

# **NEW MEXICO LIBRARY ASSOCIATION**

Executive Board Meeting

March 14, 2007

1:00 - 4:00 pm

Albuquerque Convention Center - Albuquerque, NM

## **AGENDA**

### **I. Call to order** President Lefkofsky called the meeting to order at 1:05 PM.

President Lefkofsky expressed her enjoyment of this phase of her presidency, and reflected upon the past year. Introductions were made and a thank you announcement was individually given to each board member by President Lefkofsky. President Lefkofsky accepted a gift certificate in appreciation of her service. As a parting gift to the president the Executive Board Members contributed a sum of \$150 to the Marion Dorroh fund in her honor.

**A. Approval of Agenda:** Motion made, seconded and passed to approve the agenda

**B. Secretary's report:** Motion made, seconded and passed to approve the 1/12/07 meeting minutes.

#### **Electronic votes / activity**

**Motion** was made, seconded and passed (1-25-2007) "to support and endorse the NMLA support in the U. of A. School of Information and Library Science Certificate in Digital Information Management and Scholarship Program" .

**Motion** was made, seconded and passed (01-31-2007) that NMLA form a Legislation Committee with the mission of keeping the membership and public informed about state and national library legislation and encourage the enactment of beneficial library legislation.

**Motion** was made, seconded and passed (02-19-2007) to approve the contract with NMSU - Corbett Center for the 2008 Annual Conference.

**C. Treasurer's report:** As posted to the NMLA website

#### **TREASURER'S REPORT: FY07, 3<sup>rd</sup> QTR**

For FY2007, the 3<sup>rd</sup> Quarter (as of Mar. 1) financial report shows the operating fund/checking account balance at \$62,176.92

We have established a distinct checking account to operate the Joint Conference, and that current balance is \$60,556.95.

The current operating budget, including the joint conference budget, shows income to date of \$151,495.45, and expenses of \$111,415.67.

The statement of financial position shows total assets of \$168, 690.35, including Dorroh investment of \$27, 048.31, and Reserve fund investment of \$15,568.87.

I have included a separate conference budget assessment as part of the handout. It has recent actuals in terms of income and expenses. Obviously it is premature to assess the financial conference results, but I think we should be reasonably close to the approved net income projection, an amount that is in line with our typical conference incomes.

**Budget Report FY07, 3rd Qtr through Mar. 1, 2007**

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INCOME	Budget	Actual	Notes
<b>CONFERENCE</b>			
Exhibitors	\$39,250.00		
Meals	\$15,000.00		
Registration (700 total)	\$55,125.00		
Underwriters, Program ad	\$3,000.00		
TOTAL Annual Conference	\$112,375.00	\$126,444.00	See Attached Conf Budget
FY06 Registration Rec'd Post-FYE		539.00	
Dues	\$16,500.00	15,972.50	
Marion Dorroh Donation	\$750.00	\$564.00	
Mini-Conference Registration/ Income	\$3,500.00	6,540.00	Includes \$950 sponsorship
Additional Income	\$2,125.00		
SIG -Donations	\$100.00	\$75.00	Land of Enchantment Bk Award
Checking Acct Int	\$25.00	\$1.83	
CD Interest	\$700.00	\$598.71	
Advertising	\$1,000.00	\$720.00	
Fundraising Items	\$300.00	\$40.41	
TOTAL PROJECTED INCOME	\$135,250.00	\$151,495.45	
TOTAL PROJECTED NMLA INCOME	\$116,844.61		
Internal Transfer	\$7,000.00		
Total	\$123,844.61		
<b>EXPENSES</b>			
<b>Administrative</b>			
Administrative Contractor			
Gross Receipts Tax	\$1,020.00	668.72	
Phone Service	\$500.00	\$76.00	
Services of Contractor	\$15,000.00	10,000.00	
TOTAL Administrative Contractor	\$16,520.00	\$10,744.72	
Treasurer			
Accountant	\$700.00	694.69	
Bank/Credit Card Fees	\$1,000.00	\$1,056.31	
Filing Fee	\$10.00	\$10.00	
Insurance, Bond	\$1,400.00	\$1,399.00	
FY06 Reserve Fund deposit		\$3,000.00	
Other		\$350.00	
TOTAL Treasurer	\$3,110.00	\$6,510.00	
Website Fees	\$500.00	210.81	
Postage & Bulk Mail	\$1,250.00	1,403.06	
President	\$3,000.00	585.98	
Membership supplies	\$300.00	\$170.00	Miscellaneous
Secretary	\$50.00	\$0.00	
TOTAL Administrative	\$24,730.00	\$19,624.57	

