

DRAFT

MPLA Executive Board Minutes

Thursday, Oct 21, 1:30-4 PM

Marriott Denver Tech Center, Denver, Colorado

In attendance: Carol Hammond, President; Beth Avery Vice-President/President Elect; Basha Hartley, Recording Secretary; Jean Hatfield, Past President; Joe Edelen, Executive Secretary; Dan Chaney, Webmaster; Bridgett Johnson, Montana State Representative; Nina Little, Nebraska State Representative; Linda Deacy, Nevada State Representative; Jeanne Narum, North Dakota State Representative; Wayne Hanway, Oklahoma State Representative; Peter Kraus, Utah State Representative; Jim Rourke, Wyoming State Representative; Mary Caspers-Graper, Academic Section Chair; Kristi Hansen, Children's and School Section Chair; Venice Beske, Government Publications Section Chair; Pam Bohmfalk, Public Library/Trustees Section Chair; Pam Henley, Public Library /Trustees Chair-Elect; Dorothy M. Liegl, State Agencies, Cooperatives & Systems Section Chair; Sandy Barstow, Technical Services Section Chair; Dan Stanton Continuing Education Committee, Incoming Chair; Scott Goldy, Intellectual Freedom Committee Chair; Patti Butcher, Leadership Committee Chair; Erin Kinney, New Members Round Table Chair; Donna Jones Morris, Task Force on MPLA Reorganization Chair; Mary Bushing Leadership Institute Coordinator; Judy Zelinsky, Long Range Plan; Hikmet Loe, Utah Library Association Vice President; Patt Paul, Colorado Association of Libraries Conference Chair.

1. Welcome and call to order
 - o Announcements and Introductions

President Carol Hammond called the meeting to order at 1:33 pm. She welcomed the Board members and introduced two guests, Patt Paul, Colorado Conference Chair and Hikmet Loe, ULA Vice President.

President Hammond asked Board members to introduce themselves by giving their name, their position in MPLA and their job title. In addition, members were asked to recommend one place in their state that any visitor should see. Board members gave lively introductions.

President Hammond reported that she had heard from Board members, Kay Lowell, Teri Metro, Susan Moyer, Valerie Nye and Lisa Mecklenberg-Jackson who could not attend the meeting.

- o Patt Paul, CAL conference Program Chair, final conference update

President Hammond thanked Patt Paul and the Colorado Association of Libraries for putting together a great conference. Patt thanked MPLA for coming to the conference. There was a committee of 25-27 people planning the conference. Patt thanked all the MPLA members who helped with the planning. Patt reported that as of October 20, there were 1150 registrations of which 173 were MPLA members and 86 were vendors. The theme for the conference is All That Jazz.

Jazz performances are planned throughout the conference. The reception on October 21 evening is at the Highland Hills Library, the newest out of the ground library in the Denver system. Busses for the reception will be running from 5:00 - 10:00pm. The reception will feature wine and cocktails and music. Patt said that the Colorado Association of Libraries was glad to have MPLA joining them.

President Hammond thanked Patt for the tremendous effort put into the conference.

- Hikmet Loe, Utah LA Conference Program Chair

Hikmet Loe from the Utah Library Association reported on planning for the Utah Library Association joint conference in 2008. They have booked the Hilton in downtown Salt Lake City. There are lots of attractions in Salt Lake City for conference members to enjoy. There is a large independent book store and they plan to partner with ULA for the conference. There will be a reception at the Salt Lake City Library.

President Hammond thanked Hickmet and said that MPLA members are looking forward the the ULA Conference. The tentative dates for this conference are April 30- May 3, 2008.

- Approve/Amend agenda

President Hammond reported that Donna Morris with talk to the Board about possible reorganization ideas at 3:00pm. Under Committee Reports, the Leadership Institute needs a star added. President Hammond reported that there were no other changes and therefore the revised agenda was approved by consent.

- Review and approve minutes of July 24, 2004 meeting

President Hammond called for a review of the minutes of the July 24, 2004 meeting. On page 2, Patt Paul's name was corrected from Pat to Patt. Also Bridgett Johnson noted that her middle initial is B, not H. as reflected in the minutes. Bridgett Johnson moved approval of the minutes, Pam Bohmfalk seconded the motion. The motion to approve the minutes passed.

