

## **CITIZENS FOR MARYLAND LIBRARIES**

### **MINUTES OF THE BOARD MEETING**

**February 7, 2009**

Universities at Shady Grove  
Camille Kendall Academic Center Bldg. Board Room

#### **Board Members Present**

Pat Fisher, President, presiding, Mary Mallery, Executive Director, Bill Wilson, Past President, Maurice Rindskopf, Treasurer, J. Linda Williams, Secretary, Margaret Carty, MLA Executive Director, Nancy Aldous, Amy Dahl, Sylvia B. Dodd, Judith Ferro, David Goldsmith, Ted Haas, Steve LaBash, Daria Perry, DLDS, Nettie Taylor, J. Maurice Travillian, ex officio, Patricia Turner, Lynn Wheeler, Nettie Taylor, ex officio

The meeting was called to order at 10:05 AM. Pat Fisher asked each member of the Board to introduce themselves. Bill Wilson had received a card from Mrs. Partridge and shared it with the group.

#### **Minutes**

The annual business meeting minutes were approved. The meeting was a partnership between CML, DLDS and MLA Trustees Division. Thanks were expressed to Ted Haas for obtaining the speaker, Kathleen Kennedy Townsend, and to Daris Perry for putting the program together. There was one book left from the 20 CML sold. The museum was a wonderful venue and Frazier Smith gave a wonderful tour of the exhibits.

The September minutes were corrected and approved as corrected.

#### **Treasurers Report**

Mr. Rindskopf reported that the checking account balance is \$25,419.07; the Partridge Fund balance is \$5,198.20; and the Dewey Fund balance is \$1,910.35. The profit from the sale of the Kathleen Kennedy Townsend's books will go into the Dewey Fund. We are, however, in need of donations to fund the two awards.

The final statement of last years' budget had two changes – the webmaster bill of \$213.00 and the \$200.00 sent for the candy. Bill Wilson sent a memo to Daria at DLDS for the \$500.00 spent on the annual meeting. These expenditures came from last year's budget. There was not an expenditure made for the marketing display

There was a discussion on ensuring all members continue their membership. Currently there are 18 counties that are members. Maybe we should do a stimulus discount in the form of a letter to the members, referring to what they get for their membership. A well done membership letter would be a good idea. We should not risk losing members by raising membership costs as we have money available and our planning of expenditures directly relates to our revenue. There was a discussion about keeping the formal as is but maybe give a discount, or instead of a discount, if there is a need we could create a means to pay more the following year, or we do something that would benefit all. We could

provide a list of what we do for members – things that helped the members. Timing of the letter to members is important and would be sent in June. At the April meeting we will discuss the membership letter and what we are going to do.

### **Presidents Report**

Pat Fisher gave her report orally and will write it up and include it with the minutes when they are distributed.

Pat attended the Delaware State library summit – Bill Wilson was a speaker and talked about trustee and friends issues. Pat passed around a binder from the meeting. A question was asked on how Delaware compares to us. Delaware does not have county libraries, they have 30 municipalities. Not much funding and they seem to be hit even more. The new President is trying to rejuvenate the Friends group.

In November – Bill Wilson, Daria Perry and Jim Fish met with Margaret Carty at the MLA office regarding an idea from Susan Schmidt to combine friends and trustees under MLA. In the meeting the strength and weakness of each organization was discussed and whether there were benefits of combination. The meeting ended with an agreement to keep talking and to make a better effort in coordinating communications, but not necessarily a structural change. Susan seemed to be speaking on behalf of ALTAFF. Looking at trustees division would add friends and anyone who wanted to join. It would be an umbrella group for friends – CML choose not to be that umbrella group. From different levels there is interest in combining friends and trustee and improving communication and coordination among members without changing scope. This was discussed at an MLA Executive meeting and MAPLA also. Pat Fisher would like to hear opinions under New Business.

### **Executive Directors Report**

Mary Mallory had members make changes to the name and address list handed out. Eliminate what you do not want the public to see. List in mail goes to Board members only. Bill Wilson suggested we add Daria Perry to the roster as she often takes Irene's place and then she will be on mailing list.

Mary reported that she sent invitations, the agenda, the nomination list and directions to all members for the annual meeting and distributed information packets to the new Board members and added them to the Board email distribution list.

Revisions were made to update the fall newsletter as well as the database. Fewer copies of the newsletter were sent as most library directors had not provided Mary with their updated list of Board members. WMRL was informed that future issues of the newsletter will be printed by Carroll County Library.

The membership application was reformatted and renewal notices were sent. As of January 31, there are 64 individual members, of which 11 are Friends groups. The 26 library Directors' memberships and the 77 individual Board members that have been supplied can be added for a total of 169 listed members.

Mary has continued to work with Pat Fisher on the new flyer and the web site committee to update information. Letters were sent to the Directors to update the list of state Friends groups and the names and addresses of Board members.

