

MOUNTAIN PLAINS LIBRARY ASSOCIATION
EXECUTIVE BOARD MEETING
PHOENIX PUBLIC LIBRARY, PULLIUM AUDITORIUM
SATURDAY, DECEMBER 8, 2001
PHOENIX, ARIZONA

REVISED DRAFT COPY

In Attendance: Debbie Iverson, President; Sharon Osenga, Recording Secretary; Linda Rea, Past President; Joe Edelen, Executive Secretary; Lisa Mecklenberg Jackson, Newsletter Editor; Susan Moyer, Kansas Rep.; Dorothy Liegl for Suzanne Miller, South Dakota Rep.; Jane Kolbe, Arizona Rep. and State Agency, Coops & Systems; Basha Hartley, Oklahoma Rep.; Claire Odenheim for Charlene Greenwood, New Mexico Rep.; Susan Dingle, North Dakota Rep.; Suzanne Taylor, Colorado Rep.; Linda Deacy, Nevada Rep.; Ara Anderson, Wyoming Rep.; Cheryl J. Hesper, Montana Rep.; Paul S. Hoffman, Nebraska Rep.; Sha Li Zhang, Preservation, Archives & Special Collections; Scott Goldy, New Members Roundtable; Robert Banks, Public Library/Trustees; Amelia J. Shelley, Children's & School; Carlene Aro, Technical Services; Lisa Dunn, Academic; Louise Treff-Gangler, Government Documents; and Marilyn Hinshaw, Leadership Institute Committee.

1. Call to Order: The meeting was called to order by President Debbie Iverson at 9:07 a.m. With a number of new board members in attendance, introductions were made around the table.

Accept or Amend Agenda: The following item was added to the agenda under Action Items and Updates: Change in procedures (Anderson). A motion was made by Paul Hoffman and seconded by Amy Shelley to approve the agenda as amended. Motion carried.

Lunch: Jane Kolbe announced that box lunches had been ordered and would be delivered at 11:45 a.m.

2. Officer/paid staff reports:

President's Report: Debbie Iverson reviewed her goals for 2002.

The most important thing is to focus our energy and resources on fulfilling the MPLA Long Range Plan.

Expedite Board meetings: This goal will be met by:

- o Sending agenda items to Iverson one month prior to a board meeting so that the agenda can be issued 3 weeks prior to the meeting.
- o Board members will share agenda-related items via e-mail two weeks prior to the board meeting. This will be done via RTF format since everyone does not have Microsoft Word. Joe's financial reports will be scanned in as Adobe Acrobat PDF

documents in order to maintain their format. This should allow board members to prepare for the meetings in advance.

Short meetings: Debbie Iverson will strive for short meetings that have productive discussion but that keep moving.

Vice-President's Report: No report from Vice-President Jean Hatfield (absent).

Leadership Institute : Committee chair Marilyn Hinshaw presented both a written and oral report.

Site: Marilyn reviewed a site summary evaluation sheet. The top recommendation for the site is Ghost Ranch in New Mexico. Comments dealt with ease of travel, housing accommodations and price. A motion was made by Basha Hartley and seconded by Jane Kolbe to contract with Ghost Ranch for an Institute in the Fall of 2002. Motion carried.

Institute Leader: Marilyn proposed Maureen Sullivan, a librarian and leadership institute trainer for over eight years as the Institute Leader. A motion was made by Robert Banks and seconded by Suzanne Taylor to contract with Ms. Sullivan to present the MPLA Leadership Institute in 2002. The exact dates will depend upon Ms. Sullivan's available dates and available dates at Ghost Ranch. Motion carried.

Institute Leader Job Description: Marilyn presented a job description for the Institute Coordinator position. A motion was made by Paul Hoffman and seconded by Sha Li Zhang to approve the job description. A fairly lengthy discussion followed on the contract period (calendar year or 12 month position); ongoing vs. contract (one-year) position; and pay periods. A motion was made by Basha Hartley and seconded by Lisa Dunn to amend the original motion to include the following: The Institute Coordinator will be offered a one year contract subject to renewal. The Institute Committee will set the payment schedule and evaluation criteria. The amendment to the motion carried. The original motion (as amended) then carried. The job will be advertised quickly as this person needs to be in place fairly soon for a Fall 2002 Institute.

