

## 2. General

### General Information and Responsibilities

~~The first organization meeting of the Mountain Plains Library Association was held August 29-31, 1948, with the states of Colorado, Kansas, Nebraska, North Dakota, South Dakota, Utah, and Wyoming forming the MPLA region. Admitting Nevada to membership in 1958 followed by Montana (1983), Arizona (1985), Oklahoma (1989), and New Mexico (1999), MPLA has expanded its area west, north, south and east. Today it comprises over 20 percent of the continental United States.~~

Acceptance of a position as an officer or committee chair of a regional library association is not to be entered into lightly. One should fully expect to spend time in completing assigned tasks and in meetings with ~~the~~ other committees ~~or section members~~ and the Executive Board in locations requiring some travel.

When one accepts such a position it is implied that sufficient time ~~and, if necessary, secretarial help~~ will be authorized by the member's library administration. It is also expected that travel money will be made available by the member's library, or the member himself to attend ~~at least~~ one meeting in the region ~~during the period of incumbency~~ plus attendance at the annual conference. When board officers are unable to obtain funding from their parent library, the Association will attempt, when financially able, to pay certain reasonable and appropriate expenses. (See "MPLA Expense Reimbursement Policies," p. 2.2 - 2.4.)

State Representatives to the Executive Board are expected to be supported financially by their state associations in the performance of their responsibilities, including travel to attend board meetings, conferences, etc.

The Executive Secretary is able to provide letterhead stationery and computerized printouts of the membership, arranged in various categories, e.g. by section, by state, or of the total membership by surname.

### General Association Policies

The Executive Board endorsed the ALA "Code of Professional Ethics."

**By Executive Board action (4/22/95) The Executive Board** MPLA endorses the Revised ALA "Code of Professional Ethics."

## MPLA Expense Reimbursement Policies

The *Manual of Procedure* section on "General Responsibilities and Information," (p. 2.1) provides for the reimbursement of the **Executive** Board ~~of Director's~~ members ~~and others~~ for certain authorized expenses incurred on behalf of the Association for travel, supplies and outside services. ~~It should be understood at the outset that~~ The Association is financially unable to do so for other positions.

~~One should document such~~ Expenses **should be documented** over a period of time with appropriate receipts; however, some judgment should be exercised before submitting requests to the Executive Secretary for reimbursement of small sums which the individual or parent library might well bear. ~~In making such a statement there is no intention of implying the Association will not meet just expenses incurred on its behalf. However, some transactions are so small that more time, effort, and money are expended in their resolution than in the cost for the service or supplies themselves.~~

MPLA will reimburse officers and **Board** members as follows:

1. **Board members will be reimbursed to attend one face-to-face meeting held once a year. This reimbursement does not include attendance at the annual conference or Executive Board meeting which occurs at the annual conference, which will be paid for by the member. Reimbursement will cover the least expensive form of transportation (mileage or airfare); airport shuttle if necessary and one night lodging.**
2. For board positions with a multiple-year term, such as Vice-President to President to Past President, the board member is responsible for travel and lodging expenses for only one meeting. **Carol – still in effect?**
3. When a board member who has already met the "one meeting" requirement sends a substitute to represent him/her at a board meeting, the substitute is eligible for reimbursement. **Carol – still in effect?**
4. When a board member resigns, the replacement will be expected to attend the first non-conference board meeting at his/her own expense. Attendance at subsequent board meetings will be covered as stipulated in item 1. **Carol – still in effect?**
5. ~~No reimbursement is given for travel expenses of Executive Board members to attend the annual conferences or Executive Board meetings which occur at the annual conference.~~
5. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences.

The reimbursement authorized above applies only to the following expenses:

1. Transportation at the lowest possible fare or mileage for the shortest route at the amount per mile allowed for federal income tax deductions.
2. One overnight room charge at the board meeting headquarters hotel, at the reduced rate negotiated with the hotel by MPLA. If the air fare transportation expense and related reimbursement can be significantly reduced by extending the stay an additional night, the second night charge can also be reimbursed. - is this too similar to #1 on page 1?

