 Administrative Board Meeting

November 20, 2015

Minuteman Library Network

In attendance:

Eric Poulin (President), Nanci Milone Hill (Vice-President), Maureen Ambrosino (Past President), Debby Conrad (Secretary)

Call to order

Eric Poulin at 9:55 a.m.

Approval of minutes from September 23

***Motion to approve the minutes from the September 23 Administrative Board Meeting – Maureen Ambrosino. Second – Eric Poulin. Approved.***

## Strategic Plan

Eric received two responses to the Associations RFP for consultants to work with MLA on its next five year strategic plan. The responses, cost, and timetable were reviewed.

***Motion to contract with Leger-Hornby Consulting to facilitate the development of the strategic plan. – Eric Poulin. Second Nanci Milone Hill. Approved.***

***Motion to use funds from MLA Investment Funds to cover the expense. – Eric Poulin. Second –Nanci Milone Hill. Approved.***

Eric will contact her to work out the details.

## President’s Report

Eric met with Rep. Stephen Kulik and Commissioner Resnick during which they discussed how the reductions in 9506 affects all line items. Dinah O’Brien recommended that we contact Mass Municipal Association so we can partner with them. Eric will also be meeting with Senator Donald Humason to discuss the situation with line item 9506.

## Conference Committee

Nanci reported that the conference committee would be finalizing the programs at its meeting being held on November 20. The committee has received no proposals for Readers Advisory but they are going to actively recruit presenters since those are very popular programs. Graphics have been approved. The Save the Date announcement has been posted on the MLA Facebook page. Recommendations were made to go to Hyannis in 2016, Worcester in 2017, and Springfield in 2018. In October 2015 the Executive Board approved Hyannis and Worcester. Debby suggested using Survey Monkey to find out how many people would be willing to go to Springfield in 2018.

## Section Questions

Is there a policy about what a section should charge non-members if they attend a special event?

Nanci recommended that we follow the policy in place for Conference. Maureen pointed out that the difference needs to be high enough to encourage people to join. Maureen mentioned that typical membership would be $65. Eric suggested that pricing be set so that it would be less expensive for the person to attend and join than pay the nonmember. Eric will bring that recommendation to Executive Board in December that a policy be adopted regarding non-member registration fees.

Ping wanted to be able to set up a special email list for members of the section. Maureen thinks that is possible but more investigation will need to be done to see how Wild Apricot could handle that.

Ping wants to get a list of people who sign up for the RUSS. Nora would be the contact for that.

The Pararlibrarian Section asked whether money raised in one year is not all expended in a given year can be carried over to the next year. Maureen said it could be an accounting nightmare. Nanci said it should be spent in the year in which it raised. This is not recommended.

## Nominating Committee

Nanci talked to Alex Lent (Millis) about running for Vice President/President-Elect of MLA in 2016. He agreed. The secretary’s position will need to be filled as well and Maureen will talk to Nora Blake about that.

## Association Credit Cards

Bernadette Rivard has recommended that Jennifer Zolkos and Kristen Collins be issued MLA credit cards from Citizens Bank.

***Motion that Jennifer Zolkos, , Kristen Collins, and Nanci Milone Hill be issued MLA credit cards from Citizens Bank. The motion was then amended to include Eric Poulin. – Maureen Ambrosino. Second – Eric Poulin. Approved.***

After this is done Maureen and Bernadette will then cancel the Bank of America credit cards they have.

## Other

NELA/MLA joint membership is still on hold from last year because NELA wanted to see how it went with New Hampshire. Eric is going to follow up with NELA.

Update of Website. – Money has been approved to redesign the website. MLA will contract with Inna Ivers (Minuteman) to redesign the website with the expectation it can then be kept up to date by MLA staff.

During her term as president, Nanci wants to reach out to young people to encourage them to become libraries. She would like to apply for an LSTA grant.

***Motion to recommend that Nanci Milone Hill file a letter of intent for LSTA funding on behalf of MLA – Eric Poulin. Second Maureen Ambrosino. Approved.***

## December 11 Executive Board Meeting

Business meeting on Dec. 11 from 10 a.m. to 11:30 a.m. Lunch will be from 11:30 to noon. Consultant will then meet with the group. Eric is going to contact Sharon about where to get food and check on room availability to make sure the meeting can extend until 2 p.m.

Motion to Adjourn

Maureen Ambrosino. Second Nanci Milone Hill. Meeting adjourned at 10:55 a.m.

Respectfully submitted

Debby Conrad, Secretary