

MPLA Executive Board Meeting
February 22, 2021 by Videoconference

AGENDA

PRESENT (indicated by **)			
Name	MPLA Position	Name	MPLA Position
**Stephen Sweeney	President	**Amadee Ricketts	AZ State Rep
** Robin Newell	Vice Pres/President Elect	**Elena Rosenfeld	CO State Rep
**Leslie Langley	Past President; Admin. Committee Chair	**Maribeth Shafer	KS State Rep
**Judy Kulp	Executive Secretary	**Rachel Rawn	MT State Rep
**Whitney Vitale	Recording Secretary	**Randi Monley	ND State Rep
**Frances Brummett	Bylaws Committee Chair	Evonne Edgington	NE State Rep
**Roy Degler	Webmaster	**Dale Savage	NM State Rep
Mary Ann Thompson	Awards Committee Chair	**Luise Davis	NV State Rep
**Melanie Argo	Newsletter Editor	**April Miller	OK State Rep
**Annie Epperson	Archives Task Force Chair	Nita Gill	SD State Rep
**Mary Soucie	Membership Committee Chair	**Joe Frazier	UT State Rep
Shanna Smith	Communications Chair	**Katrina Brown	WY State Rep
**Tom Taylor	LI Committee Chair	**McKenzie Gulick	Visiting MPLA member
**Robin Hastings	Professional Development Chair		

Welcome and Call to Order

- Roll Call & Introductions
 - Stephen Sweeney called the meeting to order at 10:05AM (MDT). All members present introduced themselves.
- Announcements
 - No announcements were made.
- Agenda changes
 - No changes proposed.

Action

- * Minutes of December 11, 2020 meeting. *Whitney Vitale, Recording Secretary*
 - No amendments to the minutes were proposed. Elena Rosenfeld moved to accept meeting minutes as presented. Robin Hastings seconded. One abstention was noted. All others approved. Motion passed.
- * 2021 Letters of Agreement for Newsletter Editor, Executive Secretary, and Systems Administrator/Webmaster, *Judy Kulp, Executive Secretary*
 - Judy Kulp explained that the Letters of Agreement are the same this year for the Executive Secretary and Newsletter Editor because there are no recommended salary changes. In the past, the Webmaster Letter of Agreement included MPLA conference fees. Since there are no conference fees this year, Roy Degler has instead requested his \$15 membership dues be paid as his salary. Otherwise, that Letter is also the same as it has been in the past.
 - Judy Kulp clarified that the Newsletter Editor will receive commission for the first insertion of advertising each year. The Editor will receive this commission every new year, even on continued advertising.

- Luise Davis pointed out a typo in the year listed on the Executive Secretary Letter of Agreement.
 - Elena Rosenfeld asked for clarification on the language around termination in all Letters. The Letters note that termination is an administrative decision. Should we have something that allows the individuals to resign? Judy Kulp pointed out that resignation guidelines are in the association bylaws.
 - Mary Soucie moved to approve the 2021 Executive Secretary Letter of Agreement as amended. Luise Davis seconded. All approved. Motion passed.
 - Joe Frazier made a motion to approve the 2021 Newsletter Editor Letter of Agreement as written. Luise Davis seconded. All approved. Motion passed.
 - Mary Soucie made a motion to approve the 2021 Systems Administrator/Webmaster Letter of Agreement as written. Randi Monley seconded. All approved. Motion passed.
 - Stephen Sweeney thanked Judy Kulp, Roy Degler and Melanie Argo for their service.
- * Archival Storage recommendation. *Annie Epperson, Chair and Stephen Boss, member, Archives Task Force*
- Annie Epperson reported that the Archives Taskforce project has two phases. The First phase of the project is establishing the MPLA electronic archives at the University of Wyoming. The report was sent out this morning. The MOU is in a draft stage right now and the University of Wyoming legal counsel will have to look over it. She asked if MPLA needs someone to look over it from a legal perspective. Right now, they are using the boiler plate MOU from the University of Wyoming. Annie Epperson also requested to meet with the Administrative Committee to ensure that the Taskforce is addressing the correct administrative issues. Lesley Langley as Admin Committee Chair will set that meeting up. Lesley Langley also informed the group that legal fees are not in the budget. Elena Rosenfeld offered to ask her institution if they would be willing to cover legal costs. The Admin Committee can also discuss that offer. Annie Epperson reported that the report and MOU draft is now on the MPLA webpage.
 - Mary Soucie suggested that if needed MPLA should provide the legal fees and not ask a member library to pay these fees. Annie Epperson agreed with this statement. Stephen Sweeney echoed that the fiduciary responsibility of the Board cannot be overstated. It may be helpful to have this established in writing. If we just looking at a contract agreement, perhaps a law firm interested in library law would be interested in taking a look.
 - Annie Epperson reported that the second phase of the project relates to the tangible items housed at Denver Public Library. The Taskforce would like to get them back into MPLA ownership where they could be processed. The digital files coming out of that process would end up at the University of Wyoming. The few tangible items like board style briefcase would need to stay somewhere and belong to MPLA. The suggested location for this material is Montana State University – Billings.
 - Annie Epperson is seeking an approval from the Board for the Taskforce to move forward with both phases of the project as currently defined. She is also asking for an approval for the fees associated with digital file storage and for the draft MOU to be brought forth to the Admin Committee for consideration. Annie considers herself a non-voting member of the board. Mary Soucie made a motion that the Archives Taskforce move forward in their discussions with the University of Wyoming and with Montana State University-Billings for the archives of digital

