**METROLINA LIBRARY ASSOCIATION**

**MINUTES OF THE BOARD MEETING**

THURS. APRIL 17TH, 2014, 2:10 P.M.

Central Piedmont Community College, Harris Campus, Building II room 2136

3210 CPCC Harris Campus Drive, Charlotte

***With corrections received Thurs. 5-15-2014 & made Mon. 5-19-2014***

**Board Members Present:** Doug Short, Richard Moniz, Brenda Almeyda, Robert Bryan, Rebecca Freeman, Valerie Freeman, Jo Henry, Melinda Livas, Rae Lovvorn, Frank Newton, LaJuan Pringle. Beth Martin joined us at 2:55.

**1. Minutes of Last Board Meeting (Frank).** Minutes of the Feb. Board meeting were approved.

**2. Treasurer's Report (Jo).** Jo reported that we now have $10,672, down from our April 1st high of $11,080 because of paying for our Technology Summit food/snacks and our one-year subscription to Wild Apricot.

**3. Membership Fees.** Doug proposed a cheaper Metrolina membership fee for students ($10 a year). Board liked the idea.

**4. Software for Metrolina Website and Recordkeeping (Doug).** Doug demonstrated Wild Apricot, which he has purchased for Metrolina with Board approval (cf. E-mails following last meeting). It is $270 a year. We reviewed the registration form on Wild Apricot, and received suggestion to add a line for "Institution" for each registrant. Wild Apricot will affect our web­site, although our URL will remain unchanged (we think). We have a temporary URL for the draft of the new website. Each MLA member will have their own login. Doug will work with Rebecca on transitioning the website.

**[5. Business Transacted by E-mail Between the Feb. and April Meetings.** In a series of E-mails, beginning with Doug Short's of Mon. March 17th 9:09 a.m. ("MLA Conference Speak­er"), the Board was kept up to date and shared opinions on the selection of the keynote speaker for the 2014 Information Literacy Conference. On Thurs. March 20th Doug announced that Paul Jones, professor in the School of Information & Library Science and in the School of Jour­nalism & Mass Communications at UNC-Chapel Hill, had accepted the offer to be our keynote speaker.]

**6. Program Planning -- 2014 Metrolina Conference.**

**(a) Signage for Conference.** Valerie will make signs for each room, showing what sessions will be held in that room, as she has done in earlier years. Jo asked whether we needed to buy signs (or sign-holders) for outside of the building. Our tour of Harris II (see #7 below) showed that CPCC-Harris already has at least one sign-holder for outside signs. LaJuan will see if he can bring two more.

**(b) Acceptance letters.** We accepted 15 papers and 8 posters. We had a whole bunch of appli­cants at the last minute.

**(c) Sponsors.** Jo has obtained $1,350 in sponsorships so far! She is still waiting for the logo from one sponsor, and has a couple of possible last-minute sponsors that might get on board. She is planning a vendor table.

**(d) Bags and materials for registrants.** Jo will get folders and lanyards (the latter imprinted with Metrolina Library Association). Valerie will print the nametags (from the conference registration database) and the programs, and recount the carabiners and buy sticky labels for folders. We will stuff the registrants' bags or folders June 5th (the Thursday before the Confer­ence) at 2 p.m. Melinda will shop for pens (from Pens 'R' Us) imprinted with the MLA URL. Melinda and Valerie will determine if we need to get more carabiners and if so, buy them.

**(e) Door prizes.**

(e-i) Jo will get four $50 gift cards to give away during lunch, one each for Amazon, I-Tunes, Barnes & Noble, and ThinkGeek.

(e-ii) Doug suggested giveaways on the day of the Conference to give away our remaining T-shirts and mugs.

(e-iii) LaJuan suggested giving away a free MLA membership.

**(f) Assignments (reprise from above).**

Jo -- (i) Get folders and lanyards (the latter imprinted with Metrolina Library Association). (ii) Get four $50 gift cards to give away during lunch, one each for Amazon, I-Tunes, Barnes & Noble, and ThinkGeek.

Jo, Brenda, Robert -- Staff the registration table(s) the morning of the conference.

Melinda -- (i) Purchase pens (from Pens 'R' Us) imprinted with the MLA URL. (ii) Work with Valerie on carabiners.

Valerie -- (i) Make signs for each room where presentations will take place. (ii) Print the nametags (from the conference registration database). (iii) Print the programs. (iv) Recount left-over carabiners, and work with Melinda to purchase more if needed. (v) Buy sticky labels for folders.

To be determined -- people to stuff the registrants' bags or folders June 5th.

**7. Tour of Conference Facilities.** As we were meeting at the Conference site (Harris Campus Building II), the Board meeting ended with a walkthrough of the rooms we are renting for the day of the Confer­ence. Space includes one large assembly room for keynote and for lunch and for posters, and four classroom-size rooms, and a hall (another potential site for poster presen­tations).

Respectfully submitted,

Frank Newton

MLA Secretary

4-29-2014