### **Report from DLDS**

Daria Perry reported that things haven't changed much since September. There are still cuts of 15% in the 2010 budget. DLDS did not run the complete grant cycle this year, it was modified. Responding to tough economic times \$400,000.00 was set aside and the grant selection committee will decide from those that apply, who gets how much and what. The allocation was cut in half. At the fall MAPLA meeting Jim fish made the suggestion to allocate funding in the form of two special grants of \$8,000.00 each to increase staff development.

There was a request from Valerie Gross not to have the CML annual meeting on Saturday. Bill Wilson felt there would be a much smaller audience if held on a weekday as working persons would have to take a day off. This is not the first time this has been suggested. Daria will send out a survey to MAPLA members and Mary who will distribute to CML members. The survey will determine the preference for a weekday or weekend and how many would attend on either day.

Daria Perry asked a question regarding the CML standing committees for the annual meeting. Nancy Aldous is the chair, and members are appointed by the CML President. Daria would like the committee formed early, so planning can begin for the fall meeting.

Lisa Williams will give us a report on the partnership with One Maryland, One Book that is taking place on the Eastern Shore.

### **Standing Committee Reports**

#### **Marketing**

Pat Fisher, chair of the committee, had no report, but stated that the marketing plan will have to be revisited. The marketing initiative could be a public awareness campaign to the directors' and the importance of contact with the trustees.

#### **Newsletter**

Materials are coming in and if want to do differently let Lynn Wheeler know. There will be a profile of new members, different areas of the state is a standing article, and highlight of capital grants and CML involvement.

#### **Legislation**

There was a discussion regarding the current proposed cuts especially those in the SLRC. The message is to get to all key legislators to seek a flat budget (instead of cuts). If the stimulus package gives relief, then the rules would be different. The fiscal adjustment is targeted to education but there is the need to use part of that for libraries, and include them as part of the stimulus package. SLRC is at risk, including the Sailor network which is heavily used in rural areas and creates tools all libraries can use. A one million

dollar cut will take us back to '03 funding. The hearing on this bill is February 24. A panel has been put together to testify, including a few librarians and county council from Washington County as well as the Superintendent of Schools for Washington County.

The mandated formula for funding would be deferred one more year which would have funding remain flat rather than actual cuts. The Governor was pleased with the financial strategy used last year which actually resulted in an increase of funding. There were 166 at the Governors reception, 41 of which were delegates.

The terminology of full funding needs to be explained so that anyone will understand the formula funding. Full funding would be \$15.00. It was to go from \$12.00 to \$16.00 in 4 years. Last year it was held at \$14.00 for a second year. This year we were given \$15.00, and then 10% was taken from that. The funding of \$16.00 would be the end of called for state aid.

Pat Fisher asked how we take action. We should go to the MLA website and go to CapWiz where all the talking points and necessary information to write letters and send emails is located. Mary suggested that the President of CML send a letter in support. Lynn Wheeler agreed to draft a letter for Pat and then asked individuals as citizens to also contact their legislators.

### **Bylaws Revision**

Lisa Williams reported that they have reviewed all the information and have proposed changes, involving the terms of office and successive terms of office. The changes will make everything consistent. Please study these proposed changes and we will discuss them at the April meeting. Article five has the most changes. The members reelected each year has been rearranged, there are more terms but shorter terms.

### **OLD BUSINESS**

#### **Extended Term for Mike Rindakopf**

This can be done by a vote of the Board rather than the membership. The Bylaw change will not affect those already elected. The Board voted unanimously to extend Mike's term as Treasurer.

Nettie Taylor reported that Mike Osborne is concerned about the fact that he has had to miss so many meetings and is thinking about resigning. The Board agreed to write Mike a letter telling him his presence on the Board is valued and the Board understands why he has been unable to attend and will welcome him back when he is able. Nancy Aldous will draft a letter for Pat Fisher to sign from the Board.

There is no assistant treasurer. When the audit takes place there is a need for two signatures. Ted Haas has been working with Mike on the audit, so he will be the second signature on the audit. Bill Wilson stated that nowhere in the Bylaws are listed the functions of the four elected officers. When revisions are made, an assistant treasurer could be included as well as defining the job descriptions.

### **Web Site**

The new look for the CML website was put on table until the webmaster moved. Now we can approach Bob Koontz to implement our ideas for changing the website. A presentation was shared at the April meeting last year and we authorized her to contact Bob and upload the pages. The cost for the redevelopment will be between \$750.00 - \$1,000.00. We have money in budget which was allocated for this.

There will be a page for the Dewey Award and the ability for people to donate online. The Board agreed that the same should apply to the Partridge Award and any other awards pages to allow members to make donations. It would not change the form – just add a button on the award page.

There will be a link to the MLA calendar and a separate calendar for CML events to give all members and Friends groups the ability to put their events on the calendar. Mary Mallory will supervise the content although most pages will be self updating as things change. There will be a link to CapWiz and Maryland Library facts and stastics – when they are updated we are updated. All the standing committees and their functions and members need to be updated. The Chair of the website committee would take that responsibility.

