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Mountain Plains Library Association  
Past President's Report - July 12, 2003  
Debbie Iverson

Dear MPLA Board members (Committee chairs and members, please ignore this message):

Each year at the MPLA conference, the MPLA Board evaluates its paid staff – the Executive Secretary (Joe), the Newsletter Editor (Lisa) and the Webmaster (Dan). The annual evaluation for this year is scheduled for the 1st meeting of the MPLA Board at Lake Tahoe. According to the MPLA Bylaws, those who conduct the evaluation include the MPLA officers – president, vice-president, past-president, secretary, section chairs (Academic, Children's and School, Government Documents, New Members Round Table, Preservation, Public Library/Trustee, State Agency, Cooperatives & Systems, Technical Services), and state representatives. Reference (MPLA Manual of Procedures, 3.2 especially note number 1 under Post Conference Duties and Responsibilities) <http://www.usd.edu/mpla/documents/procedures/part3.html#board>

To start your preparation for the evaluation, I have these links to share; please familiarize yourself with the job description and evaluation forms for our paid staff. Your input on their performance is critical for the effective and efficient management of MPLA!!! They need to know what they do well and they need to know where they might make improvements.

1. MPLA executive secretary job description  
<http://www.usd.edu/mpla/documents/procedures/part3.html#executive>
2. MPLA executive secretary evaluation form  
<http://www.usd.edu/mpla/documents/procedures/part3.html#secretaryeval>
3. MPLA Newsletter editor job description  
<http://www.usd.edu/mpla/documents/procedures/part3.html#editor>
4. MPLA Newsletter editor evaluation form  
<http://www.usd.edu/mpla/documents/procedures/part3.html#editoreval>

You'll note that there are no links for the MPLA webmaster job description and evaluation. That is true because Dan's position is a new paid position for MPLA and because until we finish our work in Denver in July, there is no official evaluation form available for that position.

I'll look forward to seeing you in Denver next week; safe travels to each of you!!