

NMLA Board Meeting  
Ruidoso Convention Center  
October 22, 2014 Meeting Minutes

**Board members present:** Leann Weller, Joe Sabatini, Paulita Aguilar, Stacey Stoll, Stephanie Wilson, Steven Thomas, Melanie Chavez, Robyn Gleasner, Mildred Walters, Sharon Jenkins, Janice Kowemy, Jackie Dean, Valerie Nye, Cassandra Arnold, and Lynette Schurdevin.

**Guests:** Lori Thornton, Ryanne Cooper

Meeting was called to order at 1:11pm by Janice

Approval of Agenda: Items needing to be added to agenda, the by-laws changes, and the NMLA dates schedule.

Stephanie moved to approve the agenda as amended. Sharon seconded the motion which was passed unanimously.

### **Officer Reports**

Approval of April 4, 2014 meeting Minutes

Stephanie moved to approve the minutes from the June 13, 2014 board meeting. Steven seconded the motion which was passed unanimously.

Secretary (Melanie Chavez)

Minutes and reports were submitted to the Board through the list serve. Nothing more was added.

Treasurer (Paulita Aguilar)

There was no report sent. Will send out reports when meeting is over.

We are doing fairly well. Memberships dues are at \$5620 for the first quarter. In June we made a goal of having \$18,000 in membership dues. What has been helpful is that David Hurley our new Membership Committee Chair has been very consistent in sending out reminders to the membership reminding them that they have dues that need to be paid. Especially those that have lapsed for so long. He is up to date and it making it more assessable for us to get to the membership lists.

NMLA Checking as of September 30, 2014 we have \$38,774.17, saving \$2,602.85, conference checking \$3,217.09, conference saving \$2,602.85. We did not use either the conference checking or the conference savings for payments on anything that we've made so far for this conference. Scholarship we have \$1,599.69, in scholarship saving we have \$1,531, Battle of the Books Checking \$731, they have not replenished their account since the Battle of the Books competitions in April or May. They have nothing in their savings. Wells Fargo closed their savings account, we had to move their savings into their checking account. Total in the banks we have \$51,027.97, that is without the Battle of the Books checking.

Last time we met Paulita had made a recommendation to move our accounts to New Mexico Educator's Federal Credit Union. There was no verification on this move. Paulita asked for us to investigate this move because Wells Fargo is charging us every time we go below a limit in any of the savings or combinations of savings and checking. They charge us \$8.56 a month. The Credit Union does not have these charges. She will be sending the Profit and Loss statements. Are expenses have been very minimal. Most expenses are concerning the Annual Conference. At this point we have not finished paying those expenses. We have only paid for half the meals. The rest of the monies will be pay after the conference which will be billed. Right now we have spent, on meals, \$4,678. So we will probably be spending about \$10,000 on meals. Right now our income from the conference is \$26,204. That is including the money they exhibitors have paid, money that has come in for meals, pre-registration, and sponsorships by exhibitors. That will go down once we start paying everything off, and we will have a better idea of our expenses are of this conference.

Right now our largest expenses are our credit card fees, but that is to be expected. We budgeted to pay credit card fees. Another large expense was our insurance bond; we pay this once a year. We also budgeted for that.

They gave out two Continuing Education Grants. They were for \$200 each. She sent out the checks before the conference.

Another large expense has been for the Bonds for Libraries. They did a lot of their own fundraising. We gave them \$1,000 in June. They have spent most of that money, because they are getting ready for advertisements and buying decals.

Paulita is in the process of working with our accountants. She has submitted our records for 2013-2014, They should be ready by next week to be submitted to the Secretary of State. She has been having a really hard time with the Secretary of State office, talking to a real person. About why our corporation is not in good standing. Our accountant gave her some advice on how to deal with this, but it has been taking a lot of time. She will email her report after this meeting.

She has listed all her Treasurer duties. We really need to consider getting someone to help the Treasurer. Or have a committee that has treasure duties if we are not going to have an Administrator person. It was included in her last report what she does and who she can hand stuff off to. Lorie has been asked to take on some of the responsibility, however has not given a response.

Val suggested we hire someone even if it's not Lorie. The work needs to get done is worth paying for and we have to figure out a way to pay for it. Joe suggested Allison.

