

NMLA Board Meeting
Albuquerque, New Mexico
June 17, 2015 Meeting Minutes

Present: Joe Sabatini, Sharon Jenkins, Janice Kowemy, Lynette Schurdevin, Jackie Dean, Marian Frear, LeAnn Weller, Paulita Aguilar, Steven Thomas, David Hurley, Kevin Comerford, Valerie Nye, Lisa Pate, Robyn Gleasner, and Kari Hauge.

Meeting was called to order at 1:17pm

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

Officer Reports

Secretary (Melanie Chavez)

The minutes from the April 9, 2015 board meeting were reviewed. There was one correction. David Hurley's membership report was received prior to the April meeting. A MOTION was made to approve the minutes as corrected. The motion was SECONDED. The minutes were APPROVED as corrected.

Treasurer (Paulita Aguilar)

Paulita introduced Lisa Pate NMLA's new treasurer to the board.

Treasurer reports were sent and reviewed.

The board discussed the need to set a goal reserve amount for NMLA. Val thought at one time the reserve amount was set in the past to cover one total year of expenses. The board asked Lisa to look at the last 3-years of expenses to develop an average amount of expenditures so that the organization can have a reserve amount and make informed decisions about how the organization's income might be set. It was suggested that reserve funds could be placed in 1-, 2-, and 3-year CDs as a tired investment.

Paulita expressed concern that SIG members are not members of NMLA. For example the current chair of the Battle of the Books is not an NMLA member. There are also members of the ASL SIG and newly formed ACRL SIG that are not NMLA members. Jackie explained that there are a number of non-librarians and/or library support staff members in the ASL SIG. It was pointed out that dues to NMLA for non-librarians are only \$10 a year.

Paulita has been working with Lisa. Lisa will take over the treasurer responsibilities following the meeting today. Lisa will need to decide if she wants to use Quick Books online or the desktop version of Quick Books.

The person who charged the NMLA credit card twice is continuing to make payments back to NMLA.

Paulita worked out an agreement with Wells Fargo so NMLA should no longer be charged a service charge on any of the NMLA accounts. There are 2 months of charges that Wells Fargo has made on the NMLA accounts that Lisa will need to get reversed by working with Wells.

President (Janice Kowemy)

Janice attended National Library Legislative Day and she spoke at the Texas Library Association conference about evaluating Native American Materials.

Vice President (Sharon Jenkins)

Sharon reviewed the history of NMLA's administrative assistant position/s. Sharon drafted a volunteer position description following the last meeting. There was a call for volunteers. Two people volunteered, although one person dropped out of the pool. There was a lengthy discussion on email about the position: should it be a paid position, should the position include a stipend...

Sharon withdrew all previous actions on this question that were brought up via email. A MOTION was made to approve Kari Hauge as the NMLA volunteer part-time administrative assistant with the perks that were included in the volunteer job description. The motion was SECONDED. Motion PASSED.

Kari Hauge joined the meeting and introduced herself to the board. Sharon spoke about focusing the job duties based on Kari's strengths and the needs of the organizations. The sub committee assigned to look at administrative assistant issues will meet to discuss the responsibilities of the position and the possibility of reinstating a paid position.

Sharon reported that everything is on schedule for the annual conference. Sharon presented a budget that was discussed by the board members. There were questions about past conference expenditures and Paulita provided the following information:

- Expenses in 2013 at the April conference were approximately \$36,000 and income was approximately \$53,000 with a total net of approximately \$17,000.
- Expenses at the 2014 Fall conference were approximately \$14,000 and income was approximately \$34,000 with a total net of approximately \$20,000.

The organization is now trending in a positive direction and a larger turnout can be expected for this meeting.

A MOTION was made for Sharon to have a budget of expenses up to \$60,000 total for the 2015 conference and she will consult with the board if more funds are needed. The motion was SECONDED. The motion PASSED.

Members-at-large

- Stephanie Wilson
 - Sent a report. Janice read from her report that an "opt-in" box needs to be added for conference attendees so that NMLA can send names to vendors who wish to contact registered attendees prior to the conference. She also had suggestions for other conference improvements that will be discussed at the conference planning meeting tomorrow.
- Lynette Schurdevin
 - She will talk to the Battle of the Books SIG and recommend the \$10 membership for those who are not members.
 - All of her SIGs have submitted SIG renewal proposals
- Steven Thomas
 - Renewal forms came in for Bonds for Libraries and the Academic Library SIGs. The Academic Library SIG will have additional information to report after ALA.

- Jackie Dean
 - The ASL SIG received a grant from ABC Clio. They will be having a professional development day in late August.
 - Digital Collections SIG will have additional proposals for the upcoming conference

- 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.

