

**Administrative Committee Meeting**

**Minutes**

January 12, 2024 at 10am

Meeting via Zoom

**Attending**: Kim Hewitt (Past President), Bernadette Rivard (Past Treasurer), Kristen Collins (Conference Manager), Tina McAndrew (Secretary), Sarah Breen (Treasurer), Michelle Filleul (President), Noelle Boc

**Call to Order** at 10:03am

**Motion made to accept the minutes of the November 3, 2023 meeting** made by Bernadette Rivard and seconded by Michelle Filleul. All in favor.

**Treasurer’s Report**

Sarah reported on the October financials; Kristen lowered the Zoom monthly fees; $17,059.34 is the current checking balance and investments are up a bit.

**Motion to approve the October Treasurer’s Report**  made by Michelle Filleul and seconded by Kim Hewitt. All in favor

Sarah reported on the November financials; $600 in conference exhibitor income; $3806 in membership income. Final 2024 conference deposit was made. Kristen will look into eliminating the need for the Director of Operation’s cell phone.

**Motion to approve the November Treasurer’s Report**  made by Michelle Filleul and second by Noelle Boc. All in favor.

Sarah reported on conference income and joint membership income. A transfer was made from investments to checking; going forward the transfer fee of $15 will be waived since Bernadette can do the transfer electronically. Jordan Miller grant of $500 was paid and NELA invoices are being paid. Investments down from taking the $5000 out to pay for the accountant.

**Motion to approve the December Treasurer’s Report** made by Noelle Boc and seconded by Kim Hewitt. All in favor.

Motion to transfer $10,000 from investments to checking to pay for 2025 conference venue made by Michelle Filleul and seconded by Noelle Boc. All in favor.

**Director of Operation’s Report**

Kristen discussed moving to MCTrade from Wild Apricot with a kickoff call on 1/31 to get groundwork going. A membership survey will be done to find out what members are looking for in a new webpage. Google Drive will be used for the admin board to submit questions/comments for survey. Noelle commented it will be valuable to a have station at conference for people to give feedback; perhaps MLA and NELA can share a booth. USDA will have a table at the conference; Governor Healey will ramp up exhibits and registration. Legislative Breakfast information is on the website and the YouTube channel. Boston Public Library is interested in being a platinum sponsor.

**Website Committee-MC Trade**

Krista, Kim, and Michelle have previously served on the Website Committee; recruitment is needed to revamp it with the goal to go live in the new fiscal year with a new webpage. Evaluation of current pages and what is used needs to be done. Michelle is interested in being on the committee again; she will send a message to the Executive Board that previously expressed interest in being involved. Michelle will also send out an email recruiting members and a survey will be sent out for feedback as well.

**Slate of Officers – Admin Board**

Kim reported Bernadette will be Treasurer again at some point; Tina will reup for two more years as the Secretary. Vice President elect is Sara Slymon. Slate will be presented to the Executive Board in February with notice sent to membership in March. Voting will be sent out before presentation at annual meeting.

Slate:

President: Michelle Filleul

Vice President: Sara Slymon

Treasurer: Bernadette Rivard

Secretary: Tina McAndrew

**PR Committee Update**

Carol Gafford who used to be on PR is interested in reinvigorating it. Michelle and Kristen will meet with her next week to get things moving. A list of people interested in the Committee was shared with Carol previously.

**Membership Committee Update**

Revitalization of the Committee needs to take place. Different membership levels need to be analyzed; what do members need? Perhaps hosting a booth at conference to gain knowledge of different desires. Bernadette shared her analysis of membership categories. Kristen will share this information with Krista so that preparation can be made of new membership categories at the annual meeting (after February 9th meeting).

**Merging with MA School Library Association**

Noelle and Michelle will meet with MSLA to get the merger in progress. Both associations have different needs so logistics will have to be figured out.

**Legislative Breakfasts**

Michelle and Tina commented that there is no Legislative Day but it would be helpful to add a line about upcoming legislative breakfasts to signature line.

**Sustainability Pledge**

Kristen and Noelle noted that this pledge is not for individual certification but for an entire library. Kristen will send information to each library regarding applying for certification.

**Motion to adjourn at 11:20am** made by Noelle Boc and seconded by Bernadette Rivard. All in favor.

Respectfully Submitted,

Tina McAndrew

MLA Secretary