

NMLA Board Meeting Minutes
June 13, 2003

Attending: Thaddeus Benjar, Omar Durant, Carol Sarath, Valerie Nye, Heather Gallegos-Rex, Kirsten Shields, Ellanie Sampson, Anne Lewosky, Julia Clark, Louise Bolton, Molly McGetrick, Linda O'Connell, Eileen Longsworth, Kathy Albrecht, Barbara Van Dongan

1. Call to order, introductions

2. Approval of the agenda

3. Online Voting

Motion was made and seconded to pay the attrition bill to the Sheraton Hotel for the 2003 Conference. Passed with yes votes from Eileen, Louise, Heather, Carol, Thaddeus, Susan and Omar on May 14.

Motion was made and seconded to schedule the 2005 Albuquerque Conference on April 13-15, 2005.

Passed with yes votes from Eileen, Heather, Molly, Omar, Kathy and Thaddeus on June 3.

ACTION: Eileen will ask Susan to get a list of names on the nmlaboard list.

4. Treasurer's report on FY 03 – Kathy Albrecht

Our final figures post-June 30th will be posted on NMLA's website once the books are closed. The fiscal year shall end with over \$13,000 left in our checking account - more than enough to get us through the "low months" of July and August. So a chief goal of this year's fiscal planning has been achieved.

In May, the main corpus of the Marion Dorroh invested funds were deposited into a two-year certificate of deposit with Bank of America. Their earnings will be a now-respectable two and one-half percent.

At the June budget planning meeting of the Executive Committee, it was approved that our American Association of School Libraries representative, Allison Almquist, be reimbursed \$619 for her 2003 participation at the ALA conference, a trip approved the previous fiscal year.

Of note: the Sheraton Hotel's invoice for unused rooms during this year's NMLA annual conference actually totaled and was paid as \$2,004.75, not \$2,153.

The Executive and Finance Committees will submit the FY 2004 NMLA budget for your review and approval this afternoon.

Kathy and Linda now have compatible software for fiscal reports, so the reports will now show the previous year's fiscal activity line item by line item as well as this year's budget, what has been spent to date and what per cent of that line item's budget has been spent. Kathy went through the budget explaining various overdrawn line items.

Motion was made and seconded to accept the treasurer's report. Motion passed.

5. Old Business

a. FY03 Conference Report

Anne distributed the results and comments from the evaluation (sampling, suggested and survey.) We had 511 attendees, profit was \$28,253. Anne and Ellanie and their committees

did a truly fabulous job on the conference. Jan Wright volunteered to work on the program and did a wonderful job on the design and layout for free. (She will also be doing the program for the 2004 conference.)

b. Fiscal Policies (Attachment 1 draft includes changes as discussed during this meeting)

There appears to have been no formal articulated fiscal policy for NMLA. The NMLA finances are complex enough and there is enough turn over in the NMLA administration that having a stated policy has become imperative. The attached document was developed by the Executive Board from an initial draft developed by Kathy and Thaddeus.

A motion was made and seconded as amended. Motion passed.

6. New Business

a. FY 04 Annual Budget proposal

Kathy distributed the budget proposal. She and Linda responded to various questions on the Marion Dorroh scholarship lines, the NMLA Administrator's funding lines/duties, conference contracts, the NMLA Councilor's travel funding, funding for the AASL representative, mini-conference funding, and the trimming of various lines.

ACTION: Susan will review past minutes to find any Board action related to the amount of the Marion Dorroh scholarship.

Kathy is still having trouble getting anything from the accountant. The most recent review we have received from him is for 1999. Kathy has made it very clear (in writing) that she wants a full accounting of what he is working on now, what he plans to do this coming fiscal year and what he plans to bill us.

A motion was made and seconded that we do not pay the accountant anything until he is current with the product for which he has billed us. After discussion this motion was withdrawn.

A motion was made and seconded that we find a new accountant with whom we can work better and who will produce promised materials in a timely manner. After discussion this motion was also withdrawn.

A motion was made and seconded that the Finance Committee be charged with reviewing the current accountant's work and relationship with NMLA and make recommendations on how to proceed. Motion passed.

ACTION: The Finance Committee will report on their progress with this issue at the next meeting.

