

MINUTES – Corrected

Mississippi Library Association Executive Board Regular Meeting

Lake Terrace Convention Center
Hattiesburg, MS

July 28, 2017

Call To Order

The regular meeting of the executive board of the Mississippi Library Association was called to order by the president, Jenniffer Stephenson, at 11:12 a.m. on Friday, July 28, 2017 at the Lake Terrace Convention Center in Hattiesburg, MS.

Roll Call/Signature List of Attending Members: Present – Jenniffer Stephenson, President; Sarah Mangrum, Vice-President; Blair Booker, Treasurer; Jennifer Wann, Secretary; Patsy C. Brewer; Sheila Cork; Rickey Jones; Elizabeth Simmons; Ellen Ruffin; and Antoinette Giamalva.

Absent – Mary Beth Applin; Molly McManus; and Melissa R. Dennis.

Others Present: Paula Bass, MLA Administrator; Jennifer Todd; Jesse Pool; Phillip Carter; Pamela Plummer; Jennifer Brannock; Anne Hudson; Ashley Dees; Adrienne McPhaul; and Joyce M. Shaw.

Adoption of the Agenda

Motion: Revise agenda to tour Lake Terrace Convention Center as the first item of business and continue with the agenda as presented after that.

Motion by: Ruffin; *Second:* Booker. Unanimously approved.

Tour of the Lake Terrace Convention Center

For the 2017 Annual Conference the following arrangements have been made:

- Complimentary Wi-Fi
- Use of video monitors
- 4 Break-out session rooms w/ theater style setup
- Breaks & boxed lunch pick-up in vendor hall
- Room for general session
- 2 Banquet rooms

Meeting was recessed for lunch at 11:45 a.m.

Meeting resumed at 12:16 p.m.

Approval of the Minutes

Motion: Approve the minutes from May 5, 2017 as presented.

Motion by: Booker; *Second:* Ruffin. Unanimously approved.

MLA Officers and Staff Reports

Secretary – No report.

Treasurer – There are a few line items that we are over budget on, but all have been approved by the Executive Board. Treasurer Booker reminded those responsible for conference expenses to submit payment vouchers for payment, and reported that supplies that are needed for conference can be ordered by the MLA Administrator on the debit card.

President – President Stephenson reported that Jolee Hussey has been reappointed to the Mississippi Library Commission (MLC) Board of Commissioners as the public library trustee member recommended by MLA.

On May 11, 2017 an electronic vote was taken with a majority of board members voting to update conference sponsorship and exhibiting opportunities. (Attached.)

President Stephenson notified the Board that Ashley Biggs has resigned as MLA Membership Committee Chair as she has moved out of state.

In June and July, MLA exhibited at the Mississippi Association of Supervisors (MAS) Annual Conference and the Mississippi Municipal League (MML) Annual Conference respectively. Both conferences were held in Biloxi. Representatives from MLC, the South Mississippi Regional Library System, Laurel-Jones County Library System, Harrison County Library System, and the Lamar County Library System helped work the MLA booth.

President Stephenson reminded everyone that Librarian of Congress will be attending the Mississippi Book Festival on August 19.

Vice-President – Vice-President Mangrum provided an update on conference planning:

- Tuesday afternoon pre-conference with the Mississippi State Extension Service and the Consumer Protection Bureau;
- Tuesday evening tour of the McCain Archives at the University of Southern Mississippi (USM);
- Programs for school librarians are primarily scheduled on Thursday;
- Keynote address, advocacy workshop, & closing address by John Chrastka from EveryLibrary.org;
- Shuttle services to evening events;
- All hotels centrally located to one another;

- Wednesday night President's Bash/Scholarship fundraiser on campus at USM sponsored by Children's Book Festival;
- About 15 vendors are currently signed up; the goal is to have 40 vendors;
- The School of Library Information Science & the Children's Book Festival contributed significant funding to the conference this year;
- Several rooms have built in audio/visual equipment and there will be no cost to use that equipment in those rooms;
- Posters will be located in a central area, and a Lightning Round Poster Session will be held;
- The Long-Range Planning Committee will be having an Unconference to solicit feedback through guided questions and passive engagement activities.

Meeting was recessed for break at 1:08 p.m.

Meeting resumed at 1:33 p.m.

Past-President – Molly McManus submitted a report indicating that a recipient has been selected for the Past Presidents' award.

