has been trying to schedule a meeting with the Governor with no response. Maureen suggested trying to meet with Lieutenant Governor Karyn Polito who has been a strong library supporter.

## VICE PRESIDENT’S REPORT

CONFERENCE UPDATE

The Administrative Board agrees that it would be a good secondary source of income to invite non-library vendors to participate in the 2016 Annual Conference. This will be brought to the Executive Board at its February meeting. The program is set. Every program has a shepherd. The next step will be identify what each presenter needs in terms of equipment.

### ALA CHAPTER LEADERS

Nanci attended the chapter leaders program at ALA and will be submitting a written report for the February Executive Board meeting. She said the program was well attended and everyone is dealing with the same issues as MLA.

## ASSOCIATION MANAGER REPORT

None

## NEW BUSINESS

### WEBSITE UPDATE

Inna Ivers reported on her progress with updating the website. She is going to add a permanent link to Conference. She combined membership and committees under Connect with Us. She wants to make the log-in process a link that makes it easier to join. Once she makes the website responsive then it will fix some of the menu options. Committee chairs have privileges to update their pages but when Maureen looked at pages they don’t appear to be updated. Nanci wants this on the agenda for the February meeting. Debby mentioned the need to establish standard for storing files – how folders are organized. The Association Manager is supposed to be updating the website with current pictures. Debby mentioned may people outside the Executive Board don’t know who she is yet. Maureen suggested she send out an email to the Association introducing herself.

### *ACTION – Eric will email her and ask her to do this the week of January 18.*

## ISSUES FROM ALA MIDWINTER (ACTION)

Susan McAlister is going to be reimbursed for the ALA table and chair charge. Ruth is following up with ALA to find out why we were charged. Eric is going to reach out to Ruth and find out if we can help resolve the issue.

Laura Bernheim had pictures of her teens who attended ALA. Maureen is going to ask her for copies that we can post on the website

## Nominating Committee

Maureen is working with Clayton Cheever to find someone interested in serving as secretary

## Adjourned at 11:02 a.m.

Respectfully Submitted

Debby Conrad, Secretary