2. Officer/paid staff reports

- President- Hammond (O-1)

President Hammond referred to her written report. She and Donna Morris have put together a Reorganization Committee. President Hammond was please to be invited to the North Dakota State Conference, which she reported was the high point of her term as President.

- President elect - Avery (O-2)

President Elect Beth Avery submitted a written report.

Beth asked if anyone knows members who are interested in serving on committees to please tell her. MPLA Executive Board meetings in 2005 are scheduled for March 5 and July 24. Carol Hammond and Beth Avery have talked about the January Executive Board Meeting and it seems people don't have time to get ready for a meeting so early in the year. The March 5 meeting is booked at the Marriott Courtyard on the 16th Street Mall in Denver. The July meeting is not booked yet.

- o Past-President - Hatfield (O-3)

Past President Jean Hatfield submitted a written report.

Jean Hatfield discussed revised job descriptions for MPLA Staff. The changes are mostly cosmetic. However, the job descriptions each show that staff will be subject to an annual review by the Finance and Management Committee instead of the Executive Committee Board of Directors. The proposed revisions are in her report to the board. After discussion of individual changes, Joe Edelen remarked that the Manual of Procedure has always reflected a view of our history, even if the individual procedures may not be currently followed and asked if we want to retain these procedures.

Carol Hammond added that she is willing to serve as a resource to all committees and sections. Next year we may need new job descriptions to reflect changes from Memberclicks.

Jean Hatfield moved that the revised job descriptions for Executive Secretary, MPLA Newsletter Editor and MPLA Webmaster be accepted. Wayne Hanway seconded the motion. Joe Edelen cautioned that the job descriptions may be different from those worked on by Betty Dance. The motion passed with one abstention.

- o Executive Secretary - Edelen (O-5)

Executive Secretary Joe Edelen submitted a written report.

Joe Edelen reported that memberships are significantly reduced. Institutional memberships are significantly reduced as well. Joe sent out 12 delinquent membership notifications and 4 were returned. State Representatives need to help with membership information in their state especially for members who have moved or changed jobs. Joe Edelen can send out the list of delinquent memberships electronically to the State Representatives. They can use the information to contact people by e-mail, letter or phone call. Hopefully State Representatives can encourage members to renew.

Mary Caspers Graper asked if membership numbers include Board Choice and Free Memberships. Joe Edelen indicated that they did. Free memberships from the fall conference will go in as 2005 memberships. Carol asked how many folks were in the association as free members. Joe did not have these figures. Joe also reported that some Board Members have not designated Board Choice awards even after numerous reminders.

- Newsletter Editor - Jackson (NE)

Lisa Mecklenberg Jackson was not able to attend the meeting but submitted a written report.

- Webmaster - Chaney (WE)

Webmaster Dan Chaney submitted his written report and statistics sheet. In addition, Dan reported that there is room on the website for conference handouts. If you are putting together sessions, please post on the website. The conference handouts for Tahoe are still on the website. Presenters need to give permission for their handouts to be posted. If you have questions, please let Dan know.

Carol said that this is a good thing to remember for the Wyoming conference, she will pass the suggestion to the conference planners.

Mary Bushing noted that if presenters do not wish their handouts to be on the MPLA website, we will honor their wishes.

Joe Edelen said that if someone wants changes on the website, just sent those suggestions to Dan Chaney.

Dan said he was glad to make changes, however, please be specific with website problems, give him a page number if possible.

Sandy Barstow said that if there is a problem with Memberclicks, please contact Joe Edelen. Carol noted that this next year we would be clarifying who is in charge of Memberclicks.

3. Discussion Topics

- Task Force on Reorganization - Donna Morris, Chair

Discussion was postponed until the end of the meeting.

- Review and Approval of 5-year Long Range Plan (LRP)

President Carol Hammond asked the Board to turn to the Long Range Plan. She noted that Past President Judy Zelinsky was in attendance and could answer questions.

