

# MPLA Electronic Communications Committee (ECC) Report February 8, 2002

Submitted by Carol Hammond (AZ) Chair

**1. Membership:** The committee has been appointed and terms adjusted so that some members will continue and next year not everyone will be new. Committee members are:

Carol Hammond (AZ) Chair  
Vicky York (MT)  
Brian Greene (WY)  
Dan Chaney (OK)  
Yuliya Lef (CO)  
Susan Magee (NM)  
Kathryn Payne (UT)  
Pam Bohmfalk (NE)

**2. MPLA Webmaster job description.** The job description prepared by the ECC for the Webmaster was approved by an email vote conducted by Linda Rea after the Board meeting in Phoenix. (Copy is attached).

**3. Webmaster stipend:** The committee looked at the compensation for webmasters at state library associations in our region who maintain organizational web sites, and considered a number of options for compensating the MPLA webmaster. We believe the proposal below is equitable and given the increasing importance of our web site, entirely justified.

**Action Requested:** The Committee recommends that the MPLA webmaster be paid a stipend of \$1200 a year, to be paid in two installments six months apart, and that it be included in the MPLA budget for this year

**4. Virtual meetings.** The major project for the EEC this year is to explore what technology is available for virtual meetings and conferencing, and if we cannot hold a completely virtual meeting, to at least experiment and try some of the systems available so we can increase our own knowledge and demonstrate to the Board and other groups what may be possible. To begin this process, the committee is beginning an education process, discovering what is available and looking at articles and web sites. The following is an initial bibliography on conferencing/virtual meetings that we are working with:

Vendors/web sites/online articles:

[www.Webex.com](http://www.Webex.com)

[www.Raindance.com](http://www.Raindance.com)

[www.larrysworld.com/articles/lat\\_virtualmeetings.htm](http://www.larrysworld.com/articles/lat_virtualmeetings.htm)

[www.learnthenet.com/english/html/30conf.htm](http://www.learnthenet.com/english/html/30conf.htm)  
[www.darmstadt.gmd.de/concert/activities/internal/virtualMeetings.html](http://www.darmstadt.gmd.de/concert/activities/internal/virtualMeetings.html)  
[www.digitalspace.com/virtualmeetings/](http://www.digitalspace.com/virtualmeetings/)

**Action Needed:** ECC has requested \$500 in the budget to pursue an experiment in using virtual conferencing for the July board meeting. If it turns out not to be feasible, we may try this instead with an MPLA committee.

## **5. Other Issues**

Guidelines for posting announcements, comments, etc on the MPLA list.

Completion of tasks identified in Strategic Plan

### **Attachment: MPLA Webmaster Job Description**

## **Mountain Plain Library Association Webmaster Job Description Approved 2002**

The webmaster is responsible for organizing and maintaining the MPLA web site. Management of the site (development of policies and guidelines, identification of content and links, additional uses and services, etc) is jointly done by the Electronic Communication Committee and the webmaster, who recommend action to be approved by the Executive Board.

Specific duties include:

1. Organize and design the site
2. Produce a consistent visual image on the site through use of uniform fonts, formatting, icons, colors, templates and layout.
3. Adapt content to web format
4. Establish and maintain links to other sites and specific resources on other sites, including:
  - American Library Association
  - State Library Associations in MPLA Region
  - Annual conference site in member states

5. Post new content identified or created by the Electronic Communications Committee (ECC)
6. Regularly add the following:
  - Photographs of MPLA activities
  - Summary Reports from State Representatives to the Executive Board, to be provided by the Executive Secretary after each meeting.
  - Current MPLA newsletter, to be provided by Newsletter editor
  - Archive of MPLA Newsletter
7. Post updated and revised material identified or created by the Electronic Communications Committee (ECC)
8. Advise the Executive Board and the EEC about emerging technologies, applications and additional uses for the web site.
9. Analyze traffic statistics and use
10. Assess new techniques and trends and suggest enhancements and improvements.
11. Attend MPLA Executive Board meeting and annual conferences.