and physical items respectively and that the Administration Committee be tasked with working on the MOU. Elena Rosenfeld seconded this motion. All approved. The motion passed.

* Budget for 2021. *Leslie Langley, Chair of Administration Committee*

- The 2021 budget was screen shared with the Board. Leslie Langley reported that, in regards to income, there is no conference budget projected for 2021. The projected membership dues income is about \$15,000 and that may be optimistic. Encouraging membership this year will be very important. We especially need new members. This year we are hoping for \$650 in donations.
- In regards to expenses, Lesley Langley reported that the archival storage fee will be \$45 per year for 2 terabytes. Annie will confirm with Stephen Boss to make sure what the fees will be.
- Judy Kulp reported on the upcoming audit this year. She reached out to Jeremy Ryan, who has done our audit for that last 6 years, for an estimate. His proposed estimate for an audit is \$2,750. His response was that the fees had been low in the past, but that audits include numerous compliances elements that are time consuming. He suggested that instead of audit, MPLA use an agreed upon procedure engagement that would cost \$750 - \$1,000, depending on the number of procedures. Judy pointed out that the Manual of Procedures do state that we need a CPA to run an audit every 3 years, so we would need a vote of the Board to proceed with a procedures agreement. Robin Newell thinks that an organization our size does not need to pay \$3,000 for audit that may not be necessary. If someone who has done our audit in the past suggested this option, then we should take that experience to heart. She supports this decision. Lesley Langley also agrees to make this change.

Mary Soucie asked if Judy Kulp, as a staff member, would still be protected if we moved to the new methodology. Judy responded that in the past, Jeremy has asked for receipts and backup for every expense. His main interest has been to make sure that she is doing her job. Judy suggested that if we do the engagement procedures agreement, that part of the agreement would be that the Executive Secretary's work be examined. Annie Epperson added that, as someone who has looked at our books for years, we want to make sure that MPLA is protected if Judy retires. Organizations have been brought down by poor bookkeeping. Annie would suggest doing this procedure once and then evaluating it. Judy Kulp suggested that the new procedure would only be for this year. The Manual of Procedures does state that when a new Executive Secretary starts, the books will be audited.

Lesley Langley, on behalf of the Admin Committee, motioned for the Board to make an exception to the manual of procedures and engage with Jeremy Ryan for an agreed upon procedures engagement this year, not to exceed \$1,000. All approved. Motion passed.

- Lesley Langely continued reporting on the expenditures section of the budget. Judy Kulp is not asking for an increase in salary. The MemberClicks new monthly fee increased and we are fully budgeted for that. The total expense will be \$28,194.70. Our net income is projected to be \$-11,044.70. We will need to take funds out of reserves.
- Leslie Langley, on behalf of the Admin Committee, made a motion for the board to approve the budget as presented and use the reserve to make up the portion of the budget for which we have no income. All approved. Motion passed.

- * 990 form and Schedules. *Judy Kulp, Executive Secretary*
 - Judy Kulp sent the 990 forms out to the Board in advance and they will need to be approved. This is MPLA's annual report to the IRS as a non-profit. Robin Newell made a motion to approve the tax forms as presented. Randi Monley seconded. All approved. Motion passed.
 - Roy Degler asked if the tax forms need to have section on the website to have the forms posted. Judy Kulp responded that our forms are available via the IRS and on the Colorado Secretary of State. They do not need to be posted on the website.

