

**MPLA Executive Board Meeting
May 11, 2018
1:00 p.m. Mountain Time
Online via Zoom Videoconference**

Draft 1 – June 27, 2018

| PRESENT | | | |
|------------------|---|--------------------|--------------------------------|
| Name | MPLA Position | Name | MPLA Position |
| Annie Epperson | President | Brian Greene | Nominating Committee Chair |
| Leslie Taylor | Vice President/President Elect | Ryan Buller | Professional Development Chair |
| Mickey Coalwell | Past President /Admin Chair | Stephen Sweeney | CO State Rep |
| Kris Johnson | Recording Secretary | Shanna Smith* | KS State Rep |
| Judy Zelenski | Executive Secretary | Rachel Rawn | MT State Rep |
| Aubrey Madler | Leadership Institute Coordinator | | |
| Theresa Jehlik | Awards Committee Chair | Paulette Nelson | ND State Rep |
| Francis Brummett | Bylaws Committee Chair | Bradley Carrington | NM State Rep |
| Cyndi Landis | Communications Co-Chair | Brenda Hemmelman | SD State Rep |
| Mary Soucie | Leadership Committee Chair | Joe Frazier | UT State Rep |
| Jake Rundle | Membership Committee Co- Chair, NE State Rep | Mary Anne Thompson | Guest, Kansas |

Action Items Resulting from this Meeting

- **Epperson** will task Communications & Membership Committees to develop a suggested plan for sharing materials and content to state reps for display at state conferences.
- **Epperson** will convene an ad hoc committee to address the issue of the MPLA archives being owned by Denver Public Library and our future plans for our physical and digital archiving for the association.
- **Langley, Thompson, Coalwell,** and **Epperson** will discuss details and finalize a plan for the first board meeting at Conference.
- **Epperson** will reach out to members of Dan Cheney’s family using language crafted by **Landis** in order to seek permission to memorialize Cheney’s’ Facebook page.
- **Brummett** will draft additional language to add to the website in order to strengthen and emphasize the purpose of offering grants for professional development and will pass that language on to Buller and the Professional Development Committee for consideration.
- **Buller** will bring suggested language for further explain the purpose of professional development grants on the MPLA website to the next board meeting.
- **Any state rep** interested in serving on a panel session coordinated by Epperson on the topic of conference planning will contact Epperson.
- **Any state rep** from a state association that has a conference planning manual will share that manual with Epperson.
- **All board members** will SAE THE DATE for the first board meeting at Conference, which will be held on Tuesday, Oct. 23. Exact time TBD.

- **Epperson** will send a Doodle poll to schedule the next board meeting for July or August.

Welcome and Call to Order

- Welcome: President Epperson called the meeting to order at 1:01 p.m. MST.
- Roll Call: Roll call was taken by the recording secretary by noting online and phone attendees present in the Zoom conferencing system.
- Announcements:
 - Epperson announced guest Mary Ann Thompson from Hays, Kansas, attending to discuss upcoming joint conference in Kansas and who will be helping plan the MPLA birthday celebration.
- Approve/Amend Agenda:
 - Johnson proposed the additional of an action item to approve minutes of the March 9, 2018 meeting.
 - A **MOTION** was made by Coalwell to approve amended agenda. **SECONDED** by Nelson. No vote taken.

Action Items

- **Approval of March 9, 2018 Executive Board Meeting Minutes:**
 - Drafts one and two sent via e-mail.
 - No corrections or amendments offered.
 - A **MOTION** was made by Hemmelman the minutes as presented. **SECONDED** by Taylor. Voted on and **APPROVED**.

Officer Reports

- **President (Epperson):**
 - Leadership Institute (LI) Committee Chair Selection:
 - The current chair, Soucie, has agreed to stay on as LI Committee chair until new chair is approved/announced. Epperson will work on appointing the new chair and welcomes feedback for this position. A reminder that the turnover of membership for this committee is different from the other committees in that the committee chair changes shortly after the leadership institution instead of at conference like the other chair positions.
 - MPLA Materials for State Association Conferences:
 - Zelenski gave a summary of the history of the materials MPLA provides to state reps for state conferences. She reminder the group that several years ago MPLA discontinued use of large display materials that were expensive and cumbersome to ship, and cumbersome assemble. At that time MPLA agreed materials would be displayed on poster boards at state conferences. State reps would keep these materials, then pass on to the next state rep. Zelenski also provided notepads and ribbons as

necessary. Over time, some items have become dated and worn out, and other items have been lost. The question on the table is what to do moving forward?

