

Mountain Plains Library Association
Executive Board Meeting
October 5, 2002
Crystal I Meeting Room, Ramada Suites, Fargo, ND

In Attendance:

Board Members: Ara Anderson, Wyoming Representative; Carlene Aro, Technical Services Section; Robert Banks, Public Library & Trustees Section; Jeff Belliston, Academic Section and CE Committee; Dan Chaney, Webmaster; Linda Deacy, Nevada Representative; Joe Edelen, Executive Secretary; Scott Goldy, New Members Roundtable; Charlene Greenwood, New Mexico Representative; Basha Hartley, Oklahoma Representative; Jean Hatfield, President; Cheryl Hesel, Montana Representative; Paul S. Hoffman, Nebraska Representative; Debbie Iverson, Past President; Jane Kolbe, Arizona Representative; Lisa Mecklenberg Jackson, Newsletter Editor; Suzanne Miller, South Dakota Representative; Jeanne Narum, North Dakota Representative; Donna Norvell, Children's and School Section; David D. Oberhelman, Recording Secretary; Suzanne Taylor, Colorado Representative; Mary Ann Thompson, Preservation, Archives, & Special Collections Section; Louise Treff-Gangler, Government Documents Section

Guests: Dana W. R. Boden, Bylaws & Procedures Committee; Jean Hatch, Scholarship Committee; Marilyn Hinshaw, Leadership Institute Committee; Dorothy Liegl, Intellectual Freedom Committee; Mike Mullen, Nominations and Elections Committee; Phyllis Sargent, 2002 Conference Co-Chair; Vicky York, Electronic Communications Committee

1. Welcome and Call to Order

Jean Hatfield called the meeting to order at 12:05 PM. Introductions then followed with each Board member giving their name, institution, Board position, and one reason why they became a member of MPLA. Jean asked the Board to accept or amend the agenda. She added one amendment: The nominations and elections report was placed before the Long Range Plan update.

2. Officer/Paid Staff Reports

1. President's Report

Conference Report. Jean reminded everyone to fill out the conference evaluation forms. There was a total 448 attendees, well exceeding our goal of 400. There were also forty-one exhibitors including several who paid for two tables and sixteen who got tables at a lower fee. The exhibitors were very flexible and did not mind the changes the hotel made in the set-up time for the Exhibits Hall. Pat Wagner got the exhibitors involved during her networking game keynote speech, making them more a part of the Conference. Paul Hoffman asked if the exhibitors knew we were to have a drawing for ads in the newsletter. Jean said yes and that this was her idea to encourage exhibitors to continue coming to MPLA meetings. SDLA and NDLA also gave free ads. The hotel gave the exhibitors the

presidential suite on the 6th floor as a hospitality room to make up for the confusion over the set-up time.

Negotiations with the Ramada Suites. There were some scheduling and room problems with the Ramada Suites. In 1998 the original contract with the Ramada was signed. As of January 2002 we had thought that we had the run of the full hotel for the conference. Three weeks ago we found out that there were problems with the set-up time for the exhibitors and then there were conflicts with meeting rooms because of another function the hotel had booked. The hotel blamed the problems on a software glitch with their databases. Joe Edelen expressed his disappointment with the hotel for not catching these problems. As compensation, the hotel gave us an extra \$1,000 for the reception catering along with three door prizes (free two-night stays at the hotel). There was also some confusion with the breakfast arrangements. The hotel had assumed that the breakfasts would sit-down affairs, but we had needed buffet style breakfasts (which would require more food). The Ramada finally included the additional food for the buffet without charge. Nine rooms were upgraded to suites and we got twenty-five additional rooms for conference participants. These donations covered some of the speakers' rooms and several board members' rooms were also covered, reducing our overall expenses. Photocopying was included as well as flip charts and other AV equipment for the meeting rooms. In all, we received approximately \$8000 in concessions from the hotel. Internet connections were also provided in the meeting rooms (that accounted for \$2,600 out of the \$8,000). We will not know our bottom line for a few months, but Joe will work with Kathy Thomas (registration and treasurer) and report back at a later Board meeting.