President Hammond asked the Board to consider the Vision and Mission Statements, are there questions or comments?

Beth Avery suggested that we take out 12 MPLA States from the Mission Statement and replace it with "MPLA States" in case we add any states.

Carol Hammond noted that Jeff Belliston worked hard and came up with creative ideas and an ambitious Long Range Plan for MPLA Continuing Education.

Joe Edelen commented about the statement on Page 2 #4 The immediate past chair of the Continuing Education Committee will submit a CE feature article for inclusion in each issue of the MPLA Newsletter. Joe said it was very ambitious and past chairs generally didn't follow through.

Carol Hammond responded that it is an ambitious plan. The plan is updated every year and we change dates on things. It gives the incoming president a real idea of the organization. Perhaps it is a good idea to keep people involved. What language do we want to use? Perhaps we can have the immediate past chair submit an article for one issue of the newsletter. Jeanne Narum, who is on the committee, says that the committee and Jeff can accomplish goals. Perhaps a change in language would be "Continuing Education Committee will submit an article for each issue of the MPLA newsletter."

Jill Rourke commented on the overall Goal #1 - MPLA will address the continuing education needs of members. She said that it was like trying to stuff 10 pounds of potatoes in a 5 pound sack. How much can an all volunteer organization do?

President Hammond responded that this document shows what we are working on. At the end if we find things that are not workable or unfeasible, we can change, but meanwhile we can chip away at the goals.

Jill Rourke asked if we are weighting some goals as more important. Carol responded that the committees are working on this.

Linda Deacy pointed out the the Continuing Education Committee communication with State Representatives is not very good.

Mary Caspers-Graper responded that there are different dates for conferences in states, we need to send out information several times a year.

President Hammond suggested that activities 3 and 5 be removed from Objective D, and replaced with "CE Committee will post preconference grants on list-serve."

Judy Zelenski added that we are looking at promoting the grants, and she does not see the problem with duplication. "If it gets out to everybody five times, it is better than just once."

In reference to Objective E Activity 2, It was suggested that we add "library education programs serving their states."

Objective G is really Objective F as there is no objective between Objective E and Objective G.

Goal II - MPLA will actively seek new members, work to retain members, and increase the number of institutional members. Joe Edelen asked in reference to Objective B, is he supposed to add people to New Members Roundtable automatically? Some people don't like to be added without their consent. Mary Bushing asked what was the problem? Peter Kraus responded that people get testy about getting subscribed to lists they haven't requested. Does this set up a precedent? Do we automatically put every academic librarian in the Academic Section?

Carol Hammond responded that we put new members on the New Member Round Table list and give them the option to get off. Scott Goldy responded that there hasn't been a message on NMRT in two years. Now NMRT messages have been moved to MemberClicks. There have been a couple of messages posted in the last two years. We need to change the NMRT Bylaws. The Bylaws indicate that members of NMRT must be under 35 and in the area less than 10 years. Under Objective B Activity 7 and Objective B Activity 10, add that new members will be given the opportunity to be taken off the list.

In reference to Objective D Activity 5, does this indicate members who have had continuous membership to MPLA? Do members who have gaps in their membership qualify? It was suggested that membership of 10, 15, and 20 years must be continuous with no breaks.

In reference to Goal III- MPLA will take a leadership role in the MPLA region.

There were no comments on Objective A.

Goal III, Objective B, Activity 3, The Awards Committee and the Board will evaluate and review existing awards, qualifications, and requirements (January annually). The comment was made that this was too ambitious to ask the Awards Committee to review every year. The suggestion was made that the review be every three years beginning in 2005.

Goal III, Objective B, Activities 5-8. It was suggested that these be moved to Objective C.

Concerning Goal III, Objective C -MPLA will promote librarianship and libraries as a component of life-long learning or quality of life issues. It was suggested that we determine what committee would work on this goal, the PR Committee or the Membership Committee. The Board felt that both committees should be involved and indicated with a "/", i.e. Membership/PR Committee.

Goal III, Objective D - MPLA will continue to develop the Leadership Institute. Objective D, Activity 6, the date needs to be changed to Fall, 2007.

