

NMLA Board Meeting
Tuesday, June 23rd, 3:00 pm – 5:00 pm
Continued on Wednesday, July 1, 9:00 a.m.
Conference Call & OPAL
Minutes

President Dan Kammer called the meeting to order at 9:05 a.m.

A motion was made, seconded and passed to approve the agenda.

Voting members in attendance: President Dan Kammer, Vice President Barbara Lovato-Gassman; Secretary Kathleen Teaze; Treasurer Tracey Thompson; Pam Rishel, Member at Large;; ALA Councilor: Betty Long; Danielle Johnson, Member At Large; Gary Harris, Member At Large; Pam Rishel Member at Large; Tina Glatz, Member at Large.

Non-voting members present: Alison Almquist, Barbara Edwards, Marian Royal; Intellectual Freedom Committee Co-Chairs: Dr. Felipe de Ortego y Gasca, and Dr. Gilda Baeza Ortego; Joseph Sabatini, Legislative Committee Co-chair; Administrator Lorie Christian.

Officer Reports

Secretary's Report

Motion made, seconded and passed to approve the minutes from the April meeting.

President's Report

Vote on Renewing SIGs

No renewal requests are available so Dan will contact the SIGS and request an online vote.

Treasurer's Report

Note that 2009-10 budget discussion to follow later.

Treasurer's Year End Report
For NMLA Board Meeting
23 June 2009

The FY09 has been fiscally challenging for NMLA. The 2009 annual conference produced an income of \$75,137.49 and expenses of \$76,949.77. This is due in part to the large decrease in exhibitor attendance caused by the nation's economic troubles, the huge expenditures in food caused by double contract obligations from both the hotel and the convention center, and other expenses such as AV being higher than projected. However, attendance and thus registration fees were greater than anticipated. The final attendance figures are as follows:

Total Attendance: 487
59

Awards Dinner: 143

Academic:

Wednesday Only: 18
Public: 172

Youth Literature Lunch: 169

Thursday Only: 56

Members: 294

School: 213

Friday Only: 120

Non-Members: 193

Special: 22

Other: 49

Looking at the overall budget, the gross income for FY09 was \$108,351.78, and the expenditures were \$143,470.14 for a deficit of \$35,118.36. To keep the checking account from overdrawing, \$10,000 was transferred from the Merrill Lynch account to the Bank of America main checking account. The budget deficit was due in part to an unbalanced budget (projected expenditures was 31,568.75 greater than income), over expenditures of the annual conference, less than projected income from the annual conference, and over expenditures of the mini-conference.

In order to keep the association solvent, the treasurer believes that it is essential that the FY10 budget be a balanced budget. The original funding request submitted to the treasurer created a deficit of \$80,000. With this report, the treasurer is including a recommended budget. The budget makes some harsh cuts in requested amounts in order to achieve that balance. The cuts have been made in an attempt to keep the association from severe economic troubles that are plaguing other state associations and are not a reflection of the importance of the programs and services that the association offers to the state. The value of such programs is without measure. However, if NMLA continues to operate with an unbalanced budget, the association will become defunct and not be able to offer programs to anyone. Other sources of income outside of the conference and dues should be investigated. This will increase the income and allow for additional monies for the support of programs offered by the committees and special interests groups. The suggested budget proposal does include some fundraising monies, but it is a conservative estimate.

Respectfully submitted,

Tracey Thompson

Amendment to Treasurer's Year End Report 9 July 2009

The purpose of the amendment is give final year end closeout figures that were not available when the Year End Report was filed.

The updated figures are as follows:

Conference Income:	\$ 73,457.00
Conference Expenses:	<u>\$ 78,674.77</u>
Conference Net:	\$ (5,217.77)

Gross Income:	\$106,875.54
Total Expense:	<u>\$147,321.58</u>
Net Income:	\$ (40,446.04)

In summary of the main report, \$10,000 was transferred from Merrill Lynch account to the checking account to prevent the checking account from overdrawing. Again, this year's deficit was caused in part by having an unbalanced budget, higher than projected expenses for annual and mini conferences, and lower income than projected from the annual income. Steps are being taken to prevent the same occurrence from happening in FY10.

A balanced budget has been approved for FY10, and a few points need to be mentioned. First, fundraising was included as a source of income. The Association has committed to fundraising though no particular efforts were decided upon. Second, any expenses that exceed a fund line will not be reimbursed unless prior approval was obtained from the board. Lastly, as a reminder, as stated in the Procedural Handbook 600:2 10/06, "5. Revenues ...It is Association policy that "all workshops are to be self-supporting, and all must charge a fee to cover possible expenses incurred." "

Respectfully Submitted,

Tracey Thompson

Vice-President's Report

New Mexico Library Association

Vice-President's Report

June 23, 2009

The committee is currently working on finalizing arrangements for the 2009 mini-conference to be held in Hobbs, NM. We have blocked rooms at the Fairfield Inn and will be using facilities at New Mexico Junior College for conference activities.

