

MPLA Executive Board Meeting Minutes

Via the Zoom Online Platform

January 5, 2015, 1:00pm - 3:00pm MST

Present: Stephen Boss, Wyoming Representative; Katrina Brown, Membership Committee Chair; Dan Chaney, Webmaster; Ruby Cheesman, Utah Representative; Mickey Coalwell, Communications Committee; John Crockett, Nevada Representative; Roy Degler, Community Portal Administrator; Annie Epperson, President; Brenda Hemmelman, South Dakota Representative; Kris Johnson, Professional Development Committee Chair; Leslie Langley, Oklahoma Representative; Paulette Nelson, North Dakota Representative; Valerie Nye, Recording Secretary; Anali Perry, Leadership Institute Co-Chair; Dale Savage, Arizona Representative; 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 1pm MST

Everyone introduced themselves and said a book they are presently reading.

A MOTION was made to pass the agenda. The motion was SECONDED. The motion PASSED.

A MOTION was made to approve the Minutes from the November 14, 2014 board meeting. The motion was SECONDED. The motion PASSED.

President – Annie Epperson

Online Software – Leslie Langley, Mickey Coalwell, and Judy Zelenski were the members of a taskforce Annie formed to investigate online meeting platforms. The taskforce looked at: Go To Meeting, Web Ex, and Zoom. The group decided that Zoom was the most appropriate platform for MPLA. Go To Meeting was the second choice. The costs for all platforms were \$500-\$600 a year. Annie spoke about the various uses for the software including webinars and committee meetings. It is recommended that all board members view the tutorials for the Zoom software before the end of January, 2015. The taskforce is also encouraging board members to try out the

software in other meetings and/or with other people. Committee chairs are encouraged to call the next committee meeting using Zoom. State Reps are encouraged to use the software to communicate with each other. The software may also be used to discuss special topic issues.

We are encouraged to call meetings that might rekindle interest groups.

Zoom resources can be found here: <https://support.zoom.us/hc/en-us>

The taskforce recommends that MPLA discuss was the software may be used in March, 2015; specifically address informal uses. A timeline of implementing informal uses should be created

in March.

Another taskforce needs to be formed to address best practices: scheduling meetings, how recordings are stored. Leslie will help with this taskforce. Dan and Roy are asked to serve on this taskforce to help make calendars and schedules. Annie is interested in having people serve on the committee, people who have used software like this in their professional life. Annie asked for volunteers for people who are interested in serving on a best practices taskforce for the web software. Anali, John, and Tina volunteered to serve on the committee.

[At this point in the meeting the 25 seat maximum was reached and participants had to shuffle to get back on.]

There is currently a maximum of 25 seats in the testing of the Zoom software, the committee is recommending up to 100 participants when MPLA purchases the software.

Mary made a MOTION to subscribe to a 1-year subscription to Zoom. The motion was SECONDED by LeAnn. The motion PASSED.

Annie thanked Mickey for chairing the taskforce.

Leadership Coordinator Position – Wendy said that the Administrative Committee has discussed the need to hire a Coordinator for the Leadership Institute on a year-round basis. The Leadership Institute is currently taking place every two years. It is being recommended that there be a slight increase in the contract the year the institute takes place in order to compensate the coordinator for the extra work during that year. Fundraising, sponsorships, locations were once handled by the Leadership Institute Committee (made up of volunteers) and then the committee hired a Coordinator. It is recommended that the Coordinator take on more responsibility for fundraising and finding locations. The board discussed and agreed that

continuity and overlap from year-to-year is important.

Stephen Sweeney made a MOTION to hire a Leadership Institute Coordinator with a 2-year contract. The motion was SECONDED by Ruby. The motion PASSED.

Vice President – Eric Stroshane

2015 Conference - Eric spoke about the upcoming conference in Wyoming. The meeting will be September 23-25 at Little America in Cheyenne, Wyoming. State Reps need to start soliciting programs from within the state. The call for programming will be going out at the end of January. Annie spoke about the need to have academic programming. She encouraged academic librarians to submit proposals. Eric encouraged everyone to look at Stephen Boss' Wyoming Rep report for details about the conference.

Past President – Wendy Wendt
Budget - Wendy went over the budget proposal that was sent to the board via email. The seed

money from the conference was deleted from the 2015 budget since it is no longer used. Dues and membership income are estimated downward in the budget. Conference call expenses were moved to pay for Zoom. The budget shows a negative balance; but there is about \$100,000 in reserves and expenses and income usually end up cancelling each other out and the budget is usually balanced at the end of the year. It also sometimes takes some time to get the conference income for a fall conference.

The board discussed the compensation that MPLA positions receive.

Mary made a MOTION to approve the budget as presented with a recommended 5% increase for contract and paid staff members. Tina SECONDED the motion. The motion PASSED.

Executive Secretary - Judy Zelenski

Expense Report - Judy explained the income and expense report. There is unexpected income from the Kroger grocery card program. There were extra expenses from PayPal because of income that came in from the Leadership Institute. At a previous meeting it was decided that an extra fee would be charged for using PayPal for Leadership Institute payments, but extra charges would not be added for people renewing their memberships via PayPal. The changes in the total assets show a loss because we have yet to receive income from the conference. Judy anticipates that the income will rise to be close to the former total assets (\$99,000) once the conference

income is recorded.

Membership statistics - Now is the time for State Reps to encourage renewals and new memberships. New members can join for the first time at half price, so now is a good time to recruit. State Reps will be getting a list from Judy showing non-renewals by state. Board members and committee members are required to be members of MPLA.

Annie recommended that in recruiting new members we talk about the new ways MPLA will be connecting members with the new web platform. We are creating an online community to meet the needs of all librarians in the American West.

Judy will be contacting the Membership Committee about messaging.

There were questions about "canned" messaging about MPLA membership. Annie said more would be coming.

Newsletter Editor – Amadee Ricketts

Amadee could not join the meeting. Annie said the Newsletter is looking great. In Amadee's report she requests and welcomes input from the board.

Community Portal Administrator - Roy Degler

Roy is going to be contacting people about clearing out email that is in their MPLA email boxes. Some people have a lot of email, but it is also important for items to be saved when they are important for the next person coming into the office.

Committee Reports
Bylaws and Procedures – Dan Ireton could not join the meeting. Annie said the committee knows that there are changes and revisions that need to be made. Please email inconsistencies between the Manual of Procedure and the Bylaws to Dan but also forward the message to Annie and/or Judy. A number of people need to be in the loop with the corrections.

MPLA Leadership Institute Committee – Anali thanked the board for considering the changes to the Leadership Institute Coordinator position.

Professional Development – Kris would appreciate the help of the State Reps for help in promoting the professional development grants. She feels we can do a better job of getting information out about the grants to individuals.

Wyoming Rep - Stephen Boss said there are logos for the 2015 conference available to anyone who wants to use them. Let him know if you would like logos/images.

Final Announcements – Annie mentioned remaining topics to discuss at future meetings:
vendor access to MPLA mailing lists, what should we be archiving and in what form, should
committees keep minutes and if so where should they be kept, the process for updating the
Manual of Procedure, and should there be a different membership category for authors.

Next Board Meeting – will be in March. Annie will send a Doodle Poll to identify a day soon.

The meeting adjourned at 2:56pm MST

Respectfully submitted by Valerie Nye, Recording Secretary.