

Approved Final Version  
MPLA Executive Board Meeting  
Warwick Hotel, Denver, CO  
Saturday, January 4, 2003 9:00 AM - 3:00 PM

In Attendance:

Carlene Aro (Technical Services), Robert Banks (Public Library & Trustees Section), Jeff Belliston (Academic Section, Continuing Education Committee Chair), Mary Bushing (Leadership Institute Mentor), Dan Chaney (Webmaster), Joe Edelen (Executive Secretary), Jan Elliott (Arizona State Libraries), Scott Goldy (New Members Roundtable), Charlene Greenwood (New Mexico Representative), Carol Hammond (Vice President/President Elect), Jean Hatfield (President), Cheryl Hesel (Montana Representative), Marilyn Hinshaw (Leadership Institute Committee Chair), Paul Hoffman (Nebraska Representative), Debbie Iverson (Past President), Jean Jensen (Utah Representative), Dorothy Liegl (Leadership Institute), Lisa Mecklenberg-Jackson (Newsletter Editor), Suzanne Miller (South Dakota Representative), David Oberhelman (Recording Secretary), Jeanne Narum (North Dakota Representative), Donna Norvell (Children's and School Section), Patty Patterson (Wyoming Representative), Suzanne Taylor (Colorado Representative), Mary Ann Thompson (Preservation, Archives, and Special Collections Section), Judy Zelenski (State Agencies, Cooperatives, and Systems Section)

1. Welcome and Call to Order

- Introductions

President Jean Hatfield called the meeting to order at 9:07am. Introductions followed.

- Accept or Amend Agenda

Hatfield asked that the Board amend Item IX on the agenda, "Next meetings." The Board will have to meet on July 12, 2003 because our reservation with the Warwick Hotel cannot be changed. Jeff Belliston asked that we amend the meeting dates in Item I, C ("Approve Minutes") to read October 3, 4, and 5, 2002 instead of October 2, 3, and 4, 2002. Carlene Aro moved that we make the changes and Debbie Iverson seconded the motion. Motion passed.

- Approve Minutes of Oct. 3, Oct. 4 and Oct. 5, 2002 Meetings
  - October 3 Minutes. Referring to Section V on the Professional Development Grants Committee, Belliston asked Joe Edelen if the budget report he passed out might have a mistake in recording the amount spent for the grants. Edelen said he would correct the error. To date MPLA has spent \$1,350 on the grants (please refer to Section III, D of these minutes for the Executive Secretary's financial report). Belliston moved to accept the October 2 minutes and Suzanne Miller seconded the motion. Motion passed.

- October 4 Membership Meeting Minutes. Iverson moved to accept the October 4 minutes and Scott Goldy seconded the motion. Motion passed.
  - October 5 Minutes. Belliston pointed out a number of errors in the Long Range Plan numbering to be corrected. Miller moved to accept the October 5 minutes as amended and Suzanne Taylor seconded the motion. Motion passed.
2. Announcements and Housekeeping

Announcements were made about lunch plans.

3. Officer/Paid Staff Reports

- President - Jean Hatfield: Goals for the Year

Hatfield reported that both Linda Deacy (Nevada Representative) and Terri Metros (new Arizona Representative) unable to attend because of family illnesses. The Board extended its best wishes to both of them.

Hatfield then announced her goals for the coming year:

Expand the Continuing Education Opportunities for MPLA. In the Long Range Plan there is a call to have MPLA sponsor a moderated forum, but we have not yet implemented that activity. Hatfield proposed that we think about topics for a forum; Mitch Freedman's call for increased salaries might be good topic for us to consider. She indicated she would work with the Electronic Communications Committee to involve more members in the planning.

Increase Membership and Awareness of MPLA in the Region. Hatfield said that the goal of all the Board members should be to talk about MPLA in workplace, in their state associations, and in other appropriate forums. She would like to see MPLA mentioned in all state association newsletters and in library literature in general. She would like the section chairs to work more with their corresponding chairs in state associations (Nevada for 2003) in planning programs for conference. In addition, she would like to see us visiting library schools and library school students to promote MPLA.

Establish a Scholarship Fund. Jane Kolbe is currently working on developing the guidelines for that fund.

- Vice-President - Carol Hammond

Hammond reported that she met with the Nevada Library Association Conference Planning Committee in November and would cover that meeting during her 2003 Conference report.

- Past-President - Debbie Iverson

No report. She noted that the Finance Committee would convene after the Board meeting.

- Executive Secretary - Joe Edelen

Edelen passed out a revised officers list and indicated changes to email addresses.

