

## **2. General**

### **General Information and Responsibilities**

Positions in MPLA as an officer, committee chair, and board member all require a commitment of time, effort and some travel. Individuals should be sure their institution is able to provide support in adequate release time for meetings and other work, travel to attend the annual conference which is not covered by MPLA, and possible additional travel expenses. Refer to the MPLA Expense Reimbursement Policies below.

State Representatives to the Executive Board are expected to be supported financially by their state associations in the performance of their responsibilities, including travel to attend board meetings, conferences, etc.

The Executive Secretary is able to provide letterhead stationery and computerized lists of the membership, arranged in various categories, e.g. by section, by state, or of the total membership by surname through MemberClicks.

### **General Association Policies**

By Executive Board action (4/22/95). MPLA endorses the Revised ALA "Code of Professional Ethics." - **See Appendix A**

### **MPLA Expense Reimbursement Policies**

The first paragraph above under "General Information and Responsibilities," provides for the reimbursement of the Executive Board members for certain authorized expenses incurred on behalf of the Association for travel, supplies and outside services. The Association is financially unable to do so for other positions.

Expenses should be documented over a period of time with appropriate receipts; however, some judgment should be exercised before submitting requests to the Executive Secretary for reimbursement of small sums which the individual or parent library might well bear.

MPLA will reimburse officers, committee chairs and Board members for the first meeting, but not the second as follows:

1. Board members will be reimbursed to attend one in person meeting held once a year. This reimbursement does not include attendance at the annual conference or Executive Board meeting which occurs at the annual conference, which will be paid for by the member. Reimbursement will cover the least expensive form of transportation (mileage

- or airfare); airport shuttle if necessary and one night lodging for the first meeting attended.
2. For board positions with a multiple-year term, such as Vice-President to President to Past President, the board member is responsible for travel and lodging expenses for only one meeting.
  3. When a board member who has already met the "one meeting" requirement sends a substitute to represent him/her at a board meeting, the substitute is eligible for reimbursement.
  4. When a board member resigns, the replacement will be expected to attend the first non-conference board meeting with reimbursement. Attendance at subsequent board meetings will be covered as stipulated in item 1.
  5. No reimbursement is given for travel expenses of Executive Board members to attend the annual conferences or Executive Board meetings which occur at the annual conference.
  6. State association representatives are expected to receive funding from their state associations to attend board meetings and conferences.

The reimbursement authorized above applies only to the following expenses:

1. Transportation at the lowest possible fare or mileage for the shortest route at the amount per mile allowed for federal income tax deductions.
2. One overnight room charge at the board meeting headquarters hotel, at the reduced rate negotiated with the hotel by MPLA. If the air fare transportation expense and related reimbursement can be significantly reduced by extending the stay an additional night, the second night charge can only also be reimbursed by approval from the MPLA President.

Request for reimbursement should be submitted to the Executive Secretary in writing and with the original copy of a receipt showing payment of the transportation and hotel expense. If mileage reimbursement is requested, a written statement detailing the miles should be supplied in lieu of a receipt. The Executive Secretary is not authorized by the Executive Board to provide reimbursement if the necessary documentation is not provided with the request.

In the event inclement weather prevents the planned attendance of a board member, and travel expenses have been incurred which the board member will unavoidably be responsible for, the board member will be reimbursed for those expenses.

With the exception of the meal provided at the board meeting or meetings, the board

member is responsible for meal expenses incurred during travel.

Paid staff, if they are asked to attend a meeting, will have their expenses covered. This applies to the Newsletter Editor, Webmaster, Portal Administrator, Executive Secretary and Leadership Institute Coordinator.

In consideration of the potential expense to the Association which this policy allows, each board member is asked to minimize board-related travel expense in every way possible.

The Administration Committee is directed to evaluate this reimbursement policy and its financial impact on the Association each year. Any necessary recommendation for change in the reimbursement policy should be included with the Committee's annual budget proposal to the Executive Board.

These guidelines are an attempt to indicate the current policy of the Association in the matter of expense reimbursements. Times change and unexpected problems and/or obligations occur. When this happens please ask before, not after, incurring an obligation on behalf of the Association.

## **Board Reports**

Board reports are required of all officers, committee chairs, paid staff and state representatives at every meeting.

Items which should be included in reports include:

1. Procedural changes.
2. Problems arising and their solutions or lack thereof.
3. Financial statements, including expenditures actual and desired.
4. Programs or projects initiated, accomplished, considered or recommended.

Any officer or chair submitting a report should see that his successor receives a copy of that report along with other appropriate papers, when officeholders change each year.

### **Executive Board Reports**

#### **A – Committee Reports**

Committee reports shall include recommendations for board action when appropriate rather than merely reports of options. A committee recommendation is a motion that does not require a second. The nature of these reports will hinge upon the stated purpose of these individual committees.

#### **B - State Reports**

Shall be in writing and on-line only (due one week before a board meeting) and shall be included in the newsletter in summarized or full format. Should include information on how the state representative has worked on actions requested of them, such as membership calls, letters, etc., as well as newsworthy items from member states such as significant new appointments, controversies, innovative programs, and library-related legislation.

#### **C - Paid Staff Reports**

The Executive Secretary, Newsletter Editor, Portal Administrator and Webmaster should prepare reports and an opportunity to ask questions should be provided.

### **Special Note**

Any committee or officer to whom Association funds have been entrusted should provide an accounting of the disposition of those funds to the Executive Board and the Executive Secretary, even if no further report is appropriate.

All reports are distributed electronically ahead of each meeting and must be sent to the Board list and posted on the website one (1) week before every board meeting. Paper copies are not distributed; attendees are responsible for bringing their own copies of all documents.

