

Mountain Plains Library Association
Executive Board Meeting
Ramada Suites, Fargo
Wednesday, October 2, 2002

In Attendance: Debbie Iverson, President; Sharon Osenga, Recording Secretary; Linda Rea, Past President; Joe Edelen, Executive Secretary; Jean Hatfield, Vice-President; Lisa Mecklenberg-Jackson, Newsletter Editor; Dan Chaney, Web Master; Suzanne Taylor, Colorado Representative; Cheryl Hesper, Montana Representative; Paul Hoffman, Nebraska Representative; Linda Deacy, Nevada Representative; Charlene Greenwood, New Mexico Representative; Jeanne Narum, North Dakota Representative; Basha Hartley, Oklahoma Representative; Suzanne Miller, South Dakota Representative; Ara Anderson, Wyoming Representative; Lisa Dunn, Academic Section Chair; Amy Shelley, Children's and School Section Chair; Louise Treff-Gangler, Government Documents Section Chair; Sha Li Zhang, Preservation, Archives and Special Collections Section Chair; Robert Banks, Public Library & Trustees Section Chair; Dorothy Leigl, Intellectual Freedom Committee Chair; Dan Chaney, Webmaster; Jane Kolbe, Arizona State Representative and State Agencies, Cooperatives & Systems Section Chair; Scott Goldy, New Members Round Table, Kay Christensen, Carlene Aro, Elizabeth Fox, Brian Greene, and Dana Boden.

1. Call To Order: The meeting was called to order by President Debbie Iverson at 1:05 p.m. With several new board members in attendance, introductions were made around the table.

Accept or Amend Agenda: The agenda was accepted as presented.

Approval of Minutes: A motion was made by Amy Shelley and seconded by Linda Deacy to accept the minutes from the July, 2002 meeting. Motion carried.

2. Orientation of New Board Members:

Communications: Reports are sent electronically prior to the board meeting. The agenda comes out two weeks prior to the board meeting. Files are shared in MS-Word and RTF format. We still ask people to bring 15 copies in printed form to the board meeting. Jean Hatfield might change this process.

Finances: The procedures manual covers what is reimbursed and what is not. You must cover the first and second meetings. After that, the association will cover either air or mileage and hotel costs.

Position Responsibilities: The long-range plan includes responsibilities. Jean Hatfield would like each person to read the plan and figure out what your duties are. Carol Hammond will be asking you for progress reports.

3. Officer/Paid Staff Reports:

President's Report: Debbie Iverson is deferring her report to the Saturday Board Meeting. She expressed her pleasure in serving as President and encouraged others to consider running for President.

Vice-President's Report: The MPLA shirts and hats are on sale at the conference: \$1 for hats; \$10 for shirts. The money goes to MPLA as a donation and can be deducted from your taxes.

There have been some challenges at the conference. Due to double booking by the hotel, the exhibitors will not be able to set up until Thursday morning. Everyone is encouraged to visit the exhibitors as much as possible during the conference. There are 40 exhibitors. A motion was made by Robert Banks and seconded by Linda Rea to give 1 half page and 2 quarter page free ads in the newsletter to exhibitors. Names will be drawn at the business meeting. The motion was amended to 6 half page free ads spread out throughout a number of newsletter issues. Motion carried unanimously. Dan Chaney suggested that we list the exhibitors on the MPLA home page with links to their web pages. Jean Hatfield will have the conference coordinator talk to Dan about this. The exhibitor's reception and keynote speech will be in the Symphony Hall area. There were several programs that needed to be moved from assigned rooms to other rooms. A change sheet will be handed out to all attendees. There is no room at the hotel for a large session on Friday on stress and burnout. The session will be at the mall across the street. The bus will shuttle the attendees across the street.

The casino tour needs 32 people. The cost is \$10.00, which covers the cost of dinner.

The conference lunches are box lunches. You can take them to a session.

The latest registration figure is 430. A couple of sessions were cancelled due to presenters being unable to attend.

Jean is currently doing committee assignments. Please send any recommendations to her.

Past President's Report: Linda Rea has received the audit report. This is the first audit since 1997. We need to do this every three years, as the procedures manual requires. There were no suggestions for change in financial procedures. Suzanne Taylor made a motion and Paul Hoffman seconded that the audit be accepted. Motion carried.

Evaluations of the Executive Secretary and Newsletter Editor: Joe Edelen, Lisa Mecklenberg-Jackson and Dan Chaney were asked to leave during the review. Linda handed out copies of the summary evaluations. 44% of the board responded with evaluations. A motion was made by Paul Hoffman and seconded by Ara Anderson to reappoint Lisa as newsletter editor. No discussion. Motion carried. A motion was made by Jean Hatfield and seconded by Cheryl Hesser to give Lisa a 4% raise. Discussion followed. Motion carried. A motion was made by Suzanne Miller and seconded by Suzanne Taylor to reappoint Joe Edelen as Executive Secretary. Discussion. Motion carried. A motion was made by Jane Kolbe and seconded by Linda Rea that the President

appoint an ad hoc committee to do a review of the duties and responsibilities of the Executive Secretary. Discussion. The motion was amended as follows: That the finance committee perform a management review. Motion carried. A motion was made by Jean Hatfield and seconded by Ara Anderson that the Executive Secretary not be given a raise this year. No discussion. Motion carried. Linda Rea will meet with both Lisa and Joe to review the evaluations.