A motion was made and seconded that the budget be accepted as amended. Motion passed.

b. FY 04 conference issue –

Conference Program Committee Report, Anne Lefkofsky, Co-chair

1. Program Committee co-chairs for the 2004 Annual Conference are Dinah Jentgen and Anne Lefkofsky. Committee membership continues to flesh out, with a number of members resigning and new faces joining the group.

2. A joint meeting of the Program and Local Arrangements Committees is scheduled for July 8, 2003 at the Socorro Public Library. Dinah Jentgen attended the LAC organizational

meeting in Las Cruces -- visiting Corbett Center, and participating in the discussion of conference events, venues and logistics.

3. Conference chair Heather Gallegos-Rex has proposed "Libraries: The WOW Factor" as our theme. Central to this theme and programming are the concepts of best practices and communicating value in libraries. Ellanie Sampson has drafted a logo to appear on the printed program's cover – with variations to be used as letterhead.

A motion was made and seconded that the conference theme of "Libraries: The WOW Factor" be accepted. Motion passed.

4. Jan Wright, of Wright Information Indexing Services, will again design the conference's printed program free of charge.

5. Program proposal, speaker agreement and confirmation forms are being revised to more effectively capture information -- and to better outline speaker and conference responsibilities.

6. The first call for programs was submitted for the June / July issue of NMLA's newsletter. Additional announcements will go to regional listservs, library associations and library publications in July.

7. A key point of discussion at the July Program / LAC meeting will be program topics -- including selection of the keynote speaker, "hot" issues and areas of interest, and potential presenters. All board members are encouraged to send speaker suggestions or program ideas and leads to Anne or Dinah.

ACTION: Heather and Linda will confirm with the Hilton by October that we only want 50 rooms per night not the 100 that is currently listed.

c. Site selection report, FY 05 - Ellanie Sampson

The Conference Site Committee has received a proposal from the Roswell Civic Center to host the 2004 Mini-Conference. The Civic Center would waive all fees for the Center parking, and meeting rooms. A new hotel is being constructed across the street from the Civic Center and Civic Center staff is willing to block out rooms for NMLA Mini-Conference attendees. The Civic Center has its own catering service. Additionally, there is a Cattle Baron restaurant down the road. The Civic Center has four meeting rooms: one holds 70, the other three hold 30-40. There is a planetarium which holds 124. Next door is the Roswell Art Museum which has a meeting room that holds 125. The only dates not available in October 2004 are the 16th and the 23rd. This proposal has been relayed to the Members At Large for discussion.

The Conference Site Committee has been researching potential sites for the 2005 Annual Conference in Albuquerque, and has received a proposal from the DoubleTree Hotel for 45 sleeping rooms per night for 2 nights (total: 90 rooms) at \$89/single or double. The Convention Center is anxious to have NMLA back at their facility and is holding April 13-15, 2005 as a first choice of dates, with April 20-22, 2005 as a second option (another group has this set of dates as their first choice).

In order to proceed, the NMLA executive board needs to select the dates for the 2005 Annual Conference.

7. Committee/SIG Report

a. *Legislation and Intellectual Freedom Committee (LIF) – Elizabeth Haskett, Chair*

The committee will meet in August at the North Valley Library. I am in the process of determining who the active members are. I am gathering ideas from committee members for the agenda for the August meeting. The agenda will include: GO 2004 Bonds, Library Legislative Day, Intellectual Freedom issues (Patriot Act, CIPA & others).

Eileen updated the report saying that the GO 2004 Bond would be for approximately \$41 million. There is also a proposal to increase state aid for public libraries and Elizabeth is working with the Municipal League. Both of these may go as a resolution on the Municipal League's agenda this summer.

b. *Advocacy for School Libraries SIG - Barbara Van Dongan*

Barbara distributed and reviewed the SIG annual report. They are involved in a major political effort tied into the GO Bond. They have become a strong political group for school libraries in the state. They are looking to improve the state school programs based on the standards they have been working on.

