

NMLA Board Meeting

NMLA Mini-Conference

Laguna, New Mexico

April 09, 2015 Meeting Minutes

Board members present: Joe Sabatini, Sharon Jenkins, Janice Kowemy, Lynette Schurdevin, Jackie Dean, Stephanie Wilson, Marian Frear, Melanie Chavez, LeAnn Weller, Paulita Aguilar, Steven Thomas, Cassandra Arnold, David Hurley, and Cynthia Shetter.

Meeting was called to order at 2:03pm by Janice

A MOTION was made to approve the agenda. The motion was SECONDED. Agenda was APPROVED.

Officer Reports

Secretary (Melanie Chavez)-

The minutes for the last meeting were amended to show that Stephanie moved to approve the Minutes from the February 05, 2015 Board Meeting and the motion was seconded by Jackie.

Stephanie moved to accept the minutes as amended. Sharon seconded the motion.

Treasurer (Paulita Aguilar)

Treasurer reports were sent and reviewed. The Bonds for Libraries is having problems with Community Plus Connection. The organizations used to do advertising back last fall; they charge us an additional amount. Paulita suggests that someone from the SIG get in touch with the Bonds for Libraries to resolve this issue. Kevin said he would get in touch with the group. They owe us \$1075.62.

Paulita had previously suggested we move NMLA funds out of Wells Fargo banking, she has since worked out a deal with them and now they are no longer charging us service charges and they want us to stay with them. Paulita suggested we stay with them for now, and perhaps the new treasurer could follow up on that.

The Members at Large need to start reminding their SIGS that their renewals are going to be due along with their budgets for the next fiscal year. They need to be told that when requesting money they need to be very clear to note what they are going to be spending their money on. They need to be turned in by mid-May.

Paulita would like the Board to purchase a newer version of Quick Books; the cost will be \$99. We could purchase this through Techsoup.org. That will include the three download versions. The version we have now is 2012. David suggested looking into a web base version, the cost for this would be \$12 a month per a single user. Steven motioned to authorize the purchase of some new edition to Quick Books. Lynette seconded the motion. The Board voted and the motion passed.

Paulita is resigning at the end of this month. She does plan on getting the new Treasurer up and running. She will still be involved with the conference site committee.

President (Janice Kowemy)

Janice has been working on the Mini-Conference. She will also be attending National Library Legislative Day in Washington DC.

Vice President (Sharon Jenkins)

A preliminary budget for the Annual Conference was sent out to the Board list serve, as well as the job description for the Administrative Assistant.

Administrative Assistant-The Board discussed but did not select a wage for the position. It was suggested to find someone who would be willing to volunteer to take this position on. It was suggested to have a contract salary at less than \$18,000. It was also suggested to have an administrative committee.

Sharon will put a call out to the list serve asking for two volunteers to fill the position. Compensation would include paid membership, paid conference attendance being paid for, and paid lodging at both the Mini and Annual conference. The Board discussed the job description as presented and there were suggestions to change some of the duties. Sharon will revise the job description and send it out.

Conference report- A budget was sent out to the Board list serve. Sharon needed more details so she could include an in-depth budget for the conference. The Annual Conference will be held October 21-23. At the end of April there will be a call out for vendors to attend the Annual Conference. Jackie moved to accept the proposal for the pricing for the tables and for the additional sponsorship levels and registration fees at the 2015 NMLA Annual Conference in Albuquerque at the Marriot Hotel October 21, 22, and 23. The motion was seconded by Paulita.

Discussion: The prices that were presented for the registration for the conference are too low. It was suggested to bundle the pre-conference with the whole conference. Sharon informed the board that the conference committee did not think it was a good idea to bundle. It was decided that we needed to wait for the registration part of this motion until more information was presented.

Jackie moved to amend the previous motion to exclude attendee registration and only include vendor registration and sponsorship. Paulita has accepted the amendment.

Discussion: It was suggested that if a vendor becomes a sponsor we should give them a few more perks. It was also suggested that if they reach the highest level of sponsorship perhaps it could include their table. The suggestion to include the table fee with the sponsorship was rejected.

Lynette is abstaining from this vote. Members voted and motion passed.

