

## **MSLA Executive Board meeting minutes**

April 11, 2012

175 Richdale St., Cambridge (home of Sharon Hamer)

**Attending:** Leigh Barnes, Amy Bloom, Valerie Diggs, Julie Farrell, Gerri Fegan, Susanna Hall, Sharon Hamer, Kathy Lowe, Judi Paradis, Ann Perham, Ann Perham, Kathleen Porter, Eleanor Rogers, Amy Short

Consent Agenda: Unanimously Approved

**Mileage** for MSLA is now set at 30 cents per mile; and the federal reimbursement rate is now approximately 55 cents. Kathy Lowe pointed out that there is nothing in our policy manual regulating who gets mileage and what events are covered. Sharon Hamer also noted that members could claim travel expenses on their taxes. We approved the following language to be voted on at a second reading in May:

*Executive Board members in their service to MSLA can be reimbursed for mileage for traveling to board meetings or to events and committee meetings where they are representing MSLA.*

*Non-executive board members who are serving on Executive-board-approved committees that provide direct benefits to members (e.g., conference committee, bookmark committee) can also be reimbursed for mileage*

*The reimbursement rate will now be set at 55 cents per mile*

**Executive Director Review:** Valerie Diggs gave Kathy Lowe an outstanding review for her service this past year. The Board unanimously voted an increase in compensation to Kathy, who has not received an increase since 2009. Her monthly compensation is now \$1250 per month (an increase of \$250/month).

Kathy also asked us to consider changes to the procedure manual regarding the review of the Executive Director as follows:

- *April: Review the performance review with the ED and discuss goals for the upcoming year.*
- *April: The president will make a written report to the executive board to include:*
  - *The Executive Director's performance review.*
  - *Compensation recommendations and effective date of change.*
  - *Recommended changes to the job description based on the goal-setting meeting.*

*April: The MSLA Executive Board will:*

- *Vote to accept the report and recommendations of the president.*
- *Vote on compensation changes and specify the effective date of change, if any.*

**Election results:** Judi Paradis was elected as president-elect and will resign as MSLA Secretary in June. The ballot also included information about members' interest in professional development offerings that will be used to inform our planning for the summer/fall. Gerri Fegan will share with the listserv and Judi Paradis will share results with Carolyn Noah at MLS to assist them in planning professional development.

**Board Members:** Carrie Tucker is interested in replacing Judi Paradis as secretary when Judi resigns in June to become president-elect. Valerie will ask the Board for volunteers to replace Carrie as the co-chair of the Awards committee with Eleanor Rogers.

**Professional Development for Fall:** Based on our findings from the election survey, we are investigating possible offerings for a Saturday in September and hope to offer something in Central or Western Massachusetts. Kathy Lowe suggested contacting Kristen Fontachiaro at the University of Michigan to do a workshop on the Common Core. Leigh Barnes recommended the Whately regional library office as a venue. We agreed that we should try to offer a program in Western Massachusetts.

**ACRL and MSLA:** Valerie Diggs presented a joint-statement that she developed with ACRL, it has been approved by ACRL-New England. The Board also approved this statement, and it will be uploaded and shared on our website.

Julie Farrell moved that we approve this letter with Valerie's recommended edits. Unanimously approved

**Melissa Lynch contract:** Melissa is our conference organizer and asked for a renewed contract. Her proposed contract is level-funded. We expressed our thanks for her ability to pull together a conference in a new venue (Hyannis) that was well-received by members, profitable, and saw an increased turnout from our members. Her contract was unanimously approved.

Gerri Fegan moved that we approve a service-related bonus of \$300 to Melissa for her exemplary service following a highly successful conference in March. Unanimously approved

**MTA Annual Meeting:** Julie Farrell will represent MSLA at the MTA annual meeting on May 11. We are allowed to send two members to this event, and Valerie will look for another Board member to accompany her.

We also discussed the idea of creating a rubric for MSLA to offer to school systems evaluating school librarians under the new teacher evaluation system.

**Membership recruitment contest:** Kathy said that we've agreed in the past to provide one free conference registration as a "raffle prize" to someone who brings in a new member. As the year ends, we suggested Kathy put out the word that this is still an option to see if it brings in any more members.

**MLA Conference:** Cindy Erle and Kathy Lowe will coordinate representing MSLA at the MLA conference on May 9 and 10 in Worcester. Cindy is going to check to see if she can get the time off to go. Kathy will be able to attend if Cindy cannot, and they may each take one day.

**California PR:** Valerie reported that the California School Library Association presented an outstanding report about their PR efforts at the AASL midwinter meeting. Judi, Gerri and Amy Bloom agreed to look at their report and make some recommendations to the group about how MSLA may implement similar PR initiatives.

**Conference reimbursement policy change:** Kathy Lowe proposed changes to the MSLA policy manual regarding conference reimbursement to provide greater flexibility in reimbursing members for costs of attending national conferences. The proposed changes were approved by the board and will need to be voted after a second reading in May:

**Current policy language:**

Conference Reimbursement:

Conference reimbursements must be presented to the MSLA Executive Board for approval three months in advance of travel. Reimbursable expenses include conference registration fees and associated travel costs up to \$1000 per person. Reimbursements will be provided upon presentation of receipts.

ALA Annual Conference and ALA Midwinter Conference attendees may include:

- Two AASL Affiliate Assembly representatives
- Current MSLA President
- Past President or President Elect
- Executive Director

AASL Conference (Biannual) attendees:

- President
- Past President or President Elect
- Executive Director
- Two MSLA members on the conference committee

**Proposed policy language change:**

***National Conference Reimbursement***

DELETE:

Conference reimbursements must be presented to the MSLA Executive Board for approval three months in advance of travel.

*Reimbursable expenses include conference registration fees and associated travel costs up to a total of \$5000 for a maximum of 5 attendees. Reimbursements will be provided upon presentation of receipts. Overages will be the responsibility of those attending.  
(Remaining language stays the same.)*

Meeting was adjourned at 6:15