

To: Judy Zelenski  
From: Mickey Coalwell, Mountain Plains Library Association President  
Re: Letter of Agreement for service as MPLA Executive Secretary  
Date:

This is to specify the terms of our agreement with you to serve as the Executive Secretary of the Mountain Plains Library Association.

Term of office: Jan 1, 2017 - December 31, 2017. An extension of this appointment is possible if both parties agree.

Salary: Compensation for the position will be \$13,327.60 for 2017, payable in quarterly installments (March, June, September, and December). MPLA will also cover FICA and the annual cost for a bond, which is required. Additionally, MPLA will cover travel, meals, and lodging to attend the annual conference, as well as your registration fee.

Duties: Handle all of the responsibilities outlined for this position in the MPLA Manual of Procedure. Maintain a handbook for the position that outlines the different tasks the position requires, the steps needed to complete them, the time they take, and an annual calendar of when assignments should be done. The duties of the position may be amended during the term of appointment upon agreement by both parties.

Financial matters and accounting: Paying bills, handling investments, completing required tax forms, and providing reports to the board are responsibilities included in the position. The President is to receive a list of all expenses to be paid on a monthly basis and approve them before checks are issued.

Reporting: The Executive Secretary works closely with the Administration Committee of MPLA in many aspects of the position but reports to the Executive Board of MPLA. The President of MPLA is the representative of those bodies for day-to-day administrative purposes.

Office Supplies and Operations Expenses: MPLA will reimburse costs for postage, shipping of the conference displays and materials, long distance telephone charges, one half of the cost of your DSL Internet service, supplies such as mailing labels, reimbursement of your mileage on MPLA business at the current IRS mileage reimbursement rate, and other reasonable and necessary expenses. Records of all expenditures should be kept and made available to the President, who will approve reimbursement. Any questions about what might be covered as a reasonable and necessary expense should be made to the President prior to expenditure if possible.

Membership records: The MemberClicks system will be used for contacting and interacting with members. Mastering the uses of the system as well as assuring the accuracy of records is expected, as it aids in collecting, recording, and acknowledging receipt of dues.

Termination: The Administration Committee can elect to remove the Executive Secretary from this arrangement for non-performance at any time and with no payment due for future or undelivered services.

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Mickey Coalwell, MPLA President

Date

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Judy Zelenski, MPLA Executive Secretary

Date