Request for reimbursement should be submitted to the Executive Secretary in writing and with the original copy of a receipt showing payment of the transportation and hotel expense. If mileage reimbursement is requested, a written statement detailing the miles should be supplied in lieu of a receipt. The Executive Secretary is not authorized by the Executive Board to provide reimbursement if the necessary documentation is not provided with the request.

In the event inclement weather prevents the planned attendance of a board member, and travel expenses have been incurred which the board member will unavoidably be responsible for, the board member will be reimbursed for those expenses.

With the exception of the meal provided at the board meeting or meetings, the board member is responsible for meal expense incurred during travel.

~~Committees are not normally allowed reimbursement for travel expenses. However, committees may apply their annual budget allotments to meeting these expenses with the approval of their chair.~~

~~When a committee chair attends a board meeting at the specific request of the President, reimbursement is authorized in accord with the policy for board members.~~

In consideration of the potential expense to the Association which this policy allows, each board member is asked to minimize board-related travel expense in every way possible.

The ~~Finance and Management Committee~~ Administration Committee is directed to evaluate this reimbursement policy and its financial impact on the Association each year. Any necessary recommendation for change in the reimbursement policy should be included with the Committee's annual budget proposal to the Executive Board.

These guidelines are an attempt to indicate the current policy of the Association in the matter of expense reimbursements. Times change and unexpected problems and/or obligations occur. When this happens please ask before, not after, incurring an obligation on behalf of the Association.

## Board Reports

~~No officer or committee exists in a vacuum. It is vitally important in an organization covering twelve states that the left hand knows what the right hand is doing. Therefore reports are necessary. However, reports are a waste of time when there is nothing to report. Consequently,~~ **The following requirements for reporting are minimal.** ~~Each Officer or Committee Chair should use common sense and consider the nature of what is being reported and whether knowing it is vital to anyone else or gives a fair historical picture of the Association. When in doubt, make a report. Items falling into the vital category may include (but are not necessarily limited to):~~ **Items which should be included in reports include:**

1. Procedural changes.
2. Problems arising and their solutions or lack thereof.
3. Financial statements, including what you spent and what you would have liked to spend.
4. Programs or projects initiated, accomplished, considered or recommended.

Any Officer or Chair submitting a report should see that his successor receives a copy of that report along with other appropriate papers, when officeholders change each year. (See "Officer Transfer of Responsibilities Checklist") ???

### ~~Sections Electronic Communities~~

~~Section Chairs (or their designates) may be asked to report orally to the membership at the annual conference business meeting and in writing at the end of each year and orally at each Executive Board Meeting. In addition, a written report as outlined above plus a list of officers elected should be published in post-conference issues of the MPLA Newsletter.~~

### **Executive Board Reports**

#### A – Committee Reports

**Committee reports shall include recommendations for board action when appropriate rather than merely reports of options. A committee recommendation is a motion that does not require a second.**

~~Committee Chairs should report to the Executive Board prior to the annual conference and their reports should be appended to the minutes of the Board of~~

~~Director's meeting. If the Executive Board feels that a committee's activities should be reported to the membership, it may request an oral report to the membership at the annual conference and/or publication of a report in the MPLA Newsletter. Similarly, if the committee wishes to report its activities to the membership it may request to do so.~~

The nature of committee reporting depends upon the nature of the committee. The Nominating Committee's report is its slate of officers; the ~~Finance and Management Committee's~~ Administration Committee's report may be its budget and an audit report. ~~On the other hand,~~ A fairly detailed report of how they managed to put a conference together from the various conference committees and subcommittees can be of invaluable aid to future conference planners. Committees which are production or program oriented, like the ~~Continuing Education~~ **Professional Development** and **Public Relations Membership Committee**, need to report on their production or programs.

