

MPLA Executive Board Meeting
March 25, 2020 by Videoconference
AGENDA

PRESENT (indicated by **)			
Name	MPLA Position	Name	MPLA Position
**Stephen Sweeney	President	**Elena Rosenfeld	CO State Rep
** Robin Newell	Vice Pres/President Elect/ Professional Development Chair	**Shanna Smith/	KS State Rep /Communications Chair
Leslie Langley	Past President	**Rachel Rawn	MT State Rep
**Judy Kulp	Executive Secretary	**Randi Monley	ND State Rep
**Whitney Vitale	Recording Secretary	**Evonne Edgington	NE State Rep
**Diana Weaver	Awards Committee Chair	** Dale Savage	NM State Rep
**Frances Brummett	Bylaws Committee Chair	**Luise Davis	NV State Rep
Roy Degler	Webmaster	**April Miller	OK State Rep
Eileen Wright	Nominating Committee	**Nita Gill	SD State Rep
**Mary Ann Thompson	Awards Committee Chair	Joe Frazier	UT State Rep
**Melanie Argo	Newsletter Editor	Cindy Moore	WY State Rep
**Annie Epperson	Archives Task Force	**Aubrey Madler	Leadership Institute Coordinator
**Mickey Coalwell	Administration Committee Chair	**Tom Taylor	LI Committee
**Amadee Ricketts	AZ State Rep		

Welcome and Call to Order

Stephen Sweeney called the meeting to order at 10:02am (MDT). He confirmed that the number of members in attendance constituted a quorum. He expressed his appreciation to those in attendance for making it to the meeting, especially under the current uncertain times. He noted that some board members were joining from their offices and some from home.

- **Roll Call & Introductions**

All board members present introduced themselves and their roles in MPLA.

- **Announcements**

Stephen announced that the American Library Association (ALA) has canceled their Annual conference for the second time since 1945. It is something to be mindful of in the Board's conversation today.

Stephen informed the board that Leslie Langley will not be able to attend the board meeting, as she was attending an emergency meeting for her library system.

- **Agenda changes**

No changes to the agenda were proposed.

Action Items

- * **Approve minutes of November 2, 2019 meeting**

Elena Rosenfeld made a motion to approve the minutes as presented. Luise Davis seconded the motion. All approved the motion. The motioned passed and the minutes were approved.

- * **Approve budget for 2020.** *Leslie Langley, Chair of Administration Committee*

As Leslie Langley was unable to attend, Judy Kulp gave the 2020 budget proposal. Kulp reported that this year's budget is unusual, since we do not have a conference planned, but that is good news as we did not have to cancel one. It is almost a balanced budget because the conference income from last year came in this year. The membership dues are coming along nicely from last year. The budget is quite realistic. The professional development grant budget is the same as it was last year. In past few years, we have not spent all of this fund, so it should suffice for this year. We can cover it. Leadership institute is up in the air, but MPLA will subsidize it by \$2,500. This is much better than the usual \$10,000 MLPA usually subsidizes.

Stephen asked whether the \$2,500 from the reserve fund is average for a Leadership Institute year Judy confirmed it was quite a bit lower than average. MPLA subsidizes the institute and the amount of the subsidy varies from year to year.

As this proposal comes from the administration committee, it did not need a motion or second. All were in favor. The 2020 budget was passed.

- * **Approve 2020 Letters of Agreement for Newsletter Editor, Executive Secretary, and Systems Administrator/Webmaster.** *Leslie Langley, Chair of Administration Committee*

Robin Newell was asked to lead the conversation around the Letters of Agreement, since it would be a conflict of interest for Judy to do. Judy sent the letters out to the board via email. She can also say that the text of the agreements are the same as they have always been. The amounts are different. The budget approval has already approved a compensation increase for Judy and Melanie Argo. In terms of webmaster administrator compensation, we did not have a conference this year and since MPLA usually pays Roy Degler's conference expenses, there is no amount listed. There is no contract for Aubrey Madler since it goes until the end of this year. It will come up next year in discussion of future Leadership Institutes.

Robin entertained a motion to approve the letters. Tom Taylor submitting a motion to approve. Luise Davis seconded. There was no discussion or questions. All were in favor. The motion passed.

- * **Approve 990 form and Schedules.** *Judy Kulp, Executive Secretary*

Judy reported that this is the form that MPLA must submit every year for 501 (c)(3) non-profit status. Judy has completed them and they will require board approval and Stephen's signature. They are due May 15th.

Stephen entertained a motion to approve the form. Randi Monley submitted a motion to approve. Luise seconded the motion. Stephen opened the floor for questions and discussion.

Robin Newell asked if the form is the same every year. Judy replied yes, but the answers do change year to year based on budget, program expenses, utilities, etc. It is like doing IRS tax returns.

Elena Rosenfeld asked if there was something surprising Judy discovered or if there was anything that we should be monitoring. Judy responded no. She reported that MPLA's percentage of public support remains constant from year to year. On schedule b or a, there is a fluctuation in the Leadership Institute years in terms of program expenses.

