

DRAFT

Mountain Plains Library Association
Executive Board Meeting
Saturday, July 24, 2004, 9 AM - 3 PM
Marriott Denver Tech Center, Denver, Colorado

In attendance: Beth Avery, Vice President; Sandy Barstow, Technical Services Section; Venice Beske, Government Documents Section; Pam Bohmfalk, Public Libraries & Trustees Section; Patti Butcher, Leadership Institute Committee; Mary Caspers-Graper, Academic Section and South Dakota Representative; Dan Chaney, Webmaster; Betty Dance, Bylaws and Procedures Committee; Linda Deacy, Nevada Representative; Joe Edelen, Executive Secretary; Charlene Greenwood, filling in as New Mexico State Representative; Carol Hammond, President; Wayne Hanway, Oklahoma Representative; Jean Hatfield, Past President; Lisa Mecklenberg Jackson, Newsletter Editor; Bridgett H. Johnson, Montana Representative; Erin Kinney, New Members Roundtable; Peter Kraus, Utah Representative; Nina Little, Nebraska Representative; Teri Metros, Arizona Representative; Jim Minges, State Agencies, Cooperatives, & Systems Section; Susan Moyer, Kansas Representative; Jeanne Narum, North Dakota Representative; David Oberhelman, Nominating Committee and filling in as Recording Secretary; Sharon Osenga, Professional Development Grants Committee; Jill Rourke, Wyoming Representative

- I. Welcome and call to order
- o Announcements

President Hammond called the meeting to order at 9:00 am. She informed the board that Recording Secretary Basha Hartley's father had passed away and that David Oberhelman, last year's Secretary, would be taking minutes at this board meeting. Hammond passed around a sympathy card for Hartley and a card for Donna Norvell, former Children's and School Chair, who is ill; the board also took up a collection to assist with Donna's medical expenses.

Four new board members were introduced. Valerie Nye is the new state representative from New Mexico, but Charlene Greenwood, the former state representative, was substituting for her at the meeting because Nye had another commitment. New state representatives present included Bridgett Johnson (MT), Jill Rourke (WY), and Mary Caspers-Graper (SD) who is both Academic Section chair and acting state representative after the departure of Suzanne Miller from South Dakota.

- o Introductions

Introductions followed, and Hammond asked the members to give their recommendations for summer reading. Book recommendations are included in an appendix.

- o Review and approve minutes for January meeting 2nd

Betty Dance, Bylaws and Procedures Committee Chair, pointed out on p. 6 of the January minutes under II. Old Business, Memberclicks: "Peter Kraus asked how long we would support members HOW (this should be changed to WHO) didn't want to use technology." She also noted that the instances of "Bylaws Committee" should be changed to read "Bylaws and Procedures Committee." Jean Hatfield moved to accept the minutes as corrected and Linda Deacy seconded the motion. The minutes were approved.

- Accept or amend agenda

Additional copies of the agenda were made since not all present had a paper agenda. The agenda was accepted. Hammond announced that Pat Paul, Conference Committee Chair of CLA would be coming at 10:30 to give us an update with Beth Avery on the 2004 conference. (Note: Patt Paul was not able to come to the meeting and Avery gave the conference report during the committee reports.) Hammond reported that there were some action items from the committees for the board to consider. The meeting would begin with officer reports and then committee reports followed by reports from the sections and states.

II. Officer/paid staff reports

- President - Hammond (O-1)

The Memberclicks service was activated and passwords were sent out to MPLA members. Hammond had sent out a survey question asking whether the membership also wanted a paper directory. Forty members responded, and most felt that MPLA could go with electronic version only. There will be no more printed directories. Dan Chaney asked whether there would be any hard copies of the directory to go the archives in Denver. Joe Edelen had asked if we could get a printed list from Memberclicks. We will investigate generating an archival copy for preservation purposes. Hammond asked Chaney to follow up with that issue with Memberclicks.

Mary Caspers-Graper asked whether institutional members would be able to get a tangible record that they have paid their dues. Hammond said she would follow up on that question.