- ALA/APA Councilor (Valerie Nye)

A report was submitted. Val will be attending ALA next week. Jackie asked Val to look for potential speakers at ALA. Onate High School recently received a Family Dollar grant for \$40,000. Some of those funds might be used to support a speaker at an upcoming NMLA event in Las Cruces.

Representative Reports

AASL Representative (Jackie Dean)

Nothing further to report

MPLA Representative (LeAnn Weller)

A report was sent. At a future meeting the board will need to discuss offering conference discounts to MPLA members. Other states are offering this benefit to their state conferences. The applications for the Leadership Institute are now available. Applications are being accepted for the Leadership Institute mentor positions. The next conference is this fall in Wyoming. Janice asked when NMLA will have the next joint conference with MPLA. LeAnn said she would look into it and get back to the board.

Newsletter & Website Editor (Robyn Gleasner)

July 6 is the next newsletter deadline. Robyn said if you want an NMLA.org email address to let her know and she will set it up.

Committee Reports

Archivist

Janice has asked someone if they are interested in the position. They are thinking about it and will be back to Janice shortly.

Awards Committee (Mildred Walters/Lynette Schurdevin)

There was nothing to report.

Bylaws Committee (Cassandra Arnold)

No report was sent. The bylaws need some rewriting because of the calendar changes.

Conference Committee (Anne Lefkosfsky)

No report was sent. Jackie asked if it was necessary to have the conference at the convention center in Las Cruces, is there a smaller less expensive location? This will be investigated.

Education (Kevin J. Comerford)

A report was sent. Paulita told Kevin that all of the grants are completely funded. Kevin said that there are only 2 people currently on the committee. Paulita volunteered to serve on the committee. Kevin has something for the newsletter that he will send to Robyn for the next newsletter. Several board members wanted to know if people had to be members of NMLA to receive scholarship awards. Kevin said NMLA members are given a higher ranking in the decision-making and winners must join NMLA before they receive the award.

Intellectual Freedom Committee (Val Nye)

A report was sent. Val and Janice are working to get in touch with the person at MDC who responded to the letter that was sent regarding the Prison Legal News complaint; and the inability for prisoners to receive books by mail.

Legislation Committee (Joe Sabatini, Cynthia Shetter)

The Governor has not yet signed the Capital Outlay bill. Joe provided a brief update on legislative activity.

Membership Committee (David Hurly)

A report was sent. There are currently 375 members. 300+ renewal notices were sent out in May. David has found a lot of membership information is inaccurate and he asked board members to look at the list online and make changes and add information.

The bylaws need to be amended to change the number of possible lifetime members.

There was a discussion about having reciprocal agreements with other state associations, to give them NMLA member rates at the conferences. Paulita asked for a pros and cons list at the next meeting; for doing reciprocal agreements with other states.

Nomination and Election Committee (Mary Ellen Pellington)

No report was sent.

Program Committee (Kat Gullahorn)

No report was sent. Kat will be at the conference planning meeting tomorrow.

Public Relations Committee (Marian Frear)

Report was sent. Marian is in the process of sending out the call for program proposals to various lists. Once a keynote speaker has been selected, she will send that information to local news outlets with non-member registration information. The board had other recommendations for places Marian could send information about the annual conference.

New Business

Institutional Membership (David Hurley)

There are no substantial benefits associated with institutional membership at this time. There is a misconception that this membership provides discounted conference rates, but that is not accurate. David proposed raising the cost of institutional memberships and including two conference registrations as part of the membership. This will require a change in the bylaws. The board discussed this proposal among other ideas.

A MOTION was made to increase the rate of the institutional membership to \$225 and to include a total of 2 complimentary registrations for conferences through the membership year. The motion was SECONDED. The motion PASSED with one abstention.

Paulita said the board should consider raising membership rates.

Budget Review (Paulita Aguilar)

Paulita went through the budget. Working from the 2014/2015 budget, all lines will stay the same with these exceptions in the 2015/2016 budget.

SIGS: \$4650
Services of Contractor: \$0
Postage & Bulk Mail: \$150
Bank Charges: \$100
Miscellaneous: \$200
Software: \$150
Website Fees: \$700
Awards/Engraving: \$400
Bond Issue Support: \$0 (moved to Bonds for Libraries SIG)
Nominations and Elections: \$150
Total Conference Budget: \$60,000
ALA Councilor Travel & Lodging: \$1000

A MOTION was made to approve the proposed budget. The motion was SECONDED. Motion PASSED.

A MOTION was made to adjourn the meeting. The motion was SECONDED. Motion PASSED. The meeting adjourned at 4:26pm.