Ms. McManus is working on the conference brunch program for past presidents.

MLA Administrator – Ms. Bass reported that we currently have 379 active members; 35 are joint ALA-MLA members.

MLA lifetime member Dr. Bernice Ray passed away on June 6, 2017.

ALA Councilor – Councilor Ruffin reported that the ALA Executive Director has retired.

SELA Councilor – In Ms. Dennis' absence, Ashley Dees noted that the SELA conference will be held November 8 & 9, 2017 in West Virginia.

MLC Executive Director – No report.

Section Chair Reports

ACRL Libraries – No report.

Public Libraries – No report.

School Libraries – No report.

Special Libraries – Conference program will include both representatives from the Mississippi Retired Public Employees' Association (MRPEA) and from the State of Mississippi Deferred Compensation Plan.

Trustee Section – No report.

Roundtable and Committee Reports

Advocacy Committee – No report.

Awards Committee – No report.

Black Caucus Roundtable – Danielle Terrell submitted a report indicating that the Virgia Brocks-Shedd Scholarship will be presented at the MLA-BCALA luncheon on October 19. The luncheon program is entitled, "Lunch with Retirees: The Value of Libraries and Librarians."

Election Committee – Jennifer Smith sent a report indicating that we had a 35% participation rate via electronic ballot and a 23% participation rate via paper ballot. 2018 Officers are:

Vice-President/President Elect – Sarah Crisler-Ruskey

Secretary – Lori Barnes

Treasurer – Jennifer Wann

SELA Councilor – Ashley Dees

Fiscal Management Committee – The new Regions account has earned \$32.94 in interest.

Legislative Committee – No report.

Long Range Planning Committee – No report.

Membership Committee – No report. Need a Committee Chair.

Mississippi Author Awards Committee – No report.

National Library Week Committee – No report.

New Member Roundtable – No report. Need a Committee Chair.

Nominating Committee – Committee Chair Pamela Plummer reported that the committee is working on the development of new guidelines for the nomination process.

Outreach Committee – Committee Chair Phillip Carter reported that exhibiting at MAS and MML was successful, and the committee recommends that this be a priority for MLA every year. It was noted that there is some confusion between the roles that MLA and MLC play.

The committee is looking for volunteers to work the booth at the Mississippi Book Festival in August.

Publicity Committee – No report.

Scholarship Committee – No report.

Technical Services Roundtable – Committee Chair Jennifer Todd reports that the conference program will be a panel discussion on cataloging non-book items.

Young People's Services Roundtable – No report.

Web Services Committee – Jennifer Todd & Philip Carter noted that the Website is being migrated to a new server, and advised everyone to please be aware of any technical issues leading up to the conference.

Mississippi Libraries

Tina Harry submitted a report indicating the summer issue has been delayed.

The fall issue will be the 2nd peer-reviewed issue; there have been three submissions that currently being reviewed by the reviewers. The fall issue is scheduled to be published in September. Any conference info to be included in ML should be sent by September.

Old Business

Status of Changing Phone Systems for the MLA Administrator/Office – Reception on the new phone in the Administrator's Office is terrible. Will try a different SIM card in the phone to see if that fixes the issue; if not, the Administrator may have to go back to landline in the office.

Banner and Stand and/or Posters Printed for MLA – The Board requested that Sarah Mangrum work with the Design/Print services at USM to get a new design for the banner.

Conference Site Selection – Patsy Brewer reported that the committee was unable to negotiate a contract in Tunica so the RFP for conference sites has been reissued. 9-10 responses have been received; the committee will meet in August to discuss proposals and will make a recommendation to the entire Board at the October meeting.

Dropbox Account – Has not been set up yet.

Everylibrary.org Advocacy Campaign – Campaign to support IMLS funding is currently targeting Mississippians on FaceBook.

New Business

Proposed Change to MLA Handbook – It has been noted that some individuals serving as MLA committees and roundtables are not current on their membership. President Stephenson suggested that the Board consider looking at this issue and formalizing the requirement that

all officers, section chairs, roundtable chairs, and committee chairs should have a membership in good standing.

Proposed Revision to the MLA FY2017 Budget – There is a \$4000 surplus in expenditures for the State Legislative Day. President Stephenson suggested that we amend the budget to move \$2500 from this item to MLA Promotional Materials, and to allocate \$1500 for vendor/exhibitor fees.

Motion: Amend the Budget as requested by President Stephenson.