Hammond also reported that she and Suzanne Miller had sent letters to all the state librarians in the MPLA region asking them to join the association. Currently, the state librarians from Wyoming, Utah, and Nevada only are members. The librarians of North and South Dakota had both received free drawings. Linda Deacy mentioned the Nevada state librarian was a long-time member. Jim Minges wrote to the state librarians to urge them to encourage their staff members to join MPLA.

Hammond next reported on a letter she had received from the Coalition for Decency and Family Values in Utah, an organization calling for filters on library computer terminals. The group wanted to learn MPLA's position on filtering and the association's relationship to ALA. Hammond noted that MPLA has not taken a stand on filtering, but she added that many members have strong opinions. Peter Kraus informed the board that Donna Jones Morris, state librarian from Utah, recently had to address a bill that was introduced in the Utah state legislature that called for filtering. Kraus added that Jones had only been in the position for two weeks at the time. Jones used money out the state library budget to hire an outside consultant to mediate between the different sides, and there had been positive dialogue. The board expressed concern that the coalition would look at other states because it has membership in other parts of the MPLA region. Wayne Hanway mentioned a bill introduced in Oklahoma legislature that would have mandated filtering in all publicly funded libraries, including academic libraries. The bill was prevented from coming up in committee. Beth Avery reported a filtering law was passed in Colorado, but it had many loopholes. There will be a presentation at the 2004 conference on filters that that will not block certain sites; Jamie LaRue will be the presenter.

- President Elect - Avery

The conference report was deferred until the afternoon. Avery brought up the issue of meeting sites for winter board meeting. We have gathered quotes for different locations. Avery and Hammond asked board members if they had any strong feelings on the location of meetings. Colorado Springs, Salt Lake, Albuquerque were mentioned as possible sites in addition to Denver. A discussion of the location and travel problems to various cities followed. Hammond asked for show of hands of those who wanted to remain in Denver; 5 wanted to stay in Denver, 3 voted to move from Denver, but most of the board had no strong feelings either way. The consensus was to keep Denver as the location of board future board meetings.

- Past-President - Hatfield (O-3)

Hatfield had no written report but would be sending one out to the board. The Finance and Management Committee met on Friday, July 23. She said that she would revise the budget to reflect money spent on the Friday Long Range Planning session.

- Executive Secretary - Edelen (O-5)

Joe Edelen sent out the financial report sent out on Thursday, July 22. The membership statistics might be off due to some issues with Memberclicks.

There were some questions about the budget. Edelen will have to check whether the amount for conference seed money is \$1000 or \$1250. Sandra Bartsow asked

about the Leadership Institute income. Edelen said the people were just notified, so no fees had been received yet. The EBSCO money had not yet been received at that time.

Edelen, who is also the ALA Councilor for South Dakota, reported that ALA publishes which associations are members of the Freedom to Read Foundation. Many associations are, and he asked if MPLA should join. Hanway asked for the cost; it is \$35. Hanway moved that MPLA become a member of the Freedom to Read Foundation at their basic membership rate. Bridgett Johnson seconded the motion. A discussion followed as to whether joining the Foundation would enhance the visibility of MPLA; other means of enhancing the association's visibility at ALA were also discussed. The political implications of joining were also discussed. Hammond called for a vote: There were 15 for, 2 opposed, and 2 abstentions. The motion carried.

- o Newsletter Editor - Jackson (NE)

Lisa Mecklenberg Jackson said that the next issue of the newsletter would be ready to go to Edelen by August 1. She asked the board to continue sending stories.

Barstow suggested updating that featured states that we have already done.

- o Webmaster - Chaney (WE)

Chaney stated that he would give the Memberclicks report separately. He thanked those who had sent in their reports early. Chaney said he would post those that go directly to him and send them to MPLA-Ex. He noted that email issues at his institution might cause delays, so he asked board members to check with him to make sure messages were successfully delivered. He reported that the 2003 conference handouts archive was still on the MPLA website. We could use that to recruit members possibly. The 2003 handouts might come down at a later time, but Chaney asked those planning sessions for the 2004 conference to ask their presenters to have handouts available to post online.