- Zelenski suggested that instead of poster sized replacements should be either 8 x 10 or 9 x 12 in size because they mail easily. The poster collages also need to be updated with current information. MPLA could also provide plain table cloths if needed.
 - Epperson suggested the group think about what the purpose of the booth is at our state conferences, citing the following:
 - Purpose #1: An opportunity for attendees to meet the state representative, get to know that person, learn about the organization, etc.
 - Purpose #2: An opportunity to win a free MPLA membership.
 - Epperson opened the conversation to the group:
 - Carrington: At the NMLA booth they offer copies of recent newsletters, grant funding info, recent board minutes, conference programs (past or upcoming). They also provide MPLA member ribbons to add to name badges.
 - Zelenski: Used in the past to promote the Leadership Institute.
 - Taylor: Promote 70th birthday.
 - Madler: Reception advertisements.
 - Epperson: Communication about the association with current members and potential new members. Liaise with both current members, and recruit new members. Aligns with work of the Communication Committee & the Membership Committee. Epperson would like to task these two groups to think about.
 - Hemmelman: Visibility is important. Larger items are better.
 - Johnson: Suggested using TV monitors with electronic content displayed. Bright content displayed.
 - Soucie: Or those large electronic picture frames. Buy one for each state.
 - Taylor: Suggested sharing the materials electronically via Drive to have access to the files, so reps could print on their own.
 - Action Item: Epperson will task Communications & Membership Committees to develop a suggested plan.
- Association Archives:
 - Guest Mary Ann Thompson relayed an update about some surprising information about the MPLA archives held at the Denver Public Library (DPL) she discovered while trying to create a visual piece to display at conference for our 70th anniversary:
 - As the former MPLA archivist, Thompson has assumed DPL was housing the archives on our behalf. It turns out this is incorrect.

DPL actually *owns* the MPLA archives. All literary and copyrights have been turned over to DPL, as per their donation form, which was signed by MPLA.

- The MPLA collection is available to anyone who wants to research it and we don't have any say in that.
 - DPL is making some exceptions to allow us to scan some of our own items even though we do not own any of our own materials anymore. Normally they would not let that happen. Zelenski has to purchase a scanner to work on this project at DPL. We cannot take any materials out to display for the 70th anniversary.
 - Thompson is not sure when that change-over occurred, but that in communications she has had with DPL, they have indicated with will contact MPLA if they want to weed anything.
 - Zelenski comments that she knows when this happened, with was the 1990s when the collection was transferred to DPL from the University of Colorado Boulder (CU). Zelenski notes that the paperwork is very clear related to the transfer of ownership of 47 boxes (or linear feet) of materials.
 - Thompson noted that historically public (or academic) libraries would simply store materials for organizations and provided storage only...not access to the public or any type of organization.
 - Epperson will convene an ad hoc committee to address this and is recruiting Thompson to lead the group. DPL says they could meet with us and make some specific changes to the agreement paperwork if necessary. Epperson's goal is to gain an understanding of how we will move forward long-term with physical and digital archives of the organization.
- **Vice President/President Elect (Langley):**
 - Conference Planning (Langley & Thompson):
 - Two groups meeting and working together to plan the conference: Programming Planning & Conference Planning committees.
 - Programs: As of meeting: 44 proposals submitted, 14 from MPLA, 23 KLA, and 7 other. Deadline for proposals June 15.
 - Conference Planning: The decision makers for how money will be spent, etc. Met in April. Keynote speakers have not been selected or finalized. Carla Hayden who politely declined. Jamie LaRue high on the list to deliver a preconference, so he may be a good candidate for a keynote.
 - Taylor noted there is a question on whether the conference budget had been approved yet. Zelenski noted it had not yet been presented to MPLA. Epperson noted this could be due to the recent upheaval at KLA and the fact that organization is in a rebuilding phase.

- Thompson noted that the Birthday Bash planners are looking for sponsors. EBSCO has showed some interested. Wed from 8-10 p.m. is the tentative day/time for the birthday bash, to be held at the new Wichita Public Library.
- Thompson is holding times for MPLA meetings, but particularly needs to know when to schedule the first board meeting as well as finalizing the membership meeting. Coalwell suggested holding a dinner meeting for the first board meeting.
- Action Item: Langley, Thompson, Coalwell, and Epperson will discuss details and finalize a plan for the first board meeting.