#### B - State Reports

Shall be in writing and on-line only (due one week before a board meeting) and shall be included in the newsletter in summarized or full format. Should include information on how the state representative has worked on actions requested of them, such as membership calls, letters, etc.

#### C - Paid Staff Reports

The Executive Secretary, Newsletter Editor and the Webmaster should ~~follow the same reporting procedures as committees.~~ prepare reports and an opportunity to ask questions should be provided.

#### Special Note

Any committee or officer to whom Association funds have been entrusted should provide an accounting of the disposition of those funds to the Executive Board and the Executive Secretary, even if no further report is appropriate.

~~It is customary for~~ Executive Board members and others with information for the Executive Board meetings ~~to~~ **should prepare the report in writing, or** submit the report electronically. Those who have action items are encouraged to prepare these in advance and send them to the **President** for inclusion in the ~~mailing, or~~ e-mailing, with the agenda, or posting to the website, whenever possible. ~~Those who bring their reports to the Executive Board meeting itself should prepare 15-5 copies. Those whose reports are distributed electronically should bring 5 paper copies.~~ **Everyone is encouraged to print off Board meeting informational materials from e-mail or the website.** Please type the

appropriate number, shown below, in the upper right hand corner of your **written** report and action recommendations.

0-1 President

0-2 Vice President

0-3 Past President

0-4 Secretary

0-5 Executive Secretary

NE Newsletter Editor

WM Webmaster

~~**LIC Leadership Institute Coordinator**~~

~~**PA Parliamentarian**~~

ST-1 Arizona State Representative

ST-2 Colorado State Representative

ST-3 Kansas State Representative

ST-4 Montana State Representative

ST-5 Nebraska State Representative

ST-6 Nevada State Representative

ST-7 North Dakota State Representative

ST-8 Oklahoma State Representative

ST-9 South Dakota State Representative

ST-10 Utah State Representative

ST-11 Wyoming State Representative

ST-12 New Mexico Representative

~~**SE-1 Academic Section**~~

~~**SE-2 Children's & School Section**~~

~~**SE-3 Government Documents Section**~~

~~**SE-4 New Members Round Table**~~

~~**SE-5 Preservation Section**~~

~~**SE-6 Public Library/Trustee Section**~~

~~**SE-7 State Agency, Cooperatives & Systems Section**~~

~~**SE-8 Technical Services Section**~~

CO-3 Awards Committee

CO-2 Bylaws and Procedures Sub-Committee

~~**CO-3 Chapter Relations Committee**~~

CO-4 Continuing Education Committee

CO-1 Finance and Management Committee – Administration Committee

CO-6 Intellectual Freedom Committee

CO-7 Nominating Committee

CO-8 Professional Development and Grants Committee

CO-6 Public Relations/Membership Committee

CO-10 Conference Planning Committee

CO-4 Electronic Communications Committee

CO-5 Leadership Institute Committee

~~(May 1978; Sept. 1985; Nov. 1990; April 1995; June 1999; October 2003)~~

## MPLA Board Choice Awards

The Board Choice Award is a personal initiative by Board members to identify and recruit individuals with demonstrated ability in a library setting to membership in the Mountain Plains Library Association. The person is selected by consideration of their potential to benefit MPLA and the profession in a broader sense. MPLA Board members consider this award a personal quest to identify and recruit future library leaders, those who will serve their own library, their state and regional associations well.

Each elected member of the MPLA Executive Board is eligible to name one recipient per year. Elected members include the President, Vice-President/President Elect, Past President, and State Representatives. ~~and chairs of each MPLA Section.~~

Board Choice nominees should be selected and their membership information sent to the Executive Secretary for inclusion in the database ~~as soon as possible after taking office for the upcoming membership year~~ **between November 1<sup>st</sup> and March 1st of each year.** Board members should communicate who their selected Board Choice winner is and why they were chosen. They ~~Board members~~ should ~~see to it~~ **make sure** that their nominee is profiled in the *MPLA Newsletter* and on the website, including a photo if available. Each board member should follow up with their nominees and encourage their involvement in the organization.