- Web Statistics Report

Chaney referred to his chart of the web statistics for the MPLA site. The Jobline was one of the most active services on the site. Hammond mentioned that a large amount of content is available for free on our site and does not require membership in MPLA. In the future we could use Memberclicks to password-protect some content. We could put latest issue of the newsletter in Memberclicks, but we would have to explore the issues. Having institutions pay to post job ads but keep it open as a possibility; Hammond indicated that she would follow up on these possibilities.

III.

Discussion Topics

- Using Memberclicks - Chaney/Edelen

Chaney reported that email messages sent through Memberclicks seemed to be going out to members. Bulletin boards were created for each state, section, and committee. These could serve as forums for communicating with members. New Members Roundtable and the Academic Section had started using their boards. We could also do polls on the site. David Oberhelman asked about using Memberclicks for online ballots. The Utah Library Association has used Memberclicks to generate lists and mail pdf ballots to be returned by mail or email. Erin Kinney asked about how to keep people from voting more than once. Hammond mentioned ALA's online voting, but added that they used a software package. The bylaws call for mailing paper ballots, so that would have to be addressed. Chaney would look into how to send ballots to section members. Hatfield said we should investigate online balloting and the use of online surveys. Chaney would also look into printing issues in Memberclicks. Hammond expressed concern about the ongoing orientation to Memberclicks. We have a one-page instruction set for Memberclicks on the MPLA homepage. We might also develop some FAQs. A discussion followed about how sections, committee, and states could use the discussion boards. There is an event calendar in Memberclicks that we could use, and we could add one to the free website. Events listed on the Memberclicks calendar are sent to him or Chaney has added them himself. The "Contact site administrator" link on Memberclicks might go to Edelen instead of Chaney.

The board next discussed posting resumes on Memberclicks. We would need to publicize it, and have institutional members be able to access the resumes. Kraus expressed concern about making the Jobline a member-only page with so much available for free on other job listing sites. Could we put a membership promotion blurb on the Jobline? Avery suggested putting some MPLA blurb or ad on each page. We will look into adding mention of MPLA on all listings. Chaney mentioned that 30% of the hits on our site go to Jobline, or go right after homepage (which accounts for 37% of hits). The California Jobline with its tiered system of posting fees was mentioned, and Hammond said California to see how the structure fees for posting jobs. Chaney could compile a list of who is linking to our Jobline.

Edelen made a comment about the Board Member's Choice Award for the new board members; board members can select one person per calendar year to receive a free one-year membership. Only two free memberships were submitted for this year. The recipients are profiled on the website and in the newsletter. The Long Range Planning membership group discussed the Board Member's Choice program. Only five were nominated for 2003. Johnson asked about approaching those not selected for Leadership Institute. Rourke suggested that a contact person or guide be given to new state representatives to inform them about this program and other duties. Hammond said that at conference there is a new orientation for

new board members. Betty Dance added that a description of the awards is in Manual of Procedure. Edelen said the award was a membership recruitment tool, but is underutilized and not followed through with. Deacy suggested that we have a draft letter to recipients listing the benefits. Hammond said a membership packet would be useful. Edelen said he would copy the board member when their recipient is emailed about membership. Hammond reminded board members that they need to submit nominees for the award.

Chaney mentioned there is a Faces of MPLA page on the site. We do not have photos for all the chairs on the page. He and Lisa wanted to get pictures of those who were not on the page and took some photographs during the lunch break.

IV. Committee Reports/Discussion & Action Items

- Awards Committee - Leroy Gattin

Gattin was not able to come to meeting. He had inquiries but no nominations for awards. He urged the board to think of potential nominees for awards.