**Representatives**

ALA Councilor	\$2,500.00	\$0.00
Mt. Plains Ass'n Rep.	\$2,500.00	\$522.90
American Ass'n School Libraries Rep.	\$2,500.00	\$0.00
Association Dues	\$210.00	210.00
<b>TOTAL Representatives</b>	<b>\$7,710.00</b>	<b>\$732.90</b>

**Conferences****2007 Joint Conf, est**

AV & Internet	\$6,600.00	\$0.00
Convention Center Rent	\$5,600.00	\$0.00
Design & Printing	\$5,134.00	\$0.00
Display Service	\$5,000.00	\$0.00
Food Service		\$0.00
Awards Banquet/Gala Dinner	\$5,000.00	\$0.00
Box Lunches	\$750.00	\$0.00
Continental Breakfasts & Break	\$7,000.00	\$0.00
Kid Lit Lunch	\$5,000.00	\$0.00
Additional Lunch Option	\$5,000.00	\$0.00
Opening Reception	\$2,000.00	\$0.00
Registration Supplies	\$100.00	\$0.00
Conference Mailings	\$750.00	\$0.00
Administrative Costs	\$1,000.00	\$0.00
Security - Exhibits	\$500.00	\$0.00
Speakers' Fees & Expenses	\$18,000.00	\$0.00

<b>Total 2007 Annual Conf Expenses</b>	<b>\$67,434.00</b>	<b>\$83,654.18</b>	See Attached Conf Budget
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Conference Board Meeting & Meal	\$850.00	\$0.00
Mini-Conference total	\$3,500.00	\$3,717.41
Facility		\$620.50
Meals		\$2,191.86
Printing		\$195.32
Supplies		\$275.69
Other expenses, entertainment		\$434.04
Future Conference Site Deposits	\$1,000.00	\$0.00
<b>TOTAL Conferences</b>	<b>\$72,784.00</b>	<b>\$87,371.59</b>

Net income, \$3,421.30

**Committees**

Committee - Awards	\$1,015.00	\$790.61
Committee - Bylaws	\$0.00	\$0.00
Committee - Education		
College Scholarships	\$2,000.00	\$1,500.00
Continuing Ed Grants	\$1,000.00	\$400.00
Maron Dorroh Scholarship	\$2,000.00	\$2,500.00
<b>TOTAL Education Committee</b>	<b>\$5,000.00</b>	<b>\$4,400.00</b>
Committee - Legis. Intell Freedom		
Freedom to Read Membership	\$100.00	100.00
Other	\$0.00	\$0.00
Printing	\$400.00	\$400.00
State Legislative Day	\$500.00	\$80.00

Washington Legislative Day	\$1,000.00	\$0.00	
TOTAL LIF Committee	\$2,000.00	\$580.00	
Committee - Nominations & Elections	\$450.00	\$486.64	
Committee - Public Relations			
Logo Development	\$2,000.00	\$0.00	
Brochure	\$1,000.00	\$0.00	
Newsletter Production	\$1,000.00	\$1,145.36	Editor Fee= \$500
Postcards	\$400.00	\$0.00	
Publicity	\$400.00	\$0.00	
TOTAL Public Relations Committee	\$4,800.00	\$1,145.36	
TOTAL Committees	\$13,265.00	\$1,725.36	
<b>Special Interest Groups</b>			
SIG - Adv. School Lib.			
Public Relations	\$500.00	\$469.78	Booth Fee= \$276
Land of Enchantment	\$250.00	\$250.00	
Printing, Postage, other	\$700.00	\$560.02	
Training Workshops	\$2,300.00	\$340.44	
TOTAL SIG Adv. School Lib.	\$3,750.00	\$1,620.24	
SIG - Battle of the Books	\$250.00	\$0.00	
SIG - NAL	\$300.00	\$0.00	
SIG - Paraprofessional	\$300.00	\$0.00	
SIG - REFORMA	\$210.00	\$341.01	
SIG-NNM Youth Services	\$815.00	\$0.00	
SIG-NMPA (Preservation Alliance)	\$870.00	\$0.00	
SIG -Retirees	\$150.00	\$0.00	
SIG -Students	\$150.00	\$0.00	
TOTAL SIGs.	\$6,795.00	\$1,961.25	
<b>TOTAL EXPENSES</b>	<b>\$125,284.00</b>	<b>\$111,415.67</b>	