Recipients receive a complimentary one-year MPLA membership. **Registration fees for the annual conference will be waived for Board Choice nominees for the year they are nominated. Nominees will pay half price membership for their first paying year (second membership year).** Each nominee receives a letter from the MPLA President, as well as an email communication from the Executive Secretary.

~~(April 2000; July 2002; October 2004)~~

## Archives

### General

The Association archives are housed at the Denver Public Library. To assure that a documentary history of the Association, its activities, conferences, decisions, officers, and other pertinent information is preserved, all officers are expected for depositing to the archive the following types of documents:

1. Official correspondence of President, **electronic communities** ~~and other general, section, interest group,~~ and committee **officers.** **chairs**
2. Minutes of Executive Board ~~Executive Committee, Section, Interest Group~~ and committee meetings.
3. Membership directories.
4. Copies of the *MPLA Newsletter*.
5. *Manual of Procedures* (each new edition) and revisions to present edition.
6. Conference Planning Manual, convention programs, and other relevant convention materials.
7. Financial reports, budgets, audit reports.
8. Reports of Association, ~~sections,~~ State Representatives, ~~interest groups~~ and committees.
9. Files of ~~sections,~~ State Representatives ~~interest groups,~~ and committees.

### Procedures

1. The outgoing Recording Secretary shall be responsible for securing and delivering to the archives all designated records of the Association as outlined in the Archive Checklist below. This should be done annually to assure that Association files are kept current and that historical information is forwarded to the archives on a timely basis.

Item to Deposit	By Whom	Gather From Whom	Method of Securing Material	When to Send

Official correspondence of president and <b>section, interest group, round table</b> , committee chairs	Recording Secretary	Each officer	Request from each officer	End of calendar year
Minutes of Executive Board and <b>Executive Committee, section, interest group, round table</b> , committee meetings	Recording Secretary	Recording Secretary	From the Web	End of calendar year
Membership directories and directory of Board/officers	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Copies of <i>MPLA Newsletter</i>	Recording Secretary	Executive Secretary	From the Web	End of calendar year
<i>Manual of Procedures</i>	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Conference Planning Manual, convention programs, other relevant conference materials	Recording Secretary	Recording Secretary	Collect after Conference	End of calendar year
Financial reports, budgets, audit reports	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Reports of Association, State Representatives and <b>sections, interest group, round table</b> , Committee Chairs	Recording Secretary	Each officer	Collect after Board Meeting	End of calendar year

Files of joint conference contracts with each state	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Files of State Representatives and committees	Recording Secretary	Each Chair and Representative		

2. The Recording Secretary should determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at Conferences, requesting documents from Officers, the Executive Secretary, State Representatives, ~~section chairs, interest group, round table~~ and Committee Chairs.
3. The Webmaster shall retain Board Reports posted on the Association web site in electronic format for a period of five years.
4. Archival materials should be sent to the following address:

MPLA Archive  
 Denver Public Library  
 Western History/Genealogy Dept.  
 10 West Fourteenth Avenue Parkway  
 Denver, CO 80204-2731

The telephone number is 720-865-1821.

~~(Jan. 1996; October 2004)~~

## Jobline

The Jobline is maintained by the Executive Secretary and the Webmaster in electric format. Submissions are required in electronic format. Each new position is listed on MPLA's electronic list as it is received. Jobline listings on the website are updated on a weekly basis. They remain there until the closing date listed on each position announcement or, if no closing date is given, four weeks after posting.

A charge of \$25 for out-of-region listings includes posting both on the electronic list and on the website. This will be in effect for four weeks.

~~(Mar. 1996; October 2004)~~