Goal IV The organizational structure of MPLA will facilitate meeting the goals of the organization and will ensure that the organization is administered efficiently and effectively. The Board felt that the wording should be changed to "The organizational structure of MPLA will facilitate meeting the goals of the organization and will ensure that MPLA is administered efficiently and effectively.

There were no comments on Goal IV, Objectives A,B,C,D, E.

Goal IV, Objective G, Activity 1. Each committee will review the MPLA Bylaws and Manual of Procedures and make recommendations to the Bylaws and Procedures Committee for any needed changes to their charge or procedures based on the Long Range Plan. (September 2006, and reviewed annually) Joe Edelen made a correction to the reference to the Manual of Procedures, it should be in italics and the Bylaws included. Joe remarked that he doesn't think that the work should be done annually, maybe every three years. Pam Bohmfalk replied that we need to do annually because we haven't updated.

Goal IV, Objective G, Activity 3. The President, Vice-President and Executive Secretary will meet with committee chairs at each annual conference to outline the tasks of the committee for the coming year and to answer any questions the chairs may have. (Ongoing) It was commented that we need more clarity for this activity. Many times we don't know the chairs of the committees and they are not at the conference.

Carol Hammond remarked that we need to touch base with these committee chairs perhaps by telephone.

Carol Hammond made a comment that the meeting was running very long and it was already 3:15. She asked if the Board could move through the Long-Range Plan more quickly. She was concerned that the group was not going to get through the agenda if they keep going as is.

Beth Avery asked if we could agree to get consensus on what we can.

Goal IV, Objective H needs to reflect the same language for the Manual and Bylaws as the correction in Objective G.

There was no comment on Goal IV, Objectives I and J.

Goal IV, Objective K, Activity 2 The Executive Secretary will provide reports listing all expenditures and dates bills will be paid to be presented as part of the treasurer's report at every board meeting. Wayne Hanway commented that this conflicts with Jean Hatfield's report. He asked to strike this activity.

A comment was made to ask if we still needed a Manual of Procedure. It was determined that we would bring up this issue at a future time.

Goal V - MPLA will increase its visibility to membership and potential members at the state, regional and national levels.

There were no comments on Objectives A and B.

Joe Edelen asked that we put Objective C aside.

Goal VI - MPLA will facilitate communication utilizing appropriate technology to bridge distances among members.

There were no comments on Objectives A,B,C,D.

Mary Caspers-Graper commented on Objective E that it is worthwhile to send some notification follow up by mail when e-mail address is bad.

Patti Butcher moved to approve the MPLA Long Range Plan as amended. Jean Hatfield seconded the motion. The vote passed with one opposed, one abstention and the rest in agreement.

The Board adjourned for a short break.

- o Task Force on Reorganization - Donna Morris, Chair

Carol Hammond reconvened the group. She announced that Donna Jones Morris, Past President of MPLA is pulling together a strategic plan for MPLA. She is heading the Task Force on Reorganization.

Donna Morris discussed the need to come up with a reorganization plan for our organization as it grows. She said we need to look at options that may not have been available a few years ago.

She asked the Board to consider things that the MPLA organization does that need to be maintained. Why do some of you continue to be active in MPLA after twenty or thirty years. What makes this organization tick?

Board members' comments follow:

A good thing about MPLA is the relationships we form as we meet people around the region.

It is easy to be involved in MPLA and easy to get to conferences. To be appointed to a committee at the first meeting brought instant involvement.

It helps to know that other people in the area have the same situations and problems and that you can brainstorm solutions. This makes the relationships between colleagues in MPLA a very positive part of membership.

It is easier to make one on one contacts in MPLA. You can go to ALA every year but rarely make one on one contacts with colleagues.

Relationships with colleagues forge solutions to problems and challenges.

The conference programming is more on target for attendees.

Being on the MPLA Executive Board provides opportunities for professional development.

MPLA has great conferences in places ALA will never go and we love.

Carol Hammond asked what the Board liked about the organization of MPLA.

The Board commented that they like the State Representatives. They like having Sections for different interests.