#### D. Administrative Contractor's report:

Membership numbers are at 659 and conference planning and implementing have been imminent.

#### II. Conference Planning Updates

##### A. 2007 Mini-Conference update

The Mini-Conference will be in Las Vegas and information will be out before June of this year.

##### B. NMLA/MPLA Joint Conference Report

- Program

Louise Hoffman thanked everyone for their hard work and mentioned that the conference will have over 70 programs.

Electronic Report: As of now, all 8 pre-conference programs are being given as listed in the Conference Booklet for Wednesday.

On Thursday, in addition to the SIG meetings, there are 36 special programs on the agenda being offered to conference attendees. In addition, there is the special Rudof

Anaya luncheon to a sold out crowd of 90 guests and the Awards Banquet with guest speaker Michael Wallis. With having to move to the Convention Center for the Anaya luncheon, there may be extra costs with giving the guests a copy of Albuquerque (the book). UNM Press gave us a 50% discount, the costs was built into the luncheon cost of \$32. With the CC costing more for lunch, we are counting on selling enough of his other titles to offset this expense.

Friday shows 34 programs listed, along with 2 special luncheons and one special author breakfast.

NMLA is presenting 53 of the 70 programs on Wednesday and Thursday. Thank you to everyone who submitted a program.

All authors have generously given their time to the conference. As the committee asked

Mr. Anaya and Ms. Lindsfold to speak and as they are both from Albuquerque we are giving them a local restaurant gift card as a special thank you.

All program presenters will be given the new conference logo mug, along with a certificate with their name and program name on it. Program committee members, board members, and other NMLA members have generously offered to help welcome guests to the various programs and introduce the speaker. Evaluations forms will be handed out for each program. Surveys for the entire program will be available at the registration table and after the conference will be available online.

I need to give a special thank you to my staff at San Juan College Library for helping me sort through these many details. Thank you to Cindy Williams, who worked tirelessly with me on layout and design and also did the bookmarks. Thank you also to Chris Schipper for the Youth Services Luncheon program and the Awards booklet. Barbra George did the room signage and Margie Sartin designed the Certificates. All the staff pitched in and helped as needed. Some printing was done in-house at SJC.

The program was printed by Accent Printing up in Farmington. Costs estimate is just under \$3,000. for 750 copies of the 48 page program. SirsiDynix gave NMLA \$2,000. to help cover these costs.

Electronic Report from Dinah Jentgen: The Nambé for awards are purchased, engraved, and ready for presentation. Louise and her Local Arrangements Committee seem to have the banquet well planned.

- LAC - Linda, Cindy

Linda thanked everyone and encouraged everyone to let the LAC know if they need anything during the conference.

Electronic Report: Quick change of venue for 2 Luncheons scheduled for the Albuquerque Petroleum Club. The Club closed their doors as of Saturday Feb.17. We have rescheduled the Luncheons at the Convention Center. The \$400 NMLA deposit will be returned. Many hands make light the work...thanks to all Committee members for their invaluable help.

Joe Becker	New Mexico State University
Louise Bolton	San Juan College
Lorie Christian	NMLA Administrative Coordinator
Wayne Hanway	Southeastern Oklahoma Library System
Maryhelen Jones	Kirtland Air Force Base
Dorie Kalinich	Albuquerque/Bernalillo County Library System
Pam Mackellar	Corrales Public Library



Treasurer Joe Becker  
Members-at-Large Laurie Treat and Paulita Aguilar  
ALA Councilor Betty Long

The candidates were notified of the pending election results on March 8. The President and the Chair of the Bylaws and Procedures Committee were notified on the same date. The Committee report was posted on March 9.