- Bylaws and Procedures - Betty Dance
 - Manual of Procedure: Archives Revisions

Page 2.10 in Manual. Updates to the Manual with changes highlighted in bold were passed out. It has come to attention of the board that no papers had been sent to the MPLA archives at Denver Public Library for years because it was not clear who was responsible. A discussion of proposed changes to the Manual of Procedure specifying who should send documents to the archives followed. According to the changes, following each board meeting the Recording Secretary will collect copies of reports to be sent to the archives. Edelen asked about language calling for the Executive Secretary to send reports, etc., in addition to the Recording Secretary. The Bylaws and Procedures Committee will have to rework this conflict in the proposed changes. Hammond said the Manual should read that the outgoing Recording Secretary needs to deliver papers to the archives. We also need a checklist of what is to go to the archives, and how long documents should be kept. Retention statements for each committee or section might be helpful, along with a list of what each committee should send to the archives. The changes should also address what the sections should send as well. The changes will go back to the committee to be reworked.

The board also discussed how long the online archive of board reports should be kept. Hammond asked about a five-year period for online storage; that was deemed acceptable.

- Manual of Procedure: Section 2 (General Information and Responsibilities) Revisions

The numbering of board reports has been a question. We might keep with the same order. Edelen asked about CO-10, the Conference Planning Committee. Hammond said we now just have a Vice President serving as a conference-planning liaison to the state, not a committee. Avery suggested leaving it in anyway. Edelen also asked whether the LIC (Leadership Institute Coordinator) should be a part of the Leadership Institute Committee's report (CO-12). It will be. Chaney reminded those writing reports to put the code on the report. Board members are to bring five paper copies to meetings instead of fifteen paper copies from now on because reports can be printed off the website.

Edelen asked a question about the Board Members Choice Award: do paid staff give out awards as well? Hammond said it should only be elected members of the board, not the Newsletter Editor, Webmaster, or Executive Secretary. The deadline for submitting nominees should be changed from December 10 to "as soon as possible after taking office." Edelen has used email and not a letter to notify recipients of the award; we should use a mailed packet in the future. Hanway said it should be clear that the award is based on the calendar year, not conference to conference.

2.12 Jobline. Job postings are currently kept up for four weeks if no closing date. Out of region postings currently cost \$10. Minges asked why not charge more. Hammond asked if we could charge \$25 for four weeks? Minges moved revise the price for out-of-region listings to \$25 for four weeks. Hatfield seconded the motion. The motion carried unanimously.

Is there a restriction on type of position listed in our postings? Edelen said he currently posts only jobs requiring an MLS. After some discussion the board decided not to restrict job postings to just positions requiring an MLS.

Should we have history of the Jobline in the Manual? Hammond asked if we should include the history of the service in the Manual. The board suggested that the historical information be deleted. Deacy asked about having some history of the association on the website; we currently have a history of the association written by former president Blaine Hall posted on the site.

- Manual of Procedure: Section 5 (State Association Representatives) Revisions

Minor changes pertaining mostly to Newsletter Editor and Webmaster were proposed. Section 5.4.b should be changed to "as soon as possible after appointment."

5.6.g. Remove sending newspaper clippings from the duties. 5.5.b. Remove three times a year. 5.5.d. Remove the reference to letterhead. 5.6.b. Insert "significant" library personnel changes.

The changes all went back to the Bylaws and Procedures Committee for revision.

- MPLA/CAL Conference Report -- Beth Avery (Out of sequence)

Avery gave her conference report. The board meeting dates have been set for Thurs, October 21 and Sunday October 24. Avery reported that there was programming for academic, public, and school libraries. Notifications for accepted programs should have been sent out and notifications for programs not accepted should have been delivered as well. The keynote speakers are confirmed. The awards luncheon will on Saturday. There will be jazz on Saturday evening. Final prices for the meals have not been set. No boxed lunches will be available, but the pasta bar and restaurants at the Denver Marriott will have extended hours. The Friday evening event will be at the Douglas County Public Library; shuttles will be available. The Sunday board meeting will end at 11:00 am. Pat Wagner of Pattern Research is organizing "jam sessions" to share ideas about library services and procedures. Information on this activity will be on the website. The attendance estimate right now is 600.