Financial Report. Referring to the membership statistics on the first page, Edelen noted that as of December 2002 we are down forty members compared to December 2001, and he also noted that we gave away 120 free memberships at state conferences and through the Board Member's Choice Awards. The association is thus down almost 200 members from last year and we need to work on increasing membership.

The final tally of the income for the Fargo conference was not in, but it will be approximately \$40,000. About \$20,000 came in on credit cards.

Edelen reported that we had spent approximately \$1,350 on Professional Development Grants, not \$0 as indicated in the report.

The Leadership Institute income came to \$16,700. This amount includes \$10,000 from EBSCO and the registration fees.

- Newsletter Editor's Report

Written report. She moved deadline for submissions to the 1st of every other month instead of the 10th, but she can still take articles. The latest issue of the newsletter (December 2002) is live on the MPLA website, but has not yet been sent out in print. First of the free ads came out in this issue, and other five will appear in subsequent issues. The vendors will receive a copy of the newsletter when their ad comes out.

- Webmaster - Dan Chaney

Written report. Chaney reported that all Board reports he had received electronically before the meeting were posted on the website. Any mistakes in the reports or on other pages should be reported to him. The website is a virtual archive for the association, and he will do updates as changes made. He mentioned that he will not usually send out messages for routine uploading of reports, but Board members who need a response should contact him if none comes in case there might have been email problems.

Taylor asked about when a printable copy of the Manual of Procedure will be posted to the website. Chaney and Dana Boden, Bylaws and Procedures Committee chair, are working on that. He would like to have the official paper copy Boden retains match what is up on the web to avoid errors. Edelen said that

he has copies of the latest version. In the future we will need to decide whether the print or online version should be the official version. Hatfield said that Boden has the most current version of the Manual.

Hammond asked about posting any digital board member photos taken at the 2002 Tri-Conference. Jackson added that she took pictures at Fargo and they are posted on the website under "Faces of MPLA" at <http://www.usd.edu/mpla/mplaphotos.html>.

We briefly discussed the idea of an online store for MPLA merchandise with [cafeshops.com](http://cafeshops.com), but tabled that discussion until the July meeting.

#### 4. Action Items and Updates

- Leadership Institute - Marilyn Hinshaw

Photos taken at the Institute that are posted on the MPLA website at <http://www.usd.edu/mpla/leadership/photos2002.html>. Dorothy Liegl showed the Board the notebook that mentors and participants received with the redesigned Institute logo. Hinshaw pointed out that the exercises the participants did were in the notebooks.

Expenditures. Hinshaw distributed the budget for the 2002 Leadership Institute. Hinshaw then asked how many states did a scholarship. Seven of the twelve MPLA states supported Institute participants in some way. \$250-\$300 was the registration cost for participants. One used a Professional Development Grant to assist with the costs.

Selection Process. Hinshaw briefly explained the selection process for participants. The Leadership Institute Committee collected the applications and sent to the Institute Coordinator based on the criteria that they had established for participation. Names of eligible individuals sent then to the state representatives who contacted the state association presidents to act as a team in the selection of two participants and one alternate. Hinshaw asked for input from the state representatives on the selection process, specifically how the process could be better structured or coordinated. Charlene Greenwood mentioned that New Mexico had a large number of applicants, so they used a form with a checklist to help facilitate the process. Hinshaw thanked Taylor for the model developed by Colorado. Some representatives said that they had had trouble reaching applicants' references. Iverson said that Wyoming was challenged by the criteria that participants must hold a professional degree since many library directors in her state do not have an MLS or MLIS degree. There is a state leadership institute in Wyoming, Iverson added, but it lacks the wider perspective that the MPLA Institute could provide. Hinshaw said she would raise this issue with the Leadership Institute Committee members so that there can be more discussion at the July Board meeting. Jeanne Narum asked about the possibility of allowing those who have been out of an MLS program for more than ten years to

participate as well. Hinshaw mentioned that there have been discussions about an advanced leadership institute for those who have been in the profession for ten or more years and she will bring this up with the Committee. Hoffman asked if we could have one who went through the institute put up a write-up on the web page. Hinshaw said that we will put information such as evaluation summaries on the MPLA website. Participants were charged with spreading the word in their states. They were encouraged to give presentations at conferences so that others will learn about it to recruit. A reunion will be held in Lake Tahoe. Participants were asked to nominate people who might be future mentors.

**Budget.** The income for the Institute was \$16,700, which included EBSCO's contribution of \$10,000 and the \$6,700 in registration money. \$8,000 was the estimate for registration. The Institute came in under budget by over \$4,000. About \$1,000 in expenses is still outstanding, but we will still be under budget. The budget for 2003 will reflect changes in the design of the Institute.