Institute Leader Salary: Past-President Linda Rea will handle the salary level for the Institute Coordinator as she works on the next MPLA budget.

Leadership Institute Committee: In the hope that the Leadership Institute will become an ongoing MPLA program, the board felt the need to change the Leadership Institute Committee from ad hoc to a permanent committee. A motion was made by Cherie Hesel and seconded by Suzanne Taylor to institute this change. Motion carried.

Leadership Institute Funding: The Leadership Institute Committee will be meeting at the ALA Mid-Winter Meeting with a potential Institute sponsor. Various funding scenarios were presented in the event that MPLA does not receive corporate sponsorship for the Institute. Joe Edelen suggested that the \$3200 MPLA received from the Johnson County Library, Kansas be used towards funding the institute. In the event one major donor is not

found, MPLA will search for several smaller donors. There was also discussion on how much (if any) state libraries and state library associations would be expected to pay towards the Institute. The assumption that they would be expected to pay something rests on the idea that these agencies would be selecting the two representatives from their state that would attend the Institute. This scenario will not occur if MPLA makes the final selection of Institute participants.

Leadership Institute Mentors: Six mentors will be needed for the Institute. The committee recommendation is that the six mentors be people known to MPLA members. The travel expenses for these volunteers will be paid. Board members who have someone in mind for mentoring are encouraged to send the names to Marilyn Hinshaw.

Past-President's Report: Linda Rea requested any changes in budget items be sent to her as soon as possible. Rea hopes to have the budget created by mid-January.

Executive Secretary/Financial Report: No copies of the financial report were available. They were locked up with the MPLA exhibit booth. Membership continues to drop. Joe passed around a new Board roster for changes and updates. Joe asked the board about reprinting the manual. After discussing the pros and cons of print vs. online versions, a decision was made that we need both print and online versions. Joe will hold off printing the manual until Dana Boden completes the updates. The board agreed that Joe no longer needs to provide the ALA state association lists as these are available on the ALA webpage.

Newsletter editor: Written report.

3. Action Items:

- 2001 Conference registration: Debbie Iverson reported that there were 953 pre-registrations. MPLA statistics were: 108 MPLA members and 19 AZLA/MPLA members. There were 124 companies exhibiting. Even with the low number of MPLA members in attendance, there is an expectation that MPLA should receive some profit from the conference.
- 2002 Conference: Susan Dingle reported that the plans are going ahead for the tri-conference (North Dakota, South Dakota, MPLA) in Fargo at the Ramada Suites on October 2-5, 2002.
- Long Range Plan: Debbie Iverson reviewed the updated Long Range Plan. The board discussed whether the plan should be posted if all progress has not been reported and whether a summary of the plan should be posted instead of the entire document. The consensus was that the entire plan should be posted. Debbie Iverson will send out one final notice for submission of updates.

The board specifically reviewed the following items in the Long Range Plan:

Article IVA: The board discussed whether the Membership and PR committee should be split into two committees. Since the recommendation came from the committee chair rather than the committee as a whole, the idea was dropped. Activity step one regarding

pr policies and procedures needs to be completed. A new committee chair will be appointed soon and a committee report will be expected at the February meeting.

Article IVB: Activity step one regarding MPLA state distribution lists was deleted. The board felt that this would duplicate what is reported on the MPLA listserv.

Article VIIA: Activity four relating to keeping MPLA members informed about national and regional library issues was deleted.

Debbie Iverson noted that other things need to be added to the plan but not at this point in time.

