

Maryland Library Association

Agenda

Executive Board/Advisory Council Meeting

Wednesday, July 19, 2023

1:00pm-3:00pm

VIRTUALMEETING

<https://marylandlibraries.zoom.us/j/96070262083?pwd=VTV2eXNQRMNsZU8yK0kxb1g0TE5uQT09>

In Attendance: Cheryl Nardiello (Treasurer), Conni Strittmatter (Secretary), Amy Meyers (marketing), Melanie Diggs (BCMLA), Brianne Hughes (ACRL), Nay Keppler (Past President), Kelsey Hughes (PDP), Josh Stone (Executive Director), Natalie Edington (Leg Panel), Mary Anne Bowman (Nominations), Tiffany Sutherland (President), Anita Crawford (Conf. Director), Michaela Boyle (Archives), Meg Faller (RAIG), Lisa Kenyon (Author Award), Katelyn McLimans (CSD), Carl Olson (GIIG), Teonja Jung (SSD), Julie Fitzpatrick (Crab), Andrea Boothby Rice (IFP), Tamar Sarnoff (MSLA), Pam Taylor (PSD)

Approved Absences:

Changes to the Agenda:

- Nay Keppler requests adding the Emerging Adults Interest Group approval into the agenda

Call to Order and Welcome

- Josh Stone called the meeting to order at 1:02pm

May Minute Approved by Email Vote

- Approved. Will post to the site shortly.

Treasurer's Report

- Balance Sheet Comparison
 - Bank balances ended the fiscal year with \$121,117.78, down by 10.18% from this time last year
 - Long term reserves are at \$128,365.74, a little over 3.5% higher than last year
 - Total current assets are at \$253,178.52, down by a little over 3.5%
 - Accounts payable are negligible
 - Retained earnings are \$262,409.28, almost 4% higher than last year

- Net income is a loss of \$9,230.05, down substantially from the end of last year
- Total liabilities and equity balance at \$253,178.52, down a little over 3.5% from last year
- Budget vs Actuals
 - CALD income altogether was \$2,188.70, almost double from last year
 - Annual conference income ended June at \$225,385.81
 - Fundraising income ended at \$5,779.24 against a budget of \$25,500
 - LLT took in \$150, which is on hiatus now pending restructuring
 - Jobline income got to \$4,275 against a budget of \$3,000
 - Membership dues came in at \$117,192 against a budget of \$85,000
 - Program income from all groups reported a total income of \$14,616.25, 60.9% of the projected income
 - ALA councilor came in at \$3,169.92, just about 6% over the budget
 - Conference expenses were at \$144,222.10, almost 11% over the budget goal
 - Bank and Credit Card fees were \$15,275.83 against a budget of \$8,000
 - Committees expenses came to \$2,283.99, just 46% of the goal
 - Library Leadership Training came in at \$3,750, 22% of the goal
 - Office expenses came in at \$16,967.30, almost 3% over its goal
 - Personnel expenses of \$156,520.86 against a budget of \$170,000 are at 92.07% of the annual goal
 - Professional fees came in 21.5% over the budgeted target
 - Program expenses came in at \$7,662.07, 91.5% over the budget
 - Total expenses were at \$384,389.40
 - Dividend income came in at \$2,543.66
 - Net income, therefore, was a loss of \$9,230.05, about \$4,080.05 deeper than we expected
- Questions & Comments
 - The costs for Library Leadership Training was a deposit for a program we are putting on jointly for MSLA. We will invoice MSLA at the end of the program, so that \$3,750 will come back to us
 - Nay Keppler motions to approve the budget for audit. Tiff seconds. All in favor. Motion passes

New Business

1. Presidency Vacancy
 - a. KennethWayne Thompson needs to step down in his role
 - b. Tiff Sutherland, the current VP, will step up to the role of President
 - c. Mary Anne Bowman will work on putting together a slate of nominees for VP. There is no committee yet, but Josh and Mary Anne will work on a de facto committee to get the nominee slate together. Keep in mind their other obligations into account when considering nominees
 - d. Josh will email membership and post on MLA connect about these changes tomorrow
 - e. Josh suggests qualities needed in a VP candidate include being an active member with past experience and the time to devote to the role
2. Approved Budget

