



Executive Board Transition Meeting
Friday, June 9, 2023
10:00 am – 12pm
Virtual Meeting via Zoom
MINUTES

Attending: Noelle Boc (Personnel Issues), Joanne Lamothe (Past President), Kim Hewitt (President), Bernadette Rivard (Treasurer), Tina McAndrew (Secretary), Kristen Collins (Association Manager), Will Adamczyk (Legislative), Michelle Filleul (Vice President), James Lonergan (MBLC), Andrea Fiorillo (IF/SRC), Laurie Lessner (Conference), Sarah Breen (Assistant Treasurer), Felicia O'Keefe (YSS), Eileen Dyer (Legislative), Susan Caulfield (IF/SRC), Robert Hayes (Program Planners), Courtney Andree and Sharon Shaloo (Mass Center for the Book), Sarah Sogigian (MLS), Danielle Savin, Allison Bridgewater Esme Green (Conference), Ellen Keane (Conference)

BUSINESS MEETING

Call to order: 10:07am

Motion to approve the minutes of the April 14, 2023 meeting as amended to add approval by members of votes taken made by Bernadette Rivard and seconded by Michelle Filleul. Esme and Danielle abstained.

Treasurer's Report | *Bernadette Rivard*

The May report is in progress. As of April, the deposit to Framingham was made for next year's conference. Lots of conference transactions transpired in April. Investments are up. Motion to approve the Treasurer's Report made by Esme Green and seconded by Michelle Filleul. All in favor.

2023 Conference Report | *Conference Committee Chairs*

Esme reported the committee will look at financials for next year in order to ensure a profit. A good start has already been made in planning for next year's conference and there has been lots of interest in joining the Conference Committee.

Partner Organization Updates | *Organization Representatives*

- MBLC

James reported that things are looking good for the budget. James thanked Andrea and Susan for their contributions toward the joint statement on intellectual freedom. Kim thanked Sharon for her work and welcomed Courtney.

- Mass Center for the Book
Courtney introduced herself and will give an update at the next meeting.

Save the Date: E-Board Meetings | [Eventkeeper](#)

Executive Board Meeting Adjourns at 10:18am Motion to adjourn made by Tina McAndrew and seconded by Bernadette Rivard. All in favor.

TRANSITION MEETING + SECTION CHAIR TRAINING

Introductory Remarks and Agenda Review | *Kim Hewitt and Michelle Filleul*

Kim introduced herself and welcomed new members. Michelle introduced herself as the incoming president.

Incoming Officers Introduction | [Roles and Duties](#) | *Kim and Michelle*

- President – Kim Hewitt – described some of her responsibilities as working with the administrative board, presiding over meetings, appointing chairs in accordance with bylaws, keeping membership informed. The President position is a 3 year term with president elect and past president
- VP/President Elect – VP for one year, now president – Michelle Filleul described some of the duties of VP as a liaison to Conference Committee, working with the administrative board, steps in for president if necessary, and serves on the finance committee
- Past President – Joanne Lamothe – comes up with slate for next round of officers and is aware of all terms of the offices
- Past Treasurer – Bernadette Rivard – reported this is the first year all three treasurer roles filled; the Treasurer holds a busy role during conference, works with organizations on banking and investments; documents all procedures for the future treasurer, and informs members of being aware of each budget for incomes and expenses
- Treasurer – Sarah Breen – is in training to be Treasurer, currently processes checks and helping to write the Treasurer Report
- Assistant Treasurer – Danielle Savin introduced herself, was a member of the Conference Committee and Investment Committee. Bernadette reported the treasurer roles meet regularly to manage investment account. Decisions regarding investments will be made on the June 30 balance with decisions made in September to coincide with the fiscal year rather than calendar year.
- Association Manager/Conference – Kristin Collins is currently learning about officer roles, gives membership updates, upholds data integrity tracking members, makes payments; as Conference Manager she coordinates all aspects of yearly conference.
- Secretary – Tina McAndrew – introduced herself as the member that takes the minutes for the administrative and executive boards, emails them to members, and posts online.

