

**Administrative Board Meeting
February 27, 2017
Worcester Public Library
10:00 AM**

**MINUTES**

Attending: Nanci Milone Hill, Jennifer Pike, Nora Blake

Absent: Alex Lent

1. Call to Order – 10:07am
2. Approval of Minutes of January 13, 2017 Administrative Board Meeting - Approved
3. Treasurer’s Report – Finances are in good shape as conference income begins to come into the association in the form of vendor hall registrations.
4. President’s Report – Nothing to add to written report. Report was accepted.
5. Vice President’s Report – No report.
6. Nominating Committee Report – Nanci and Krista have been working hard to contact potential candidates. So far they have just one candidate each for Vice President/President-Elect and ALA Councilor. They are still trying to find a candidate for Treasurer.
7. Old Business – None to discuss
8. New Business

FY18 Budget Requests from Committees:
* Jennifer has had a difficult time getting needed information from Jennifer to compile the FY2018 budget.
* Conference Committee submitted a budget request that included an additional $15,000 for the DCU Center. Apparently the DCU Center is now charging an increased fee for use of the site.
* The group agreed that an increase of $15,000 was too high and that the conference committee would be asked to try to find another location. **The Administrative Committee will look to meet with the conference committee to discuss this.**
* Nanci wondered how much we have paid to Tracy Ledger-Hornby for her work and how much is left on her contract to pay. Nanci will contact Eric and ask him for a copy of Tracy’s contract.

Review of MLA Strategic Planning Committee’s work for Comment – No discussion as Alex was absent from the meeting – Alex has worked most closely with the plan.

Employee Review Discussion:

* The group discussed the Association Manager’s strengths and weaknesses and developed a plan for holding an in-person review with Jennifer Zolkos.
* **The Administrative Committee will look to schedule that in-person review before conference.**
1. Adjourn – 11:20am