Motion by: Jones; *Second:* Mangrum. Unanimously approved.

Proposed Purchase of More Promotional Items

Motion: Purchase promotional items to have available at the Mississippi Book Festival.

Motion by: Booker; *Second:* Mangrum. Unanimously approved.

Adjournment

Meeting adjourned at 3:07 p.m.

Next regular meeting of the Mississippi Library Association is October 17, 2017, 4:00 p.m. at the Lake Terrace Convention Center, 1 Convention Center Plaza, Hattiesburg, MS 39401.



Jennifer Wann, Secretary



**Mississippi Library Association
2017 Annual Conference
Hattiesburg, MS**

Sponsorship and Exhibiting Opportunities

To support the Mississippi Library Association efforts this year, please complete the following information and return this form to us no later than **September 15, 2017**. Please also include a list of attendees' names. Please direct any questions about the sponsorship or exhibition opportunities to Phillip M. Carter at exhibits@misslib.org or 601-794-3220.

Exhibit Hall Space (includes 10'x10' draped booth space and table)

- ☐ \$400.00 from May 6, 2017 until July 15, 2017
- ☐ \$450.00 from July 16, 2017 until August 15, 2017
- ☐ \$500.00 from August 16, 2017 until September 30, 2017 (registration closes)

Exhibit Hall Space (includes 10'x10' draped booth space and table)

- ☐ \$75.00 for non-profit agencies only

Advertising in Conference Program Book

- | | |
|---|----------|
| <input type="checkbox"/> Outside Back Cover | \$500.00 |
| <input type="checkbox"/> Inside Front Cover | \$300.00 |
| <input type="checkbox"/> Inside Back Cover | \$300.00 |
| <input type="checkbox"/> Full Page | \$200.00 |
| <input type="checkbox"/> Half Page | \$100.00 |
| <input type="checkbox"/> Quarter Page | \$50.00 |

All acknowledgements to be included in the Program Book must be received by Monday, July 31, 2017. To reserve advertising space, please print this page and check mark your option and return it with payment.

Please submit your digital acknowledgements via e-mail to: exhibits@misslib.org
Subject line: MLA 17 Conf – Ad Artwork - <Your Company Name>

File Format: Full color or black and white should be sent electronically in high resolution (600 ppi) in JPEG, TIFF, or PNG format no later than July 31, 2017.



Check the appropriate box(es) to indicate your commitment of support for 2017. Sponsorships are separate and independent of exhibitor hall space.

- ☐ **Diamond Sponsorship** (\$1500.00 or more)
 - Recognition in conference program and on website as a sponsor.
 - Recognition on-site at the conference as a sponsor.
 - Scheduled session during the conference for presentation.
 - This sponsorship must be locked in before August 15, 2017 to guarantee spot.
 - Full page ad space in program.
 - Sponsorship for one of the MLA Conference ticketed events: President's Reception and Scholarship Bash, Mississippi Author Awards Dinner, MLA Awards Breakfast
 - Includes two (2) tickets to the sponsored event
- ☐ **Platinum Sponsorship** (\$1000.00)
 - Recognition in conference program and on website as a sponsor.
 - Recognition on-site at the conference as a sponsor.
 - Scheduled session during the conference for presentation.
 - This sponsorship must be locked in before August 15, 2017 to guarantee spot.
 - Full page ad space in program.
- ☐ **Gold Sponsorship - Coffee** (\$500.00 – Limit of 4)
 - Recognition in conference program and on website as a sponsor.
 - Recognition on-site at the conference as a sponsor.
 - Coffee sponsorship recognition for one of our four coffee services during the conference.
- ☐ **Gold Sponsorship - Session** (\$500.00)
 - Recognition in conference program and on website as a sponsor.
 - Recognition on-site at the conference as a sponsor.
 - Scheduled session during the conference for presentation.
 - This sponsorship must be locked in before August 15, 2017 in order to guarantee spot.
- ☐ **Silver Sponsorship** (\$250.00)
 - Recognition in conference program and on website as a sponsor.
 - Recognition on-site at the conference as a sponsor.
- ☐ **Bronze Sponsorship** (\$100.00)
 - Includes recognition in conference program and on website as a sponsor.
 - Intended for business sponsorships
- ☐ **Individual Sponsorship** (\$50.00)
 - Includes recognition in conference program and on website as a sponsor.
 - For individual, non-business sponsorship