

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

Wednesday May 17, 2017 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

Minutes from the April MLA Board Meeting were approved.

Treasurer's Report: Andrea announced that we closed April with \$13,277.14 in our bank account. We have taken in approximately \$1,125 and spent \$330 on conference bags and 5 books for the conference. These books are being shipped to Rebecca. Jo responded to Michael's question about spending for the conference by explaining that the key is to closely guesstimate the number of attendees.

Annual Conference

Sponsors. All the money and logos from the sponsors have been received. Heather will communicate with sponsors about arriving between 8 to 8:30 am (or after 10:30 am). Rebecca to send Heather a link for the sponsors to register for lunch.

Bags. Jo brought one to show. Comments indicated that the smaller bag was liked. 125 were ordered.

Registration count. As of noon, 53 people had registered.

Program. The final, official program is not completed yet. Valerie plans to have it by the end of this week. Once on the website, Michael, as MLA President, will send out a personalized email highlighting the program and including a link to register. Rebecca to send list of libraries to Michael. In addition, the following contacts will be made:

NCLA Listserv – Michael
PASCAL and USC – Rebecca
ILI Listserv – Jo
NCICU Libraries – Heather

Conference ribbons. More are needed. Andrea to purchase. Rebecca to let her know what to order.

Laptops. Andrea and Mark will be bringing a total of 8 laptops, which includes laptops for registration. Mark to let conference presenters know that if they plan use a Mac that they need to bring their own equipment.

Easels. Mark bringing 8 easels. Rebecca bringing tri-fold boards and binder clips to attach posters. Paula to bring some binder clips too.

Internet access for registration. Conference center provides a sign-in. Mark to make sure that we can log in. 5 registration laptops max with separate log-ins. No multiple log-ins. 2 people log-in separately.

Rae suggested a third laptop just for online payments. People with log-ins: Mark, Rebecca, Rae, Paula, and Andrea.

Gift basket purchase for keynote. Rebecca will get items with Carolinas theme. Ideas included cheese straws, gift card to Lizard's Thicket, Distillery in Belmont, Cromer's popcorn, local breweries... \$100.

Conference Sign-up.

Pre-conference

Registration (2) – Rae and Jason
Bag stuffers (2) – Paula and Brenda
Vendor coordinators (2) - Heather and Jo
Poster coordinators (2) - Kaetrena and Valerie
Keynote handler – Michael W.
Traffic point person - Andrea

During Conference

Room Administrators (8)
 Maple – LaJuan and Rebecca
 Birch – Paula and Heather
 Cypress – Andrea and Michael W.
 Ash – Jo and Rae
Official Floater – Valerie
Photographer – Betty

Post Conference

Exit person to collect badges and thank attendees – Paula and Michael W.

Pre-conference dinner. Rebecca has not heard back from keynote speaker. If he doesn't want to go out, we will not go. Mac's was mentioned as well as something near Westinghouse. We cover keynote's dinner.

Giveaways. \$25 (5) Visa gift cards, each in mug with stress ball... Andrea to get gift cards and work with Rebecca to get them made up. Names for drawing come from registration. Andrea to have bucket or hat. Keynote helped with giveaway.

Post Conference Meeting. Right after conference to debrief and destress. Decided to go to Savor Cafe at 1404 W. Morehead Street.

Swag. The bags. Vendors may be sending something to Valerie. Program, Wi-Fi password, any changes to program, and pens (Valerie) go in the bag.

Printing schedule. Valerie to check with Richard about JWU doing it and let Michael know either way.

Food. Rebecca recommended double checking with Jamie. Paula to post basic information (use last year's) on website. No one so far has indicated any dietary needs on registration form. Jo said that we usually tell the conference people Monday of conference week about number. Michael to email her about needing anything else from us. Andrea to get credit card information to her.

Post Conference Survey. We usually send it on Monday after conference; using Google form out to everyone who attended. Mark to send out. It was agreed to use the same room surveys as last year. These are collected and sent to presenters on specifics from their session. Need more than 25 surveys per session.

Room administrators. Reminder that you coordinate with the presenter, introduce presenter, keep time, give 5-minute warning to make sure there's time to fill out survey, and collect surveys. There will be packet with surveys.

Fall program promotion. Rae recommended promoting any details of the fall program.

Other Business

Fall program is usually late September/early October. Email about suggestions since we don't meet during the summer.

Next meeting: Thursday, August 17.

Keynote speakers. Everyone needs to start thinking about this for next year.

Dr. Dane Ward, new Dean of Libraries at Appalachian State University (Rebecca suggested)-

He speaks on library innovation, information literacy and curricular integration of libraries

<http://www.news.appstate.edu/2017/03/27/dane-ward/>

Gary Price, Co-Founder of INFOdocket and FullTextReports (Heather suggested)

Heather heard him speak at Computers in Libraries - fun and interesting speaker.

<http://computersinlibraries.infoday.com/Speakers/Gary-Price.aspx>

December luncheon.

Paula suggested something on entrepreneurial librarians.

Meeting adjourned.