

DRAFT

Mountain Plains Library Association
Executive Board Meeting
Saturday, November 8, 2003 9:00am - 10:30am
Lakeside Ballroom
Hyatt Lake Tahoe - Incline Village, Nevada

In Attendance:

Board Members: Pam Bohmfalk, Public Library Section Chair; Teri Metros, Arizona State Representative; Diane Lunde, Preservation, Archives and Special Collections Section Chair; Jim Minges, State Agencies, Cooperatives & Systems Section Chair; Charlene Greenwood, New Mexico State Representative, Susan Moyer, Kansas State Representative; Linda Deacy, Nevada State Representative; Wayne Hanway, Oklahoma State Representative; Carol Hammond, President; Jean Hatfield, Past President; Kay Lowell, Colorado State Representative; Patty Patterson, Wyoming State Representative; Peter Kraus, Utah State Representative; Jeanne Narum, North Dakota Representative; Beth Avery, Vice-President/President Elect; Sandy Barstow, Technical Services Section Chair; Mary Caspers-Grafer, Academic Section Chair; Kristi Hansen, Children's and School Section Chair; Venice Beske, Government Documents Section Chair; Suzanne Miller, South Dakota State Representative; Dan Chaney, Webmaster; Scott Goldy Acting New Members Roundtable Chair; Basha Hartley, Secretary.

Guests: Dail Barbour, Visitor, Teton County Library, Wyoming; Debbie McGuire, Public Relations/Membership Chair; Louise Treff-Gangler, Past Chair Government Documents Section; Marilyn Hinshaw, Past Chair Leadership Institute; Dana Boden, Past Chair Bylaws and Procedures Committee; Jeff Belliston, Continuing Education Committee Chair; Betty Dance, Bylaws and Procedures Committee Chair; Jane Hatch, Distance Education Coordinator; Bruce James, guest, Public Printer, U.S. Government Printing Office.

1. Call to Order - President Carol Hammond called the meeting to order at 9:00 am.
2. Introductions & Approval of Agenda

President Carol Hammond invited Board members to introduce themselves by giving their name, institution, Board position, and the name of the University from which they received their bachelor's degree. After introductions, President Hammond added one item to the agenda, a report from Dana Boden concerning revisions to the MPLA Manual of Procedures and the Bylaws.

3. Presentation from Bruce James, Public Printer of the U.S. Government Printing Office

President Hammond introduced Mr. James and gave him a warm welcome on behalf of the MPLA Board. Mr. James explained that although he works in Washington, DC, his home is just 4 miles down the road from the Hyatt in Incline Village and that he was pleased with the opportunity to meet with librarians at this conference. Mr. James gave a short history of the U.S. Government Printing Office from its inception in 1913 when it was determined that any document produced by the Federal Government must be made

available to the public. Mr. James then gave a short discussion about the present and future challenges of the GPO. He projected that 95% of GPO documents will be in digital format in 10 years. Although documents in print format have lasted four to five hundred years, we don't know how long digital formats can be read or retained. The GPO is finding new models for dealing with documents and the next generation will be different. Mr. James gave an open invitation for librarians to visit the GPO in Washington.

4. Report from Conference Committee - Linda Deacy

Linda Deacy reported that as of November 7, there were 525 paid registrants to the conference. The highest MPLA state registration was Kansas, although there were attendees from 28 states.

President Hammond congratulated Linda Deacy on a fabulous conference. The Board gave Linda Deacy a standing ovation for her excellent work on this conference.

5. Report on Joint Conference with Colorado in 2004 - Beth Avery

Beth Avery announced that the joint conference with Colorado Association of Libraries and MPLA will be October 20-23 at the Denver Marriott Technical Center. The rooms will be \$86 a night. The tentative theme for the conference will be "Libraries and All That Jazz". Pat Wagner is planning to be there for a welcoming event. There will be space for 100 exhibitors. The Colorado Association of Libraries had 800 at their conference this year. Since the Board has not finalized the location for the July 17 Board Meeting in Denver, President Hammond suggested that the Board meet at the Denver Marriott Technical Center.

Dail Barbour gave a short report on the 2005 Joint Conference of MPLA and the Wyoming Library Association which will be the first week in October in Jackson Hole, Wyoming. Dail said that the park will be open and conference attendees are encouraged to bring their families for a mini-vacation. Hotel room rates will be \$85 and the rate will be available 3 days before and three days after the conference.