The Board liked meeting regularly. The question was asked, do we have to meet face to face? Could the Board meet in other ways?

Comments on this topic follow:

Not meeting face to face makes it harder for networking. Maybe we need a mix of meeting opportunities. Perhaps people could meet without leaving their desks, just as successful long distance education brings people together. We might let more people participate if we had some alternatives to face to face meeting. Committees could function better if we could find effective ways to meet via telephone or electronically.

Committee Chairs are not in touch with the Board enough under current structure. We could not have fallen so far behind on Bylaws if the Chair had been invited to the Board Meetings.

Electronic meetings would allow more people to attend.

We spend a lot of money on travel expenses for the Board. We enjoy the face to face meetings, but we spend a lot of money to keep the Board meeting regularly.

Our C.E. Committee looked at this in depth three years ago. There are more options available now.

The C.E. Committee used blackboards or chat. It is easier with a smaller number of folks.

Video and audio conferencing can accommodate 10 at a site.

Mary Bushing remarked that she has been on the board for 20 years. She said that we tend to do things when we are involved on a Board. We don't do enough delegating. We tend to spend all kinds of time on nit picking stuff. This isn't how we should be spending brain trust. What does this mean in terms of what decisions we make?

The role of the Sections needs to be looked at. In the Long Range Planning document they have no role. Their only role is to come up with programs for the conferences. If they programs are not accepted, they have no role.

What should the role of the Sections be? Perhaps the Sections could take a more active role in continuing education in addition to conference programming.

The discussion started with the election issues. People are on the Board because no one else will run.

Maybe we need a Conference Committee.

What size should the Board be? It would be nice to have some new sections or committees. We don't have a group on library instruction. Can we update sections or committees?

There is still a need for a Government Documents Roundtable.

Perhaps if you are having problems filling a chair, or if that section goes two years without a candidate, then the section should be dissolved.

Perhaps each state association should provide a list of all of their sections or committees.

Librarianship cuts across many lines. "Academic" or "Public" may not express what we do. "Reference" may express what we actually all do.

Donna Morris remarked that the suggestions were all good, and while there is some commonality, there is a lot of divergence as well.

Donna asked the Board to send her e-mail with suggestions. Her address is: Dmorris@utah.gov

She asked the Board to talk in their state association business meetings about the fact that MPLA is thinking of reorganizing. She asked the Board members to send suggestions to her.

Carol Hammond extended the meeting to 4:30

4. Committee Reports: Those with a * have discussion /action items to present
- o Awards Committee - Leroy Gattin
 - o *Bylaws and Procedures - Pam Bomfalk & Betty Dance (Manual of Procedure 2004 Revisions)

Bylaws and Procedures report was postponed until later in the meeting.

- o Continuing Education - Jeff Belliston
- o *Electronic Communication - Eric Hansen (MPLA Discussion List Use Guidelines)
- o *Finance and Management including performance reviews of paid staff - Jean Hatfield

This agenda item was postponed until later in the meeting.

- o *Intellectual Freedom - Scott Goldy (USA Patriot Act Resolutions)

This agenda item was postponed until later in the meeting.

- o Leadership Institute - Patti Butcher

Patti Butcher announced that there were recommendations from the Leadership Institute. The first recommendation is to increase the cost of registration for 2005 and beyond. Registration for MPLA members would be \$450 and non-member registration would be \$550. Ghost Ranch costs are going up and in most cases attendees are not paying from their own pockets. Patti made a motion that we raise the registration fees as indicated. Dorothy Liegl seconded. Motion passed.

Patti Butcher discussed changing the criteria for attending the Leadership Institute to include five to 20 years post MLS library experience. Institute mentors are finding that the group of professionals with zero to five years post MLS experience may not be ready for the Institute, and the group with more than 10 years experience who are moving into supervisory roles are feeling left out. This change may make more people interested. It would not change the curriculum that much. The current curriculum provides for a wide range of experience and diversity. Some people come into librarianship later in their lives and others start earlier. Patti Butcher made a motion that the criteria for attending the Leadership

Institute includes librarians with five to twenty years post MLS library experience. Jean Hatfield seconded the motion. The motion passed with two abstentions.

