



## Massachusetts Library Association (MLA) Administrative Meeting

Minuteman Library Network Central Site, Natick, MA

January 11, 2013

**Meeting Attendees:** Dinah O'Brien (President); Ruth Urell (Past President); Bernadette Rivard (Treasurer); Elizabeth Hacala (Executive Manager); Laura Bernheim (Secretary); Susan McAlister (Legislative Committee – present for budget discussion)

**Minutes:** *Ruth moved to accept the minutes from the November meeting. Bernadette seconded. The minutes were approved.*

### President's Report (Dinah O'Brien)

- Dinah continued sending thank-you notes to new and renewing members.
- Dinah will send a welcome and congratulatory letter to newly elected state representatives and senators, which also encourage them to join the library caucus.
- Tim Allen, city councilor for Springfield is this year's recipient of the Legislative Advocacy Award. This is unprecedented as past winners have always been state legislators. Mr. Allen, though, [made a move](#) which will ensure the longevity of three branch libraries in Springfield. Dinah stressed that advocacy "starts at home" and everyone agreed.
- Legislative Day is on March 26 at the state house.
- Dinah is meeting with Barbara Flaherty regarding the Request for Proposal (RFP) process when Diane Klaiber was hired as MLA Executive Manager several years ago. The goal is to have the RFP by the beginning of February and to possibly split the executive manager and publications manager, again.
- Rob Maier, director of the Massachusetts Board of Library Commissioners (MBLC) is retiring. The MBLC is putting together a search committee for a new director. Ruth will serve as MLA Representative.
- Saugus, Fairhaven, and West Tisbury all requested waivers from the MBLC and did not receive them.

### Treasurer's Report (Bernadette Rivard)

- November was a good month for membership
- The Tattooed Youth Librarians Calendar has brought in close to \$5000.
- The total net worth of the organization is the highest it has been since the 2008 crash. The Investment Account has money in municipal bonds.
- Due to issues with the software, the \$850 used for equipment and software in the office section of the budget will be used to update equipment, such as a new laptop.
- Bernadette will write out procedures for when her term ends at the end of this fiscal year.
- **Signatory on investment accounts:** *Bernadette Rivard didn't have authority to move investment account to cash reserve as Deborah Abraham was still listed as the signatory. Ruth Urell moved to name Bernadette Rivard signatory, Laura Bernheim seconded, everyone approved. We approved to make Bernadette Rivard a signatory for the Fidelity Investment Account for MLA, 046056508.*

### Budget

- **Legislative (Susan McAlister)**
  - A discussion was held inquiring how donations, listed as \$2000. A suggestion was made to send out a letter to Friends groups and trustees in July detailing legislative goals and agendas.

- A suggestion was made to include a donation form on the MLA website, as well as adding a donation line to the MLA membership form. A vote will have to be taken at the February 15 executive board meeting to confirm this. The donation letter can also be sent via the MBLC's new listserv for Library Friends and Trustees.
- Dinah asked about the funding for legislative day, which is set. The Massachusetts School Library Association (MSLA) sponsors the breakfast while MLA sponsors the lunch.
- MLA doesn't run the legislative breakfasts. The fiscal agents for the [various legislative breakfasts](#) vary. For example, the Minuteman Library Network is the fiscal agent for the Metrowest area breakfasts.
- **The board and Susan agreed to keep the \$2000 under the donation line.**
- **The amount of money under Printing/Copies can be changed to \$0 since that money is normally used for the Candidate's Survey which is only needed in a non-election year.**
- **Education**
  - \$2000 will be budgeted for the New England Library Leadership Symposium (NELLS) under "Education Expense"
- **Conference**
  - Elizabeth received a proposal for next year's conference from the DCU Center in Worcester.
  - Conference cost will stay as is until we have final confirmation of expenses associated with the conference.
- **Executive Board**
  - The site cost line item pays for the booth at the Boston Book Festival (\$300)
  - The travel line item (\$2000) pays for the ALA Councilor to attend ALA Mid-winter and Annual Conference.
- **Intellectual Freedom**
  - The \$200 for speaker's fees pays for travel reimbursements for members of the committee who present. However, the \$200 will be obtained through donations.
- **Jordan Miller**
  - The Jordan Miller Fund is self-sustaining.
- **Membership**
  - Last year, the Membership Committee listed \$40,000 as projected income through membership registrations. Last year, the total income for membership was \$25,000. Dinah suggested putting it back at \$25,000.
  - The merchant and service fees are the same.
  - It may be possible to reduce the line item for mailing and postage since most reminders are sent electronically.
  - The printing and copying line item is for the membership brochure.
- **Newsletter and Website**
  - Will leave the \$1000 under income for "Newsletter" under line item for Mail List Sales/Ads
  - Dinah and Ruth suggested using the statewide delivery system to deliver one copy of the annual newsletter to public libraries instead of individual members via postal service. This should cut down on costs for postage and printing.
  - The \$1000 allocated for the line item "Miscellaneous" under "Newsletter" will remain.
  - The Web Hosting Fee for "Website" is the same.
- **Office**
  - The board broke into executive session for discussion about the professional positions line item.
  - Both professional services were rolled into one line item. A discussion ensued about multiple funding options.
  - The rest of the office budget will stay as is.
- **Paralibrarian**
  - Paralibrarian will submit requests for next year's budget after their section meeting on January 17.

- Suggestions were made by the board, based on last year's budget, to reduce the awards line item to \$50.
- **Public Relations**
  - The income will not be there in next year's budget, since FY 2014 is a hall of fame year, and thus there will be no PR awards income.
  - The committee requested \$200 for the Hall of Fame Awards. The board recommended \$50.
  - The board approved the \$500 requests for meals for hall of fame recipients and one guest (per winner)
  - The board approved the \$250 request for printing expenses.
- **Technical Services**
  - Didn't submit a budget. Has never asked for money.
- **Youth Services Section**
  - The section requested \$1500 for the "site cost" line item to be used towards a retreat for members of the section.
  - The board requested some more information about the retreat, such as what is the application process, what are the event details, are there speakers, and what is the breakdown of food versus lodging?

#### **Old Business**

- Ruth mentioned that the three [Take Action! Build Community Support](#) Advocacy programs were quite successful.
- Jacqueline Rafferty has suggested that Zachary Newell, from Salem State College, serve as chair of the new ad-hoc committee, Social Responsibilities Round Table. He will be invited to executive board meetings as an ex-officio member.

Ruth moved to adjourn at 1:20 pm. Bernadette seconded. The meeting was adjourned.

Respectfully submitted,

Laura Bernheim  
MLA Secretary