

METROLINA LIBRARY ASSOCIATION MINUTES OF THE BOARD MEETING

Thursday, May 19, 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 April MLA Board Meeting were approved.

Treasurer's Report. Jo announced that we have \$11,761.36. She noted some expenditures for the conference had been paid, and people have been registering and paying.

Conference

Registrations. Rebecca reported that 64 people had registered including the 2 vendors and the keynote speaker. It was pointed out that people can go ahead and register for the conference and the system will invoice you. We should encourage people to go ahead and register.

Agreements with speakers. Richard asked if we had been getting the agreements back from presenters. Rebecca reported that all but 2 poster presenters had returned before tomorrow's deadline. A decision was made to include them in the program.

Program. It is ready to go. A PDF version is up on the website and registration page. Rebecca passed around a copy. Michael volunteered to proof it for us.

Roles during Conference.

Registration: Jo, Rae and Brenda

Room Facilitators: LaJuan, Michael, Doug, and Heather

Poster Greeter: Jason

Once poster presenters are registered, Jo will hand off presenters to Jason to help them get set up. Valerie will be Jason's backup. We have the full size of room.

End of the Day Greeter: Paula

Richard recommended that we give something like popcorn or whatever and take advantage of the contact opportunity.

Set up – Registration starts at 8 am. Anybody who can come before then can help set up.

Equipment.

We need 11 **easels**: Rebecca has 2, Paula can bring 2, Doug can bring 2, Valerie has 4 or 5 at Johnson and Wales University, and Heather can bring one.

If anyone has any extra **foam backing**, bring it. Paula bringing clips.

Laptops. Doug bringing 3 and Paula bringing one. Need two at registration and two in two of rooms. Michael raised issue if presenter is Mac vs. PC user. Rebecca to email presenters. Next year we need to include that information in the form.

Room Facilitators

- Introduce the session and the presenters from information in the program.
- Keep session on track. Be the timekeeper. Don't be afraid to give 10 minute warning to wrap up.
- Remind people of what is next on the program; for example, lunch or snacks.
- Hand out the survey at the end of session and collect them. After the conference, the feedback will be consolidated and emailed to the presenters.

Rebecca will be sending out some pointers to room facilitators.

The rooms are: Birch, Maple, Cypress, and Ash.

Schedule.

Registration

Keynote

First Session

Posters

Lunch: 12 to 1

Three Sessions in afternoon

Snacks in between

Closing Registration on June 3. Rebecca will close; Paula will be back up. Needs to be someone with administrative privileges.

Follow-up with Directors. Richard to email library directors about having their librarians attend. It was noted that Queens University, Johnson and Wales University, and University of South Carolina Lancaster are sending all their librarians. There was a discussion about which libraries we might be missing. Jo to send list to Richard.

Dinner with Cal Shepard. The group decided to take her to dinner at Cantina 1511 at Park Road Shopping Center at 6:30 pm the night before the conference. Michael to check with Cal to make sure she will be able to be there and whether she wants to meet us at the restaurant or be picked up at her hotel. Valerie offered to pick Cal Shepard up at her hotel. Rebecca to make reservation for 15.

Headcount to Patty at CPCC. Monday after registration closes on Friday. Jo reminded us that we are charged only \$25 for the 2 vendors and keynote speaker because they aren't there for the full conference.

Giveaways during Lunch. It was decided to raffle off 6, \$25 Visa gift cards. Jo to get gift cards and giant lollipops to present with the cards.

Bank Account. On a separate subject, Jo mentioned that she had followed up on Heather's suggestion of contacting Wells Fargo to see if we could get some community funding from them. She was not able to get any funding, but in the process Jo found that a past board member is still on the account. Doug might need to go to the bank to get it changed. Jo will double check and resolve issue.

Surveys. We will be using the same survey as last year for the individual presentations. The full conference survey will be emailed to participants afterwards. There will be an added question to that survey.

Cal Shepard's Gift. Paula to call someone she knows at the State Library for ideas for something that Ms. Shepard might like as a gift. We are looking for something meaningful and appropriate. There was some discussion of what Ms. Shepard might like as a gift. The discussion of this topic will be continued online.

Photos. Betty had raised the question of photography permissions. Rebecca had added the statement from the website to the program to address this issue. Betty will be taking photographs during the conference.

Hashtag. Rebecca to get with Rae about a hashtag for the conference.

Assembling Bags. Stress balls are being delivered to Michael Frye's address. We will have more lanyards, name badges, and the bags. We should be able to assemble at the conference.

Innovative's logo in the program. Jo to follow-up to see if there's more to the logo than what we have in the program. She will coordinate with Rebecca.

Meeting was adjourned at 3 pm.