Stephen said his favorite part of the form was part 5 - did the organization receive any funds from indoor canning?

All were in favor of approval. The Motion carried.

Stephen posited that when you look at the duties of board members (care, loyalty and obedience) as outlined in the non-profit code, the care for the organization and our fiduciary responsibility are so important. He now feels he can sign this form with confidence and thanked everyone for that.

* **Accept MLA and PNLA invitation for 2022 Joint Conference.** *Rachel Rawn, MT Representative*

Rachel reported that MLA is very excited about this opportunity. PNLA really wanted to do it in late summer or early fall. That is the biggest issue to talk about it. MLA did a survey about moving the conference time and they were okay with it. She asked how the board felt about moving from a spring conference to a summer conference.

Elena had no concern. Every date has its challenge. August may be easier to accommodate. It was fine.

Rachel reported that the MLA librarians seem excited about the change.

Tom posited that the opportunities of this conference outweigh the date change.

Judy reported that Pam Hanley, who is a past MPLA board member, is the incoming MLA president, so that is nice connection.

Luise has no problem with this date change and feels it is easier to make this change since we are doing something so large.

Stephen pointed out that, overall, he is hearing positive thoughts on the timing. He asked the board about the next steps.

Judy reported that the board needs to agree to accept the invitations. After that, the planning starts with the letter of agreement that goes into the finances and planning. But the first step is to accept the invitations. Judy reported that she already has a generic tri-conference letter of agreement that can be used as MPLA has done this before.

Rachel entertained a motion to accept the invitations. Luise seconded the motion.

There was no other discussion.

All present were in favor. The motion carried. Stephen thanked Rachel for spearheading this effort.

Discussion & Information Items not listed above

- * **Leadership Institute Updates & Contingency Planning.** *Tom Taylor , Chair, Leadership Institute Committee & Aubrey Madler, Leadership Institute Coordinator*

Aubrey Madler reported that she got her report out to the group this morning. So far, the mentors and Mark agree that we should wait it out a bit. This was before ALA canceled their conference in late June and the leadership institute is in early June. Yavapai College also is not looking that far in the future. They are currently closed. Part of the decision will depend on what the College decides, and on what the cohort wants to do. She has been communicating with the fellows that a decision will be made by May 1st as to whether we are going to hold the institute. Aubrey hopes that will give participants time to either prepare travel expenses or request refunds, depending on what is decided. She opened the floor for suggestions or discussion.

Tom Taylor added that if Yavapai College makes the decision to close the campus through June, prior to May 1st, then the institute will be canceled.

Aubrey has been looking at contingencies. She brainstormed with the mentors over a phone call and they come up with three possible scenarios. They may move the institute back to early August, which would depend on the availability of those involved. They may also move it to next spring and try to work it around any conferences that may be happening. They may also cancel it all together.

Annie Epperson was also on that call and added that all the mentors have some kind of virtual interaction with the fellows in the program. If the face to face is delayed, they can start connecting and building those relationships virtually with the new cohort. Social connection is so important, especially with social distancing. She likes the notion of initiating conversations. She also reported that there has been a great diversity of leadership under during this current crisis. They may be good examples for students of leadership. The hardest part of this is disowning the desire to know when the end is.

Robin appreciates the willingness of the committee to wait until May 1st to make that decision. She also likes the virtual component and agrees that we will not know the future. She supports postponing until further notice.

Annie reported that when the mentors met, they agreed it was off the table to go with an institute that is completely virtual. The face to face component is vital and she hopes that the board can honor and accept that.

Stephen echoed his thanks for the thoughtful deliberations regarding this. He confirmed that the board was not looking at action right now, just discussion. Aubrey confirmed this and reported that as long as there were no other recommendations or discussion, they will go forward as if the institute was going to happen. They will work on deadlines and Mark will fine tune the curriculum.

Melanie Argo asked if Aubrey wanted anything different in the newsletter than what was previously discussed. Aubrey will send an additional fellow to add to the newsletter, but has no other changes. She will also ask Roy to put the new fellow on the website, too, since it is important to celebrate those that were accepted. She will be in touch about future updates.

Tom submitted that it is important to hear board members' thoughts about the contingency plans put forth by Aubrey.

Shanna Smith is one of the accepted fellows and responded that it makes her nervous to have to reschedule something else for the summer, when her summer reading programs will also be pushed back. She suggested pushing it back past the summer, when everyone is coming out of crisis mode. Maybe next spring would be better?

Aubrey added that there is a restriction with the location. It is held at a college, so it will need to be the summer. We are limited, unless we move the location.

Robin agrees with Shanna that it is problematic to do it this summer, especial for public libraries. She suggested maybe moving it to spring 2021 or June 2021. In the meantime, maybe explore the virtual options, with the cohort meeting virtually once per month. Anything held this summer, even if the college can host it, will be even more problematic for attendees.

Shanna added that other programs tack on the face to face component on to a conference and asked if MPLA could tack on the Institute to the 2021 MPLA conference.

Stephen supports this since it would be hard to get people to attend both the May conference and June Leaderships.