- Membership brochure redesign: Joe Edelen asked for board input on the best ways to distribute the brochure. Ideas included mailing with membership renewals; a stack at each state conference and inclusion of the brochure in newsletters that are sent each month to a “targeted” state. Paul Hoffman suggested copies be given to state representatives to present to distance education students and to target state library employees. A suggestion was made that a stamp be created to print on the brochure: Please pass this on to a friend. Joe will have 10,000 copies of the new brochure initially printed.
- Webmaster: The Electronic Communications Committee submitted a job description for the Webmaster. Linda Rea will send this electronically to the Executive Board for approval. Approval will be done via an online vote. Linda raised the question of what to pay the webmaster for his services. A few state representatives shared what is done in their state. Rea requested that each state representative send her the following information by January 10th:
 - Do you have a paid Webmaster?
 - If so, how much is the Webmaster’s stipend? (Annually)
 - How much time does the Webmaster spend on the site?

Dan Chaney is working on domain names. Rea will include money in the budget for purchase of domain name(s). It may take a few years to phase in the new domain name as the current name is printed on all MPLA publications, including the new membership brochure.

- Board Choice Awards Review: Joe Edelen reviewed the Board Choice Awards. A motion was made by Jane Kolbe and seconded by Linda Rea to authorize the Board Choice Awards for another year and that Joe Edelen bring statistics on membership renewals of prior award winners to the next board meeting. Motion carried.
- Timing of MPLA Newsletter: The question of the timing of posting the electronic version of the MPLA Newsletter and the mailing of the print version was brought up. It was noted that this item was discussed and voted on at the August board meeting. The electronic and print versions will be released simultaneously. Joe Edelen will contact Dan Chaney on the day that the print newsletter is mailed.

- Change in procedures: Ara Anderson presented a tentative rewording of the procedure regarding room reimbursements for board members. There is a problem regarding taxes not being reimbursed. The item was tabled pending input from Joe Edelen on the topic at the next board meeting.
4. State Reports:
 1. Arizona: written report
 2. Colorado: written report. The big news is the merger of the two state associations. The CLA computer had a virus that wiped out their September/October newsletter file. The CLA President from October 2001 through March 2002 will be Lorena Mitchell, Pikes Peak Library District, Colorado Springs. The Colorado Association of Libraries officers will take office in March 2002.
 3. Kansas: written report
 4. Montana: written report. Corps of Discovery 2, headed by Gerard Baker of the National Park Service, is putting together a team that will create a travelling Lewis & Clark exhibit. A number of MPLA states will be involved in Lewis & Clark activities.
 5. Nebraska: written report. Nebraska is experiencing a revenue shortfall. The University of Nebraska at Lincoln was hit was a major funding cut.
 6. Nevada: written report. The 2003 conference will be November 4-7 at the Hyatt, North Shore. Conference co-chairs and an exhibits chair have already been appointed.
 7. North Dakota: No written report. The 2002 conference news was presented earlier in the meeting.
 8. Oklahoma: written report. The School of Library Science at Norman is talking about distance education. Basha doesn't know where this is leading but will keep the board informed. All library science classes are now evening classes (after 4 p.m.)
 9. South Dakota: written report. The state library has hired Mary Bushing to evaluate their training institute. There is an MPLA party each year at the state conference. This year the theme was: Fargo, Not Too Far To Go!
 10. Utah: Lots of snow for the Olympics!!
 11. Wyoming: written report. Board member Amy Shelley is the Librarian of the Year in Wyoming.
 12. New Mexico: written report

5. Announcements:

Joe Edelen asked the board to take the extra lunches. MPLA has already paid for them.

Debbie Iverson encouraged everyone to print out state and committee reports in advance of the meeting. Not everyone on the board has adequate equipment to handle this so each board representative is still to bring 40 print copies to the next board meeting.

The newsletter deadline for December has been extended from December 10th to December 17th. The January deadline is January 10th.

The next meeting will be February 23, 2002 at the Warwick Hotel in Denver.

President Iverson adjourned the meeting at 1:17 p.m.

Respectfully submitted,
Sharon Osenga
Recording Secretary
December 11, 2001