

150: 7/12/02

**New Mexico Library Association
Executive Board Meeting
July 12, 2002**

Call to Order: President Earl Phillips called the meeting to order at 1:05pm.

Roll call: Linda O'Connell, Ellanie Sampson, Molly McGetrick, Lori Grumet, Stephanie Gerding, Eileen Longsworth, Kathy Matter, Tori Beatty, Anne Lefkofsky, Dora Turdell, Thaddeus P. Bejnar, Earl Phillips, Barbara Rosen, Benjamin Wakashige, Charlene Greenwood, Omar Durant, Kathy Albrecht, Cindy Watkins, Susan Magee, Barbara Van Dargen

Introductions:

Approval of the agenda

Announcements/Confirmation of e-mail votes

1. Secretary replacement – Susan Magee replaced Shirlene Gordon.
2. General Conference Theme: "The Future is Now"
3. Provide the GO Bond PAC with a set of NMLA mailing labels to be used to solicit funding from the membership in support of the Bond.
4. Sending Earl Phillips, NMLA President to ALA.

Voting for these items were conducted via email and confirmed at the meeting.

Minutes for April 17, 18, 2002 – Notes, Executive Board Budget meeting, June 7

Minor changes were made to the minutes of the Executive Board Meeting on April 17 and the General Meeting on April 18, 2002. Thaddeus made a motion to accept the minutes as amended, Kathy seconded. Motion passed.

Treasurer's Report

Investments

In May, with Investments Committee approval, NMLA purchased a two-year CD and a six-month CD (\$5,000 each) through Merrill Lynch. This month, however, the Administrative Contractor O'Connell and I requested the liquidation of the CD that was to have matured in November, in order to support the cash flow of the Association's checking account during this low-income period that begins each fiscal year. Such action, were it deemed necessary, was approved at the January '02 Board meeting. Our larger investment, a Bank of America Treasury Bill had actually earned \$200 by fiscal year's end and the interest earnings from our Merrill Lynch investments rose from \$2 to \$8, peaking at \$25 in April and dropping to \$20 over May. We expect those gains to plummet again soon.

Budget

The '02-'03 Budget-drafting group presents for your consideration a balanced budget for the coming fiscal year (considering that we cannot exactly predict actual '03 Annual Conference income or expenditures at this point). We have trimmed nearly every office's initial budget request for the upcoming year, in an effort to balance this budget, yet remain true to our mission. The treasurer invites your careful consideration of the line-items in this draft Proposed Budget, that we can all be comfortable allowing this document to guide our course in the coming year.

Several issues were brought up in the discussion surrounding the proposed budget:

1. ACTION: An itemized report of expenses from the past year's conference and mini-conference will be presented to each of the planning committees at the beginning of their planning cycle to help with their budget planning.
2. In the past, the NMLA books have undergone a yearly review but no audit. Eileen believes that state statute requires any organization with a budget in excess of \$100,000 must undergo an annual audit and suggests that the expense for such an audit needs to be added to the proposed budget. ACTION: Thaddeus will review the relevant state statutes and report back to the Executive Board.
3. The mini-conference generally breaks even or loses money. Should it be continued? The consensus seems to be that the mini-conference serves a valuable purpose within the organization by giving support and educational opportunities to smaller rural libraries and their staff who may not be able to attend the larger, more costly annual conference. The budget for the 2002 mini-conference was approved as submitted.
4. The MPLA Leadership Institute will be held in NM this year. NMLA support of the two successful applicants to the Institute will be in the form of continuing education grants of \$200. They will be referred to the Education Committee to apply for these funds when they are notified of their selection.
5. The Executive Board will meet later in July or in August to revise the budget. It will be voted on at the October Board meeting.

Thaddeus made a motion that, with the exception of the L&IFC, ASL SIG, Education Committee, the mini-conference committee and the Treasurer, all committees and SIGs be limited to spending no more than 20% of their budget request until the October meeting when the revised budget will be voted upon. Eileen seconded the motion. Motion passed.

Thaddeus made a motion that the conference committee be asked to present a revised budget showing a net profit of \$17,500 for NMLA, including proposals for changes in the charges for meals, registration and exhibition fees as needed. No second was received and the motion died.

Eileen made a motion that the conference committee be asked to be present a revised budget showing a net profit of \$15,000 for NMLA, including proposals for changes in the charges for meals, registration and exhibition fees as needed. Motion was seconded and passed.

Thaddeus made a motion that no paper membership directory be produced for 2003. It may become available as part of a proposed members only portion of the NMLA website. Concern was expressed about losing this source of employment verification. However, it was also pointed out that the directory does not include length of membership (something that might be added to an online version) nor is it a real indicator of actual involvement in the organization. Linda mentioned that, while the 2002 directory was mailed in June the bill had still not been received and would have to be paid from the 2002-03 budget. Motion was seconded and passed.

Vice-president's report

Deferred to the Annual Conference Program and Local Arrangements report.

Unfinished Business

None reported or discussed.

New business

Approval Administrators contract - Linda's contract was submitted for approval. It is the same as last year with some additions to the software being used in clause #6. Kathy moved to approve the contract. Thaddeus seconded. Motion passed. ACTION: A small subcommittee will begin to develop a transition plan for the eventuality of Linda's leaving.