6. Report on Leadership Institute - Marilyn Hinshaw

Marilyn Hinshaw talked about a year of polishing "what we did before" at the Leadership Institute. The intent of the evaluations is that the Institute gets better and better. The primary work of the Leadership Institute Committee that is being formed now will be to decide whether the Ghost Ranch Leadership Institute will stay the same or "morph" into something else. The committee is exploring possibilities such as renewal opportunities for non-MLS managers or middle managers. The committee will be exploring new opportunities and financial considerations. Funding is very important. EBSCO has made it clear that they are funding the current Leadership Institute for 3 years only. But if there are offshoots from the original Institute, perhaps they will consider funding these. Marilyn said that the Leadership Institute was a wonderful experience and thanked the Board for their wonderful support.

President Hammond said that the MPLA Leadership Institute @ Ghost Ranch was one of the most impressive things that MPLA has done. She said that the Institute will have long reaching effects.

7. Report on the Manual of Procedures and Bylaws Revision - Dana Boden

The Bylaws and Procedures Committee have posted items for revision in PDF Format on the web, including revisions to the Introduction, Section 2 and Section 5 of the Manual. They have received suggestions from Joe Edelen and Jeff Belliston. There were some adjustments to Section 3 and Sections 4 and 6, as well as the Table of Contents. The Manual of Procedures has not been printed since 1997, and there are variant versions of the Manual available. Dana will send out sections on MPLA-EX List Serve so the Officers can read closely for questions and comments. Please get back to Dana Boden soon so any changes can be made by the end of the year. Officers will be able to print off the revisions in Word. Once the Manual is finished, Joe will print a new copy for everyone. Linda Deacy moved that the Board accept the approval process outlined by Dana. Jean Hatfield seconded the motion. Motion passed.

President Hammond thanked Dana Boden for her hard work on the Manual and the Bylaws.

8. Memberclicks: test of online system during November

President Carol Hammond reported that MPLA Officers will be testing Memberclicks for a one month period beginning November 12 and ending December 12. Officers will be given a user ID and password by November 12 for this service. If we decide to subscribe to this service, it needs to be ready to go by January when we renew memberships. The system will cost \$2,500 a year. Members will be able to send personalized e-mails to people in their section. Every member can update information. The MPLA Membership Directory will be printed from the Memberclicks list. If Memberclicks is subscribed to, there will be a training at the January Board Meeting.

9. Orientation for New Board Members; Review for Continuing Board Members

Meeting Schedule, Travel, Reports and Handout

President Hammond announced the meeting schedule for 2004.

- o January 24, 2004 Las Vegas NV, Doubletree Inn
- o July 17, 2004 Denver, Denver Tech Center
- o October 20, 2004, Denver Marriot Tech Center at conference with Colorado Association of Libraries.

In regard to the Board Meeting in Las Vegas on January 24, the Doubletree Hotel has a free shuttle service from the airport. Joe will send out more information on e-mail. State Representatives, Section Chairs and Officers are expected to attend. Others, i.e. Committee Chairs, are welcome. If you are a State Representative, MPLA state

associations should be paying for State Representatives to attend meetings. Reimbursement policies are in the Manual. New Board members are expected to pay expenses for the first Board Meeting. Most Board Meetings [except Board Meetings at Conference] start at 9:00am and end at 3:00pm. Normally, Board members get together the night before and go out to dinner as a group. The Board meeting usually includes lunch. Dress is casual. Everyone, i.e. Officers and State Representatives bring a written report. During the meeting, the reports are not read verbatim, but items of particular interest are announced. Reports must be ready at least a week ahead of time to post on the website. The Board members can then print off the reports and bring them to the meeting. There was discussion about the number of paper copies of their own report each Board member should bring. The Manual recommends that 15 copies of reports be brought. If there are problems printing reports from the website, contact Dan Chaney, he relies on the Board to tell him about website problems. The President will bring the agenda to the meeting.

President Hammond stressed the importance of acknowledging e-mails. Please put MPLA in e-mail subject lines to help members sort through their mail and respond quickly.

Meeting between Meetings and Committee Conference Calls, E-Mail, Chat

President Hammond discussed the possibilities for meeting between meetings. MPLA has tested a variety of meeting software products. They are very expensive and the right product has not been found. Carol suggested that we use conference calling or free chatrooms at Yahoo. Although conference calling can be an expense, there are systems where this expense can be shared. Another mechanism to get in touch are the MPLA list serves.