Executive Secretary's Report: Joe pointed out the need for membership development. Credit card registrations for this conference amounted to \$15,000-\$20,000. The conference will absorb the fees on this. The revised and updated Executive Secretary job description is not yet done.

Newsletter Editor's Report: The report is deferred until Saturday.

4. Action Items and Updates: Jean Hatfield has already covered conference items.
5. Committee Reports:

Electronic Communications: The committee is still working towards getting a system that will work for a virtual meeting. Carol Hammond and Dan Chaney tried two web-based products last week and they both worked (Net Meeting and IRC). The committee will continue to explore options. There is a survey on the association web site about your available technologies. Please fill it in and send it to Dan Chaney.

Continuing Education: Written report.

Awards: Written report.

Bylaws and Procedures: Dana Boden presented changes to the procedures manual. The problem is that there are several versions in existence. The recommendation is that Dan Chaney delete the Word version on the web. Dana downloaded the section-by-section version of the manual and has updated each section. Dana is making changes to make the manual consistent in names and numbering. There are updates for clarity. The table of contents is being expanded. There is a difference in the Web Master job description. Does the Web Master get paid for travel to the board meetings as the other paid positions do? There is a change adding the information that the newsletter will be available on the web site. Dana has added the Institute Coordinator position and the information that the appointed positions are all Ex Officio, non-voting board members. The annual report requirement under the Newsletter Editor needs to be deleted. All by-laws and procedures changes need to also go to the Web Master. Areas addressed in minutes that the Board needs to work on: 1) Reimbursement question for board members unable to attend the meeting. 2) What is the officer transfer of responsibilities checklist? Does it need to be kept? 3) Who is the parliamentarian? 4) Section 5.3 regarding the exhibit being returned to a specific person and insuring the exhibit for \$500. 5) Are section secretaries needed? 6) Handling of resignations of chair/vice-chair by sections. Half of the sections have this in their by-laws and half of them do not. 7) The Web Master information needs to be added into the by-laws.

Dan Chaney requested that an addition be made that all board reports be sent to the Web Master for posting on the web page.

A motion was made by Robert Banks and seconded by Linda Rea to bring the Web Master job description into line with the other paid job positions. Motion carried.

Jane Kolbe made a motion and Linda Deacy seconded that the official version of the procedures manual be mounted in one location. Motion carried.

Intellectual Freedom: Written report.

Nominating: Written report. Almost all state associations have problems getting people to run for offices. Jean Hatfield noted that this issue is on the Saturday meeting agenda. This issue should also be on section meeting agendas. Do two people need to be on the ballot for each position? What can we do to attract people to run for office?

Professional Development Grants: Written report. The committee is expecting that this will be the first time in awhile that all of the grant money will be expended.

Public Relations/Membership: The committee has publicized the awards, including sending the information to the American Library Association. Items about MPLA were not sent out to state associations and national press. It is not clear how the committee should get the information to send and what should be sent to the national press. Debbie Iverson suggested that Lisa Mecklenberg-Jackson send notable news to the committee chair. It was suggested that Lisa be Ex-Officio on this committee.

6. Section Reports:

Academic: Written report.

Children and School: Written report.

Government Documents: Written report. They will follow-up on the need to change by-laws at the business meeting. The pre-conference was successful.

New Members Roundtable: Written report. The section is hoping to become more relevant.

Preservation, Archives and Special Collections: Written report. There are still some openings on the Thursday morning tour at 10:30.

Public Library and Trustees: Written report.

State Agencies, Cooperatives and Systems: Written report.

Technical Services: Written report.

Interlibrary Loan Interest Group: No report.

7. State Reports:

1. Arizona: Written report.
2. Colorado: Written report. Suzanne has a bookmark about state budget cuts and how it will affect the people of Colorado.
3. Kansas: Written report.
4. Montana: Written report. Cheryl Hesser would like the board to discuss what various state associations are doing to promote libraries with state legislators. Debbie Iverson suggested that Lisa Mecklenberg-Jackson feature an article on how lower budgets are affecting member states in the newsletter. There are two Lewis & Clark Bicentennial programs that will also appeal to academic and special librarians.
5. Nebraska: Written report. A task force is being created to look at retention of librarians and recruitment of new librarians. Paul Hoffman has resigned his position with UNL, effective June 30, 2003.
6. Nevada: Written report. State cuts have hurt in the business of getting checks cut and paperwork finished. Conference co-chairs will be here at the Saturday board meeting. Debbie Iverson announced that Linda Deacy has been awarded the Nevada Library Association Librarian of the Year.
7. North Dakota: Written report.
8. Oklahoma: Written report.
9. South Dakota: Written report.
10. Utah: Written report.
11. Wyoming: Written report. MPLA is officially invited to Jackson in October 2005.
12. New Mexico: Written report. The Leadership Institute is coming up in New Mexico.

8. Announcements:

Dorothy Leigl handed out information about the ASCLA awards. There were few nominations last year. Dorothy encouraged board members to nominate deserving MPLA librarians. Nominations are due December 15th. Joe Edelen asked for a count for the Saturday board meeting. Sharon Osenga needs to take minutes at the business meeting.

9. Next Board Meetings:

The next meeting dates are October 5th in Fargo from noon-2:30 p.m. and January 4th, 2003 at the Warwick Hotel in Denver from 9:00-3:00 p.m.

President Iverson adjourned the meeting at 4:25 p.m.

Respectfully submitted, Sharon Osenga
Recording Secretary
October 2, 2002