**Evaluations.** Mary Bushing reported on the evaluation instrument for those involved in the Institute. Bushing drafted materials for the evaluation to get feedback from participants, facilitators, and mentors, and put their views together to get an overall picture of the experience. The evaluations were lengthy as almost all respondents wrote extensive comments (all remained anonymous). Bushing then compiled, summarized, and analyzed the responses. She gave an overview to the Board: There were a very small number of negative comments and some in the middle, but the large majority of all comments were high for all aspects of the Institute. She brought copies of some of the summary information to share with the Board. Bushing reported that the Institute was one of the strongest group experiences she had participated in and the comments were quite complimentary and supportive. There were some concerns voiced about the remote location, but all ultimately found the isolation essential to the Institute. Bushing asked all to encourage people to apply for the Institute. She will post a short version of the evaluation summary on the website. Hatfield asked how many were already MPLA members; Edelen did not know offhand. Jeanne Jensen noted that Peter Krause, a participant in the 2002 Institute, would be the next MPLA Utah representative. Bushing added that she was asked to co-present a program on the Institute to be given at the upcoming PLA Conference in Seattle.

Hinshaw and Bushing also commented on the MPLA recruitment session, stressing to participants the importance of involvement in committees and gave them tips on how to get duties on committees.

**Changes for Next Year.** A number of the participants said that they needed more free time to explore the surrounding area and to let the experience soak in. Hinshaw said that one session was rescheduled so that the participants could have an afternoon off. She then outlined some of the changes that the Committee was considering for the 2003 Leadership Institute:

Schedule. Hinshaw proposed that they extend the timeframe for the Institute to make last day a full day. Participants felt that the last day was lost time. The schedule would run from Monday through Thursday with departure on Friday morning. There would also be free time in the middle of the week for participants to do some local activities. Greenwood offered to help with housing for those who come early. The mentors came in on Sunday and had a session to get to know each other. In the future the Committee might organize a listserv for the mentors and perhaps one for the participants to get to know each other in advance. With this revised schedule, there would be four complete days for the Institute and content responsibilities for the coordinator for the last day. Bushing said they would add an ice-breaking session on Sunday night.

Registration Fee. We will increase the fees if we add an additional night to the schedule. Hinshaw added that the price of the Institute is exceptionally low when compared to other Institutes. The additional cost would be about another \$100 per participant. She suggested a fee of \$450 for the Institute, MPLA members receiving a \$100 discount. Hinshaw said that participants would have to be MPLA members for the previous calendar year in order to qualify for the discount (the same as last year's policy). As a side note, Greenwood asked about future dates for the 2003 Institute. Hinshaw said it would still be in the November 9-14 time period because those are the dates that the facilities at Ghost Ranch are available.

Facilitator. Hinshaw reported that Maureen Sullivan had received such high evaluations that we should bring her back next year. Sullivan's contract price was \$6,000 this year, Hinshaw proposed \$6,500 for next year. The motion from the Leadership Institute Committee was that MPLA employ Maureen Sullivan for the 2003 Institute at a price of \$6,500. If Sullivan wants more money, the Board can discuss the matter electronically or at July Board meeting. Motion passed.

As a side note, Goldy asked about what were the policies if a participant backed out before the start of the Institute; he asked if a replacement could be found? Hinshaw indicated that one participant was unable to attend this year, but we used up all of our alternates, so the 2002 Institute had 29 instead of 30 participants.

Institute Coordinator. Hinshaw put forward the recommendation that Mary Bushing be appointed the new Coordinator for the 2003 Leadership Institute. Hinshaw reported to the Board that Bushing had experience providing leadership training content and came highly recommended for her great organizational skills. Her excellent work designing the evaluations for the Institute added to her value for the task. Hinshaw proposed paying Bushing \$5,500 to coordinate the Institute, plan and present content on the last day, and provide a full evaluation process. The Leadership Institute Committee moved that Mary Bushing be offered the position of Leadership Institute Coordinator for sum of \$5,500. Motion passed.

At the conclusion of the Leadership Institute report, Hatfield reminded all state representatives to go back to their states to tell them about the increase in Institute registration fees for next year.