They also have as an objective to improve educational opportunities. The State Department of Education has changed their focus and no longer has anyone to support school programs/personnel. ASL has stepped up to provide educational opportunities in the form of workshops – last year they were focused on collection assessment and development in expectation of the GO Bond funds; this year they will be linked to the standards and curriculum document. They will have a train the trainer workshop in September and those trainees will go back to their region to train their colleagues. The regional trainers will receive a stipend when they have trained 5 others.

They also put together a suggested list of materials to be purchased with the GO Bond funds. The list was based on their standards. The list was distributed to school librarians across the state with the support of the book vendors.

c. *NMLA Publicity Committee Report, Valerie Nye*

NMLA Press Releases are now available on the NMLA website. Press releases that have been sent out announcing NMLA's new officers will be online shortly.

Eleven press releases were sent to over 160 news outlets in conjunction with conference announcing activities, awards, and new officers.

d. *NMLA Newsletter Report, Stephanie Gerding, Editor*

Interesting Facts:

- The first issue of the NMLA newsletter was sent to members in 1972.
- The NMLA website states on the front page: [NMLA] produces a newsletter to keep people up to date on places, trends, and opportunities throughout the state.
- 48 State Library Associations have print format Newsletters.

We have exceeded the budget for the newsletter this year. Stephanie does not have a copy of a contract or any pricing information from Business Shop and does not see copies of bills. No restrictions on page length were ever made to her. In order to rectify this situation, the Editor has done research and cost projections.

Estimate for 16 pages: \$702/issue for 540 copies with 16 pages (4 total printed pages) = \$4,212.00 *Includes:* layout, labels, paper, printing, folding, tabbing, mailing

To stay within the \$3,000 budget, the Publicity committee recommends limited the newsletter to 12 pages (4 total printed pages). Estimate: 12 pages= \$3,000.00.

Includes: layout, labels, paper, printing, folding, tabbing, mailing

In accordance with the bylaws, minutes will be on the website, but not in the newsletter to save space and funds. To limit the newsletter to 12 pages, it will also be necessary for Committee Reports and Election Nomination statements to be distributed by email and web page only. Also, not all submissions will be able to be printed.

There are 4 "static" pages for the newsletter:

1 page of officers

1 page for President's letter

1 page for mailing info. and ToC

1 page for advertisements

Newsletter contains information on:

MPLA

NMLA conference details

NMLA member information

Awards

Training opportunities

SIGS (Battle of the Books, Reforma, Paraprofessionals, Native American, Preservation, etc.)

ALA

NM Library Foundation

NM multi-type library information

Summer Reading

There was discussion related to the preconference issue which is quite lengthy. It was recommended that some of the cost of this issue be deferred to the conference budget.

ACTION: Valerie and Stephanie will confer with Heather about the preconference issue.

d. *AASL - Alison Almquist*

There are concerns from many states about the use of the Praxis exam for certification of school library media specialists. In some states, anyone with a teaching certificate may take the Praxis in any subject (except counseling) and become instantly a teacher of that subject. They are not required to complete any coursework. In many cases where another librarian is in the district, they are expected to "train" the Praxis person. The ones who have no one to mentor them just struggle along.

Nationally, many states are cutting budgets for school libraries and librarians. New Mexico school libraries are a bright spot in an otherwise gloomy forecast.

I will not be attending ALA in Toronto or the next board meeting since I will be in London. I couldn't pass up a free trip and a transatlantic sailing on the QE2.

A motion was made and seconded that the meeting be adjourned. Motion passed.

NMLA Financial Goals 2003-4

To use all NMLA funds to maintain or improve services to NMLA members and achieve association goals.

To use planning, budgeting and financial resources to achieve long and short term goals.

To increase unrestricted reserves or “rainy day” funds to an amount equal to at least 15% of the NMLA annual budget. This is to be completed in 5 years in one year increments of \$3,000 being added to the reserve.

To reduce costs, diversify income and even out fluctuations in cash flow on a year to year basis.

NMLA Policies

1. Management:

All units of NMLA are responsible for achieving the association’s financial goals. The Association shall follow generally accepted accounting principles in formulating and managing the association budget. Officers/unit heads must understand the principles under which budget management operates. All unit heads are accountable for ensuring that the financial and other resources within their control are effectively utilized and managed, and are committed only for Board approved purposes and in Board approved amounts.