Kevin moved to have Paulita investigate a potential move of funding to New Mexico Educator's Credit Union bank. Sharon seconded the motion. Motion was passed.

Janice will appoint a committee to go through the job description. Sharon, Joe, Paulita, and Janice will be involved in this committee.

President (Janice Kowemy)

Report sent. She has been working mostly on the conference. She will be hosting the NMLA Mini-Conference in Laguna in April. She's been involved with the New Mexico Library Foundation. She is also on the Librarian Search Committee through the New Mexico State Library. They have been working on the job description for the State Librarian and that's been posted.

Vice President (Sharon Jenkins)

No report was sent. Sharon has been helping plan the Annual Conference.

Members-at-large

- Stephanie Wilson
  - Government Information SIG- New SIG, which will be having a meeting at this conference. They have nothing to report.
  - Local and Regional History SIG- They did not have any luck getting interest in programs. There was nothing to report.
  - Digital Collections SIG-New SIG. They will be having a meeting at this conference. This committee with go to Jackie.
  
- Lynnette Schurdevin
  - Native American Libraries SIG- No response back to Lynnette.
  - Battle of the Books SIG-No response back to Lynnette.
  
- Steven Thomas
  - Bonds for Libraries SIG- Advertisements are out on the radio in the Albuquerque area. The window clings have been delayed. Will meet at this conference.
  - Academic SIG- Will meet at this conference.
  
- Jacqueline Dean

Jackie mention there hopefully being more emphasis on the Battle of the Books. She also mentioned there is more unity amongst the Universities in encouraging students to read and participate in the Battle of the Books.

  - Advocacy for School Libraries SIG-Report was sent. Had a fall meeting in September. Will plan a spring meeting.
  - Digital Collections-New committee, nothing to report at this time.
  
- ALA/APA Councilor (Valerie Nye)

Report was sent. She attended the ALA Annual Conference in Las Vegas. Her notes have been posted on her blog. A link is available in her report. She listed the resolutions that were passed by the ALA Council. There was conversation about the new Intellectual Handbook that was going to be published. It has an interpretation of the Library Bill of Rights. One of those interpretations was about how DVD's should be cataloged, whether they should have their rating in the catalog or not. They left the interpretation as is for now. She attended a Chapters Councilors meeting. President Elects have been announced for ALA.

## **Representative Reports**

AASL Representative (Rachel Altobelli)

No report received

MPLA Representative (LeAnn Weller)  
Report was sent. Nothing more was added.

Newsletter & Website Editor (Robyn Gleasner)  
Next deadline is November 1st, so if anyone had pictures or articles about this conference that would be greatly appreciated. If there need to be any changed on the website please let her know. Robyn would like to change our Yahoo Group to Gmail. It was discussed and there was no objection.

## **Committee Reports**

Archivist (Stacey Stoll)  
Nothing to report.

Awards Committee (Mildred Walters/Lynette Schurdevin)  
An email was submitted. There will be five awards presented at the Awards Banquet. The scholarships will also be presented. We also received \$300 from Sandia to go towards the Awards Banquet.

Bylaws Committee (Cassandra Arnold)  
There have not been any changes to the procedure handbook at this point. It will be revised and updated. Because of the conference change the yearly timeline will have to be revised.

Education (Kevin J. Comerford)  
Report submitted

Intellectual Freedom Committee (Val Nye)  
There was nothing to report.

Legislation Committee (Joe Sabatini, Cynthia Shetter)  
Report was sent. Library Legislative Day will be February 5, 2015.

Membership Committee (David Hurly)  
Report was sent. There are 314 current members, 41 new members since June, 85 renewals since June, 27 who have expired since June but have not renewed, and there are 18 Honorary Life Members. There has been discussion through email, about switching from a rolling calendar membership to a fix membership where all membership expires at the same time. We also need to make sure we have current email addresses for NMLA Members. There have been questions from people asking how long they have to wait before they receive their membership cards. There was a suggestion that when David receives registration for NMLA Membership, he can send out a print out of membership to that person.

