

MPLA Executive Board Meeting Minutes

Via the Zoom Online Platform

March 2, 2015 2015, 10:00am - 12:00pm MST

Present: Stephen Boss, Wyoming Representative; Ruby Cheesman, Utah Representative; John Crockett, Nevada Representative; Roy Degler, Community Portal Administrator; Annie Epperson, President; Brenda Hemmelman, South Dakota Representative; Dan Ireton, Bylaws and Procedures Chair; Kris Johnson, Professional Development Committee Chair; Leslie Langley, Oklahoma Representative; Aubrey Madler, Leadership Institute Corrdinator; Paulette Nelson, North Dakota Representative; Paulette Nelson, North Dakota; Valerie Nye, Recording Secretary; Anali Perry, Leadership Institute Co-Chair; Mary Soucie, Leadership Institute Co-Chair; Eric Stroshane, Vice President; Stephen Sweeney, Colorado State Representative; Mary Ann Thompson, Awards Committee Chair; Tina Walker, Communications Committee Co-Chair; Diane Weaver, Kansas Representative; LeAnn Weller, New Mexico Representative; Wendy Wendt, Past President; Eileen Wright, Montana Representative; and Judy Zelenski, Executive Secretary.

The meeting was called to order at 10am MST

The minutes from January 5, 2015 were reviewed. A MOTION was made by Mary Ann to approve the minutes. The motion was SECONDED by Paulette. Minutes were APPRVOVED.

- President –

Archives – Annie said a meeting was held in January via Zoom with Wendy Wendt, Judy Zelenski, Dan Chaney, Stephen Boss, and Eric Stroshane to discuss the MPLA archives. There are rules in the bylaws that describe how the association's records should be collected, but the archives information is out of date. MPLA's archives are stored at the Denver Public Library (DPL). Annie is going to DPL with Mary Ann on March 10th to look at materials and make a donation to the collection. The bylaws state that MPLA records need to be printed out and taken to the DPL archives, this seems out of date based on the technology the organization uses. Annie would like to convene a taskforce of experienced archivists who are part of MPLA. The group can make suggestions about what should be preserved and how we should be preserving the association's records. Volunteers for this taskforce are: Mary Ann, Eileen, Eric, Stephen Boss, and Stephen Sweeney. It was suggested that Elizabeth Woolcott in Utah be contacted as part of the taskforce.

Best Practices for Online Meetings – A taskforce of MPLA board members met in January to discuss best practices for having online meetings. The team is: Leslie Langley, Judy Zelenski, John Crockett, Dan Chaney, Nicole Sump-Crethar, and Tina Walker.

Online Meeting Guidelines - Leslie spoke about the guidelines developed by the taskforce. The board discussed reserving Zoom, recording meetings on a reservation calendar that everyone can see, and the logistics of hosting meetings.

Right now only Dan and Roy can put items on the calendar. Roy said he is the person who would be responsible for creating other accounts for the calendar. Roy said it wouldn't be difficult to give access to the calendar to other people, but it might require a little training for those using the calendar.

Annie asked Roy to look into setting up an account to allow the Communications Committee access to the calendar.

Annie amended the guidelines presented by the taskforce to include an evaluation piece in October for looking at how the reservation calendar works.

During this meeting, Roy set up the online meeting request form so that all requests will be sent to the Communications Committee. In the guidelines Leslie added that the Communications Committee would be responsible for putting events on the calendar and sending the URL to the meeting requestor. Committee Chairs and the Communication Committee will set up meetings. Communication Committee will manage the calendar, but once the meeting is set on the calendar, Committee Chairs can set up meetings using Zoom.

The guidelines were also updated to state that a different vendor for the online meeting platform may be pursued mid-December 2015.

Guidelines for Online Meeting Hosts – The taskforce presented a document outlining guidelines for hosts in an online meeting. John created the host guidelines based on research and discussion. Annie suggested that muting and unmuting microphones should be put in bold in the guideline document. She would like to add that meeting users should follow-up after a meeting to let the Communications Committee know if there were any technical difficulties or challenges.

It was requested that the revisions to both sets of guidelines be sent out to the MPLA board for review. There will be an online vote on the guidelines before the next meeting.

- Vice President –

Eric reminded everyone that conference papers and proposals are due May 1. There is a link on the MPLA site and the Wyoming site for submitting proposals. About 15 proposals have been received so far.

- Executive Secretary –

Judy submitted her written reports. Budget and membership are all running about where they should be for this time of year. She encouraged everyone to encourage membership.