Conference Evaluation and Impressions. The discussion then turned to overall impressions of the Tri-Conference. Jeff Belliston asked how many registrants were MPLA members. Jean reported that 172 indicated they were in MPLA. The other numbers were 170 from NDLA; 102 from SDLA; twenty-seven from Minnesota and one from Ohio. Some of the NDLA and SDLA members were also MPLA members. Debbie Iverson said the programming at the conference was very strong. Paul Hoffman said several sessions had too few handouts and he also suggested including contact information on the speakers. In some cases there were more attendees than anticipated in the various sessions. Louise Treff-Gangler said she had heard from several speakers who didn't know how many to expect. Marilyn Hinshaw suggested that we should have as many handouts as there are seats. Jean Hatfield noted that 80 registrants didn't indicate which sessions they would attend on the forms. Suzanne Miller said she had positive feedback on the amount of YA programming. Marilyn Hinshaw said she would speak positively about Fargo as a site. The staggered schedule for programs also came up in this discussion. Basha Hartley said simultaneous sessions would be better than staggered sessions for scheduling. Cheryl Hesser added that some topics do not fit into 50 minutes and that there were latecomers to the sessions who had come from other sessions on a different schedule. Amy Mossett's Sacagawea presentation was very well received. Scott Goldy asked that colleagues not be scheduled

against each other, but Jean Hatfield said it is difficult to avoid those conflicts. Jane Kolbe said AzLA has a rigid schedule for its conferences, so sessions at last year's joint conference did not have any flexibility in scheduling. There were some overlaps and other conflicts that Board members noted. Jeff Belliston said the academic sections of MPLA and SDLA were at the same time. Joe Edelen said it is unavoidable given the nature of joint conferences; Jean Hatfield indicated that they were trying to avoid cutting into session times, and there are only a few slots to put them in. Louise Treff-Gangler commented on two meetings being scheduled in the same room; there were not enough open rooms to hold all the simultaneous meetings. Jeanne Narum said she appreciated the feedback on the conference.

Many Board members praised the conference organizers and other conference amenities such as the portfolio bags and the included meals. Scott Goldy found the local arrangements people from all associations were very helpful. Dan Chaney also thanked local arrangements for their hard work in putting together a successful conference. Linda Deacy praised the registration desk coverage during the conference. Jean Hatfield praised Kathy Thomas, registration chair. Joe Edelen came up with idea for the black registration bags; he wanted MPLA to give a high quality briefcase-style bag rather than an "ordinary" canvas tote bag. Joe added that he has extra bags and the Board discussed what to do with them. Some suggested giving the bags to Board Member's Choice winners. We might also sell them on the website along with the t-shirts. Joe asked for leeway to market the bags to the membership. Basha Hartley said she was glad the meals were included in registration. Joe Edelen said the meals idea came from South Dakota and was designed to make it easier for everyone at the conference to stay on-site. Linda Deacy said it would be very expensive to provide all the meals at Lake Tahoe but would look into the costs. Board members were pleased with the lunch arrangements and with the high number of attendees who came to the banquet. Jean Hatfield said the lunches on-site allowed members to socialize and network. As a token of her appreciation, Jean Hatfield presented Joe Edelen a box of Russell Stover's chocolates for all his help with the arrangements. She also thanked the board with a box of chocolate mints for everyone.

2. Past-President's Report

Debbie Iverson praised Jean for the conference and gave her a gift and flowers. She is finished editing the conference manual and wanted to ask if it could be shared with the Wyoming Library Association. The consensus was yes.

3. Executive Secretary's Report

Joe distributed the financial report. He reported that past MPLA president RoAnn Masterson, who lives in Fargo, continues to have medical problems but contacted the conference and passed on her best wishes. MPLA took in \$338 for t-shirts and approximately thirty-three t-shirts were sold. Some asked if we could give the

remainder to participants in the Leadership Institute. Joe said there were not enough in all sizes to give away. Leadership Institute participants will receive their own customized briefcases, so we will not give them the conference briefcase bags. Joe then mentioned problems that had occurred with the ten free memberships for the state conferences; he asked state representatives to remind him in thirty days if he has not processed those memberships. Joe added that he would cc the state reps. who contacting the winners and he asked for email addresses to add them to the membership database.

4. Newsletter Editor's Report

Lisa Mecklenberg Jackson submitted a written report. Nov. 10 is the next deadline for the next issue. South Dakota will be featured in the current issue, followed by Montana and then Wyoming. Jeff Belliston asked for the issue date for the Nov. 10 deadline; it will be the Nov./Dec. issue. Joe asked if all had gotten the August issue since several members indicated they had not received it.

5. Webmaster's Report

Dan Chaney had no new report beyond what he submitted in the July report. New Executive Board members were told they have section, roundtable, and committee webpages available on the MPLA site and he can assist them with adding content. Dan was not able to do daily updates on the website, but wants to do that again at Nevada. Dan and Jean Hatfield discussed putting the poster sessions online. Dan can work with Continuing Education to put the Power Point slides from poster sessions online. Dana Boden said that putting the presentation on the Web could help the presenters from academic libraries with tenure and promotion. Paul Hoffman suggested building that into the call for posters or query the presenter to see if he or she could make the poster session available online. Linda Deacy suggested the model used by the Internet Librarian conference; there all presentations are also available online so that attendees can view the slides while the presentation is being given. Debbie Iverson said ACRL had also put much of the program content on the Web. Jean Hatfield said this would add to the Long Range Plan goals for CE.