There was a suggestion to increase our dues. Retires and students dues are very low. Paulita suggested we put this on the agenda for the next meeting. Paulita also discussed with Kevin Comerford about people applying for scholarships or grants, it was discussed that those people should be in good standings with NMLA. And there was question if people applying for scholarships or grants if they had to be members NMLA. We need to clarify this. It would be a benefit to our members to offer them

scholarships and grants. Paulita suggested that as a group we should discuss the benefits of our membership and put that on our website. Janice will put that on the agenda for the next meeting. Steven volunteered his reference librarians to go in and see what other state libraries sites and see what they are promoting. He will bring that information to our next meeting.

#### Nomination & Election Committee (Mary Ellen Pellington)

Report was sent. For the E-Ballots Leann discussed putting a page that thanks members for voting so they will know they have finished the ballot. There was discussion about the timeline of the elections since the Annual Conference was moved to the fall.

Lynette moved to extend the current officer's terms to coincide with the fall 2015 annual conference. All current officers will have their office terms extended by six months. Val seconded the motion.

Discussion: The Bylaws need to be changed to reflect the timeline of the fall conference. There will still be an election in April this coming year. There was discussion about having a special election for the office of the treasure every other spring. This will allow for the incoming treasurer to be elected before the end of the fiscal year. The bylaws will have to reflect that the incoming officers will take their positions in the fall.

All approved. Motion passed.

The bylaw changes will be sent through email and approved by the board through the board member list serve. Once approved the changes will go up on the website and we will then send out a special ballot to vote on the changes in the bylaws. All the committee chairs are responsible to look at the procedure handbook and see if the procedure is still valid. If they discover something that is not valid it is their responsibility to communicate with the bylaws chair to let them know they need to change the procedure handbook to reflect such.

#### Program Committee (Kat Gullahorn)

She worked on the program for the conference. Kat put up all the signs for the conference.

#### Public Relations Committee (Marian Frear)

Nothing to be reported.

Lori Thornton from the State Library reported that the announcement for the State Librarian has gone out and closed on January 31<sup>st</sup>. The committee will make a selection after they go through the applications in November. They will send their three recommendations to the Secretary. They are hoping to have the interviews done between January and March. There is no guarantee there will be a State Librarian by the spring.

### **Old Business**

- Fund raising through Amazon

David Hurley

This was discussed in our last meeting as an easy way for us to raise money for NMLA. Kevin moved to have David set up an Amazon account for NMLA. Stephanie seconded the motion. There was discussion on how the website works, and whether or not a public library can use this

website. Each library should check within its own regulations. If the public library cannot, as an individual you can use this site when you spend for your person shopping. All approved. Motion passed.

## **New Business**

- 2015 Slate of candidates

Mary Ellen Pellington

Steven moved to approve the slate of candidates for 2015 as presented. Val seconded the motion. All approved. Motion passed.

David suggested having the phone routed to a Google account which will use Google Voice. We will keep the same number. The messages will be emailed. Those emails can be sent to the person who is qualified to answer the question being asked. It was suggested that maybe Robyn could send the voice emails to the person who can better assist a specific email. Or if we hire an administrator, that person could handle the phone. Another option is to have the Public Relations Committee assign someone to handle the phone. Whoever has the phone can track how much traffic it actually gets. And the board can discuss if it is worth keeping the phone or if we should just rely on email. Janice will ask Marian if she is willing to take over the phone. We will have David look into Google Voice.

Cassandra- the Land of Enchantment Book Awards, New Mexico Children's Choice Award has fallen apart. There is no list of nominees for the children to vote on. They are trying to get together the three members. She wants to know if NMLA will release that committee and if the New Mexico State Library will be willing to take it over. Ryann from the State Library would be interested in taking over Land of Enchantment or being a partnership. They could not take it over immediately. Jackie said she will bring it up to the School Librarian group to see if they would be interested in this partnership. They usually meet in October and come up with a nominee list. Then they put that out and it goes to the schools, then they vote in April on last year's nominated list. Jackie will look into how NMLA will work into this.

Sharon moved to end the meeting at 4:13 pm. Paulita seconded the motion. All approved. Meeting adjourned.

Val motioned to adjourn the meeting at 2:50pm. Lynette seconded the motion. Motioned passed.