Maryland Library Association

Steering Committee Meeting

Wednesday, October 15, 2025

1:00 PM – 3:00 PM

Call to Order: 1:02 PM

Changes to the Agenda: None

Minutes for August Meeting Approved via Email: Approved and posted on website.

Treasurer's Report: We have $304,380.55 in total assets as of the end of September. We had multiple sources of income in September, ranging from membership fees, to programs, to donations. The total income for September was $14,844.47. The total expenses for September were $2,567.22. We had $12,277 in net income for September. As a reminder, payroll is billed quarterly. In the December meeting, we will look at the budget to discuss additional funds for more educational grants. There was a motion to file the report pending audit by Joe. It was seconded by Conni.

Business Agenda

Holidays/Observances (Program Planning): This year, MLA held a program on Yom Kippur. We have no guidance or rules when programs can occur. The group discussed that we should have no programs on state/federal holidays when the office is closed. There was additional discussion around guidance on this issue. The EDI Panel could be tapped to help with this.

AI Policy: David had sent out a draft for us to look at. No additional work has been done on it. The group was reminded to look it over and give comments on the document.

Code of Conduct Review: The conversation of a code of conduct came out of a code of ethics discussion. Kelsey Hughes created a code of conduct for our online community. We're looking at an overarching code of conduct in the organization as a whole. Nay had a draft for meeting code of conduct. Josh will continue to dig around old documents as there may be a conference code of conduct somewhere. ALA has a code of conduct that is reviewed regularly.

LINA Group/MLA Partnership: Josh asked about the potential of having LINA (Libraries, Integration and New Americans Project at University of Maryland) purchase memberships for individuals that complete LINA cohort. LINA wants to start a MLA interest group. We would then share LINA resources on our website and create a space within MLA Connect for them. This is a good partnership to pursue as we are trying to get more students to our conference. Josh will keep us in the group in the loop.

Ad Hoc Manual Review Committee: The manual is out of date. David wants it to be reviewed and updated within a 6-month timeframe. This would mean it would be ready for the conference. David will put together a committee and give the group guidance on where to start. Teonja already initiated an update to the manual with Danielle in the last year, so it gives the group a head start.

Work Plans: They have been submitted. Not all groups have submitted, though. David will send a reminder. Work plans serve as early warning signs if a group is having trouble, so they are important to have.

President's Report: David has been assisting with the ACRL workplan. He is not worried about the current officers completing the plan. He had an interview with Capitol News Service.

President Elect's Report: Conni has been keeping up to date with freedom to read issues in the northeast area of Maryland. She has also attended a few unit meetings and has had good conversations. She made contact with someone in MASL. Conni wants to put together a sample form so people can request MLA presence/materials at an event.

Past President's Report: Teonja is working with EDI Panel subgroup to develop Affinity Group Facilitator Training. She will be decorating a wreath with Marketing Committee members for Festival of Trees. Teonja manned a table at the Edgar Allan Poe Festival on October 4th.

Executive Director's Report: Josh went to Poe Fest and MAPLA. He is working with MPT to host a virtual screening of The Librarians documentary. He will be applying for certification from Association Executives organization. He went to the Woodlawn groundbreaking. Josh is working with a tax company to get the the audit going and will be visiting the Hyatt in September.

ALA Councilor's Report: The full report is in the Crab.

Conference Director's Report: There are 55 conference proposals so far. The goal is to have 70 and the group is going to extend the deadline. Speakers are moving along. The group is seeing the hotel soon via a site visit.

Adjournment: 2:53 PM