Scott Goldy asked about status of a unique domain name for MPLA's website. Dan reported that the University of South Dakota was unwilling to host the site under another domain name, so for now we are not currently exploring that option.

3. Action Items and Updates

1. Nominations and Elections

Mike Mullen, committee co-chair, said the Nominating Committee had a successful year. He started early and recommended that to next year's chair start the week after conference. Having a current membership list would help avoid

problems. Mike said future committees needed to verify email addresses for nominees and said there had to be more coordination with the section chairs. Jean Hatfield asked why the two candidates for vice president were both from Arizona. Mike responded that he received a ranked list of possible candidates from committee members and then put the list together by the number of times the name was listed. Mike went down the list of the top people recommended, and if two in that top half would agree, they would be the candidates. Thus it was coincidence that both candidates were from the same state.

Joe Edelen asked if we were to require two candidates for each position (section chairs). Susan Awe will chair the Nominating Committee and Jean is trying to fill all the slots. There are three major election issues the Board needs to address: Getting good candidates, possibly requiring two candidates for each office, and finally, getting members to vote. One question posed was whether the ballots are going out too late, and being ignored since they are being sent with the newsletter. Should this issue go to the Nominating Committee or should the Board handle it? Suzanne Taylor, committee co-chair, said she felt strongly that there should be two candidates. Jean asked about the section chair positions: Should we require two candidates or allow them to have one if they are smaller sections? Louise said hers is a small section and that they had trouble finding candidates to run. Donna Norvell asked for a list of members and about how up to date the list in the membership directory is. Joe Edelen said that the directory will be outdated, but that he can get an updated list of the section members from the database, and told section chairs to inform the individual chairing the section nominating committee that they should to contact him for that list.

The discussion then branched out to the difficulties some sections are having finding candidates willing to run for office. Cheryl Hesper had sent out a message to the MPLA-L listserv to solicit candidates. Marilyn Hinshaw added that we needed to have two candidates for MLA Executive Board leaders. Marilyn would like the sections to have a nominating committee of three even if they can only find one candidate to run so that we would not have a situation in which one person is merely appointing another for an office. Joe said we should not elect section secretaries (Dana Boden added that most sections have eliminated secretary positions in their by-laws). Joe said some are reluctant to run because they do not want to lose. Jean Hatfield is asking those who ran for office but were not elected to serve on a committee, and ask people to run again. At the conclusion of this discussion, Jean said that the consensus was to ask for two candidates for sections, but one if that is all there can be found.

The next topic covered was how to increase voter participation in elections. The Board wondered if some had overlooked the ballots since they were sent with the newsletter. Joe said next year the ballots would have to go out separately because of the problems it caused with mailing. Suzanne Taylor said she received her ballots just before the deadline; Joe tried to send them out so that the ballots would arrive three weeks before the deadline. Email reminders would help remind

members to vote. Scott Goldy asked about having a uniform voting time for all positions. Jean suggested giving this issue to Joe and Dana Boden for the By-Laws Committee to debate. The shifting dates of the conference cycle (spring to fall) would complicate matters, but we might set up a date for a fall or a spring election.

2. Long Range Plan (2002 Annual Update)

Jean Hatfield distributed copies of the Long Range Plan and the updates. Jean urged chairs and state representatives to look at the Long Range Plan for their duties. There will be a revised version going out soon. Carol Hammond will take over working on updates to the plan. A discussion of specific sections of the plan followed (please refer to the copy of the plan on the MPLA website):

- Goal I, Objective A, Activity 3: Jean said the CE Committee will need to develop a plan of action for this activity.
- Goal II, Objective B: For the Professional Grants Committee. The last chair said focus should be getting people to apply for Professional Development grants. Work on Activity 3 (scholarship fund) has been started and Jane Kolbe and Jerry Coup will serve on that committee.
- Goal II, Objective D, Activity 3. Jane Hatch reported that she was looking into distance education program opportunities such as Worldwide Learn, Western Governor's University, and other and was considering having links on the webpage for the programs. Jean asked if the MPLA-Ex listserv could be used to discuss the issue. Jean would like more than just links for different programs; she would like more info about what is distance education. Carlene Aro suggested listing programs by emphasis or type; Jean asked are we endorsing programs that way. Marilyn Hinshaw said that the original intent of the goal was to highlight MLS programs in the region.
- Vicky York asked if we are looking only at MLS programs for this site. Scott Goldy suggesting getting library schools to pay for booth space at conferences. Dan Chaney said we should be clear as to why we are posting the information on the programs; publicity needs to be coordinated with newsletter. Jean suggested the CE and Professional Development Grants committee could coordinate activities on this objective.
- Goal II, Objective B, Activity 3: Jane Hatch, Distance Education Coordinator, wants to pass on the information on distance opportunities using MPLA-Ex so that state reps could pass it on to their state listservs. Another CE issue that came up in the discussion was the lack of CE credits for the conference; should MPLA offer CE credits for its conferences? Could a Board member or speaker sign off on CE credits? More discussion of the matter will be necessary.
- Goal III, Objective. A, Activity 4: For the Intellectual Freedom Committee. Dorothy Liegl, IF Committee Chair, asked do we want to limit it to MPLA members or to others? No, all may be included.