Staff Reports

- **Executive Secretary (Zelenski):**
 - Approval to Engage Auditor for 2017 Audit:
 - Zelenski noted the organization is audited every three years and we need to approve moving forward with an auditor for our 2017 audit. Our previous auditor Jeremy Ryan has submitted a proposal for \$1200.00, which according to Zelenski is a good price. Three years ago the audit was \$1000.00. Ryan's firm is a professional CPA firm with 15 employees and Zelenski recommends we retain them for the next audit based on their performance during our last audit.
 - A **MOTION** was made by Soucie to approve moving forward to retain Jeremy Ryan, CPA for our audit. **SECONDED** by Coalwell. Voted on and approved.
 - Financial Reports (send in advance of meeting via e-mail):
 - Zelenski noted Leadership Institute final expenditures are yet to be paid. Epperson noted the monies from the Nevada Library Association reimbursements from NLA as still hanging out there due to the Nevada Legislature. Opened to floor to questions about the financial reports. None.
- **Leadership Institute Coordinator (Madler):**
 - Leadership Institute Debrief:
 - Madler referred board members to the report she sent via e-mail summarizing the recently concluded Leadership Institute. Madler highlighted the following orally during the meeting:
 - Fundraising/sponsorships was a challenge this year, which was also highlighted in Soucie's LI Committee report.
 - Madler has received links to the follow-up surveys from Degler and is in the process of reviewing them and doing some fine-tuning before they are sent to mentors and fellows. Madler hopes to send the survey's out next week and to receive the responses

by end of May and she can report those results for the next board meeting.

- Madler would also like to do a broader, more formal assessment of the institute, of former fellows, alumni etc. Epperson commented that she would love to see that happen. Soucie added that helping Madler with the survey would be a good way for the committee members to do something meaningful other than fund raising. The committee felt disheartened by the progress of the fundraising and wanted to feel they were doing work that was concrete and helpful.
- Madler had a conversation with a fellow from Kansas, Mike McDonald, who has a fundraising background and had some ideas for helping with funding for the LI. Mike may be asked to become a member of the LI Committee.
- Epperson extended appreciation to Madler for her hard work, and also recognized Soucie who has served 'beyond measure' on the LI committee, many years as chair, co-chair, etc. Very fortunate to have her leadership. Mary served a four-year commitment as chair.

Committee Reports

- **Communications Committee (Landis):**
 - Social Media Action Plan:
 - Landis expanded on the information she shared via the Committee report, in which she and Crockett outlined their proposed plan of action to prioritize reassigning access to many of the MPLA social media channels. See report for details
 - For this meeting, Landis focused on discussing the Facebook account. The Communication Committee feels they are hampered in their work because basically their hands are tied because our social media platforms are limited and they don't have access to log in (due to challenges associated with death of previous administrator.)
 - They rely on the three existing editors of the FB for example, Zelenski, Marlene? And Nicolle? Those three individuals are the only people who can post.
 - As outlined in the Proposed Plan of Action, the first step is to memorialize Dan Cheney's personal FB page, which should then kick our organization page to be unmanned for Administration, at which point we can then claim access to the unmanaged page. Landis doesn't have 100% confidence in this plan. Names of family members are needed for memorialization process. Epperson will reach out to possible family members using language crafted by Landis.
 - There is a risk we might still lose our current Facebook page for Lansis suggests we add a post letting all MPLA followers know this might occur

benefits themselves, and the organization, and how it meets the stated requirements of the grant. Then the Committee will evaluate the proposal accordingly. Individuals are expected to talk about their learning outcomes from a grant and how they will take this information into the future, applying it on the job and passing the knowledge on to others. The committee will ensure the applicant adequately addresses this in their evaluation of the application.

- Action items from this discussion include crafting language to add to the website describing the purpose of offering grants to members and possibly beefing up the requirements language. The chair of the Bylaws Committee, Brummett, offered to assist crafting language. Brummett will send draft language to Buller for consideration, and something will be presented to the Board for consideration at the next meeting.

Other

- **Welcome New State Rep from Utah** (Epperson):
 - Epperson welcomed Joe Frazier from Utah as the newest state rep. Frazier is the branch manager for a small public library system in Summit County Utah.
- **Seeking Panelists & Conference Planning Manuals** (Epperson):
 - Epperson will submit a proposal for a conference session on conference planning for the upcoming join conference and she is seeking state rep panelists. Any state rep board member interested in serving on the panel will contact Epperson.
 - Epperson is also seeking conference planning manuals and asks state reps to share those with her if their state has such a manual.
- **Save the Date: Board Meeting at Conference** (Epperson):
 - Epperson asked all board members to save the date for the first board meeting at Conference for Tuesday, October 23.
- **Scheduling Next Meeting** (Epperson):
 - Epperson will send a Doodle poll to schedule the next board meeting for July or August.

Adjournment

President Epperson called the meeting to a close at 2:55 p.m. MST.

Respectfully submitted,
Kris Johnson
Recording Secretary