Discussion & Information Items not listed above

- * April Meeting and Update. *Stephen Sweeney, President; Robin Hastings, Chair, Professional Development Committee*
 - Robin Hastings reported we have already received 14 submissions for lightning talk presentations during the April meeting. The closing date for submissions is March 1st. Three presentations will be scheduled per hour, for three hours, totaling nine presentations. The Professional Development Committee did talk about tracks, but decided not to do that. The Committee will meet March 12th to decide on which presentations to accept. Stephen Sweeney appreciates the idea of not tracking the presentations so everyone can be able to attend all presentations. He suggested that we encourage those presenters not accepted to present in the future to an MPLA audience. Robin Hastings confirmed that the Committee has already discussed offering those not selected an opportunity to present in the future.
 - Judy Kulp reported that she had received a question from someone asking if we had a registration fee for the meeting and suggested clarifying with the membership that the registration is free and that this is not a full-blown conference. Stephen Sweeney suggested sending email blasts out on MemberClicks to clarify. Robin Hastings will come up with those messages and send them to Stephen Sweeney for approval and distribution to membership. We can host up to 300 participants at the meeting.
 - Stephen Sweeney clarified the dates and activities of the April Meeting:
 - April 28th - meeting of the current Executive Board
 - April 29th - day of lightning talks, membership meeting and awards presentations
 - April 30th - first meeting of the new Executive Board.

Officers & Staff

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

- * President – *Stephen Sweeney*
Vice President – *Robin Newell*
Past President – *Leslie Langley*
Recording Secretary – *Whitney Vitale*
- * Executive Secretary – Budget & Membership Statistics. *Judy Kulp*
 - Membership is absolutely critical this year. We did not meet our membership dues goal last year. We need to go for a membership increase in any way we can. Stephen Sweeney pointed out a number of membership initiatives: the first ever virtual conference, the membership Chew and Chat events, and the Board Choice Membership Award that might earn us a board member or long-term member. For Board members, there is still time identify a person for Board Choice Membership. Send their name to Judy if you have not done so already and she will send out a welcome email.

Newsletter Editor – *Melanie Argo*

Webmaster & Systems Administrator - *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*

- Annie had nothing further to add. She will hear back from Stephen Boss on the dollar amount.

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 – *Maribeth Shafer*

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 – *Katrina Brown*

Final Announcements

- Melanie Argo reported that the nominations for the next Vice President and Recording Secretary were in the last two newsletters, and asked when the voting will take place. Lesley Langley clarified that the voting will occur from March 19th – April 2nd. Melanie pointed out that elections are usually in mid -March. For the record, Stephen reported that candidate bios and pictures were due on October 1 and the newsletter submission deadline was November 1st. March 19th – April 2nd is the voting window. Lesley Langley added that the election results will be announced by April 7th. This is not 6 weeks before the Spring meeting, as is directed in the Manual of Procedure.

Stephen Sweeney suggested a motion, on behalf of the Nominating Committee to suspend the Manual of Procedure and have the date by which election results are announced be 3 weeks before the conference this year, due to the pandemic. Roy Degler added that he will need at least a week to set up and test the online election. He will put the test election up on March 12th. The actual election results will go to Judy Kulp and Stephen Sweeney and the results will be sent out via MemberClicks. Roy Degler will use Lime Survey software, instead of Survey Monkey, since the program is free. Lesley Langley, on behalf of the Nomination Committee, made a motion to suspend the Manual of Procedure for this year, open voting on March 19th and end it on April 2nd. All in favor. Motion approved.

- Rachel Rawn announced that the Montana Library Association Virtual Conference is April 14th – 17th and she will email everyone the details.

- Melanie Argo sent out another call for submissions for the newsletter and asked Board members to send this call out to their listservs.
- Robin Newell would like to add a discussion about the Leadership Institute Committee and Coordinator to the next Administration Committee meeting agenda.
- Judy Kulp pointed out that the Oklahoma Library Association 2021 Conference dates have been moved to July. Lesley Langley clarified that the reason it was moved this year was to hopefully have an in-person conference. This is a one-time move.
- Stephen Sweeney reported that MPLA will have a virtual conference this year and joint meetings with the Montana Library Association in 2022, Oklahoma Library Association in 2023, and the Utah Library Association in 2024.

Adjournment

Stephen Sweeney entertained a motion to adjourn. Lesley Langley made the motion. Randi Monley seconded. All approved. Meeting was adjourned at 11:17 AM (MDT).