

**METROLINA LIBRARY ASSOCIATION
MINUTES OF THE BOARD MEETING**

Wednesday, November 15 at 2 P.M.
Central Piedmont Community College, Harris Campus, Room 1226
3210 CPCC Harris Campus Drive, Charlotte

Attendance: Brenda Almeyda, Paula Brown, Mark Coltrain, Rebecca Freeman, Valerie Freeman, Michael Frye, Jason Hazard, Jo Henry, Kaetrena Davis Kendrick, Andrea Kincaid, Rae Lovvorn, Laura McShane, LaJuan Pringle, Heather Smith, Betty Thomas, Michael Winecoff

Guests/New At-Large Members: Lori Anderson, Mark Bess, Chad Eller

Minutes. The September MLA Board Meeting Minutes and the Addendum to Minutes were approved.

Treasurer's Report: Andrea reported a current balance of \$8,782.60. November expenditures include the deposit for the conference space (\$800), Quicken, and attendance at December luncheon with some memberships.

Introductions: Michael welcomed the new at-large members and everyone introduced themselves.

Fall Program. The WebEx program with LaJuan presenting on diversity and inclusion in libraries went flawlessly. Approximately 30 people attended. Feedback from several librarians indicated they really appreciated an on-line program because they didn't have to leave work to attend. They would like to see more in the future. Mark pointed out that webinars are a great way to provide value to our membership and beyond. We could do several in a year.

Winter luncheon. Thursday, December 7th. 11:30 am to 1:30 pm. Cantina 1511 at Park Road Shopping Center. Rachel Hildebrandt will present on Global Literature in Libraries Initiative. 11 people have registered. Capacity is 40 but prefer max of 30. Andrea to send out email reminder to members. Rae suggested also sending another out a couple days before the event. We will keep special open for entire time. Orders can be given at the restaurant. Andrea to get a \$75 gift card (travel expenses) and cover her lunch. Mark will be running the meeting.

Annual Conference. Wednesday, June 6th. Committee visited Queen's University site. Contract has been signed and deposit paid. Thanks to Jason for his help in this selection process. Kaetrena has secured our keynote speaker: Dr. Ismail H. Abdullahi, Associate Professor of Library and Information Sciences at North Carolina Central University. Andrea shared the menu options and pointed out that our food costs should be less than \$2800 for us to break even with current charge to membership. We anticipate attendance of 100 people. Space cost is a flat \$1600. Andrea will send out menu options to consider and vote on next year.

Conference Chair or Co-chairs for next year. The idea was to have one person in charge of all the parts. This would be a different position from what Heather did this year with vendors. It was suggested that it be the Vice President and an at-large member. Changing the bylaws was discussed. Rebecca checked to confirm that it did not need to be voted on by membership. Mark and Kaetrena to write up a change proposal to be reviewed at January meeting. We could get a volunteer this year, test, and then change bylaws afterwards. Andrea has created a prospectus which she will mail out to us.

Elections. Voting closes December 1. Rae is only candidate for VP. Tracy Pizzi is only candidate for Secretary. 28 people have voted. The winners will be announced at the luncheon. Website and social media will publicize. Paula will be stepping down from Webmaster position. She recommended Chad to do her position. According to the bylaws, we have a “news editor,” “publicity director,” and “webmaster” positions taken by at-large members. Appointments are made by the incoming president.

Meeting dates for 2018. It was decided to keep meetings to the **3rd Wednesday** of the month at **Harris Campus with Google Hangouts** from **2 to 3:30 pm**. Mark to send out calendar invite for January to May. The first meeting will be January 17th.

Combining social media and webmaster duties. Mark removed this discussion from table based on feedback he received from board members by email.

Attracting school librarians to MLA. Rae suggested more webinars might be able to draw in school librarians. Betty suggested inviting someone to come to a meeting to discuss. This topic was tabled for discussion in January. Everyone to do more research on topic.

Tech Summit. Mark to look at location at CPCC this year. Tentatively Friday, March 16th (a date during CPCC’s spring break). Everyone to think about programs and people. Mark to email a call to the membership in early January so we will know responses by January meeting. Rae to send out on social media. In the past, we have been successful in tapping people whom we know might be interested in doing a tech presentation.

Communications Plan. Tabled for future discussion. We could use a document to outline who sends announcements; how they are sent; when, where and to whom for various events. Kaetrena offered to compile a list of contacts in our service area. Mark to set up a Google Doc for us to create event information. “Publicity director” could oversee creating a plan.

Job Openings. Michael noted that we could do a better job at publicizing library job openings. It was suggested to have link to NC State Library on our website. Mark suggested sending out an email to members once or twice a month with job postings. Further discussion was tabled to next meeting.

Rotating responsibility in posting events in Wild Apricot. Only 5 members can have access. Currently the positions with access: President (passed to Rae from Michael), Immediate Past President, VP, Treasurer, and Webmaster. This goes along with communications plan. Email needs to be checked regularly. We also need to have Google Doc for passwords.

Announcement. Kaetrena’s webinar: [The Low Morale Experience of Academic Librarians, Part I: Revisit the Study \(January 18, 2018\)](#).

Meeting adjourned at 3:08 pm.