We are waiting for a revised quote from the Albuquerque Convention and Visitors Center for the 2011 Annual Conference, but are also contacting the Hotel Albuquerque for a quote since we now have fewer vendors and don't require as much space.

Respectfully submitted,
Marian Royal-Vigil, Chair

Dan stated that Pam Rishel reported to him that Lorie, Danielle and Pam will travel to Hobbs in July for a site visit. The proposed theme is ***Surviving the Economic Downturn @ your library.***

Lorie stated that they are working on getting the website going for the mini-conference.

Tracey Thompson proposed continuing the discussion about vendors.

The motion was made, seconded and approved unanimously to accept the mini conference theme.

Discussion followed about whether to increase registration fees for the mini-conference. Tracey suggested that the registration fee be raised by \$5.00.

A motion was made, seconded and passed to increase registration fees by \$5.00 per registration.

Annual Conference Update

Conference Information

Date: April 7-10, 2010

City: Ruidoso, New Mexico

Site: Ruidoso Convention Center

Hotel: The Lodge at Sierra Blanca 866-211-7727

Rates: Double Queen - \$99.00 plus tax

King Studios - \$109.00 plus tax

Conference Theme / Conference Logo

- Libraries have continued to EVOLVE in order to meet the changing needs of our populations, the changing formats of information and the explosion of technology.
- Libraries ENRICH the communities we serve not only through the provision of information and access to information but also by bringing communities together through cultural and social opportunities.
- Libraries continue to be places where people go to EMPOWER themselves through the attainment of knowledge and skills. This has become increasingly clear in these difficult economic times.
- LIBRARIES TRANSFORM! through our dedication to Evolve, Enrich and Empower in order to the meet dynamic needs of the communities we are committed to serving.

Local Arrangements Committee

Co-chair: James Pawlak, ENMU Ruidoso

Co-Chair: Beverly McFarland, Ruidoso Public Library

Larger Items for Discussion:

NM Reads

The question was raised as to what to do with this group. There followed discussion on about whether it should be made a committee or a SIG.

Motion to make NM Reads a SIG made, seconded and passed.

Felipe de Ortego y Gasca, and Dr. Gilda Baeza Ortego will chair the **NM Reads** SIG. Gary Harrison agreed to be the liaison to NM Reads SIG.

MPLA

A discussion of our involvement in midst of budgetary issues was followed by a **motion to continue NMLA membership in MPLA but to eliminate travel expenses for a representative to the conference. The motion was seconded and passed.**

Legislative Committee

Joe Sabatini explained the problem that the Bonds for Books PAC had \$1,200 outstanding payables which they don't have the money to pay. The decision had previously been made that any funds the Legislative Committee had left over could be donated to the PAC. The question of whether NMLA can afford to do this in light of the budget.

Motion to repeal the previous Board decision to give leftover money to Bonds for Books PAC made, seconded and passed.

Budget- 2009-10

Tracey Thompson presented the proposed 2010 Budget. Initial proposals had put NMLA at an \$80,000 deficit. In order to have a balanced budget cuts had to be made.

	Jun 16, 09	Jun 16, 08	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Bank of America CD	29,336.39	28,931.36	405.03	1.4%
Conference Account	398.85	7,856.04	-7,457.19	-94.9%
Merrill Lynch	42,034.59	41,208.00	826.59	2.0%
NMLA Checking	-1,555.03	23,718.14	-25,273.17	-106.6%
SIG - BoB Checking	3,838.65	5,239.40	-1,400.75	-26.7%
Total Checking/Savings	74,053.45	106,952.94	-32,899.49	-30.8%
Accounts Receivable				
Accounts Receivable	1,878.00	5,286.00	-3,408.00	-64.5%
Total Accounts Receivable	1,878.00	5,286.00	-3,408.00	-64.5%
Other Current Assets				
Inventory Asset	1,630.00	78.30	1,551.70	1,981.7%
Undeposited Funds	120.00	0.00	120.00	100.0%
Total Other Current Assets	1,750.00	78.30	1,671.70	2,135.0%
Total Current Assets	77,681.45	112,317.24	-34,635.79	-30.8%
TOTAL ASSETS	77,681.45	112,317.24	-34,635.79	-30.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-341.84	-341.84	0.00	0.0%
Total Accounts Payable	-341.84	-341.84	0.00	0.0%
Other Current Liabilities				
NMPA Grant	1,630.00	1,630.00	0.00	0.0%
Total Other Current Liabilities	1,630.00	1,630.00	0.00	0.0%
Total Current Liabilities	1,288.16	1,288.16	0.00	0.0%