- 1-1 1 President
- 1-2 2 Vice President
- 1-3 3 Past President
- 1-4 4 Recording Secretary
- CPA Community Portal Administrator
- ES Executive Secretary
- NE Newsletter Editor
- WM Webmaster
- ST-1 Arizona State Representative
- ST-2 Colorado State Representative
- ST-3 Kansas State Representative
- ST-4 Montana State Representative
- ST-5 Nebraska State Representative
- ST-6 Nevada State Representative
- ST-7 New Mexico Representative
- ST-8 North Dakota State Representative
- ST-9 Oklahoma State Representative
- ST-10 South Dakota State Representative
- ST-11 Utah State Representative
- ST-12 Wyoming State Representative
- CO-1 Administration Committee
- CO-2 Bylaws and Procedures Sub-Committee
- CO-3 Awards Committee
- CO-4 Communications Committee
- CO-5 Leadership Institute Committee
- CO-6 Membership Committee
- CO-7 Nominating Committee
- CO-8 Professional Development Committee

## **MPLA Board Choice Awards**

The Board Choice Award is a personal initiative by Board members to identify and recruit individuals with demonstrated ability in a library setting to membership in the Mountain Plains Library Association. The person is selected by consideration of their potential to benefit MPLA and the profession in a broader sense. MPLA Board members use this award to identify and recruit future library leaders, those who will serve their own library, their state and regional associations well.

Each member of the MPLA Administration Committee is eligible and encouraged to name one recipient per year. Administration Committee members should communicate who their selected Board Choice winner is and why they were chosen.

Members of the Administration Committee are the President, Vice President/ President Elect, Past President, Recording Secretary, Chair of the Bylaws and Procedures Subcommittee, one Committee Chair, and one State Representative.

Board Choice nominees should be selected no later than September 30<sup>th</sup> and their membership information sent to the Chair of the Awards Committee for publicity, listing on the web page, and recognition of the award winner. Nominators should make sure that their nominee is profiled in the *MPLA Newsletter* and on the website, including a photo if available. Each Administration Committee member should follow up during regular meetings in person, by phone, or online with their nominees and encourage their involvement in the organization, especially conference attendance.

Recipients receive a complimentary one-year MPLA membership. Registration fees for the annual conference will be waived for Board Choice nominees for the year they are nominated. If they are unable to attend the annual conference that year, the registration fee will be waived for conference the following year if they continue to be members. Nominees will pay half price membership for their first paying year (second membership year). Each nominee receives a letter from the MPLA President, as well as an email communication from the Executive Secretary, including directions for access and use of Memberclicks.

## Archives

### General

The Association archives are housed at the Denver Public Library. To ensure that a documentary history of the Association, its activities, conferences, decisions, officers, and other pertinent information is preserved, all officers are expected to deposit to the archive the following types of documents each year:

1. Official correspondence of President, electronic communities and committee chairs.
2. Minutes of Executive Board and committee meetings.
3. Membership directories.
4. Copies of the *MPLA Newsletter*.
5. *Manual of Procedure* (each new edition) and revisions to present edition.
6. Conference Planning Manual, convention programs, and other relevant convention materials.
7. Financial reports, budgets, and audit reports.
8. Reports of the Association, State Representatives, and committees.
9. Files of State Representatives and committees.

### Procedures

1. The outgoing Recording Secretary shall be responsible for securing and delivering to the archives all designated records of the Association as outlined in the Archive Checklist below. This should be done annually to assure that Association files are kept current and that historical information is forwarded to the archives on a timely basis.

<b>Item to Deposit</b>	<b>By Whom</b>	<b>Gather From Whom</b>	<b>Method of Securing Material</b>	<b>When to Send</b>
Official correspondence of president and committee chairs	Recording Secretary	Each officer	Request from each officer	End of calendar year
Minutes of Executive Board and committee meetings	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Membership directories and directory of Board/officers	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Copies of <i>MPLA Newsletter</i>	Recording Secretary	Newsletter Editor	Printed copy of each issue	End of calendar year
<i>Manual of Procedure</i>	Recording Secretary	Executive Secretary	From the Web	End of calendar year
Conference Planning Manual, convention programs, other relevant conference materials	Recording Secretary	Recording Secretary	Collect after Conference	End of calendar year
Financial reports, budgets, audit reports	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Reports of Association, State Representatives and Committee Chairs	Recording Secretary	Each officer	From the Web	End of calendar year
Files of joint conference contracts with each state	Recording Secretary	Executive Secretary	Request from Executive Secretary	End of calendar year
Files of State Representatives and committees	Recording Secretary	Each Chair and Representative	Request from Executive Secretary	End of calendar year

2. The Recording Secretary should determine the easiest method of securing material for the archives. This may include, but is not limited to, collecting reports at Board Meetings, printing documents from the web site, picking up materials at



Conferences, requesting documents from Officers, the Executive Secretary, State Representatives, and Committee Chairs.

3. The Webmaster shall retain Board Reports posted on the Association web site in electronic format for a period of five years. Records further back shall be retained in whichever format is deemed most suitable for archival purposes by the Executive Board.
4. Archival materials should be sent to the following address:

MPLA Archive  
Denver Public Library  
Western History/Genealogy Dept.  
10 West Fourteenth Avenue Parkway  
Denver, CO 80204-2731

The telephone number is 720-865-1821.

## **Jobline**

The Jobline (job listing on association website) is maintained by the Webmaster in electronic format. Submissions are required in electronic format. Each new position is listed on MPLA's electronic list as it is received. Jobline listings on the website are updated on a weekly basis. They remain there until the closing date listed on each position announcement or, if no closing date is given, four weeks after posting.

A charge of \$25 for out-of-region listings includes posting both on the electronic list and on the website. This will be in effect for four weeks.