Annie spoke about the big drop in institutional memberships. Is the Membership Committee looking at institutional memberships? Is there any insight in to intuitional membership? No one had any comments. Annie thanked Judy for managing the auditing this year. The audit should be done by the end of March.

- Newsletter Editor –

Amadee was not able to attend the meeting, but Annie reminded the board that Amadee requested two things in her newsletter report: 1. Pictures of pets and 2. Advice for new librarians. Kris suggested that the Professional Development Committee might want to reach out to Amadee to share information.

Tina asked if we could do some evaluations of State Representatives. Annie said there are a lot of things that State Reps need to do. She questioned what an evaluation process would look like and agreed that seeing consistent service from State Reps would be welcome. Annie spoke about the volunteer aspects of the board positions.

Ruby spoke about the lack of training for the in-coming State Reps. Judy said there were yearly board trainings when the board met in person, and maybe this is something that can happen now via Zoom, although this is a problem for State Reps because they join the board at all different times during the year. Annie suggested doing a Zoom training twice a year. A proper hand-off between in-coming and out-going State Reps is also very useful.

Kris said the document for State Reps in the bylaws is very clear and she isn't sure that training is necessary. The organization needs to set the tone for what we expect of people who are volunteering on the board. Annie spoke to the issue, that the documentation is thorough but some people understand information in different ways, and verbally sharing information is sometimes very helpful.

Stephen Boss said quarterly State Rep meetings would be helpful.

Tina said that evaluations could be a good way of sharing information with the State Reps for areas of improvement.

- Webmaster –

Roy brought forward concerns from Dan's report. The webpage is slow. Webhosting is through a shared hosting service and is only costing \$35 a year. Service on the website can be slow in the shared environment. We can move to a new service or we can look at simplifying the website. Annie asked Roy and Dan to explore options and bring information to the board for discussion. If changes occur to the website they would probably happen over the summer. Annie asked Roy to think big, because we will only be growing the website.

- Awards –

Mary Ann Thompson – Deadline for nominations is July 15.

- Bylaws and Procedures –

Dan discussed the following potential changes in the bylaws:

- Deleting "bordering states or provinces"
- 3.2.4 defining special memberships
- 4.5 What happens when if a President resigns? The language needs to be explicit.
- 6.5 A question about voting electronically. More than half the board will have to vote and more than 2/3 of the board is needed for a motion to pass. Dan spoke about the possibility of defining electronic voting as asynchronous voting.
- 7.3 Statement requiring 2/3 of the members attending a membership meeting..... constitute a quorum. This is an unclear part of the bylaws and the committee needs to recommend language for a change to clarify.
- Rotation of MPLA president visits with specific years listed needs to be changed.
- Dan showed other editing he is considering; the editing that will help with clarification, deleting outdated information, and omitting redundancy.

Email Dan about changes you would like to see and as the committee forms they will review the changes. Annie will constitute the committee soon.

- MPLA Leadership Institute Committee –

Anali spoke about finalizing the date for the next Leadership Institute and getting contracts set up. After a discussion it was decided that April 10th works with Maureen's schedule, holidays, and other events.

Judy pointed out that nothing is currently budgeted for the down payment for the YMCA. The down payment will be \$1200 to \$1400. Judy cautioned about being careful not to over-estimate the number of rooms needed to avoid unnecessary charges.

- Professional Development –

Kris said she would like considered feedback from the board about the discount mentioned in the bylaws for MPLA members attending pre and post conferences. There is confusion in the statement. What did the creators mean? Judy said that in the past it was understood that the lowest amount anyone paid, MPLA members would get a 15% discount on the lowest price on pre and post conference fees. The 15% was on top of any state membership discount, as a thank you to MPLA members for being members of both organizations. Discussion about changes to the bylaws regarding this issue will occur in the future.

- Arizona –

Dale Savage was not at the meeting, but Annie announced that AzLA would like to have a reciprocal agreement for conference rates with any states that are interested.

- Wyoming –

Stephen Boss said the call for papers for the joint conference is online. He thanked everyone for submitting vendor lists, they are soliciting vendors for grants for the conference. Information about speakers will be sent to the MPLA newsletter.

Annie spoke about the need for academic librarians to have a peer-reviewed venue for presenting at conferences, does Wyoming have a venue for academic librarians? Stephen would like to see it done at WLA, he is going to get this going for the conference. Annie would like to move MPLA's practice of hosting a professional forum, from a practice to a formalized method of having this venue offered through MPLA. Annie said she recognizes this is a lot of additional work for those involved in hosting the forum.

Annie would like to have the next MPLA meeting in June. Judy requested setting a date soon.

The meeting adjourned at 12:13pm.

Respectfully submitted by Valerie Nye, Recording Secretary.