

MPLA Executive Board Meeting
October 13, 2021 by Videoconference

AGENDA

PRESENT (indicated by **)			
Name	MPLA Position	Name	MPLA Position
**Robin Newell	President	**Jennifer Williams-Curl	Communications Co-Chair
**Brenda Hemmelman	Vice Pres/President Elect	**Amadee Ricketts	AZ State Rep
**Stephen Sweeney	Past President; Admin. Committee Chair	**Elena Rosenfeld	CO State Rep
**Judy Kulp	Executive Secretary	**Maribeth Shafer	KS State Rep
**Whitney Hilley	Recording Secretary	Rachel Rawn	MT State Rep
Frances Brummett	Bylaws Committee Chair	**Randi Monley	ND State Rep
**Roy Degler	Webmaster	Evonne Edgington	NE State Rep
**Mary Ann Thompson	Awards Committee Chair	**Dale Savage	NM State Rep
**Melanie Argo	Newsletter Editor	Luise Davis	NV State Rep
Annie Epperson	Archives Task Force Chair	**Gloria Farmer	OK State Rep
Mary Soucie	Membership Committee Chair	**Melanie Argo	SD State Rep
**Shanna Smith-Ritterhouse	Communications Co-Chair	**Sherrie Mortensen	UT State Rep
**Leslie Langley	LI Committee Chair	**Judi Boyce	WY State Rep
**Robin Hastings	Professional Development Chair		

Welcome and Call to Order. *Robin Newell, President*

Robin Newell called the meeting to order at 10am (CT). Roy Degler let the board know that he posted the board documents and reports in a link in the Zoom chat for the meeting.

Introductions

Robin Newell welcomed the newest board member, Judi Boyce, the new state representative from Wyoming.

Approve/Amend Agenda

No agenda additions or amendments were made. Elena Rosenfeld moved to approve the agenda. Stephen Sweeney seconded. All approved. The motion passed.

Minutes of 7/14//2021 Board Meeting. *Whitney Hilley, Recording Secretary*

Amadee Ricketts motioned to approve the minutes as written. Stephen Sweeney seconded. All approved. The motion passed.

New Business

- * Leadership Institute. *Leslie Langley, Chair, Leadership Institute Committee*
 - o Leslie Langley has agreed to chair the Leadership Institute (LI) Committee this year. She reported that the Committee met on Thursday, September 30th. The Committee had previously been interested in hosting a 2022 Leadership Institute. However they have

determined that this not feasible as there is not enough time. The Institute will be pushed back to May of 2023, to give enough planning time.

The LI Committee has also decided to change the venue back to the YMCA of the Rockies in Estes Park. The decision was also made to honor the 2020 Institute cohort. That decision was approved by the Board at the December 11, 2020 meeting. The 2020 cohort received a letter confirming this in December 2020. They will receive another letter confirming the 2023 Institute. If some cannot attend, there will be new open slots available.

Maureen Sullivan has expressed interest in being the facilitator. She has May 2023 free and will join the October 28th LI Committee meeting.

The LI Committee decided that for the 2023 Institute to be successful, it needs to be breakeven in regard to budget. This has not happened in the past. MPLA has suffered a loss for each institute. With membership declining (hopefully this will turn around), this would be too much of a burden on the organization. The 2020 cohort registration was \$750. The Committee proposes to change these rates to \$1,000 per person. The fellows are getting a lot for the money, as this covers a week of lodging and meals. By raising the rates and not hosting until 2023, the fellows will also have enough time to present the funding needs to their administration to be added to future budgets. This action needs Board approval. By doing this, the Committee can get down to the real work of the Committee, not just focus on fund raising. This has been a real challenge recently. With the Committee doing the work of the Institute, the LI Coordinator position may not need to be filled prior to the 2023 Institute. The Committee has agreed to get everything done themselves. They are not asking for the position to be removed permanently. Right now, this will also have a positive impact on the MPLA budget. All Committee members are in favor of this.