- a. We charge CALD a percentage for handling CALD membership costs. There is an income line and an expense line. The difference between the two is what we make off of this partnership
 - b. We will be doing more fundraising this year. There are still pins for sale and we will be doing another legislative session this year. We are also looking for a sponsor specifically for Tradewing
 - c. Membership dues we expect to be higher this year because of the affiliate membership
 - d. ALA Councilor is the same amount as last year, though we went over. Thankfully, ALA LibLearnX is in Baltimore this year which will help with expenses
 - e. Josh and Kate are looking into other services to use to reduce credit card fees
 - f. We will be moving our AMS this year from Naylor. Josh is talking with Tradewing to see if they could provide what we need.
 - g. We have money we give out for scholarships. Normally, we give out money in July for scholarships which we never sent a call out for. We can still send out a call soon to catch people starting school back up in the fall
 - h. Library Leadership Training this year will likely only be the managers training. The goal is to launch MLLI again in 2025
 - i. Office expenses Josh hopes will be lower this year. Last year, they switched office spaces which necessitated purchasing new equipment to work in the smaller office space
 - j. We carry a Board liability insurance. If you face any legal issues due to your role at MLA, this covers your expenses
 - k. The projected income for the year is \$5,622
 - l. Professional fees are things like ALA memberships and other dues to affiliate organizations
3. Affiliate Membership Update
- a. This was slowly rolled out due to the AMS taking a while to make it work. Things are moving more smoothly now so we plan to open it up officially on the website to allow for systems to apply for it without going through Josh
 - b. Current affiliate members coming on now are Pratt, Alleghany, BCPL (now officially), Washington, Talbot, and the University System of Maryland and Affiliate Institutions. This last one will make all employees of universities within this system a member of MLA
 - c. Josh would like to eventually fold the current institutional membership into the Affiliate membership. This would likely mean the cost of the institutional membership would be added to the affiliate membership so we don't see a huge loss in jobline income
 - d. Kelsey suggests we directly email the training coordinators for the systems and include testimonials from those who have joined
 - e. Anita suggests adding a welcome message from Josh so they have an introduction when they come into the fold
 - f. Josh does send a welcome letter for a new affiliate member to send to all the staff in their system which explains how staff can login to their MLA account
4. Emerging Adults Interest Group Petition
- a. Stephanie Wyant put together a petition and got the needed number of signatures to support the addition of an Emerging Adults Interest Group

- b. There is conversation within the steering committee and executive board about some redundancy and gaps in our unit structure. For example, there is a children's services division with a vote, but a teen interest group without a vote. The Maryland Adult Programming Interest Group exists but is not very active. And the Public Services Division covers all service areas, theoretically.
 - c. Despite that, because of the enthusiasm, this may be a good thing to get started now
 - d. The group discussed the various reasons why the addition of an emerging adults interest group needs to prompt a restructuring of our divisions around public services and ages. We want to minimize the number of leadership roles in a time that we struggle to get people in those roles.
 - e. Josh proposes posing the vote as approving the Emerging Adult Interest Group knowing that it can be changed easily as per the by laws, and that we spend this year working on restructuring the units.
 - f. Nay motions to approve. Tiff seconds. All approve.
5. Centennial Carnival Update
- a. This is Friday, November 3rd
 - b. We are finalizing a logo for the tote bags for this event based on the save the date from earlier this year
 - c. Registration should open by the end of the month
 - d. There is room for about 16 carnival booths. These will be hosted by systems who pay a nominal fee to provide carnival games
 - e. The catering should be paid for by the ticket sales alone
 - f. Game tickets will have a similar pay structure to the 50/50 raffle at the conference
 - g. Josh is sending Andrea a list of our conference vendors to see if they'd like to attend the event as a vendor, pay a nominal fee for adverts in the tote bags, etc.
6. Bowling Fundraiser Update
- a. This will be September 23, 2023 from 3-5pm at the AMF lanes in Linthicum Heights
 - b. The cost will be \$35 per person for members or \$45 for non-members
 - c. This will include 2 hours of bowling, shoe rental, 2 slices of pizza (or substitute), unlimited sodas, and lots of friendly competition
 - d. You can register as a team or individually
 - e. Space is booked for 24 people but if we have more people, we could add more space. Josh will need to know soon if we need more space
 - f. This costs us \$23/person plus the set up charge
7. PDP Changes
- a. In order to get closer to the income goal for programs, Kelsey would like to make it easier to put on a program in the first place
 - b. In the past few years, PDP has served by vetting proposals as they come through. It was a low commitment for them, but was often done by people who are serving in other capacities so this was just another thing on their plate. And the work the panel does is often negligible. Therefore, Kelsey is proposing we dissolve the panel and pass the duties solely onto the Professional Development Officer.
 - c. The other role of the PDP has been overseeing the educational grants. This could, instead, be done by the Steering Committee led by the PDO.