Discussion about the amount of MPLA-sponsored programming at the joint conference followed. It was pointed out that 21% of the programs are sponsored by MPLA and that CAL does not often have sections sponsoring different programs. MPLA defers to the states in terms of site and date, but is more involved with programs, but the consensus was that we need to play an active role in future conference program planning. State representatives should be in contact with the state conference planning committee early in the process; this duty should perhaps be in a checklist of what state representatives are to do. Edelen said it is important for him to see the contract with the hotel before it is signed.

- Continuing Education - Jeff Belliston.

Written report.

- Electronic Communication - Eric Hansen

No report.

- Finance and Management - Jean Hatfield

Written report to come. The committee is currently looking at its procedures. The evaluations of paid staff will be put together by the Finance and Management

Committee which will be asking for feedback on the staff from board members and committee chairs.

- Leadership Institute - Patti Butcher

First twenty-four selections were made for the 2004 Leadership Institute. There were more applications this year than last year. There will not be a program on the Institute at conference this year, but there will be retreats. EBSCO has given money to cover those retreats at conference at the Douglas Co. Library. Butcher is currently contacting vendors to find continuing support for the Institute. There have been suggestions to reconsider qualifications for participants in order to allow non-MLS library staff to participate and to change the timeframe of eligible participants to five to fifteen years in the profession. People should send thoughts on issue to Patti Butcher. The board also discussed the possibility of having institutes for mid-career librarians/library staff. Butcher wrote a history of the institute and write-up for prospective sponsors. Hammond said the Leadership Institute has given MPLA great visibility.

- Nominating - David Oberhelman

David Oberhelman raised the issue of the difficulty sections have been having finding two candidates to run for chair elect. The Nominating Committee passed out a set of recommendations to help the nominations process in the sections run more smoothly: having the chair appoint a section nominating committee at conference, establishing a timeline for the selection of candidates, and calling on the section nominating committees to seek assistance from the MPLA Nominating Committee chair and President if they have difficulties finding two qualified candidates. The MPLA Nominating Committee also endorsed the idea discussed during the Long Range Planning meeting to have a task force created to look into possible changes in the organizational structure of the sections and committees in MPLA. A discussion about the difficulties of getting members to run followed. It was asked whether committee chairs should be members of the board. The consensus was that creating a task force was a good idea. Jill Rouke moved to appoint a task force to study the organization of MPLA and make recommendations for changes in the current structure of sections and committees and the setup of the Board of Directors. Teri Metros seconded the motion. The motion carried unanimously.

- Professional Development Grants - Sharon Osenga

The Professional Development Grants Committee wanted to have email address added to application form on the Web. That was approved and has been added to the form. Sharon Osenga reported that all the available money for grants has not been used for several years. The due dates for grant applications is on the webpage.

- PR/Membership - Debbie McGuire (not attending)

Written report.

- Scholarship - Jane Kolbe

The Scholarship Committee has decided that it is not feasible for MPLA to give scholarships to library school students at this time. A discussion about the means of funding possible scholarships followed, but no action was taken.

V. Announcements/Action items from Sections

- Academic

Written report. The deadline for Professional Forum is August 1. The forum is open to non-academic librarians as well.

- Children's and Schools

Written report.

- Government Documents

Written report.

- New Members Roundtable

Written report. The ALA NMRT contacted Erin Kinney for a liaison. Cassandra Osterloh from NM agreed to serve.

- Preservation, Archives and Special Collections

Written report.

- Public Libraries and Trustees

Written report.

- State Agencies, Cooperatives and Systems

Written report. Dwayne Johnson, the State Librarian from Kansas, was retiring at end of the week.

- Technical Services

Written report.

VI. Announcements/Action Items from State Representatives

- Arizona

Written report.

- Colorado

Written report.

- Kansas

Written report. Jean Hatfield reported that Susan Moyer would be visiting with Emporia State library school students.