MLA Budget and Timelines | *Sarah Breen*

Important timelines

- Submit budget | October – Bernadette showed the FY24 budget; each committee has its own page; in the fall the Treasurer sends out a blank spreadsheet for each committee to fill in numbers; last year's numbers are there for comparison of past spending. The Investment Committee analyzes the budget as well; budget is in Google Drive
Any fundraising profit brought in by an individual committee is money for all of MLA. Discuss and finalize | December
- Vote on budget | February

Introduction of MLA Staff and Explanation of Roles/Responsibilities | *Kim and Michelle*

- Interim Association Manager and Conference Director, Kristen Collins

Important Documents | *Kim, Michelle, Kristen*

Kim shared website calendar, each section and committee expected to post meetings here and Info Sheet; YSS, and LITS may need Chairs; Kristen walked through Google Drive and how to login to the MLA website

[Info Sheet for Committee Chairs](#)

Overview of [Google Drive](#) and [MLA website](#)

Social Media Policies and Guidelines (*see Info Sheet linked above*)

[By-Laws and Strategic Plan](#)

[Section Mission Statements](#)

Budget

[Calendar Eventkeeper](#) | [Annual Calendar](#)

[Contact List for Organization](#)

Committees, Sections, Liaisons + Archivist Expectations | *Kim and Michelle*

Michelle reviewed expectations; must be a current member of MLA

Participation

- Attend Executive Board meetings (one vote per section)
- Hold regular section meetings/programs and post on Eventkeeper
- Develop and propose programs for Annual Conference
- Appoint a liaison for Conference Committee and ensure that person attends Conference Committee meetings
- Appoint a liaison for Public Relations Committee and ensure that person attends PR Committee meetings

Finance and Reporting

- Create and submit a budget by October deadline
- Prepare reports for E-Board meetings (6 times a year)
- Prepare an annual report for Annual Business Meeting (held at Conference in May)

Administrative

- Update the [E-Board Contact List](#) with the most current list of members/contact information
- Maintain accurate information on Masslib.org

- Regularly review your area of the website
- *Supply association manager with information for posting*

Introduction of Committees, Sections, Liaisons + Archivist | Kim and Michelle

- Conference Committee
Ellen Keane talked about having reps from each section to have representation from all parts of MLA; present slate at conference; not just professional but fun events at conference too – conference is awesome! Joanne asked for each committee to provide a current liaison to conference committee
- IFSRC
Andrea encompass all things intellectual freedom/social justice. Liaison to conference; held symposiums on current topics the last 2 ½ years - all censorship harassment all the time
- Legislative
Wil discussed Library Legislative Day at the State House; Legislative helps groups hold legislative breakfasts, supports Ebook legislation with Ruth Balser, and writes letters on bills that are library related and adjacent
- LITS – Kim is currently looking for a chair for this group which deals with technology and privacy issues
- Membership – Kim is working to find new members
- Paralibrarian – Kim described the Paralibrarian group as working toward increasing awareness of paralibrarians and their participation in library community. It serves as a network for career opportunities; it meets every other month on zoom
- Personnel – Noelle resurrected this group and rewrote its mission. Noelle is working to be a resource for personnel topics and issues. Noelle discussed the action plans and links:
1. Removing barriers for entry into the field of librarianship 2. Retention of staff; put together a list of places to post jobs, list of ideas for volunteers and interns in libraries. Personnel meets every other month on Mondays at 2pm
- PR – Kim explained Public Relations does all things social media, newsletters; committees run requests from media for interviews/questions through PR
- Programming – Robert explained that Programming is trying to advance programming statewide; the group was just formed 2 years ago and meets 5-6 times per year. Currently, it is going through some changes and improvements and working on collaborating with other sections.
- YSS – Felicia – Youth Services meets every other month. When the committee does not meet, it holds Lunch and Learn which provides continuing education throughout the year. Attendees can have a conversation, ask for advice, or practice a presentation.
- Archivist – recently vacated
- ALA Councilor reports to and communicates between ALA and MLA and attends the ALA conference.

Kim mentioned that the Reference and User Sections has been defunct for two years and would like to see it restarted. LITS is in need of support as is PR. Anyone interested should reach out.

Joanne brought up discussing a protocol for changing over the emails and names of officers each year. Congratulations to Sarah Breen who is going to be the Assistant Director in Groton!

Transition Meeting Adjourns at 11:42am

**Next meeting: Friday, August 11, 2023*

Respectfully submitted,
Tina McAndrew
Secretary