



**ADMINISTRATIVE BOARD MEETING  
January 11th, 2019  
CONFERENCE CALL, 10:00 AM**

Attending: Alex Lent, William Adamczyk, Noelle Boc, Esme Green, Jennifer Pike  
**Call to order:** 10:01am

- Motion to accept the minutes from the Administrative Board meeting of November 9<sup>th</sup>, 2018 by Jennifer Pike, seconded by Esme Green. All approved.

**Personnel Issues**

- In regards to the open Association Manager position: Nora Blake has been working with the Personnel Committee (composed of Will Adamczyk, Esme Green and Charlotte Cannelli) about the merging of association manager and conference manager. Unfortunately, the candidate, Kristen, and the committee were not able to come to an agreement due to salary. Kristen will keep her position as conference manager.
- Nora Blake is working on writing an employment agreement between MLA and Kristen for her position.
- Pursuing another lead with a possible candidate in NELA; we may need to post the job if other candidate possibilities come to naught.
- Jennifer Pike has been maintaining the association manager's duties and requested help from the board. Esme Green is managing the official email for association manager for the present and will help reconcile membership checks in Wild Apricot. Will Adamczyk will procure the phone and laptop from Jennifer Zolkos to keep those up to date.
- Conversation about how MLA needs to conduct performance reviews consistently. The Personnel Committee will work on that.

**Treasurer's Report**—Jennifer Pike

- Status report on our accounts: MLA's Citizen's bank account had gotten cancelled via their fraud division in December. No known explanation. New account has been opened with TDBank. Fidelity accounts will get transferred over to TDBank. WorldPay is slow to be changed over and nothing in the past month has gone through yet. MLA is short on cash while the accounts get rectified with the new bank. MLA needs to hunt down all of our accounts now and get them changed to make sure no other fraud is happening.
- In June when the officers changeover, it would be beneficial that all account paperwork is passed over at the same time
- Board /Officer Insurance: discussion about whether or not we have insurance was later proved to show that MLA does possess it.
- A sincere note of gratitude to Jennifer Pike for dealing speedily with the unexpected bank account issues that arose around the holidays.
- Fiscal year 2020 budget: is a balanced budget; small profit not loss. A line needs to be added under membership to note expenses and to show the funds that get paid out to NELA for the dual memberships.
- Administrative Board needs to vote to endorse budget and bring it to Executive board at the February meeting. An email vote will happen to allow the Administrative board time to look thoroughly at the budget as presented.

**New Sections**

- The new Reader's Advisory and Management sections are gathering signatures and will appear for a vote at the annual meeting.

**Annual Audit**--Has been completed.

**Nominating Committee**

- Message to all regions got sent out looking for nominees. Other candidates may be approached personally.
- February Executive Board will have a slate of nominees presented.

**Other Business**

- Database of members in Wild Apricot needs to be culled to keep it under 2000 or else we need to pay more. Administrative board with input from Membership will work on it to keep it to current members.
- In January, Charlotte Cannelli via email asked the Executive Board of MLA to endorse the following resolution from the American Library Association: **Therefore be it resolved that the American Library Association, along with our partner organizations, affirms support of civil rights protections for people of all gender identities, including people who are transgender, and**
  1. *Encourages libraries to defend, in their policies, procedures, and their actions, the ALA Code of Ethics principle 1 – "We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable access; and accurate, unbiased, and courteous responses to all requests;"*
  2. *Create all-inclusive spaces to welcome and meet the information needs of America's transgender community;*
  3. *Create all-inclusive spaces to support the full public participation of transgender people by being physically and socially welcoming and meeting their information needs."*
  4. *Reviews policy documents and internal procedures to ensure Equity, Diversity, and Inclusion (EDI) principles are reflected throughout and communicated to the membership broadly as well; and be it further resolved that this resolution be printed in full in American Libraries and publicized widely via all media channels.*
  5. *Provide avenues within existing ALA structure to highlight model policies as well as model training and education for library staff and administrations to create the all inclusive spaces and understand bias.*Due to the short amount of time between MLA meetings and the ALA Midwinter meeting, Charlotte requested that the board vote via email to support the resolution. Eleven sections or committees sent in a yes vote, which carried the Executive Board's decision to support the resolution.

**Upcoming for February Executive Board Agenda**

- Treasurer's report with synopsis of issues
- Personnel committee update
- Fiscal year 2020 budget approval
- Conference update
- Archivist's report
- Strategic plan update
- Legislative Committee update
- Leadership and Management section proposal

Adjourn 10:56am

Respectfully submitted,

Noelle Boc,  
MLA Secretary