- Goal III, Objective, C, Activity 3: Jean Hatfield asked what was meant by significantly revise the Literary Contribution Award. The Board did not recall the particulars of that activity.
- Goal IV, Objective A, Activity 1: Elizabeth Fox will continue to be chair of PR committee.
- Goal V, Objective A, Activity 1: Public relations and membership. We need to work on that activity in the near future.
- Goal V, Objective A, Activity 3: Pre-conference grants. We need to work on getting word out that MPLA will sponsor pre-conferences at state association meetings.
- Goal V, Objective B, Activities 1-2: Deadlines for these activities are coming up soon.
- Goal V, Objective B, Activity 3: Jean will look into setting up a caucus at Midwinter to address this activity.
- Goal VI, Objective B: We discussed setting up a webmasters group meeting in the states and starting a webmasters interest group.
- Goal VI, Objective E, Activity 4: Board reimbursement forms are not yet on the site, but Dan could put them up easily. Jeff Belliston brought up the fact that we do not have a secure server for MPLA forms. Dan Chaney said we had tried to set up an arrangement with Wyoming for that but it did not go through. Joe said the University of South Dakota will be a secure site soon, so we could use it for secure transactions.

Marilyn Hinshaw mentioned to the Board that she is running for at-large ALA Councilor and referred to the Long Range Plan Goal VII, Objective B, Activity 2.

3. Leadership Institute

Marilyn Hinshaw passed out a list of the Leadership Institute participants. She also submitted a written report. There is a replacement for one of the New Mexico participants. Marilyn would like to have the information updated by the coordinator. She then discussed the revised timeline for the institute. Maureen Sullivan has developed the content. In January there will be a report on the first institute session. The Board then discussed the desired outcomes of the Institute: How can we measure what impact attending the Institute will have on attendees in the long term? What leadership roles do they assume and do attendees come to MPLA conferences or continue to be active members? We could set up a listserv for the attendees to keep in touch. There should also be articles for the newsletter. Marilyn would like suggestions for mentors for future Leadership Institutes so that we can have a diverse, representative group. The participants, mentors and Institute Committee members will evaluate and bring the results to the January meeting with recommendations for Institute staff contract changes.

4. 2003 Conference

Linda Deacy provided an update on plans for the 2003 joint MPLA - Nevada Library Association Conference at Lake Tahoe. She informed us one of the buildings we had contracted for has been torn down, but it is to be replaced with a new building. Caroline Phillips, graphics designer, has designed the graphics for the conference (logo, etc.) and a sample was passed around the table. The dates for the 2003 Conference are November 5-8, not 4-8. Linda has been in touch with Vice-President Carol Hammond, who was unable to attend the Board meeting because of a library opening for her institution in Switzerland, and Carol will be at meetings to review the contract and check with the Hyatt in Lake Tahoe. We don't have firm room rates yet; \$99 was in the 1999 contract and the Hyatt said they have added a \$10/day fee to their rates, but now they are planning to eliminate that fee. The options for additional locations with cheaper room rates are limited in the Lake Tahoe area but they are still searching. The planning group is also trying to arrange shuttle operations to the remote locations. REFORMA is getting programs for the conference organized. Vendors have been contacting us as well (internet café, etc.). We should be able to sell all the exhibitor spaces (88 excluding non-profit groups). We have a vendor representative and we are contemplating sending out vendor mailings in stages to avoid turning some away. Transportation to the conference site will be the biggest issue. There will be shuttle service from the airport to the hotel and the weather is unpredictable in November. The conference planning committee will work on meals; the awards dinner will be included and possibly breakfast. Linda would like ideas on food offerings other than boxed lunches. The call for programs will go out shortly. We are now able to begin preliminary printing and silk-screening of conference materials. The Board also discussed offering Caroline Phillips an invitation to the conference.

4. Committee Reports

No new reports.

5. Section Reports

No new reports.

6. State Representative Reports

No new reports.

7. Announcements

No announcements.

8. Next Meeting

January 4, 2003 at the Warwick Hotel in Denver.

9. Adjourn

Jean declared that the meeting was adjourned at 2:57 PM.

Respectfully Submitted on October 7, 2002 by
David D. Oberhelman,
Recording Secretary