- Amadee Ricketts thanked the LI Committee for all of their hard work.
- Leslie reported that Judy Kulp has contacted the YMCA of the Rockies for a tentative price. The budget will be \$17,000 for that. Maureen Sullivan's speaker fees remain at \$7,500 and we will pay her expenses, including airfare. There is also a miscellaneous \$1,200 built into the budget for supplies. If we have a full cohort, the registration rates will cover all of this.
- Robin Newell supports this decision and thinks it is important that the Institute does not impact the MPLA budget. This plan is to get us back on track. This will also allow us to honor the 2020 cohort. She thanked Leslie and the LI Committee for making this happen.
- Melanie Argo asked when the registration fees would be due. Leslie clarified that fees will not be due until early 2023, and that they can be split over two years. Robin Newell added that public libraries will be able to split this cost over their 2022 and 2023 budgets. Judy added that the fees will be \$100 more for non-MPLA members.
- Melanie also asked if there will be a 2024 institute, or if we will be holding the Institute on odd years going forward. Leslie clarified that we will need to move to odd number years. The next Institute will be held in 2025.
- Mary Ann Thompson made a motion for the Board to approve the increase in Leadership Institute fees from \$750 to \$1,000 for MPLA Members, with non-MPLA member rates also increasing by \$250 to \$1,100. Dale Savage seconded. All were in approval. The motion passed.

- * AUP (Agreed Upon Procedures) Report. *Stephen Sweeney, Chair Administration Committee*
 - Stephen Sweeney reported that the Board had voted not to continue using an audit, but rather engage the audit firm to perform an Agreed Upon Procedures (AUP) evaluation. The report has been submitted to the Board. He reports that for a smaller non-profit, this was an exhaustive and thorough procedure.
 - Judy Kulp added that the audit firm was very thorough and asked for more information than they had in the past when they would perform formal audits and this was only one third of the price of an audit.
 - Stephen added that the audit firm was very responsive and easy to work with.
 - Stephen presented the report for approval on behalf of the Administration Committee. All were in favor. The motion passed.

- * CEU accreditation of webinars/workshops for MPLA trainings. *Robin Hastings, Chair, Professional Development Committee*
 - Robin Hastings presented a request for help from Board members. The Professional Development (PD) Committee is looking to make workshops more valuable by offering CEU credits. They are looking into CEU accreditation for each state. The Committee has not looked into all of the states in MPLA yet, just those represented by its members. Robin presented the CEU accreditation information gathered by the Committee so far:
https://docs.google.com/document/d/1yPqOemZLFEqw2_eosTf9l6cfxa2GLhywUzqWHY3GHJ4/edit?usp=sharing

Robin asked that state representatives, whose states are not on the list yet, please find out how to get CEU accreditation for workshops and trainings in their state, and add this information to the list on the google doc. Not all states have a way to do so. She asked that they add the information to the google doc by the first week of December, prior to the next PD Committee meeting.

Old Business

- Long Range Plan 2017. *Robin Newell, President*
 - Robin Newell reported that she and Brenda Hemmelman will meet soon about the long range plan and will have a plan for moving forward available for the next Board meeting.

Officers & Staff

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

President – *Robin Newell*

- Vice President – 2022 Montana/PNLA Conference - *Brenda Hemmelman*
 - Brenda Hemmelman has submitted a report to the Board about the Conference. The tri-conference agreement is set up and agreed upon. The signed agreement in place. Most of the conference planning work will begin in December. They have a timeline in place

Past President – *Stephen Sweeney*

Recording Secretary – *Whitney Hilley*

- Executive Secretary – Budget & Membership Statistics. *Judy Kulp*
 - Judy Kulp reported that the Board has the budget figures from last year to this year. The balance has been going down, but not down as much as it might have. MPLA has not had a conference in 2 years. She is hoping the next conference will make money. The

Membership statistics are alarming. It will take effort from the Board to promote MPLA. Now is good time to join. If a person joins now, membership is half price and would cover both the rest of this year and the full next year of membership at this price. We cannot put this effort off much longer. Working with state representatives are the best way to raise the membership rates.

- Robin Newell asked if any MPLA states have agreements where they offer a discount for a combined state and MPLA membership.
- Mary Ann Thompson reported that she was on a committee that looked into this possibility and it was not feasible. Leslie Langley added that issues in offering dual membership included budgeting logistics and providing proof of MPLA membership to state organizations. Mary Ann added that there are also different rates for different states membership, making the budgeting a challenge. Judy added that states are also on different membership timelines than MPLA. Some are rolling, some are annual. There had been some discussion about an MPLA/ALA student membership, but our student membership is already very inexpensive.
- Roy Degler added that he thinks that offering CEU credits for online presentations and workshops, as Robin Hastings presented earlier in the meeting, will really help membership. It would be a huge way to get new people involved.