- Montana

Written report. Montana State Library applied for several LSTA grants of \$20,000 to support library staff entering MLS or IS graduate degree work. Three were fully funded for \$20,000 and some others received significant amounts.

- Nebraska

Written report. NLA will support its attendees to the MPLA Leadership Institute.

- Nevada

Written report. Nevada will be supporting its attendees to the MPLA Leadership Institute.

- New Mexico

Written report from Valerie Nye.

- North Dakota

Written report. Their conference will be September 22-24 in Minot. NDLA received a preconference grant from MPLA for a program by Mary Bushing on customer service.

- Oklahoma

Written report. OLA has scheduled its first Leadership Institute for Nov. 3-6 at the Noble Foundation, Ardmore, OK.

- South Dakota

Written report. Mary Caspers-Graper will email a press release on state of the South Dakota state library.

- Utah

Written report.

- Wyoming

Written report. Jill Rourke passed out copies of the Wyoming Roundup from WLA and Wyoming State Library. WLA will have its conference in Rock Springs and the theme will be "Get Jazzed at WLA." There will be roundtable sessions for interest groups.

VII. Final Announcements

Dinner arrangements

VIII. Next meetings

- October 21, 2004 - at annual conference, Denver, Colorado
- October 24, 2004 - at annual conference, Denver, Colorado

The meeting was adjourned at 2:25 pm.

Appendix I: Summer Book Recommendations from MPLA Board Members and Committee Chairs:

- Carol Hammond - Kahled Hosseini, *The Kite Runner*
- Jim Minges - Farley Mowat, *The Dog Who Wouldn't Be*
- Susan Moyer - Elizabeth Gilbert, *The Last American Man*
- Linda Deacy - Peter Benchley, *The Girl from the Sea of Cortez*
- Patty Butcher - Carl Hiaasen, *Skinny Dip*
- Jean Hatfield - Kate Di Camillo, *Tale of Despeseaux*; Michael Chabon, *Summerland*
- David Oberhelman - Umberto Eco, *The Name of the Rose*
- Charlene Greenwood - Tim LaHaye, *Left Behind* series
- Venice Beske - David Wann, *The Zen of Gardening in the High & Arid West*
- Jill Rourke - Leo Tolstoy, *War and Peace*; Stephen B. Oates, *With Malice Toward None: The Life of Abraham Lincoln*
- Erin Kinney - C.J. Box, *Savage Run*
- Joe Edelen - Dan Brown, *The Da Vinci Code*
- Nina Little - Elizabeth Lowell, *Running Scared*
- Sandra Barstow - James E. Zull, *The Art of Changing the Brain: Enriching Teaching by Exploring the Biology of Learning*; Robert Kegan & Lisa Laskow Lahey, *How the Way We Talk Can Change the Way We Work*
- Jeanne Narum - Elizabeth Berg, *Talk Before Sleep*; Mark Perry, *Grant and Twain: The Story of a Friendship that Changed America*

- Lisa Mecklenberg Jackson - Aubrey Dillon-Malone, The Rise and Fall of Elvis
- Dan Chaney - Clive Cussler, Raise the Titanic
- Peter Kraus - David Lodge, Paradise News; Bill Clinton, My Life
- Sharon Osenga - Margot Morrell, Shackleton's Way
- Pam Bohmfalk - Harper Lee, To Kill a Mockingbird
- Betty Dance - Parker J. Palmer, The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life
- Mary Caspers-Graper - Tony Hillerman, A Thief of Time
- Beth Avery - Kent Haruf, Plainsong; Roland Smith, The Captain's Dog: My Journeys with the Lewis and Clark Tribe
- Wayne Hanway - Lynne Truss, Eats, Shoots, & Leaves: The Zero Tolerance Approach to Punctuation; Ernie Pyle, Here is Your War: Story of G.I. Joe
- Teri Metros - Cokie Roberts, Founding Mothers: The Women Who Raised our Nation