- Western Council of State Librarian's Education Report - Jan Elliott

Hatfield introduced Jan Elliott from the Arizona State Library who had worked for the Western Council of State Librarians (WCSL) on a special project related to library education called the "Continuum of Library Education." Elliott handed out a concept paper detailing the background for the project. The goal is to put together an easy way for all those in library work to get the level of education they want in a coordinated way that involves offerings from state libraries all the way to university graduate schools offering distance education programs at the MLS and doctorate level. She gave a brief history of the project. In 1994-5 representatives from state libraries met in Denver to discuss education initiatives for the non-MLS library staff in small rural libraries. There were a few online courses at that time, but distance education was still in its infancy. In 1999 WCSL got together to push for more distance education in the library field. They involved the deans of library schools in the discussion over the next few years. At least three schools were interested in partnering with WCSL and now they are applying for an IMLS (Institute for Museum and Library Services) grant to fund the Continuum project. In the next two years they are looking for partners, with a letter of support or some financial contribution.

Questions from the Board: Hoffman asked about assessment of the program. Elliott indicated that the concept paper does not cover assessment tools, but they have developed some ideas for criteria to use in evaluating outcomes. Iverson commented that this program dovetails nicely with MPLA's educational initiatives and its focus on continuing education opportunities in the region. Iverson encouraged MPLA to write a letter of endorsement for the project. Hatfield said she had sent a copy of the materials on the project to Jane Hatch, Distance Education Coordinator, and said that the CE Committee would also be interested in the report. CE should have a report for the July Board meeting. Hatfield moved for MPLA to write a letter of support for the Continuum of Library Education Project and Heser seconded the motion. Motion passed.

The question of giving financial support to the program came up next. Hatfield entertained discussion about possible financial support to the project. Hammond asked if that would be a topic for the finance committee to discuss. Hatfield said we could refer the matter to the Finance Committee. Belliston suggested taking it to the states and offering matching contributions. Greenwood suggested having a program session on the project at the next MPLA Conference. The final recommendation of the Board was to turn the matter over to the Finance Committee so that it could make recommendations. If necessary, there could be an online vote of the Board.

- 2002 Conference -- Hatfield

Hatfield passed around a final report and summary of the MPLA-NDLA-SDLA Tri-Conference evaluations. The profit for MPLA came to \$7,616.15, but that figure will change. There is still some ongoing controversy with the hotel over charges and the final hotel bill is still not in. Hatfield gave some general comments about conference spending based on certain items in the budget. She pointed out that we spent \$18,000 spent for speakers' fees. She suggested that a cap be set on speaker's travel expenses in the future; speakers might be asked to pay part of excessive fares in some instances. We will have to monitor the cost of speaker gifts as well as the costs of supplies for sessions such as pre-conferences. The expenses for the MPLA chartered bus came to \$450. \$3,000 was the cost of the conference bags; EBSCO subsidized some of that amount and we also added \$5 to the registration fee to help. Edelen sold a number of the leftover bags after Fargo, but he still has some available.

Evaluations. Hatfield was pleased to report that most attendees indicated they were very satisfied or satisfied overall. There were some comments about the meals. Most found the quality of the programs very high and they were pleased at the variety of programs for different types of libraries and duties. The conference planners had made choices about the overlapping sessions, but those were a function of hotel room availability.

- 2003 Conference - Hammond

Hammond reported that she had met with the 2003 Conference Planning Committee in Carson City in November. The Committee believes it will be a successful conference and feel that the Lake Tahoe location will attract many attendees and exhibitors. We will be meeting jointly with REFORMA, so it will be a tri-conference with MPLA and NLA. Most of the REFORMA programming will be pre-conferences. The Nevada organizers are looking for programming and a list of counterparts for each section in NLA will be sent out. A program planning form for speakers, budget, etc., has been prepared and Hammond had copies to pass out. Mary Ann Thompson asked about what computer equipment would be available, and Hammond said we would check on what can be provided. Edelen mentioned that there are costs to all equipment and for Internet access, so those requests should be included in the budgeting for programs. The hotel will be the Hyatt Incline Village, but there may be a need for additional hotel space. The planning committee was going to meet with the hotel to fix the price. Edelen asked if REFORMA would be in the profit split like NDLA and SDLA at the last conference. Hatfield said they would keep the money for the pre-conferences, but not be part of the split with NLA for the conference money. REFORMA members would still qualify for the member rate for the conference itself. The contract is still under negotiation, so details regarding the fees will still have to be resolved.



There were a number of questions about the conference planning process. Chaney asked about the possibility of making program handouts available on the MPLA website; we might have to include a release statement in the speaker letters to give us permission to post presentation materials. Hammond said the Committee came up with a list of trends, etc., that could be used as possible program ideas. There may be a special bus from Reno for school librarians to make it easier for them to attend. The organizers are still debating whether or not to have a keynote speaker, but they are having an awards banquet.

