

# METROLINA LIBRARY ASSOCIATION MINUTES OF THE BOARD MEETING

Thursday, April 21, 2016 at 2 P.M.  
Central Piedmont Community College, Harris Campus, Building H1 Room 2103  
3210 CPCC Harris Campus Drive, Charlotte

**Attendance:** ~~Brenda Almeyda~~, Paula Brown, Rebecca Freeman, Valerie Freeman, ~~Michael Frye~~, Jason Hazard, Jo Henry, ~~Rae Lovvorn~~, ~~Richard Moniz~~, LaJuan Pringle, Doug Short, ~~Heather Smith~~, Betty Thomas, Michael Winecuff

**Minutes** from March MLA Board Meeting were approved.

Betty noted that only one decision was made by email between board meetings this month. The board decided to extend the deadline for proposals to April 1<sup>st</sup>.

**Treasurer's Report.** Jo announced that we have \$10,453.85. She also noted that any organization needing to have a group pay together with one check to let her know. Tech Summit cost \$60.82, a lot less than last year.

## Conference

Rebecca announced that she will be in Ireland the last week of May and beginning of June so any conference issues need to be resolved prior to that time.

**Presenters.** Rebecca will also be sending out the presenters' letters tomorrow. There will be 11 poster sessions and 12 presenters. We were not able to accept everyone who applied to present.

**Schedule.** It was decided to have keynote and one breakout session before lunch and three breakout sessions after lunch with an opportunity for a snack break in the afternoon.

11:20 to Noon Posters & Vendors  
Noon to 12:45 Lunch  
1 to 1:50 Breakout Session 2  
1:50 to 2 pm Snack break in schedule  
2 Breakout Session 3  
Done by 4 pm

Rebecca did talk with catering about popcorn since it didn't happen last year.

**Location of Posters.** There was a discussion about where to put the poster sessions. We will have twice the number of posters than last year. We accepted everyone who wanted to do a poster session. Suggestions about the atrium/registration area brought a concern that CPCC might not want them blocking that area. There were concerns that putting them in the back hallway might not draw people to see them. In the end, Rebecca will check about having the full room this year so we can put them at the front and the back of the main room.

**Easels.** Valerie can bring 4 maybe 5, Rebecca 2, and Doug and Paula to check for some. Rebecca to put in poster session letter about bringing easels. If anyone has old posters on foam

board, we can use binder clips. Valerie has some old posters on foam board and Paula will bring binder clips.

**Contracts.** Rebecca will send out presenter contracts tomorrow. A sample was emailed to everyone on the board prior to this meeting. The letters are basically a contract that the presenter will register and show up. Poster presenter letters will also include the size of the posters: 3' x 4' or smaller.

**Sponsors.** UNCG MLIS and Innovative at \$500 each. Springshare and Rittenhouse came in at \$250 each... for a total of \$1500.

**Giveaways- Bags.** Jo had sent us all the options for bag colors. It was decided to go with black with white lettering. These are part of the sponsor advertising since their logo goes on the bag. Rebecca to send new Rittenhouse logo to Paula. Jo sent Innovative camera ready artwork to Valerie.

Rebecca to get with Michael Frye about giveaways. The mugs last year were a special item as it was the 10<sup>th</sup> anniversary of the conference. Pens, like the ones from last year, and pads of paper with our logo were agreed upon by the board. Cell phone pockets and stress balls were also suggested. Also little books of post-it tabs would be nice. Consensus was not to have folders.

**Lanyards.** Valerie said we will need to pick up more lanyards but she'll need to see how many there are in the basket.

**Signage.** Rebecca to send CPCC room signage information after she hears from presenters. Doug pointed out using CPCC signage. Also, information will be emailed out with registration.

**Registration.** Opens on the website tomorrow. Presenter price is \$50 because that's how it has been advertised. Early bird student registration (\$25) is extended another week until May 13<sup>th</sup>. We are only counting half of student registrations because of no-shows last year. Cut off for regular registration is June 3<sup>rd</sup>. Paula will close registration since Rebecca will be out of the country.

At the next meeting we will need to decide who will be assigned to which rooms. We should be able to assemble the bags on site. Valerie will work on the name tags. Giveaways to be shipped to Gaston County Public Library at 1555 E. Garrison Blvd, Gastonia, NC 28054, in care of Paula. LaJuan, Michael and Betty offered to come set up hour before conference.

The board discussed options for dinner for the post conference debriefing. 10 Park Lanes on Montford was the last suggestion. Also, we need to take the keynote speaker to dinner before the conference.

**Thoughts about Social:** sometime in the summer, somewhere like OMB, July before school, opportunity to bring in school librarians.

**Meeting adjourned at 3 pm.**