

ADMINISTRATIVE BOARD MEETING

MARCH 25, 2016

WESTBOROUGH PUBLIC LIBRARY, 1 PM

Present: Eric Poulin, Nanci Milone Hill, Debby Conrad, Maureen Ambrosino, Tracy Leger-Hornby

Call to order: 1:04 p.m.

# Approval of minutes of January 15, 2016 meeting

*Maureen Ambrosino made the motion to approve as amended. Second by Eric Poulin. Approved*.

# [Treasurer’s report](http://www.masslib.org/resources/Documents/2016AdminBoad/Treasurer%20Report%202016%20March.pdf)

 [YTD Budget Report](http://www.masslib.org:80/resources/Documents/2016AdminBoad/FY2016%20Budget%20July%201%20-%20March%2024.pdf)

## *🡪* Action – Ask Jennifer Zolkos to contact section chairs to ask them for budget figures for FY17.

Review of draft of Interim Strategic Plan with Tracey Leger-Hornby

There was discussion and review of the document presented by Tracey. The consensus is that there are insufficient data and time to draft a true strategic plan by July 1 2016 and that a formal planning process must be put in place.

## *🡪* Action – Eric will contact Alex Lent to ask him to co-chair the Strategic Planning Committee.

## *🡪* Action – Nanci will contact members of the library community who represent different types of libraries and parts of the state to serve on the Strategic Planning Committee.

## *🡪* Action – Maureen will verify that the room available at 8:30 on Wednesday May 18 can be set aside for an open meeting to enable attendees to talk about MLA and the planning process.

## *🡪* Action – During the Annual Business Meeting Eric will make a report summarizing the results of the survey.

## *🡪* Action – During the Business Meeting Nanci will announce the appointment of the committee members and will talk about next steps.

## *🡪* Action – Tracy will contact the director of the library at QCC in Worcester to see if there is space for a planning retreat in September. If that is not available alternative sites will be sought.

* + The retreat will be for members of the Executive Board and the Strategic Planning Committee
	+ Attendees will be provided with background information before the retreat which will consist of a short history of MLA, an overview of events over the past 4 years in terms of association management, a copy of the current strategic plan, and results of the 2015 survey.
	+ The retreat will take approximately 4 hours
	+ The retreat will be facilitated by Tracey
	+ The goal of the retreat will be to develop a draft Mission Statement

## *🡪* Action – Sites and dates for regional strategic planning meetings to be held mid-October through mid-November will be scheduled by Eric and Alex. Ideally dates should be announced during the May Business Meeting. Eric will check to see if one meeting can be held during NELA which will be October 14 – 16 in Danvers. The purpose of the strategic planning meetings will be to receive feedback on the proposed Mission Statement and to solicit suggestions for goals and activities.

## *🡪* Action – Tracey will contact Jennifer Zolkos about setting up a section on the MLA Website to publicize planning activities

## *🡪* Action – Nanci will contact Sunny and ask her to provide us with a short history of the Association.

## *🡪* Action – Eric is going to ask Alex to attend the next Executive Board meeting on April 8 in Worcester

# President’s Report

 Legislative Update Eric has attended multiple Breakfasts. Nanci attended two. Debby attended two Turnout has been excellent at the breakfasts. 2016 MLA Legislative Day was very successful. May first time attendees. Many legislators or aides came down to the Showcase and to attend lunch. Showcase was great but schedule needs to be publicized.

 Conference issues—

The issue about how many free registrations would be made available to the Paraprofessional Section has been resolved.

Conference Committee and Public Relations Committee are working together to get info out about the conference in social media. Hope to have a link on registration that would post I am attending at Facebook/Twitter.

# Vice President’s Report

Conference committee met March 25. Concerned about lack of sponsorship but conference is a little later this year and numbers match what we had last year at this time. Nanci is going to contact Novelist to see if they would sponsor the beach towels.

# Nominating Committee Report

Nora will let Maureen know by March 28 if she is interested in serving as Secretary. If she is not, Maureen will begin looking elsewhere.

# New Business

The Administrative Board members need to do a performance review of Jennifer Zolkos and Kristen Collins. Maureen will send Eric the form that was used for Sarah Hagan.

## Meeting was adjourned at 2:45

*Respectfully submitted*

*Debby Conrad, Secretary.*