Using the List: Send to MPLA-EX @usd.edu or MPLA-L@usd.edu

Dan Chaney explained that there are two versions, MPLA-L@usd.edu and MPLA-EX@usd.edu. MPLA-EX includes the Board and a couple of years ago Joe Edelen added the Committee members as well. Please send Board Reports and any information you want to share to the list serves. Please send position announcements to Joe. He will verify that they meet the criteria for posting and will post. Traffic has been negligible on the lists and Dan would like more to be posted. The list serve is how we notify you about hotel reservations and take nose counts for lunches.

Newsletter, Web Site

The Newsletter Editor, Lisa Mecklenberg Jackson was not able to attend the conference. Dan Chaney gave her report as the Newsletter Editor and the Webmaster work together. Lisa welcomes any and all information for the newsletter. If your state or library is doing anything, please let her know. She has been doing state profiles for every issue, and she may e-mail State Representatives to ask for more information. The Board reports are a real source of information and content for the newsletter. The Newsletter is published every other month, Lisa will send a reminder two weeks before the publishing deadline.

The website is also a very effective tool. It is not only an information repository, but also is useful for communicating with your section. Please take a look at what is there. Dan will link whatever information is needed to the website. If there are any errors, please advise Dan. He will usually respond within an hour.

Duties of State Representatives

President Hammond discussed various duties of State Representatives. Some of the tasks are on a handout pulled out by Jean from the Long Range Plan. Everyone should be familiar with the Long Range Plan. In addition, duties are listed in the Manual of Procedures. The job of recruiting members falls to the State Representatives. MPLA has a booth at every state association conference, which will be mailed to the State Representatives along with handouts. This booth is the responsibility of the Representative from that state.

Duties of Section Chairs

President Hammond explained that the major responsibility of the Section Chairs is to help with the conference programs. Continuing Education is a big part of what MPLA does. Section Chairs work with their counterparts in the conference state.

Duties of Committees

President Hammond discussed the work of committees to integrate the long range plan. Committee chairs send reports of their work including summary of long range plan, goals and highlights of accomplishments.

President Hammond indicated that membership is a critical issue for MPLA. Our membership has been falling. We need to have a checklist for Board Choice awards. Membership will be a major focus on the Las Vegas meeting.

Dan Chaney discussed the "Faces of MPLA" on the website. New Board members need to send their photos to Dan Chaney or Lisa Mecklenberg Jackson, or their photos will be taken at the Las Vegas meeting.

President Hammond reminded Board members that they need to number their reports so that they can be kept track of.

Pam Bohmfalk asked what items should be kept in the MPLA leather binders. Jean responded that originally the binders contained the Manual of Procedures and the Bylaws. However, Board members keep additional information in the binders. Carol pointed out that reports are available on the website and that archives are kept at the Denver Public Library. In the past, the secretary collected the reports, however, perhaps new guidelines are needed as the reports are on the web site. Carol will discuss this with Joe Edelen and determine who is responsible for this.

Scott Goldy reminded Board members not to just hit reply to the list serve, because the response will be sent to everyone, but to reply individually.

Jane Hatch thanked Dan Chaney for the excellent web page.

Sandy Barstow asked about reimbursement for Board Meetings. President Hammond responded that MPLA does not cover expenses for meetings at the conference. For new Board Members, the Las Vegas meeting is the first meeting and expenses are not covered for that meeting. According to the current schedule, the only meeting reimbursed this year that will be the July meeting.

10. Other New Business

Jean Hatfield thanked everyone who made the conference a success. Jean worked hard to get the involvement of Reforma members in the conference which brought more participation and awareness for Reforma issues.

President Hammond announced that Executive Secretary Joe Edelen was missing from this meeting. It is a very rare occasion when Joe misses a meeting, but his son was playing his last football game in college.

Dan Chaney announced that if there are program handouts available after the conference, he can link them on the website. The current plan is that handouts for the Colorado conference programs would be on the website.

Jane Hatch commented that having Reforma meet with us was a wonderful experience and asked if there was a process to invite their participation in future conferences. Jean Hatfield reported that Reforma members were still evaluating this conference. There was a discussion on Reforma and other associations that might possibly meet in conjunction with MPLA.

11. Action Items from: Officers, Staff, Committees, Sections/Roundtables, State Representatives

There were no other action items.

12. Announcements

President Hammond announced that the minutes from the current meeting would be posted in a week. Please read and send corrections and additions to Basha Hartley, Secretary.

13. Adjournment

President Hammond adjourned the meeting at 10:38am.