- d. Kelsey would also like to adjust the deadlines to be rolling rather than having a few deadlines throughout the year
- e. Conni will take a look at the bylaws to see what might need to be adjusted to support these changes to what was once a panel and is now juts an officer

President's Report

- Tiff will be working on her presidential goals

Past President's Report

- Nay attended the EDI panel – they are looking for a new co-chair because Ashely Teagle is stepping down
- Nay thanks Kelsey for all her work on the PDP revisions
- MLA leadership day in June. Josh did a wonderful job leading the day
- Nay met with MLA leadership to discuss the conference and think about the upcoming conference, which will be the last one at the Hyatt

ALA Councilor

- Joe Thompson could not attend this meeting. Josh does know that he and David did meet to discuss the role and handing it over to Joe

Legislative Update

- February 3rd is legislative day
- Senator Cardin is not running for reelection
- Leg Panel is gearing up for the next legislative session

Conference Director's Report

- In the first conference meeting, they spent time introducing the members to their role and the timeline for the year
- Please support those who are attending on your unit's behalf. If they cannot attend, make sure you or someone else can attend if possible
- The biggest suggestion from last year is to streamline communication. Please use md.la.conference@gmail.com to send any questions, ideas, etc to this email.

Executive Director's Report

- See agenda items above for information regarding the executive director's work this past month.

Unit Reports:

- Katelyn McLimans (CSD) - We have the Black Eyed Susan Tapestry Fall Edition focusing on picture books coming up on September 21 from 9:30-1:00 on Zoom. Registration is open. Please help spread the word. CSD is also finalizing a PAF to submit for an in-person StoryTime Bootcamp training for October 23rd in the afternoon at the Laurel Branch Library. This program will feature Betsy Diamont-Cohen with Mother Goose on the Loose, Kathy MacMillan, and children's librarians from Queen Anne's and BCPL. Thanks all!
- Andrea Boothby-Rice (IFP) – IFP has a new co-chair. Lloyd Jansen. Laura Bandoch is the secretary. They are looking for more front line staff to participate in conversations about challenges they've experienced. Please send them to IFP. IFP has sent out a survey to better understand what is happening throughout the state. This will be sent out again around August or September.
- Brianna Hughes (ACRL) – Tomorrow, there is a group from ACRL presenting at TCAL. It will be a panel discussion to dispel some misconceptions of the group and drum up increased membership. The exec board is meeting August 1st to discuss plans for the year. Meetings will be the third Thursday from 11-12:30 online.
- Pam Taylor (PSD) –
- Teonja Jung (SSD) – The next meeting is August 3rd at 1:30 at the Michael E Bush library in Anne Arundel County.
- Rachel Miller (LDD) –
- Melanie Diggs (BCMLA) –
- Michaela Boyle (Archives) – Looking into potential digitization things. University of Maryland is looking for a new person for that role, which explains the delay.
- Julie Fitzpatrick (Crab) – the latest issue was published Saturday. Thanks to everyone who contributed articles and photos. They are recruiting a new copy editor. Update Julie if you'd like a standing column – Bucky will work on a logo for it.
- Meg Faller (RAIG) – A couple of new members joined their first meeting. They are working on plans for their standalone that will happen outside of conference

Adjournment:

- Nay motions to Adjourn. Tiff seconds. All approve.