

**MLA Administrative Board Meeting
Agenda (Conference Call)
Friday, May 8, 2020, 10:00am
Minutes**

Attending: Noelle Boc (Secretary), Esme Green (President), Will Adamczyk (Past President), Nora Blake (Vice President), Bernadette Rivard (Treasurer), Kristen Collins (Conference Manager)

Call to Order at 10:11am

Motion to approve the minutes from the previous meeting held on March 13, 2020 by Esme Green, seconded by Will Adamczyk. All in favor.

Treasurer's Report (Bernadette Rivard)

- MLA was awarded the PPP loan. Almost \$22,000 in the bank and all of the checks have cleared but for one, and there should be about 5 months of payroll covered.
- An Investment Committee meeting should be scheduled soon.
- Bernadette proposed trying to create an estimate of what funding MLA might need over the next several months to avoid the constant pulling of funds out of the investment accounts.
- Discussion around whether or not conference is going to be feasible to do annually. Can we perhaps trade off conference years with NELA? Our budget looks completely different without conference in it, so a goal was set to revise the budget that had originally been settled upon.
- **A motion was made** for the Administrative Board of MLA to present both a balanced budget as well as a contingency budget at the 2020 annual meeting without the prior approval of the Executive Board due to the current State of Emergency. This motion was made by Will Adamczyk and seconded by Nora Blake. All in favor.

Insurance for Conference

- If we do go forward with an in person conference in the future, MLA shall have to get a better insurance policy to cover the liability Discussion around whether we get the insurance now or later, or whether consolidating all of our insurance policies makes sense. Esme will put together a RFP for this task.

Conference Update (Kristen Collins)

- Kristen has been talking to the Cape Cod hotel about what they are doing and she has discussed what things would look like in 2021. Put the onus on the hotel that they are complying with safety regulations, etc.
- MLA might be better off doing a virtual conference instead in 2021. Kristen is talking to vendors about this. Some other big conferences are going 100% virtual. Perhaps revamp our budget to include a virtual conference instead. Potential marketing could include "watch it with your neighboring libraries."
- Bernadette will create three budgets to review: one as is, one including a virtual conference and one including an in person conference.

Virtual Legislative Day

- Four days next week for different regions that will educate attendees on engaging with their legislators and what library talking points are.

Annual Meeting

- The date is set for a virtual annual meeting on June 11th from 2pm until 4pm. The MLA annual business meeting will be allotted the first 45 minutes and then keynote Nancy Perl will speak for the next 75 minutes. Alene will do a moderated session.
- The Administrative Board needs to get our business meeting agenda together and put the slides together. Annual reports from the sections will be gathered.

Adjourn 10:59am