**METROLINA LIBRARY ASSOCIATION**

**MINUTES OF THE BOARD MEETING**

THURS. FEB. 27TH, 2014, 2 P.M.

Central Piedmont Community College, Harris Campus, Building I room 1226

3210 CPCC Harris Campus Drive, Charlotte

***With update added Thurs. 4-17-2014***

**Board Members Present:** Doug Short, Richard Moniz, Brenda Almeyda, Rebecca Freeman, Valerie Freeman, Jo Henry, Katy Hill, Rae Lovvorn, Frank Newton. Robert Bryan joined us at 2:55.

**Board Members Absent:** Melinda Livas, Beth Martin, Joli McClelland, Sherrill Shiraz.

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

**2. Treasurer's Report (Jo).** Jo reported that we have $9,755. The remainder of her report was on sponsors for the June Metrolina Conference, and is recorded below under 6(c).

**3. Membership Report (Katy).** We have about 24 members paid for 2014 so far. Katy will work with Valerie on writing and sending out a renewal letter to last year's members who have not yet paid 2014 dues.

**4. Online Program for Membership Management (Doug).** Doug introduced the possibility of MLA purchasing a program called Wild Apricot, which can keep track of an organization's mem­bers and also handle online registration for events. Wild Apricot is free to organizations with up to fifty members. For organizations with more than fifty, it is $250 per year if paid yearly in advance, or $300 per year if paid monthly. Jo remarked that since we're paying $270 this year for the EventBrite software to handle preregistration for the 2014 Metrolina Confer­ence, Wild Apricot would basically pay for itself in one year. Richard suggested we try to contact other organizations using Wild Apricot to get their impression of its usefulness.

5. **Program Planning -- Spring Program (Richard).**

**(a) Date.** Richard reported we have a choice of March 21st or March 28th for the Technology Summit -- either date would work for Johnson and Wales. We chose Fri. March 28th, 1-3 p.m.

**(b) Cost and snacks.** After discussion, we decided not to charge, as we have not charged for the spring program in the past, and the only expenses foreseen are for snacks. Richard will arrange for the snacks.

**(c) Speakers.** Speakers lined up are:

-- Rebecca Freeman, on Google Fusion tables.

-- Joe Eshleman, on MakerSpace.

-- Brian Trippodo of the Charlotte School of Law Library, on LibGuides and LibCal.

-- And, Doug said he felt fairly sure we can get Beth Martin to speak on a tech topic of her choice.

**(d) Room.** Richard has reserved the Innovation Lab at J & W, a room which was not built with bond funding and which holds thirty people -- big enough if our past few technology summits are a guide. This Lab is behind the J & W bookstore. Valerie will arrange for a student assistant to be available the afternoon of the 28th to guide or direct people from the Library to the Innovation Lab.

**(e) Registration.** Rebecca will get preregistration for the Technology Summit up on our website by the end of tomorrow, capping it at 30.

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

**(a) Date (Doug).** Doug announced that it was necessary to change the date from Friday June 13th to Thurs. June 12th, 2014. This is still one of the dates Katy Hill said would work best for the CMS school librarians; and Thursday has been the day we've held the Conference in recent years.

**(b) Cost (Doug).** We will be assigned one big room and four breakout rooms. We'll be charged $56 person per person, and there will be a $1,400 deposit due in advance. This price includes breakfast, lunch, and afternoon snack. The Board approved this plan.

**(c) Sponsors (Jo).** Jo reported Past President Joli was our contact with our two sponsors of last year, Innovative Interfaces and SpringShare, and she (Jo) hasn't had any luck so far contacting either of those companies or Joli. We have gotten a $350 sponsorship from UNC-Greensboro. Jo has had no bites from Baker & Taylor, YBP (Yankee Book Peddler), and several others she's contacted. Doug suggested she try ProQuest. We could also look to sell ads in our program to area businesses who aren't library vendors.

**(d) Conference name (Doug).** Doug indicated that since we are sticking with the broader scope of the Conference initiated last year, we can simply call it the *Metrolina Library Conference*.

**(e) Request for proposals (Valerie).** Valerie distributed a draft of the request for proposals, which the Board approved with a minor change. She aims to send it out to our mailing list tonight.

**(f) Deadlines (Doug and Valerie).**

Fri. April 4th -- deadline for presentation proposals.

Fri. April 11th -- Board will respond with acceptances and rejections.

Tues. April 15th -- we will open preregistration on our website.

**(g) Review of proposals.** The Board's subcommittee to select accepted proposals will meet Mon. April 11th at 11 a.m., continuing as long as needed, and will consist of Doug, Valerie, Brenda, Richard, and Rebecca if her schedule permits; Melinda and Beth will be invited to join.

**(h) Program and printing costs (Richard).** Johnson and Wales has agreed to pay for printing, programs, and badges. Estimated costs: schedule printing $105, programs $177, badges $117.

**(i) Bags and materials for registrants.** Bags will include mugs and carabiners as discussed last month, at least while supplies last.

**(j) Publicity for Conference.**

\* Brenda suggested we look into the possibility of a reciprocal arrangement with NCLA, whereby we would advertise their biennial conference (next one ex­pected in 2015) on our website and at our conference, if they will advertise our annual confer­ence on their website and at their confer­ence.

\*\* Jo suggested Doug open the Technology Summit March 28th with a five-minute pitch for the June Conference: remarks about purpose of Metrolina -- purpose and scope of conference and opportunity to apply to present at the conference -- and sponsorship opportunities.

**(k) Start time.** Board members should plan to arrive at 8 a.m. on Thurs. June 12th at Harris Campus Building II. Registration and breakfast will be 8:30 to 9:30, and the first round of programs (or keynote) will start at 9:30.

**(l) Keynote speaker.** We have not yet contacted our number one choice, Tim Bucknall of UNC-Greensboro. Doug will contact him.

**7. Next Board Meeting** will be Thurs. March 13th, 2 p.m. Doug will reserve a room and let us know the exact location. ***Update.*** March Board meeting was cancelled because there was no pressing business (E-mail from Doug, Tues. 3-11-2014, 5:25 p.m., "Re: Conference sponsor­ship").

Respectfully submitted,

Frank Newton

MLA Secretary

3-3-2014, 4-17-2014