



**ADMINISTRATIVE BOARD MEETING
September 14, 2018
CONFERENCE CALL, 10:00 AM**

Attending: Alex Lent, Jennifer Pike, William Adamczyk, Noelle Boc, Jennifer Zolkos, Esme Green

Call to Order

10:02am

President's report—Will Adamczyk

Will reported he has gone to the State House recently to lay some groundwork for MLA Legislative Day. He also attended the September MBLC committee board meeting to talk about their legislative agenda.

Treasurer's Report and Budget Update --Jennifer Pike

- All payroll pieces need to have the same contact information and currently MLA is using the Westborough Library as our mailing address due to the lack of an office space. Discussion around whether MBLC or MLS may be willing to let us use their addresses and that will be investigated.
- Our files in general are not currently all together but dispersed in different locations and that also needs to be addressed
- The budget set up needs to change to our fiscal year cycle instead of the calendar year that it is currently at. *A motion was made by Alex Lent to approve this change and was seconded by Esme Green. All in favor.*
- Draft budgets for sections and committees are due October 31st. Jennifer Pike will create a budget worksheet on Google docs to send to all of the committee and section chairs to complete. Will shall email E-board members about the due date of the budgets so the Administrative Board can review them in November.
- A cash transfer from Fidelity to Citizen's will occur in the next month
- A Finance Committee meeting is scheduled for directly after the next E-board meeting in October.

Conference Update—Esme Green

- Discussion around rolling the cost of meals into the price of attending conference. The Conference Committee feels there may be some pushback from attendees about the cost increase, but the positives will outweigh the negatives. The Administrative Board recommends this change.
- If meals are included in the cost of conference pricing, this may require another look at the structure and pricing of institutional memberships
- PR Awards are gearing up for 2019 at conference

Strategic Plan

- The plan will be discussed more thoroughly during the E-board meeting in October
- Discussion around some easy items to attack, such as creating a template for the website for the sections to be able to personalize their sites as well as make the look more consistent. Other possible branding ideas are being considered.

New Business

- **GoToMeeting** will be made available to the committees and sections. Jen Zolkos can hold a training so that anyone can run a meeting. A schedule will have to be created to keep multiple meetings from clashing while using the product
- **Archives**
The Boston Public Library is in possession of the MLA archives, however, nothing has been added or updated for at least 5 years to that collection. Currently, due to renovations at the BPL, our archives are being kept off site and are unavailable.
Aimie Westphal will look into digitizing more recent documents until our archives are made available to us again
- **Personnel Committee**
A chair and members need to be appointed to this committee
Will shall investigate the history of the committee first to determine its direction and goals
- **MSLMA** is seeking MLA's input and support. There is currently no representation for school library media centers at the Department of Elementary and Secondary Education (DESE) and there are no standards kept for school library media specialists. MSLMA is looking to create a rubric to evaluate school library media specialists and to amplify their cause.

Meeting adjourned at 11:07am

Respectfully submitted,

Noelle Boc
MLA Secretary