

# Minnesota Library Association Board Meeting Minutes

Friday, December 18, 2009  
9:30 AM – 12:00 PM

MELSA | 1619 Dayton Avenue, Suite 320 | St. Paul, MN 55104-6276

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**Present:** Ken Behringer, Melissa Brechon, Robin Chaney, Nick Dimassis, Kim Edson, Linda Eells, Lyndi Finifrock, Kathleen James, Don Regelman, Lynne Young

**Guests:** Melissa Palank (Nonprofit Solutions), Robin Ewing, Mic Golden, Kristin Mastel, Marta Mersereau, Michael Scott

**Absent:** Heidi Hoks, Mark Ranum

1. **Call to Order** – Behringer called the meeting to order at 9:37 am
2. **Adoption of Agenda** – Brechon changed the topic of 6.1 from Midwinter Conference to ALA Draft Strategic Plan and added 7.3 for Annual Conference. **Edson moved to adopt the agenda as revised; Young seconded – Motion passed**
3. **Approval of November 20, 2009 Minutes** - Brechon moved to accept the minutes as revised; James seconded – Motion passed
4. **Financial Report (Chaney)**
  - 4.1 **Monthly Reports** - The November financial reports were distributed to the board prior to the meeting for review. Chaney provided a verbal overview of the reports. The board had additional discussion. **Chaney moved to accept the monthly financials; Brechon seconded – Motion passed**
  - 4.2 **2010 Budget – Final Approval** – Chaney provided an overview of the budget draft process, which was started in July and approved at the October board meeting for presentation to the members at the annual meeting. Behringer mentioned he was uncomfortable approving the budget using June actuals and asked Nonprofit Solutions to update the budget template with November actuals. Edson was also concerned with the membership dues budget and thinks we should have been more conservative. **Chaney moved to approve the 2010 budget and have the Executive Committee meet to discuss any changes necessary once the template has been updated with November actuals; James seconded – Motion passed**
  - 4.3 **Division and Subunit Funding Budgets** – Chaney notified the board a letter would be sent to all Division/Subunit/Roundtable Chairs the week of December 21 regarding the amount of money allocated to them, the process needed to utilize these funds, and the deadlines to do so. The total amount allocated to all Divisions/Subunits/Roundtables is \$5,930.
  - 4.4 **2009 Audit Proposals** – Chaney reported we only received one proposal for our audit, which was from Carpenter Evert. While Nonprofit Solutions is disappointed in only receiving one proposal, Aimee Sandy recommends we stay with Carpenter Evert since they have history and background with our organization and this will aid during this transition year. The board had additional discussion. **Chaney moved to accept the audit proposal from Carpenter Evert; Brechon seconded – Motion passed**
5. **Update on Activities**
  - 5.1 **LSTA Grant Breakdown (James)** – James reported we spent all the money from the 2006 grant. Nonprofit Solutions put together a spreadsheet to track how the grant was spent and will be submitting the details to the auditor when requested.

- 5.2 Member Section of Web site (Palank) – Nonprofit Solutions would like to add a membership directory to the Web site, but needs to put it on a secured page. Unfortunately, the creation of this secure page has to be done by the Web developer and the cost is \$100/hr – the developer thinks it should only take an hour. Palank asked the board for their permission to engage the Web developer in this work. She will also look into the possibility of having a board only section of the Web site as well and have it be a part of this project. **Edson moved to approve the work of this secure site by the Web developer up to \$300; Brechon seconded – Motion passed**

## 6. Reports

- 6.1 ALA Councilor Report – ALA Draft Strategic Plan (Brechon) - Brechon reviewed the draft strategic plan that was assembled at the Annual Conference during a pre-conference session facilitated by Chris Olson and Melissa Brechon. The board had additional discussion. Brechon also mentioned she will be unable to attend the January board meeting because she will be at the ALA Midwinter conference.

## 7. Discussion Items

- 7.1 ALA Emerging Leaders Sponsorship Selection Criteria (Finifrock) – Finifrock distributed the revised selection criteria to the board prior to the meeting and provided feedback to the board regarding her conversation with ALA regarding our outstanding questions. The current awardee will present a report at our March meeting. **Finifrock moved to adopt the Emerging Leaders sponsorship selection criteria; Edson seconded – Motion passed**
- 7.2 GoToMeeting purchase (Dimassis) – Dimassis reviewed the request in Ranum's report to the board. The MLA Legislative Committee has had success using GoToMeeting for the past year to facilitate meetings and it has allowed them the ability to include more MLA and MEMO members in meetings. SELCO has graciously provided access using a SELCO license, but it is time for MLA to purchase their own. This cost can be built into the legislative program budget and be covered by funds generated by MLA Legislative Events, such as Legislative Day and the Legislative Forum. This software can be used for as many as 1000 participants and the cost is approximately \$100 per month. Palank reported Nonprofit Solutions would not be able to find partners for this license, as their clients already have a Webinar provider. The board had additional discussion. **Edson moved to establish a committee headed by Ken Behringer, to research the various Webinar tools and report back to the board; James second – Motion passed.**
- 7.3 Annual Conference Update for 2009 and 2010 (Brechon) – Brechon mentioned while the numbers are not final, it looks like we will make a profit on this event. Brechon also discussed the outdated policies in relation to the Annual Conference and will be reviewing the policies and bringing changes to the board. Palank also provided an update on Nonprofit Solutions' research for 2010 options and since the cost would be more than \$8000 to cancel the conference at Rochester, the board decided to move forward with the location. Palank suggested making a site visit during January to discuss our issues and negotiate solutions. James also provided an overview of the Annual Conference committee structure.

8. Other Agenda Items – Dimassis provided an update on the current state of the Legislative platform and mentioned Legislative Day is 02/24/10. Palank also mentioned the 2010 membership forms were available on the Website and will be emailed to members the week of December 21.

9. Adjournment - The meeting adjourned at 11:03 am. **Brechon moved to adjourn the meeting; James seconded – Motion passed**