Randi expressed concerns that tacking it on to the conference would be a lot for attendees. It is a really intense week, it could be very overwhelming for the institute attendees.

Luise agrees that June is really close to conference time, which gives her concern.

Dale Savage added that adding it to the conference might be less taxing.

Shanna also suggested that it may be easier to get funding if both were back to back. It would be something to explore.

Robin agrees with Randi. Leadership institute is very intense. It takes at least 30 days to process everything you learn. It would be cheaper for attendees to add it to the conference, but not the best experience for the cohort.

Annie suggested maybe discussing this with the Institute fellows virtually. Aubrey agrees that

bringing everybody together for a discussion would be ideal. If we do need to make a different plan, working with everyone would be good. She appreciates the comments and has taken down notes. She will be in touch when they have to make decisions. She asked that everyone email her if other ideas come up. Stephen thanked her for the conversation.

Officers & Staff

Individuals with * have discussion or information items. All other reports will be accepted electronically without discussion.

*** President – Appoint Financial Review Committee - *Stephen Sweeney***

Stephen reported that every 3 years, MPLA's finances are audited by an outside firm. On the other years, the finances are reviewed by an appointed committee. He asked Judy about how this appointment occurs. Judy informed that Stephen that it is up to him to appoint members to a committee. Stephen and Annie have both been on the Financial Review Committee in the past. Judy reported that they have done it virtually for the past several years by email. All the financial info can be sent via email, but she welcomes visits to the physical records in her basement. Volunteers are welcome or Stephen can appoint members to a committee.

Annie Epperson volunteered to be on the committee, but said that she needs to have a second person, as well, to help with drafting. She is also willing to step aside, to provide opportunities for junior members. This is an easy appointment. Judy makes it very simple and it is a good opportunity.

Stephen asked that if anyone is interested, to let him know. They need 2 or 3 volunteers. If you know someone else in MPLA that is interested in finances, please send him recommendations.

Annie asked if Stephen should invite people to join the committee by a particular date. Stephen agreed and asked for volunteers by April 1st. everyone will have a week to think about it.

Vice President – *Robin Newell*

Past President – *Leslie Langley*

Recording Secretary – *Whitney Vitale*

*** Executive Secretary – Budget & Membership Statistics. *Judy Kulp***

Judy reported that there is nothing unusual in the statistics. We are doing well with membership and holding steady. We are getting more members. She thanked those who sent out renewal reminders to those in their state. The budget report doesn't have a budget in it, but you can see the expenses to date.

In regards to the membership report, there is a 3 month grace period, ending on March 31, before members are taken off membership roll. That is why she separated the lists into 2020 and 2021.

Memberclicks is updating our platform. This should happen officially in about a month. It should not look different for our members. We are keeping the same fee structure, but can add more members and there will be a lot of enhancements. We do not use their payment process that they offer, but we can in the future. But right now, everything should be staying the same.

Only marked agenda items.

Newsletter Editor – *Melanie Argo*

Leadership Institute Coordinator- *Aubrey Madler*

Webmaster & Systems Administrator – Refer to written report - *Roy Degler*

Committees

Individuals with * have additional discussion or information items. All other reports will be accepted electronically without discussion.

Administration– *Leslie Langley*

Awards – *Mary Ann Thompson*

Bylaws and Procedures – *Frances Brummett*

Communications – *Shanna Smith-Ritterhouse*

Leadership Institute – *Tom Taylor*

Nominating Committee – *Leslie Langley*

Membership – *Mary Soucie*

Professional Development – *Robin Hastings*

Archives Task Force – *Annie Epperson*

State Representatives

Individuals with * have discussion or information items. All other reports will be accepted electronically without discussion.

Arizona – *Amadee Ricketts*

Colorado – *Elena Rosenfeld*

Kansas – *Shanna Smith-Ritterhouse*

Montana — *Rachel Rawn*

Nebraska – *Evonne Edgington*

Nevada – *Luise Davis*

New Mexico – *Dale Savage*

North Dakota – *Randi Monley*

Oklahoma – *April Miller*

South Dakota – *Nita Gill*

Utah – *Joe Frazier*

Wyoming – *Cindy Moore*

Final Announcements

Robin asked the board if they want to draft a statement from MPLA acknowledging that we are in troubled times and that we are there to support members. Stephen likes this idea and would be happy for the message to come from him. He will appoint Robin and Lesley and Judy to do so along with him. Robin would be happy to do so. Robin can take the lead on it and draft a short and succinct statement.

Stephen mentioned that there are a variety of ways to reach the memberships with this statement. Melanie can put it on the newsletter if she can get the language by Monday.

Randi suggested offering MPLA's Zoom subscription for members that may need it during this time.

Annie suggested that MPLA also support ALA's statement on whether libraries should remain open. It may be helpful for members to have a statement to share with their stakeholders during these times.

Robin agrees that it is political, but the protection of staff and the community is a priority.

Stephen thinks it is reasonable that the statement can be drafted by Monday.

There were no other announcements.

Adjournment

Mary Ann Thompson made a motion to adjourn. Amadee Rickets seconded. All approved. Meeting adjourned at 10:55 (MDT).