Total Liabilities 1,288.16 1,288.16 0.00 0.0%
Equity
Opening Bal Equity 67,132.27 66,421.27 711.00 1.1%
Retained Earnings 45,756.38 38,864.88 6,891.50 17.7%
Net Income -36,495.36 5,742.93 -42,238.29 -735.5%
Total Equity 76,393.29 111,029.08 -34,635.79 -31.2%
TOTAL LIABILITIES & EQUITY 77,681.45 112,317.24 -34,635.79 -30.8%

1:43 PM **New Mexico Library Association**

06/16/09 **Statement of Financial Position**

Accrual Basis **As of June 16, 2009**

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Kathleen Teaze suggested that the Secretary line item be reduced by \$200 since no supplies have been necessary during her tenure so far. It was decided to place the \$200 into the ALA Councilor line item.

Motion made, seconded and passed, to approve the Treasurer's suggested budget.

The budget will be updated online weekly. The new budget should be posted by Monday, July 6.

Betty Long thanked Tracey Thompson and Dan Kammer for working so hard on this year's budget.

Members at large will inform SIGS of their budgets.

Lorie will send a copy of approved budget to all executive board members.

Administrative Contractor Contract

Lorie requested that a change to Procedural Handbook (Gray Book) Section 700.1 Item 12 be made to eliminate "at a commission of 25% on ad revenue". This change should be given to the By-laws Committee for review and then brought to Executive Board for a vote.

Betty Long asked to change Item 14 of the contract to read :

14. Create and maintain a *procedures manual*, website, e-list, Board list, maintain password access for current members. Liaison with server provider.

Where "Procedures manual" is added as a requirement of the contract.

Motion made, seconded and passed to approve Administrator's contract as amended by adding procedures manual as a requirement.

Approval of Annual conference city for 2011

Discussion of whether Albuquerque will be the 2011 Annual Conference site.

The consensus was to ask Marian Royal to investigate Santa Fe rates as well as Albuquerque before voting on the conference city. Once this information is received there will be an electronic vote.

Judith Krug Resolution

No additional information.

Committee Reports

Archives Committee

Archives has recently received a very nice news article about Thomas Mann receiving the NMLA Amigo Award for his work at the Capitan Public Library. Nothing else was received.

Respectfully submitted,
Barbara Edwards

ALA/APA Councilor's Report

Awards (Norice Lee)

Bylaws

We have no report at this time, and we are not seeking funding. We could, however, request some volunteers to serve on the committee.

Cordially,
Leslie Chamberlin saticoy@unm.edu

Conference Site

Education

Education Committee Report

June 2009

The Education committee turned in its budget request to NMLA treasurer with the amounts allocated below.

	<i>Requested Budget</i>
College Scholarships	\$3,000.00
Continuing Ed Grants	\$3,500.00
Marion Dorroh Scholarship	\$3,000.00
Travel to Board Meeting	<u>\$ 500.00</u>
<i>\$10,000.00 (TOTAL)</i>	

The Education Committee chair attended the NMLA board meeting and annual conference, held in Albuquerque. A short meeting was held on Thursday, April 23 at the convention center.

Two scholarship winners were presented by the Education Committee chair to the NMLA membership at the awards banquet that evening.

The president of NMLA has appointed two new members to the education committee to serve in place of two retiring members. The new members are: Janice Kowemy from the Pueblo of Laguna and the current library director/librarian at Laguna Public Library, and Jeanette Smith who is the Grants and University Relations Officer at the NMSU library.

Sadly, we are losing another member, Kathryn Albrecht. Kathryn has accepted the chairs position for the Local & Regional History Special Interest Group as well as becoming increasingly more involved in other, outside, committee work. We

will miss her wise counsel and expertise! We are requesting the appointment of another committee member to serve in her stead.

Respectfully submitted

Sharon Jenkins

Chair, Education Committee

Intellectual Freedom

Dr. Felipe de Ortego y Gasca, Gilda Baeza Ortego, co-chairs.

New Mexico now has a presence on the ALA Intellectual Freedom website.