1.1 The NMLA budget and any subsequent adjustments must be approved by a majority of the voting members of the Board.

1.2 Any contract that obligates the NMLA association in any manner must be reviewed for both legal and financial impact prior to being presented to the Board for approval.

1.3 The NMLA Board shall be given timely financial information in a format that will facilitate Board decision making on budget matters.

2. Budgeting:

Unit budget proposals shall be tied to the strategic plan. Units with multiple objectives and projects should prioritize them in their budget proposals. NMLA units will receive annual budgets based upon NMLA’s anticipated income, financial goals, unit budget submissions, and the relationship of unit proposals to core NMLA activity.

3. Balanced budget:

NMLA shall run a balanced budget each fiscal year. Expenditures will not exceed income. Reserve funds are not routinely available to enhance income.

4. Budget adjustments:

The Board may change the budget during the year, including the reduction of authorized but unspent funds in a line-item. Amounts encumbered (already legally owed) shall not be reduced. Units anticipating increased income together with increased costs shall have a Budget Adjustment Request approved by the Board prior to incurring the increased costs.

5. Income:

All NMLA units and members are encouraged to raise funds for the enhancement of NMLA goals and strategic plans. Income received by NMLA shall go into the general NMLA funds, unless specifically earmarked by donation, grant or contract. Only in special circumstances approved by the Board, will NMLA units retain income generated by their activities. However, the Board will consider proposed income as a factor in determining the budget for an individual unit.

5.1 Membership dues will be reevaluated on a regular basis to ensure that membership dues are aligned with the Associations’ goals, and financial needs.

6. Conference income:

The Annual Conference shall be organized and planned in such a way as to be an excellent program and to generate enough revenue to meet the association's financial goals. Unnecessary costs shall be contained as much as possible.

6.1 The mini conference shall be organized and planned in such a way as to be an excellent program and to generate enough revenue for the association to cover the cost of the conference. Unnecessary costs shall be contained as much as possible.

7. Cash flow:

The association shall manage the budget in such a way as to ensure sufficient cash reserves are readily available to pay monthly expenses. If reserves are used to maintain timely payments, then those reserves shall be reimbursed within the same fiscal year as income is generated.

7.1 Reserves shall be invested in a conservative manner as approved by the Executive Board, after consultation with the Finance Committee.

8. "In Trust" and Restricted income or funds:

When NMLA undertakes to receive monies dedicated to a specific purpose, whether by donation, grant or otherwise, then NMLA shall spend those monies first, prior to spending any general NMLA funds for that purpose.

8.1 NMLA units are encouraged to raise funds for the achievement of specific NMLA goals.

8.2 All such "in trust" or restricted funds shall be separately accounted for in the budget, and not considered part of the general NMLA income, funds or reserves.

8.3 The expenditures of in-trust funds are restricted to the purpose of those funds.

Appropriate documentation of expenditures will be required.

8.4 NMLA General funds shall not be appropriated to "match" or enhance the purpose of the restricted fund without a separate action by the voting members of the Board, which is recorded in the minutes.

8.5 Restricted funds shall be maintained or invested in a conservative manner in keeping with the purpose of the specific fund.

9. Overspending by an NMLA unit:

If a unit of NMLA spends more than the authorized budget for that unit, and seeks reimbursement therefore, or has legally committed NMLA to such expense, NMLA may be justified in charging such excess amounts to the individual who authorized them without additional Board approval, unless subsequent Board approval is obtained.

10. Unspent annual budgets:

If a unit of NMLA fails to spend, or encumber, the full amount of its budget allocation, then any unspent and unencumbered amounts at the end of the fiscal year shall revert to NMLA, and there shall be no budget carry-forwards.

11. Multiple year budget exceptions:

The NMLA Board may budget funds in a current year's budget for spending over a multi-year period. Such funds shall go into a special fund for the specified purpose and shall revert to the NMLA general fund at the end of the specified period.

12. End of the year liabilities:

If a NMLA unit has outstanding liabilities at the end of the fiscal year, and those liabilities are less than the unspent budget for that unit for that year, then those amounts shall remain liabilities against that former budget, not the new one.

13. All other budget and financial policies/procedures in the association hand book would still apply in addition to these policies.