

METROLINA LIBRARY ASSOCIATION
ADDENDUM TO MINUTES
October 12, 2017

In lieu of the October 2017 Board Meeting, decisions were made earlier this week via email.

December Luncheon Cost analysis from Andrea (10/10/2017)

X December 2017 Luncheon Cost Analysis.xlsx													Open with Google Sheets
A	B	C	D	E	F	G	H	I	J	K	L	M	
Location	Food Cost* Minimum	Food Cost* Maximum	Food Cost* Average	Minimum Required	Room Rental	Clean-Up	Other Fees	Total (with Food Average)	Tax (8.25 %)	Gratuity (20%)	Total Cost	Total Per Person	
Belmont Abbey	\$240	\$540	\$390	NONE	waived	\$300		\$690	\$57	\$150	\$897	\$30	
Mama Ricotta's	\$1,140	\$1,440	\$1,290	\$750	\$0	\$0	\$55	\$1,345	\$111	\$291	\$1,747	\$59	
The Liberty	\$600	\$600	\$600	\$1,500	waived			\$1,500	\$124	\$325	\$1,949	\$65	
Cantina 1511	\$360	\$900	\$630	NONE			\$35 - A/V	\$665	\$55	\$145	\$865	\$29	
OMB - last year cost											\$664	\$23	

December Luncheon is December 7th at Cantina 1511 at Park Road Shopping Center, 11:30-1:30 pm

Next Year's Conference Cost analysis from Andrea (10/10/2017)

X MLA Conference Cost Analysis.xlsx													Open with Google Sheets
A	B	C	D	E	F	G	H	I	J	K	L	M	
Location	Breakfast (pp)	Lunch (average pp)	Snack (pp)	Soda Break (pp)	Room Rental	Clean-Up	Other Fees	Total based on 100 attendees	Tax (8.25 %)	Gratuity (20%) based on food cost	Total Cost	Total Per Person	
Harris* Conference Center	Package price			\$3	Package price		\$40	\$7,811	\$590	\$72	\$7,811	\$87	
Queens University - Crown Room	\$8	\$15	\$3	\$3	\$1,500	N/A	N/A	\$4,400	\$363	\$580	\$5,343	\$54	
UNC Charlotte Center City	\$8	\$13**	N/A	\$2	\$2,200	N/A	\$600 parking; \$500 A/V	\$5,600	\$462	\$460	\$6,522	\$65	
UNC Charlotte Cone Center	\$8	\$13**	\$2	\$2	\$2,200	N/A	\$500 parking	\$5,200	\$429	\$500	\$6,129	\$62	
*HCC price based on 90 attendees													
**Several meal options between \$10 - \$15; \$13 is an average. Dessert will be \$2.50 - \$4 extra per person													

Queens University of Charlotte Visit – On October 3, 2017 Mark Coltrain, Heather Smith, Jason Hazard, Andrea Kincaid, and Betty Thomas met with Cindy Nicholson and Carrie Wunner of Queens. Mark's notes follow (with Andrea's follow-up information is in red):

Option 1: \$1,100 for Levine; \$100 per classroom; **\$1,500 total for room rental**

Betty Thomas 2 pm 10/12/2017

- Levine Center for Wellness - Registration, keynote, meals, posters, vendors
- Sykes Learning Center - 2nd floor (or 2nd and 3rd) for breakouts
 - Rooms can hold up to 30 people
 - Rooms equipped with instructor stations: computer and projector access, or VGA connection for presenters to connect personal laptops

Option 2: \$700 for auditorium; \$250 for Levine; \$100 per classroom; **\$1350 total for room rental**

- Sykes LC - registration, breakfast, keynote (basement auditorium), breakouts
- Levine Center - lunch, posters, vendors
- Note: The basement auditorium has an associated cost, but Levine Center would be discounted since we are splitting our time between two buildings.

Option 3: \$700 for auditorium, \$100 per classroom; \$500 for Young; **\$1,600 total**

- Sykes LC - registration, breakfast, keynote (basement auditorium), breakouts
- Young Dining hall (next to Trexler) - lunch, posters, vendors **If we use the Dining Hall, Carrie sent a follow-up that the best time would be June 2-6. The rest of June, they will have summer camps sharing the Dining Hall with us.**
- Note: The basement auditorium has an associated cost, but Young Dining Hall would be discounted since we are splitting our time between two buildings.

Timing

- Early-to-mid June is ideal time, no students around, only summer camps.
- Carrie did say the earlier week we are looking at would be a bit better as there are fewer summer camps planned.
- We said we'd likely let them know something soon after October MLA meeting

Parking

- North Parking Deck, next to Levine Center for Wellness and Recreation - free

Other ideas:

- Cindy offered library up for tours (or something else) during the day. We discussed possibly eliminating a presentation from each session to offer a library tour. The tour would include information on their library renovations, possibly of interest for people re-evaluating their own spaces.

Discussion about the options focused on a concern about having to share Young dining hall with another group. Jason emailed the following response:

I received an email from Carrie Wunner who is the Director of Conference and Events Services at Queens about sharing the dining hall. She responded with pretty much with what Mark has provided in the Google doc. She said that if the conference is held June 4-6 the camps that are here can use Crown Room in the Levine Center for lunch and we would not share the dining hall. Starting on June 7th there are more camps here and the Crown Room would not accommodate all of them. She did say that they could certainly work with the camps so that they aren't coming through the line at the same time as conference guests are entering the dining hall.

I understand the concerns of option 3 and sharing the dining hall with the campers and of course that will all depend on the date that is chosen to host the conference. I will also say that option 2 is a good choice as well if you want to avoid sharing the dining hall. The posters, vendors and lunch set up can be outside of the Crown Room in the lobby area or in the room. We have held many events there on campus that accommodate a similar set up that the conference would be doing as well.

Vote on Queens Options:

	Option 1	Option 2	Option 3
Michael			Yes
Paula		Yes	Yes
Brenda		Yes	Yes
Jason			Yes
Betty			Yes
Heather			Yes
Rae	Yes		Yes
Mark			Yes
Andrea			Yes
Rebecca		Yes	Yes
Laura			Yes
LJuan			Yes
Jo			Yes

Vote on Date for Conference There was a discussion about setting the date so school librarians would be able to attend. Mark researched the last conference when school librarians attended and found only 5 attended in 2012. A Google Doc was posted so that board members could vote their preference of dates: June 4, 5, or 6th. Andrea reported the following results (Total votes: 14):

- June 4 – 3 (21.4%)
- June 5 – 1 (7.1%)
- June 6 – 10 (71.4%)

Keynote Speaker for Conference. Kaetrena announced that Dr. Abdullahi has accepted our invitation to be keynote speaker.

Elections. (per Paula’s email of 10/11/2017)

- October 2 – Rebecca sent out call for nominations
- November 6 - December 1 – Voting open
- December 7 – results announced at December luncheon

A discussion about combining the social media and webmaster duties was tabled until November’s meeting. There was also an initial discussion about how to attract school librarians into MLA.