Legislation

NMLA Legislation Committee

Committee Report, June 23, 2009

by Joe Sabatini, Co-Chair

The Committee met in Albuquerque on May 29, 2009. Sixteen people attended, including representatives of the Library Bond PAC, NALSIG, ASLSIG, NMCAL and our lobbyist Larry Horan. We identified the following work program items for 2009-2010:

1. Work for the placement of a Library General Obligation Bond Issue on the November 2010 New Mexico ballot.
2. Rebuild a network of local activists who can support and seek funding for the Political Action Committee advocating the Bond Issue.
3. Support the retention of the State Library budget line item which provides increased levels of state grants-in-aid funding. Continue to work for the increase in this program.
4. Work in cooperation with the Action for School Libraries SIG to restore funding to the School Libraries Materials Act.
5. Support efforts by the New Mexico Consortium of Academic Libraries for rational funding of academic library funding, including a realistic formula to address inflationary increases in resource budgets.
6. Work in cooperation with the Native American Libraries SIG to address tribal library funding issues in response to the Indian Affairs Department's House Memorial 59 report.
7. Continue to fund an NMLA lobbyist.
8. Organize a Library Legislative Day on Thursday, January 29, 2010. Make presentations to the Legislative Finance Committee and the Legislative Education Study Committee about library needs statewide. Participate in A.L.A. Library Legislative Day on June 28, 2010.

The Committee submitted a budget request and a revised request taking the deficit into account.

Membership

Tammy Walsh now chair of membership.

Membership Committee Report to the Board

There is no activity to report at present beyond the member #s provided by Lorie Christian:

593 total members, with public library members forming the largest group/type within the Association. Interesting to note is the low # of academic members at a total of 75; a group definitely worth targeting in our next membership drive.

Beyond this, I am pleased to report that the Membership Committee's size has increased; and we are now positioned to proceed with previously submitted goals for the coming year, beginning full speed ahead in mid-August, when the faculty members of the Committee return to work. In the meanwhile, I will pass over the duties of Membership Committee Chair to one of the new members, as I transition over to the Chair the Awards Committee.

Respectfully submitted,
Norice Lee.

Nominations & Elections

The Nominations & Elections Committee has nothing to report at this time.
Cassandra Osterloh, Chair.

Public Relations

Committee has no chair at present. Dan Kammer asked for suggestions.

Members-at-Large Reports

New Mexico Preservation Alliance

Annual Report to the NMLA Executive Board

June 22, 2009

No one else has yet volunteered to serve as Chair of the group. I remain to submit reports so that the group can remain as a SIG. If our funds remain in the NMLA treasury (approximately \$1200), we would like to use that money to match other funding for an "Alliance for Response" workshop in February 2010. For more information on this workshop see the link below.

<http://www.heritagepreservation.org/AfR/index.html>

Respectfully submitted
Jo Anne Martinez-Kilgore, NMPA member

Local and Regional History SIG

I received the following from Kathy Albrecht, the new leader of the Local and Regional SIG. It was too late for our first Board Meeting, but wanted to get it to all of you before Wed:

"Peter Ives, after a great, long run as chair of the Local and Regional History Special Interest Group, is retiring this summer from UNM and has passed the chairmanship off to one of the SIG's long-time fans and member, Kathryn Albrecht. Kathy looks forward to attracting presenters to NMLA conferences who are at least half as excellently interesting as those historians whom Peter brought

in, year after year, to expand our fascination with a conference locale's regional history."

Student SIG

The Student SIG has nothing to report. They also are requesting no money from NMLA.

Pam Rishel, Member at Large

Native American Libraries Special Interest Group - NALSIG

1. The chair is Janice Kowemy from Laguna Public Library; I emailed her the renewal /budget form and she promptly replied.
2. They have requested \$1200 for the upcoming year.
3. I was also able to attend their meeting in Zuni, NM. Here are some issues they want to bring to the board's attention:
 - a. Support of [House Memorial 59](#) position paper regarding an assessment on tribal libraries.
 - b. Link their wiki with NMLA page, also are they able to have a general page on the NMLA site?
4. Attending their meeting was an eye-opener on what they hope to accomplish as a group for their respective libraries.

REFORMA—Promote Library & Information Services to Latinos and the Spanish Speaking

1. Met with Flo Trujillo and David Florez from Farmington Public Library about co-chairing a REFORMA group through NMLA.
2. They have submitted the renewal/budget form.
3. A lot of concern regarding REFORMA's role with NMLA—also proposed to be a northern New Mexico group with hopes of creating a southern REFORMA group.
4. Budget request of \$3650
5. Their main objectives are to promote REFORMA and sustain the Dia de los Ninos/Dia de los Libros celebration at the end of April.

Retired Librarians

1. I have corresponded with Barbara Moore. She has sent the renewal/budget form.
2. They were not requesting any funds for this year.
3. Dan also sent a message regarding other members for the group. I plan to be in contact with them.

Submitted by Danielle Johnson, Member @ Large

Alison has nothing to report.

Representative Reports

AASL report

From: Alison Almquist

Sent: Sun 6/21/09 9:05 PM
No report at this time.

MPLA

No written report received.

NMLF (Barbara Edwards)

State Librarian

No written report received.

Contract Administrator Report

Lorie has nothing to report.

Motion made, seconded and passed to adjourn at 10:46 a.m.

DRAFT