The dates for the conference will be November 5-8 (including the pre-conference). The MPLA Board meetings will be Wed. November 5 (old and new Board) and Saturday November 8 (new Board). The registration fee will not include meals and probably not the banquet. There should be no difficulties attracting vendors given the location. Edelen asked if MPLA could have input in determining the fees charged to vendors. Edelen also asked about online registration using credit cards. Hammond will pass both questions on to the Conference Planning Committee. Edelen said MPLA could handle the online registration and credit card payment on our site. As for transportation arrangements for attendees, people will have to fly into Reno and take a shuttle to get to the conference. There will be local activities and excursions planned.

- Board Member's Choice Awards

Hatfield reminded the Board members that during their year in office they should choose a person to receive a free one-year MPLA membership. Edelen asked about a reduced conference registration rate for Board member's choice recipients. He also asked if he could send out leftover bags from the 2002 Conference to the recipients. Hatfield asked Edelen to bring a report to the July meeting of how many Board Member's Choice recipients have renewed, and he will include Leadership Institute participants as well. Ten free memberships are also being given out at state conferences. Edelen did read from his July 2002 report that five out of twenty-one award recipients had renewed as of that date. It was noted that in their second year the recipients would qualify for half price membership fees.

## 5. Committee Reports

- Finance Committee

Iverson passed out the draft budget for Fiscal 2003. \$10,000 was the figure listed for conference income; she mentioned that the expenses at Lake Tahoe might be higher than they were at Fargo. Nothing was put in for membership brochures this year, as we should have sufficient quantities to last us through 2003. The budget has less for anticipated ad revenue for the newsletter. Hammond asked about the shipping charges for the banner stand; Edelen went over the procedures we have for shipping the banner to state conferences. Iverson observed that we are dipping into the cash reserve, close to \$36,000 for the coming year. Hatfield noted that we are expecting more membership dues than we have actually received this year;

Edelen said we took in \$28,000 this year in dues. Belliston asked about the interest figures on our CD this year. Edelen believed the figures were pretty close. Edelen is concerned about money we are spending out of cash reserves for three years for the Leadership Institute, at least until we get more members. Iverson then made a motion on behalf of the Finance Committee that the Board accept the draft budget for 2003. Motion passed.

#### 6. Section Reports

- State Agencies, Cooperatives and System Section - No Report.
- Public Library and Trustee Section - Written report.
- Preservation, Archives and Special Collections Section - Written report.
- New Members Round Table - Written report
- Government Documents Section - Written report.
- Children's and School Section - Written report.
- Academic Section - Written report.
- Technical Services Section - Written report.

#### 7. State Representative Reports

- Arizona - Written report. Terri Metros is new Arizona representative.
- Colorado - Written report. Taylor reported that more budget cuts are coming in Colorado. Many other libraries in other MPLA states are also being affected by state budgetary problems.
- Kansas - No report.
- Montana - Written report. Heser commented that in Montana the MPLA representative only gave a brief report at their membership meeting. They are organizing a program at their conference to talk about professional organizations including MPLA. As a side note, she noted that both the Montana and Wyoming representatives are concerned about opportunities for non-MLS holders in the Leadership Institute. There was then a short discussion of the number of non-MLS people in public libraries in MPLA states. Heser also noted that MLA had great success in getting people to run for office in that organization this year.
- Nebraska - Written report. Nebraska recently had a Legislative Day to promote libraries among state legislators; he wanted to know how many other states have Legislative Days and many indicated that they did.
- Nevada - Written report.
- New Mexico - Written report.
- North Dakota - Written report.
- Oklahoma - Written report.
- South Dakota - Written report. Miller noted that the SDLA Conference will be October 15-17 and it will be a joint conference with the South Dakota Medical Library Association.
- Utah - Written report.
- Wyoming - Written report. Patty Patterson introduced herself as new Wyoming representative.

8. Announcements

Chaney noted that committee reports sent in were added to what is on the website.

Edelen asked to have people start new threads on MPLA-L other than job postings.  
Chaney said the Electronic Communications Committee could put up some threads.

It was reported that the Plains Bibliography that MPLA is sponsoring is progressing.

9. Next Meetings

July 12, 2003 - Denver  
Nov. 5, 2003 - Lake Tahoe  
Nov. 8, 2003 - Lake Tahoe

10. Adjourn

Hatfield adjourned the meeting at 2:00 pm.

Respectfully Submitted,  
David D. Oberhelman,  
Recording Secretary  
January 20, 2003