MASSACHUSETTS LIBRARY TRUSTEES ASSOCIATION
Minutes
May 27, 2025 -- 1pm

CALL TO ORDER/ROLL CALL : introduction of guest attendees at 1pm

REPORTS

- Minutes March 2025 (online) (Jessica Hufnagle)
- Treasurer's Report (Julia Kane O'Keefe)
    - Julia will take the lead for filing for 501c3 status, has started the training ($100 to register plus a yearly fee, perhaps $35)
    - Allison and Julia will coordinate banking details, meet to update TD Bank signatures, and mobile deposit
- Membership – recruit Vice President (Ann Conant/Jessica)

OLD BUSINESS

- MLTA logo : Place on every document (internal/external)
    - available to download (Jessica)
    - https://drive.google.com/drive/folders/1NepVe0N6rLeqZtbWQg3fuT_1stP7FyGF?usp=sharing
- Communication & Outreach Options:
    - Member Database (Jessica)
    - Misc emails/contact themltaorg@gmail.com (Allison)
        - Jessica has added to website
    - MLTA website themlta.org (Jessica)
- MLA Conference
    - Updated flyer for MLA Conference tote discussed
    - Partnership with MLA, tabled until next time, something to consider: https://www.masslib.org/schedule.html
- Welcome Letter review (attached)
    - Jessica will set up an email template for Allison to use in the inbox
- 2025-2026 Calendar of meetings schedule

UPDATES & ANNOUNCEMENTS

- MBLC Announcements
    - Weekly orientation meetings: https://mblc.libcal.com/event/14700271
    - State budgets come out (likely) today, sending a note of thanks to state reps for their support of libraries

NEW BUSINESS

- Contact Form Process (Jessica)
    - Forward member info to Julia, Ann & Allison
    - Update Excel membership sheet (Ann)

    - Update Google Sheet membership database (Allison)
    - Forward check/financial info to Julia
    - Send welcome email (Allison)

- MLTA Conference options – Need to recruit more support

ADJOURNMENT Next Meeting: JUNE 24, 2025 time: 1pm