



**Administrative Board Meeting  
Friday, January 10, 2020 at 10:00am via conference call  
Minutes**

Attending: Esme Green (President), Nora Blake (Vice President), Will Adamczyk (Past President), Bernadette Rivard (Treasurer), Noelle Boc (Secretary), Rebecca Beckley (Association Manager)

Call to Order at 10:02am

**Motion made to approve the minutes from previous meeting** held on November 13, 2019 by Nora Blake, seconded by Bernadette Rivard. All in favor.

**Treasurer's Report**—Bernadette Rivard

- Still have \$10,000 in the bank account which is positive. The bank statement says Paychex deposited \$1700 in December but we don't know why—we may have that a loss when we investigate. Kristen's payroll is now under Conference expenses. We already have \$3100 in conference vendor fees coming in.

**FY21 Budget**—Bernadette Rivard

- After going through all of the sections and committees proposed budgets, the overall budget is realistic but we're still about \$9,000 down. We are encouraged that Conference and membership will bring in the funds. However there is still a possibility we may need to take funds out of the investment accounts.
- Idea from Esme and Bernadette: offer a commission incentive to Kristen Collins. If she can bring in more than a set amount of money for sponsors, she can earn a percentage of the profits. Nora and Esme will talk to Kristen about it to see if she would be open to the idea. Can potentially expand to Rebecca's job for membership.
- Bernadette has spent a good amount of time to have the budget numbers really reflect reality with hard numbers. Suggestion to write a narrative beforehand for membership to explain our budget numbers and to show past transfers of money to the budget. Add investment transfer as income to our budget into our cash reserves. Bernadette is going to compile all of the statements and show how we've been using the cash reserves fund over time. Suggestion to put \$5,000 into current cash reserve to bring it up to \$11,000 to cover any of our costs that aren't in the budget. Investment Committee needs to meet to vote to make the transfer. Bernadette will write the report and get input from the Investment Committee so it can be brought to the Executive Board in February.

- It is unknown when the Bank of America credit card was closed, so the accountant is asking about details of it and Bernadette will have to investigate the situation.

#### **Association Manager's Report –Rebecca Beckley**

- World Pay— is our former/current credit card processing merchant. We have switched to Wild Apricot, but we left the World Pay open for a little longer to make sure everything had gotten paid. World Pay reached out about a balance of \$482 that needed paying. Apparently, we have found we had 2 accounts with them and it had our old bank information, so we're getting that old bill paid and then we will finally get to close those accounts. Some other issues with old contact information and such has been holding things up.
- Meeting schedule—A mistake was made in the schedule, but it has been fixed. Last Administrative Board meeting will be in May before Conference.
- Section standalone program form – will change form's due date to 90 days before the proposed event and will talk about it at Executive Board and at our transition meeting.

#### **Administrative Calendar Items:**

- December Executive board meeting held
- Executive Board accepts annual audit—not yet completed, but shall be
- Vote on Legislative Day Advocacy Award recipient—we are not aware of anyone nominated at this point. Esme will contact Jennifer Harris about it. (Update: no one was nominated this year)
- Nominating Committee representative to Executive Board—Will said more time is needed.
- Administrative Board meeting in January held.
- Attend ALA Midwinter—no one scheduled to attend
- Secretary of State non-profit tax filings—those come with the tax forms and the accountant takes care of.
- Mail 1099s to vendors—we aren't sure who mails 1099 forms to vendors. Vendors who have billed us more than \$600 need to be sent a 1099. Bernadette and Rebecca are on it. Bernadette will check in with the accountant about it.

#### **Strategic Plan Update**

- MLA needs a new plan; we have gap year scheduled currently. We are planning to have a kick off at conference. Discussion to have someone come in and do a series of focus groups with members at conference. Process and timeline, info gathering with stakeholders (focus groups, surveys), plan creation, writing and presenting to membership.
- A quote will be acquired from Erica Freudenberger/Thriving Libraries to see if it is reasonable for the association to hire a consultant. Also will investigate attracting more members onto the Strategic Plan Committee.

#### **Website Redesign**

- Nora will send a few examples of other libraries or associations who have more attractive Wild Apricot templates to Rebecca and see if she can talk to Wild Apricot about how to enact changes to the site.

### **Nominations for 2020**

- ALA Chapter Councilor is a bit odd in that it commits to traveling and also the position may disappear. Will shall reach out to nominees for it.
- Discussion around being able to build out people for positions—can we cherry pick members from sections and committees to fill these roles.

### **Archives** (via recent correspondence with Aimie Westphal)

- Will Boston Public Library let MLA store archives with them again because MVLC cannot keep the archives that are still housed at their site. MLA archives that Boston Public Library have may be in offsite storage still. Boston Public Library technically owns all of our archives.
- Aimie has a draft retention policy and thinks a large amount of items can be thrown away.

### **Macmillan update**

- A national list of libraries boycotting Macmillan has been created online.
- Vermont has been talking to a variety of legal offices, even Bernie Sanders's office, about the issue.
- Congressional investigation is moving forward as well.
- Esme was interviewed by WGBH about the issue in January.

**Conference Director's Review**—is in progress via Nora and Esme.

### **Reader's Advisory Resources on the website**

- Should we make Reader's Advisory resources something that only paid members access? Reluctance to do this.
- Youth Services Section has been maintaining a wiki for years of meeting minutes, resources and more. Kept separately because the chairs weren't always allowed access to the website. Will request YSS to move that information to the MLA site.

Motion to adjourn from Will Adamczyk at 11:30am

Respectfully submitted,

Noelle Boc

MLA Secretary