

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 Board of Directors 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 ~~Policy~~ Policies," p. 2.3 - 2.5.)

State Representatives to the Board of Directors 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.

(May 1978; Sept 1985; April 1995; Jan. 1996; June 1999; **November, 2003**)

General Association Policies

The Board of Directors endorsed the ALA "Code of Professional Ethics." (4/28/89)

The Board of Directors endorsed the Revised ALA "Code of Professional Ethics."
(4/22/95)

MPLA Expense Reimbursement Policies

The *Manual of Procedure* section on "General Responsibilities and Information," (p. 2.1) provides for the reimbursement of Board of ~~Director~~ **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 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 members as follows:

1. No reimbursement is given for travel expenses of Board of Directors members to attend the annual conferences or Board of Directors meetings which occur at the annual conference.
2. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences.
3. New board members are expected to pay their own expenses to attend the first board meeting subsequent to the annual conference. (This first board meeting is considered to be the "one meeting in the region during the period of incumbency" referred to in "General Responsibilities and Information," p. 2.1.).
4. 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.
5. 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.
6. 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 4.

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.

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 Board of Directors 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 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 Board of Directors.

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.

(Nov. 1981; May 1988; April 1995; Jan. 1996; April 1997; **November, 2003**)

Reports

No officer or committee exists in a vacuum. It is vitally important in an organization covering ~~eleven~~ **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):

1. Procedural changes.
2. Problems arising and their solutions or lack thereof. Financial statements, including what you spent and what you would have liked to spend.
3. 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")

~~The annual report of the Association should continue to be included in the MPLA Newsletter. (Board of Directors 5/2/90)~~

Sections

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 Board of Directors 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*.

Committees

Committee Chairs should report to the Board of Directors prior to the annual conference and their reports should be appended to the minutes of the Board of Director's meeting. If the Board of Directors 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 report ~~will generally~~ 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 and Public Relations Committee, need to report on their production or programs.

The *Newsletter* Editor **and the Webmaster** should follow the same reporting procedures as committees.

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 Board of Directors and the Executive Secretary, even if no further report is appropriate.

Board of Directors Reports

It is customary for Board of Directors members and others with information for the Board of Directors meetings to 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 Board of Directors meeting itself should prepare ~~40~~ **15** copies. **Those whose reports are distributed electronically should bring 15 5 paper copies. Everyone is encouraged to print off Board meeting informational materials from e-mail or the website. A table is most often provided on which to place these items.** Please type the appropriate number, shown below, in the upper right hand corner of your written report and action recommendations. ~~(Board of Directors 11/9/90)~~

- 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
IN-1 Interlibrary Loan Interest Group
CO-1 Awards Committee
CO-2 Bylaws and Procedures Committee
CO-3 Chapter Relations Committee
CO-4 Continuing Education Committee
CO-5 Finance **and Management** Committee
CO-6 Intellectual Freedom Committee
CO-7 Nominating Committee
CO-8 Professional Development and Grants Committee
CO-9 Public Relations/Membership Committee
CO-10 Conference Planning Committee
CO-11 Electronic Communications Committee
CO-12 Leadership Institute Committee

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

MPLA Board Choice Awards

The Board Choice Award, ~~initiated in 1999~~, 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 Board** member of the MPLA **Board of Directors** is eligible to name one recipient per year. ~~The Board consists of~~ **Elected members** include the President, Vice-President/President Elect, Past President, **Recording Secretary, and Executive Secretary, Newsletter Editor, Webmaster, the** State Representatives ~~from each member state~~, and ~~the~~ 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 by December 10th each year, or as soon as possible thereafter, as soon as possible after taking office for the upcoming membership year. Board members should communicate who their selected Board Choice winner is and why they were chosen. Board members should see to it 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 a letter **an email communication** ~~and information~~ from the Executive Secretary.

(April 2000; July 2002)

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, and other general, section, interest group, and committee officers.
2. Minutes of Board of Directors, 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	Recording	Each officer	Request	End of

correspondence of president, section, interest group, round table, committee officers	Secretary		from each officer	calendar year
Minutes of Board of Directors, Executive Committee, section, interest group, round table, 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
Manual of Procedures	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, sections, interest group, round table, committee officers	Recording Secretary	Each chair	Collect after Board Meeting	End of calendar year
Files of joint conference contracts with each	Recording Secretary	Executive Secretary	Request from Executive	End of calendar year

state			Secretary	
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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; July 2004)

Jobline

In the spring of 1981 MPLA inaugurated a Jobline to list available library positions from within the MPLA region. In December 1982 the Board of Directors authorized out-of-region positions to be listed on the Jobline for \$10 per week per job listing. In 1986 this service was expanded to include an 800 in-WATS phone number so librarians from any of our eleven states could call the Jobline toll free. **Phone service was discontinued in favor of the current electronic list and web listing in the late 1990s. The \$10 charge for out-of-region listings now includes the posting both on the electronic list and the web site.**

For jobs from the MPLA states, position descriptions are listed free for up to four weeks, depending on the wishes of the listing library and the number of jobs listed each week.

The Jobline is maintained by the Executive Secretary and the Webmaster **in electric format. is updated weekly. Each position is listed briefly on the Jobline and position descriptions are mailed out to callers on request.** 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.

The current telephone numbers (March 1996) are 605-677-5757 or 800-356-7820.

(Mar. 1996; October 2003)