Patti Butcher made a motion that MPLA would provide free MPLA memberships for all people attending the Institute who are not members. Bridgett Johnson seconded the motion. The motion carried with one opposing vote.

Patti Butcher made a motion that MPLA sign a one year contract with Mary Bushing, Leadership Institute Coordinator for the same amount as she received last year, \$5,500. Jean Hatfield seconded the motion. Beth Avery amended the motion to include the possibility of extension of the contract for a second year. Pam Bohmfalk seconded the motion. The motion passed.

Patti Butcher asked the Board to send EBSCO and Stan Terry thanks for funding the Leadership Institute for another year. Copies of any letters of appreciation should be forwarded to the MPLA President.

- *Finance and Management including performance reviews of paid staff - Jean Hatfield

Carol Hammond announced that the Board would do performance evaluations of the paid staff. The paid staff left the room. Non-voting members of the Board were asked to leave as well. Minutes of the meeting were suspended.

The MPLA Executive Board voted that all three staff members be retained.

- *Intellectual Freedom - Scott Goldy

Scott Goldy reminded the Board that in January 2003, the Board proposed MPLA adopt the ALA Resolution on the USA Patriot Act. Scott moved the MPLA endorse the ALA Resolution of the USA Patriot Act. The motion carried with three opposed.

- *Bylaws and Procedures - Pam Bohmfalk & Betty Dance

Pam Bohmfalk reported that most of the changes to the Bylaws and Procedures were cosmetic, i.e. changing the names of committees to the current titles. Pam reported that the Committee would continue to look at and perfect this document. Pam expressed regret that Betty Dance could not attend the meeting.

Pam Bohmfalk remarked that the Manual of Procedure 2004 Revisions: Section 6 deals with committees and recommended that Section 6 discussion be dealt with in March.

Pam Bohmfalk discussed changes to Section 2. Most of the changes were wording or changes to reflect current procedure i.e. adding acknowledgement that we are electronically sending reports.

The procedures on Board Choice Awards have been rewritten to indicate that it is the elected members of the Board who name the recipients.

Archives section changes reflect discussions at the July meeting. Main change is that the Executive Secretary is no longer responsible for securing and delivering documents for the archives. The Recording Secretary is now responsible for securing and delivering documents to the archives. The Webmaster should retain documents in electronic format for 5 years. The language concerning Jobline was changed to indicate a charge for out of region listings of \$25.00.

The Board voted to pass the changes to Section 2 of the Manual of Procedure 2004 Revisions.

Pam Bohmfalk asked if anyone had any concerns with the changes to Sections 3, 4, 5. There were no concerns expressed. The entire document of the Manual of Procedure 2004 Revision excepting Section 6 were approved unanimously by the Board.

- Nominating - David Oberhelman
 - Professional Development Grants - Sharon Osenga
 - PR/Membership - Debbie Mcguire
 - Scholarship - Jane Kolbe
 - Task Force on Reorganization - Donna Morris, Chair
5. Announcements/Action items from Sections
- Academic
 - Children's and Schools
 - Government Documents
 - New Members Roundtable
 - Preservation, Archives and Special Collections
 - Public Libraries and Trustees
 - State Agencies, Cooperatives and Systems
 - Technical Services

Most other committees turned in written reports to the Board. Because the time was short, there were no verbal comments.

6. Announcements/Action Items from State Representatives
- Arizona
 - Colorado
 - Kansas
 - Montana
 - Nebraska

- Nevada
- New Mexico
- North Dakota
- Oklahoma
- South Dakota
- Utah
- Wyoming

State representatives turned in written reports to the Board. Because the time was short, there were no verbal comments.

7. Final Announcements

Carol Hammond asked the Board members who were going off the Board to please find their replacement and train them so that there might be a smooth transition.

8. Next meetings

- MPLA Membership Meeting
- MPLA Executive Board Meeting, Sunday, October 24, 2004 - 9AM

9. Adjourn

Meeting was adjourned at 4:45.