GO Bond for Books 2002, up-date – Omar Durant, Director, APS

Omar reviewed the NM Task Force for School Libraries recommended guidelines for the distribution of bond money to public school libraries. Briefly, each qualifying school will receive \$5,000 plus approximately \$17 per student. Funds will be used for books, reference materials and instructional videos but not furniture, computer hardware and software, etc.

Concerns were voiced regarding the possible certification that this funding would not supplant current funding, and be used as specified by the guidelines. The State Department of Education will most likely be the administrating agency for the funding and it is believed that they will agree to the recommended guidelines and enforce them. Ben expects that the State Library will enter into a Memorandum of Agreement with the Department of Education relating to the GO Bond administration. Fund allocation will be based on student numbers provided by the Department of Education which do not always accurately reflect the actual number of students in some districts. The Task Force will be working with the Department of Education for possible clarification of these numbers.

Ben reported on the activities of the GO Bond Public Library Advisory Committee. Every library will receive \$3,500 plus \$2.50 per capita based on the U.S. County Census figures. Money will be used on a wide variety of materials and equipment and associated costs but not on furniture or remodeling projects.

Ben also reported on the NM Consortium of Academic Libraries proposal for the GO Bond funds for academic libraries. They plan to use a simple formula of \$50 per student based on fall 2002 FTE enrollment. Funds will be spent on periodicals and books.

In all cases, this funding should not be used by the institution to supplant current funding.

Project Vote Smart – Information was distributed about this voter awareness program and how public libraries may participate.

Committees, SIG and other reports

ALA Councilor – Thaddeus reported that the creation of the Rural Library Task Force has been passed on to the ALA council. He hopes to have more details by the next meeting.

Awards – Charlene Greenwood. Everyone is reminded to get their nominations in for the annual awards – for both individuals and schools – as soon as possible. It is important the committee have a good slate of nominees and time to review them in order to make the awards meaningful.

Annual conference Program and Local Arrangements - Dora Trudell, Anne Lefkofsky. A committee membership list was distributed. Highlights of their report: the call for proposals has or will go out to several New Mexico, regional and national publications. Deadline for proposals is 10/1/02. Steve Coffman, of LSSI, is the conference keynote speaker on Thursday morning. An all-conference program sponsored by Recorded Books about how audio books are made is scheduled for Friday morning. Three preconference programs are scheduled for Wednesday – a Storytelling workshop, a Reference workshop, and an Information Literacy workshop. Baker and Taylor has agreed to provide the conference with 600 nylon neck wallets to hold name tags, tickets and pens and pencils.

Contracts have been signed for the 2004 conference in Las Cruces but it was decided to wait until after the conference for recommendations from the Planning Committee regarding the next Albuquerque conference in 2005. At this time there are only two places large enough to hold the conference – the Sheraton and the Conference Center. Both have good and bad features that need to be weighed carefully before making a decision for 2005.

Legislation and Intellectual Freedom – Lori Grumet and Toni Beatty. They are helping with the publicity for the State Bonds and promoted it to several different groups. An agenda for a committee meeting for late summer is being developed.

Members at Large – SIG Reports and Mini-conference – Kathy Matter. The mini-conference will include a preconference reception sponsored by the Friends of the Foundation with a raffle and speaking presentation; three tracks – school, public and academic libraries; and keynote speakers at the lunch. U.S. Senator Jeff Bingaman and N.M. Senator Cynthia Nava have been invited to be the keynote speakers. Information about the mini-conference will be included in the August newsletter.

Two new groups have applied for SIG status – Advocacy for ILL and Paraprofessionals. Kathy moved to recognize both as official Special Interest Groups of NMLA. Thaddeus seconded. Motion passes. The members-at-large act as liaisons with the SIGs: Kathy for Advocacy for School Libraries; Barb for Historical, Preservation and Native American; Molly for Paraprofessional and the newly revived Northern NM Youth Services; and Louise for Advocacy for ILL and Reforma.

MPLA – Charlene Greenwood. The Mountain Plains Library Association is sponsoring a Leadership Institute with selected applicants from each of the 12 affiliated state association members in November at Ghost Ranch, NM. The NMLA President and MPLA Representative will review the nine applications and notify the successful candidates by August 15. They will be referred to the Education Committee to apply for continuing education grants. 10 free memberships were given at the Las Cruces Conference in April. The MPLA, North Dakota, and South Dakota tri-conference will be held in Fargo, NM October 2-5 2002. For information about the conference go to their website at <http://www.usd.edu/mpla>.

School Libraries Task Force - Barbara van Dongen. They are working with the ASL SIG on collection development workshops to help the school librarians plan how they will use the bond money. These will be given regionally within the state.

Other

Ben spoke briefly about the State Library budget and the ramifications on services, programs and resources provided by the State Library. They have contracted with a public relations firm to campaign on behalf of public libraries. 113 participants from 52 libraries attended a very successful State Library sponsored technology institute at the College of Santa Fe.

Adjourn - The meeting adjourned at 4:05 PM. The next meeting is on October 11 in Socorro at NMT.