### **Portable Display for MLA/CML**

Lynn Wheeler reported that she is still working on the display with Liz Cromwell. The four groups – DLDS, CML, MLA, and SLRC regional libraries all have a booth and are usually in a line and all very different. This year more thought will go into the backdrop and a coordinated theme. CML asked for up to \$5,000.00 to fund that initiative and last month, Margaret Carty held a meeting and the theme of “Maryland my Maryland” was decided.

### **Resolution Community Activity**

Pat Fisher was to update this and bring for a vote. It was differred to the April meeting.

### **NEW BUSINESS**

The annual audit has taken place and Mike and Ted will sign the letter.

### **Budget for 2009**

Mary distributed a copy of the budget, which shows the amount in the checkbook as of January 1. The budget draft is guess work, as it is really on a month to month basis. Items to note - Travel has gone up. There is \$1,500.00 for new revisions and updates through the year of the website. The newsletter is the same amount as always. The marketing initiative project will support the development for any big marketing display board.

There was a discussion on new projects such as a grant to encourage people to go to Legislative Day in May or someone to go to Advocacy or MAACO. We could get \$7,000.00 within the year, so we would still be ahead of budget.

Consider the legislative preview, an all day long event with top leaders from state – a budget and policy institute – 49 to attend in Annapolis lunch – scholarships for that for CML members which could come out of project fund and support development or under legislative initiatives support. Grants for Leg Day would come under education. Then the two projects would decide later if it would be in the operating fund. This would also be a good source for the MLLI funding. Mary will work with the proposed budget incorporating the suggestions and revisions and distribute at the April meeting. Lynn Wheeler moved to approve the budget and David Goldsmith seconded. The Board approved the budget

### **2004-2007 Strategic Plan Updates**

Mary sent to the Board members the Strategic Plan; the four main goals that are in the plan are completed. In the brochure the four goals are the same but in the website there are seven or eight goals which are actually objectives. There needs to be a review of the Strategic Plan are these four goals really things we think are appropriate and if so what objectives do we want to set for ourselves for the next year or two. The Executive committee suggests that between now and the April meeting, the committee made recommendations and if Board members have suggestions they need to get them to committee officers prior to the discussion. The brochure cannot be reproduced until the goals have been updated. Lynn Wheeler will ask Bon to set up a Wiki for the Board to make comments. Mary will send out a notice.

### **Standing Committees Updates**

The members of the Standing Committee are outdated and everyone needs to look at members and if you want to change committee or serve on a committee, please contact Pat Fisher. Pat will call everyone on list.

### **Annual Meeting**

Ted Haas is on the annual meeting committee with Nancy Aldous. Ted's idea for the 2009 annual meeting depends on whether the Board prefers the meeting focus or has a goal related to Libraries. He is suggesting Richard Norton Smith an expert in Presidential libraries who was the head of the Herbert Hoover Library and developed the new Lincoln Library in Illinois. He is a commentator on TV but is a member of the George Mason faculty. Ted will check into getting him for the annual meeting and report back at the April meeting. Bill Wilson volunteered to serve on the committee

### **Legislative Reception**

DLDS put together a wonderful display for the Legislative reception on 14 projects from Capital grant funding which represented the entire state and which was a good statement regarding the projects in all phases of development. Margaret Carty made the suggestion to put the projects on a flash drive and include a voice description of the projects. The flash drive would be engraved with MLA on top and sent to everyone in the Legislature in support of the capital budget, showing the past results. The question was asked if CML participates, how would we get credit.

Steve LaBash stated this would be a great thing for Friends groups to do to show what they had accomplished. This could also be something to give to members. A motion was made by ( ) and seconded by ( ) to partner with MLA to produce the flashdrives to send to the legislators. The motion was approved. Linda Williams will send flashdrive information to Margaret Carty.

The details for funding and how to award scholarships for National Legislative Day and the NANNO scholarship will not be delegated to a new committee but will be put in the responsibilities of the Award committee and the details will then go to go to the Program committee. Lynn Wheeler moved to create the NANNO Education Award and the National Legislative Day Award to be awarded in 2010. Mike Rindskopf seconded the motion. The motion passed. The committee will have to move fast as to meet the timeline.

Lynn Wheeler will bring the other Award nominations to the April meeting. There was a discussion as to whether the awards should remain a part of the MLA banquet or made at the Annual meeting in the fall. MLA is a good venue to have a large group but length of time of the banquet is an issue. Leave on agenda as already gone out – leave this year maybe next year. Who is showcasing the awardees will be discussed at the April meeting. .

A recommendation was made to go to Smithberg for the April meeting – which would be a nice spring outing in Washington County April 4<sup>th</sup> is first Saturday but because of Easter we will try to get the 18<sup>th</sup>. The next meeting dates will be June 6<sup>th</sup> and Sept 5<sup>th</sup>. The dates will be posted to website.

Five minutes for your thoughts and comments on trustees and friends. Each Board member expressed their thoughts on combining friends and foundation and trustees. Margaret Carty took notes and will report back to Jim Fish as the Board served as a focus group for the decision.

The next meeting will be April 18, 2009 in Washington County.  
The meeting was adjourned at 1:25 PM

Respectively Submitted

J. Linda Williams  
CML Secretary