Member registration: The issue with the bundling is that some institutions pay the registration separately from the meals. Sharon picked a price for the box lunch. The lunch prices are anywhere from \$15-\$20 per person, depending on the meal selected. The Youth Luncheon would be an extra cost. Sharon did not have the amount the Marriot is charging for a banquet plate. Another issue with substantially raising the registration base fee is that some institutions that are struggling financially might only be able to send one person to the conference as opposed to sending more. It was suggested to bundle the pre-conference with the conference registration to get out of the problem of having pre-

conferences having to make minimum numbers of registrations. It was suggested to include the meal for NMLA members. And those non NMLA members who register can purchase the meals. It was also suggested to increase registration for non-members with the expectation they will become members to pay the lower conference registration rate. We would bump the non-member price \$85. For members the price would increase \$65; this will include the lunch on Thursday and the Awards Banquet. Sharon will take this information back to the Conference Committee to further plan.

Members-at-large

- Stephanie Wilson
 - Pre-registration was at 109, which brought in over \$6,000. There are 16 vendors, which brought in \$3,000. \$2,200 was budgeted in expenses. Stephanie is pretty confident that NMLA will make a profit at this conference. There are also about 35 presenters at this conference. All three SIGs are doing programs at this conference, and will be meeting at this conference. NMLA needs to make sure all SIG members are NMLA registered members. There was discussion about presenters having to register for the conference. If it is going to be required for a presenter to be registered for the conference then it needs to be on the program presentation announcement.
 - Government Information SIG-
 - Local and Regional History SIG-
 - Technical Services SIG-

- Lynette Schurdevin
 - Native American Libraries SIG-No report was sent. Janice said they attended the Tribal Libraries retreat in Santa Fe.
 - Battle of the Books SIG (BOB) – Lynette sent a request for a report. She did not receive a report.

- Steven Thomas
 - Steven has been helping with the mini-conference.
 - Bonds for Libraries SIG- A report was sent. They will meet tomorrow morning.
 - Academic SIG- Steven has been in communication with Robin Potter and Tammie Powers who want to transfer leadership over to Robin Potter. They want to be more active.

- Jacqueline Dean
 - Jackie's name needs to be added to the board website. Sharon will email Robyn about this issue. Both SIGs are presenting at the conference and will be having meetings.
 - Advocacy for School Libraries SIG-Report was sent.
 - Digital Collections-Report was sent.

- ALA/APA Councilor (Valerie Nye)
 - Paulita reminded Val that as the ALA/APA Councilor she needs to give a program or have a table with ALA materials at the Mini and Annual conferences.
 - A report was sent.

Representative Reports

AASL Representative (Lori Mitchell and Linda Kirkland)

There was no report sent.

MPLA Representative (LeAnn Weller)

A report was sent.

Newsletter & Website Editor (Robyn Gleasner)

A report was sent.

Committee Reports

Archivist

There is currently no chair for this committee.

Awards Committee (Mildred Walters/Lynette Schurdevin)

There was nothing to report.

Bylaws Committee (Cassandra Arnold)

Cassandra created a draft for the revision of the nominations and election calendar as well as a board calendar for the procedural handbook.

Conference Committee (Anne Lefkosfsky)

Based on the location of much of our membership and other efficiencies, she recommended keeping annual conference in Albuquerque for 2018 at the Marriot Pyramid. She recommended location for the upcoming Mini-Conference 2016-Las Cruces, 2017-Las Vegas, 2018-Silver City, 2019-Portales.

Lynette moved to accept having the NMLA Annual Conference in Albuquerque at the Marriot Pyramid for the years 2016, 2017, and 2018, having the Mini-Conferences at the following locations: 2016-Las Cruces, 2017-Las Vegas, 2018-Silver City, and 2019-Portales. The motion was seconded by Sharon.

There was discussion on the benefits of keeping the Annual Conference in Albuquerque. A major benefit was the discount on having the conference at the Marriot for multiple years.

Members voted and the motion was passed.

Education (Kevin J. Comerford)

No report was submitted.

Intellectual Freedom Committee (Val Nye)

There was nothing to report.

Legislation Committee (Joe Sabatini, Cynthia Shetter)
A report was sent.

Membership Committee (David Hurly)
There was no report sent.

Nomination and Election Committee (Mary Ellen Pellington)
There was no report submitted.

Program Committee (Kat Gullahorn)
The program was finished for the Mini-Conference

Public Relations Committee (Marian Frear)
There was no report submitted

The board reviewed the draft for the revision of the nominations and election calendar as well as a board calendar for the procedural handbook. The word "mailing" needed to be changed to "sending". The dates that were changed were discussed, and anything to do with money will need to stay the same because our fiscal year still stays the same.

Cassandra will send out a revised Bylaws draft, which can be approved through the list serve.

Stephanie moved to adjourn the meeting at 4:56 pm. Lynette seconded the motion. All approved.
Meeting adjourned.