

Minnesota Library Association Board Meeting Minutes

Friday, July 16, 2010
10:00 AM – 12:00 PM

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

Present: Ken Behringer, Nick Dimassis, Robin Ewing, Mic Golden, Kathleen James, Kristin Mastel, Michele McGraw, Don Regelman, Lynne Young

Guests: Melissa Palank (Nonprofit Solutions)

Absent: Melissa Brechon (excused), Lyndi Finifrock (excused)

1. **Call to Order** – James called the meeting to order at 10:03 am
2. **Welcome and Introductions** – There were no guests present
3. **Adoption of Agenda** – Addition of 9.2 and 9.3 and Removal of 8.3. **Regelman moved to adopt the agenda as revised; Golden seconded – Motion passed**
4. **Approval of June 18, 2010 Minutes** – **Regelman moved to accept the minutes; Ewing seconded – Motion passed**
5. **Financial Report**
 - 5.1. **Monthly Reports** - The June financial reports were distributed to the board prior to the meeting for review. Golden provided a verbal overview of the reports. The board had additional discussion. **Behringer moved to accept the monthly financials; Dimassis seconded – Motion passed**
6. **Update on Activities**
 - 6.1. **Chapter Leaders Orientation (Ewing)** – Ewing attended the Chapter Leaders Orientation at the ALA Annual Conference in Washington, D.C. on June 25, 2010. Since it isn't really an orientation and just for new leaders, it will be called the Chapter Leaders Forum going forward. There were presentations on using social media, ideas for new revenue, connecting with members, and working with legislators. The bulk of the afternoon was spent on open discussion of topics mentioned earlier in the day. Ewing will review her notes and the three-ring binder of materials to see what MLA ideas should consider implementing. The binder includes a lot of advice on conference planning.
7. **Action Items**
 - 7.1. **MILE Budget (James)** – MILE has submitted their budget for the 2011 event and the board reviewed it. Several board members had concerns ranging from the event making a profit (since it applied for grants) to the amount of rooms being contracted for (28 rooms seems too many). **Behringer moved to table the approval of the MILE budget until the August board meeting; Golden seconded – Motion passed.**
 - 7.2. **Memorial Resolution for Suzanne LeBarron** – Melissa Brechon and Chris Olson have submitted a resolution for Suzanne LeBarron to be presented at the MLA membership meeting in October.
 - 7.3. **Capitol Hill Associates 2010-12 Contract (Dimassis)** – Dimassis contacted Elaine Keefe at Capitol Hill Associates (CHA) regarding a rate negotiation if MLA loses funding and unfortunately that is a concession CHA cannot make. Dimassis needs to review some items of the CHA contract with the Legislative Steering Committee and will bring the final CHA contract to the August board meeting for approval.

- 7.4. Legislative Steering Committee Agreement (Dimassis) – Dimassis reviewed the updated Legislative Steering Committee Agreement and the board had additional discussion. The approval of this agreement will be tabled until our August board meeting.
- 7.5. Review and Approval of Bylaw Changes (Young) – Young presented the changes the Bylaws Committee has made over the past few months. The board had additional discussion and decided to table the approval of these bylaw changes until our August board meeting.

8. Reports

- 8.1. ALA Councilor Report (Brechon) – Brechon provided a written report to the board prior to the meeting.
- 8.2. Annual Conference Report (James/Behringer) – We currently have over 65 programs, 5 pre-conference sessions, 4 keynote speakers, and 1 professional table. The committee is close to finalizing the agenda – once that is complete, the MLA off will be able to develop the agenda, speaker bios, marketing brochure, and registration pages.

9. Discussion Items

- 9.1. Records Retention Policy (Ewing) – Ewing provided the following background and status update regarding the Records Retention Policy to the board: At the January 2008 Board meeting, Jim Newsome presented a draft Records Retention Policy that his task force had developed. A sub-group did an inventory of the office records at that time, while another group reviewed MLA's relationship with the MN Historical Society (MHS), where we currently have 22.2 linear feet of materials there - MLA has not transferred anything to MHS since 1999. At the February 2008 meeting, the policy was discussed but to Robin's knowledge not officially approved nor was there a discussion on how to implement the policy.

Ewing and Palank met on May 27 to discuss the current state of the policy, review the policy Nonprofit Solutions (NS) uses for other clients, and the pros and cons of each policy. Robin contacted the St. Cloud State University Archivist for a consultation on the policy and met with him on July 13. He agrees that combining the policies makes sense as NS is strong on financial records while the MLA version is better at capturing the work of the association. Ewing will present a plan for the records retention policy at the August board meeting that will include a timeline for developing and implementing the new policy.

- 9.2. Carnegie Libraries – MLA Partnership with Demontreville Press (James) – The author and publisher working on a photo-essay book cataloging Carnegie Libraries in Minnesota contacted MLA regarding a partnership for the Minnesota Historical Society Legacy Grant program. Because we are not a 501 (c)(3), we are unable to partner with him a nonprofit entity. James will reach out to him with this decision and suggestions for other nonprofit entity partners.
- 9.3. Legislative Forum (Dimassis) – Dimassis discussed the agenda with the board.

10. Pending Agenda Items

- 10.1. Conference Policy Updates – Brechon will provide her updates to the conference policies at the August board meeting, as well as her meeting with Pat Smith from Texas Library Association.
- 10.2. 2012 Annual Conference RFPs – Twin Cities (Palank) – The MLA office will issue RFPs for metro area locations to be presented at a future board meeting.
- 10.3. Division and Subunit Funding Policy (Palank)
- 10.4. Records Retention Policy Implementation Plan (Ewing)

11. Adjournment - The meeting adjourned at 11:34 am. **Behringer moved to adjourn the meeting; McGraw seconded – Motion passed**

Next meeting: Friday, August 20, 10:00am – 12:00pm at MELSA – St. Paul