Pending Board approval the election results will be announced at the Annual Conference Business Meeting on Friday, March 16. The results will also be published in the post-Conference newsletter.

Kathy Matter, Chair  
Nancy Dennis  
Cynthia Shetter  
Nominations and Elections Committee

D. Follow-up on 1/12/07 Retreat topics: Jennifer reported that from the retreat came the desire to move forward with alleviating the heavy load on the President Elect, with the conference being a daunting task for this office and there is no time to focus on being a leader on the NMLA Board, better contract possibilities, and a change in the SIGS and Members at Large, how they hold a seat on the board and vote.

#### E. National Library Legislative Day

The State Librarian was unable to attend this meeting. President Lefkofsky reported that National Library Legislative Day will be in early May. The State Librarian will be representing the state library. Karen McPheeters will represent the public library sector and Louise Hoffman will represent academic libraries. We are looking for a school library representative.

### IV. Committee / SIG Reports

#### A. AASL Representative:

Alison Almquist reported that she will not be at the conference in the morning.

#### B. ALA Representative:

Thaddeus Bejnar reported that he had mailed out information on uniform access. Former ALA Representative, Thaddeus Bejnar, and current representative, Betty Long, will both be attending ALA this summer for transition from the old counselor to the new counselor.

#### C. NM Library Foundation: Caroline

There will be a table in the exhibit hall during the conference. NMLF has refocused and is initiating a grant partnership with the Libri Foundation. NMLF will be the local sponsor providing \$350 and the Libri Foundation will match this 2 to 1. Second focus is to add trustees to the board. Third focus is the second annual donor event at the Allan Hauser sculpture garden on July 14, 2008.

Electronic Report: At this time, our current focuses include three:

- The New Mexico Library Foundation is promoting a grant - partnering effort during 2007 which will be made available to grant applicants at the upcoming NMLA/MPLA conference in Albuquerque. New Mexico libraries that qualify for these grants of children's books will receive \$350 from NMLF, and the Libri Foundation will match that amount 2-1, or \$700, resulting in a total amount of \$1050.
- In order to do more foundation work, the New Mexico Library Foundation is working to increase the number of trustees that serve on the board. If you, or

someone you know, would like to serve, please contact one of the trustees listed on the brochure, or you can contact me, Caroline Beckner, at [beckner99@yahoo.com](mailto:beckner99@yahoo.com). We are a working board, and everyone has a job.

- The New Mexico Library Foundation is currently planning our second annual donor event, which we hope to hold at the Allan Houser Sculpture Garden in Santa Fe during the month of August. We are planning an evening under the stars with wine, hors d'oeuvres, and lots of friends. Also, we hope to have three authors present. Anyone who donates to NMLF will receive an invitation.

D. MPLA Representative: The following electronic report stands.

Electronic Report: The MPLA Board met via conference call on January 17, 2007. A taskforce has been put into place to investigate how the electronic communities might be more effective. Enough interest has been shown in the Ireland trip in July 2008. Plans for this trip will move forward. As of the January board report, the MPLA Leadership Institute was still seeking a corporate sponsor for the Institute. The MPLA Board will meet via in person at the NMLA/MPLA joint conference on March 14<sup>th</sup> at 1pm. As of January 12, 2007 MPLA had 10 personal memberships and 2 institutional memberships in New Mexico. This is down 3 personal memberships from February 2006.

E. The State Librarian was not in attendance.

No Electronic Report submitted.

F. Archivist

Electronic Report: Archives has had no activity since the last report in January. I will not be able to attend the upcoming board meeting as our head librarian is going to the conference, and I have to stay here to run the library.