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– *Stephen Sweeney*

Awards – *Mary Ann Thompson*

Bylaws and Procedures – *Frances Brummett*

Communications – *Shanna Smith-Ritterhouse*

- The Communications Committee has updated all of the fliers for state conferences since a few of them are going to meet in person this year. A list of available promotional documents is in her report to the Board. This material is on a Google Drive. You can find a link to the Drive on the MPLA website under the Communications Committee page (<https://mpla.us/about/committees/communications/>) under Promotional Materials. There are bookmarks, fliers, a PowerPoint and more on the Drive. Please let Shanna know if representatives need any of this material tweaked.
- Maribeth Shafer reported that the Kansas Library Conference is coming up in 2 weeks. She has printed off most of the promotional materials. She asked what materials usually go out to the state reps for the conferences. She asked if there is more that she should have. Shanna clarified that she did not have anything passed down to her as a state rep when she was in that position, but it may vary by state.
- Judy Kulp reported that a long time ago, MPLA used to have a nice packet of things, such as pictures on foam boards, a tablecloth, bookmarks, and posters that were sent to state representatives to be passed on to the next state representatives. Some passed these materials along and others did not. The pictures on foam board were also getting dated. At this point, it was decided to put all materials online and have presentations by computer.
- Amadee Ricketts does have a table runner from a previous Arizona representative and is happy to offer it to Maribeth to use in Kansas since they will not be able to have an in person meeting in Arizona this year.

- Judi Boyce pointed out that information for new representatives says there will be a promotional packet mailed to them. Judy clarified that she does still mail out ribbons and drawing pads for the 10 free memberships. She added that it might be worth having the Communications Committee look at what might be a good promotion going forward.
- Shanna reported that when she was a state representative, she would borrow some items from her local public library, like table cloths and acrylic sign holders.

Leadership Institute – *Leslie Langley*

Nominating Committee – *Stephen Sweeney*
Membership – *Mary Soucie*
Professional Development – *Robin Hastings*
Program Council – *Brenda Hemmelman*
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*

- Elena reported on Colorado's first in-person conference since 2019 and shared general impressions on the conference's success and COVID-19 protocols. After the Board Meeting concluded she asked the conference committee chairs for more complete information and was informed that about half of the regular number of attendees were comfortable with attending the full conference in-person while more attended a single day of the conference. 25% of the usual number of vendors attended and a virtual scavenger hunt was used to increase attendee visits to the exhibitor area.

Ideas that worked for Colorado's Conference that might be useful:

- Masks were strongly recommended and the guidelines from the county where the conference was held was shared.
- Attendees were asked to sign a waiver when picking up their conference materials. See attached for an Adobe version. If there is interest in an editable version, let Elena know at Colorado@mpla.us and she will send it to State Representatives.
- All rooms used for the conference had sanitizer and sanitizing wipes.
- Meeting spaces were configured with tables and chairs in a lecture hall format that allowed for some natural distancing between participants. Presenters were provided with amplification so that they could be masked as they presented for utmost security. It was recommended that, if they were moving around the room, that they stay masked.
- Keynote Speakers presented through Zoom so they could be unmasked and attendees could view the presentations both in-person and virtually. There were some sessions that were also offered virtually.
- ASL interpreters were also part of the Zoom keynote presentations. We had several attendees share their appreciation for the service.
- Those attending the keynotes in-person viewed the keynote in the large ballroom. Meals were also provided in this space. The meals were individually

packaged and trays were provided both to keep the food contained and so people could easily take their meals outside of the ballroom if they were not comfortable unmasking and eating in the large, shared space.

- A majority of the sessions that were presented virtually will remain available to attendees on the conference platform through May 2022.

Kansas – *Maribeth Shafer*

Montana – *Rachel Rawn*

Nebraska – *Evonne Edgington*

Nevada – *Luise Davis*

New Mexico – *Dale Savage*

North Dakota – *Randi Monley*

- Randi reported that North Dakota also had an in-person conference. There was low attendance, but it went well. There were less masked people than expected. Everyone seemed confident in their safety.

Oklahoma – *Gloria Farmer*

South Dakota – *Melanie Argo*

Utah – *Sherrie Mortensen*

Wyoming – *Judi Boyce*

Final Announcements

Robin Newell thanked the Board and reminded them that the next meeting will be on January 12th.

Adjournment

Meeting was adjourned at 10:43am (CT).