**NMLA Newsletter Back Issues Received for Archives**

1977 December  
1978 March, May, August, October, December  
1979 February, May, August, October, December  
1980 March, June, August, October, December  
1981 March, June, August, October, December  
1982 March, June, August, October, December  
1983 February, June, October, December  
1984 February, May, August, December  
1985 March, June, August  
1986 February/March, June/July, August, October  
1987 March, June/July, October, December  
1988 April, June, September, December  
1989 April, June, September, December  
1990 March, June, December  
1991 March, June, September, December  
1992 March, June, September, December  
1993 March, September, December  
1994 March, June, September, December  
1995 March, June, September, December  
1996 March, September, November  
1997 January/February, October/November  
2000 March/April, May/June, September/October (2 copies)  
2001 January/February, March/April, May/June

2002 January/February, March/April, May/June, October/November

2003 January/February, March/April

These were received from Dan Kammer, NMSU-A, on 3/7/07.

Dan also sent a copy of proposed bylaws changes dated 1/24/84 and the 2000-2001 NMLA membership and executive board directory.

#### G. Bylaws

Electronic Report: The Bylaws Committee has been working with incoming President Louise Hoffmann on the Board Calendar for 2007-08 and the Board Directory. We worked on distributing the proposed Bylaws change to the membership in accordance with the Bylaws. The membership will vote on these proposed changes at the membership meeting at annual conference. Thanks to committee members Mark Adams and Alison Almquist for all of their hard work this year.

#### H. Education

Electronic Report: The Education Committee selected the following persons to receive scholarships.

Marion Dorroh Memorial Scholarship of \$2500 -- Adrienne Warner, Albuquerque

College Scholarship of \$1000 -- Lydia Kelley, Las Cruces

College Scholarship of \$500 -- Elsie Tapia, Las Vegas

Continuing Education Grant of \$200 -- Reginald Allen, Albuquerque

We were pleased with the quality of the applicants though we hope to increase the number who apply next year.

Adrienne Warner and Lydia Kelley will be introduced at the Awards Banquet.

Elsie Tapia was invited, but is unable to attend. The awards booklet will contain biographical on Warner, Kelley and Tapia.

The committee will meet Friday, March 16, 9:15 am tentatively in the Apache Room.

#### I. Membership

Plans are for the committee to get together and concentrate on the mentoring and welcoming of new members.

Electronic Report: The membership committee has not met since the meeting in June of 2006 but consists of Dotty Pfeifer who recently took over as chair, Cristine Adams, Dorie Kalinich, Barbara Lah, and Alice Robledo. We hope to reorganize during the annual conference and start implementing some of the goals produced in the June conference. Formost of these will be the welcoming and mentoring of new members.

#### J. Public Relations

Electronic Report:

**Editorial Guidelines Taskforce** The Taskforce (Kathy Matter, Pam MacKellar, Eileen O'Connell, Lorie Christian and Linda Morgan Davis) will present the Guidelines at this meeting for a Board vote.

**SurveyMonkey** No surveys this quarter.

**2007 Conference LAC** Co-Chair of Committee Separate report to the Board  
**Working On:**

- SurveyMonkey coordinator
- Affiliate memberships with web vendors for website income generation
- Irregular email updates to membership on topics of interest, meeting and workshop announcements

#### K. Legislation

\*\*The motion was made to adjust the agenda for Omar Durant to report on legislation. There are a large number of capital outlay allocations that are up this year. Immediately after the session we must regroup with the GO Bond committee. It is important that we find someone who would be capable of doing the GO Bond packet. Names were discussed and it was suggested that this be brought up at the next meeting.

L. SIGs: Members-at-Large

[Battle of the Books Report electronic submit here](#)

Advocacy for School Libraries has been active working on involving school librarians in the SIGs. Professional development provided regionally has been important. Professional licensure is changing for school librarians and training has become important.

A. Old Business

B. New Business

- President Lefkofsky brought up the question about the availability of an exhibit pass at the conference. Currently there is no exhibit pass.
- A request has been made that the newsletter not be pass-worded.

The motion was made, seconded and passed that we no longer password the NMLA Newsletter.

C. Announcements

Pass all binders on to the next board member. Betty Long will review the responsibilities of keeping the binders.

V. Closing

*The meeting was adjourned at 2:38 PM.*