

MPLA Executive Board Meeting
January 12, 2022 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	**Michael Straatmann	NE State Rep
**Mary Ann Thompson	Awards Committee Chair		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: 10:05am (CT).

Introductions

Robin Newell introduced Michael Straatmann as the new Nebraska state representative to the Board. She added that New Mexico does not currently have a representative to the board, but that appointment is in progress.

Approve/Amend Agenda

Robin asked to amend the agenda to include Michael Straatmann as the new Nebraska representative and to change Whitney Vitale's last name to Hilley.

No additions to the agenda were put forth.

Minutes of October 13, 2021, Board Meeting. *Whitney Hilley, Recording Secretary*

Stephen Sweeney motioned to approve the meeting minutes as written. Randi Monley seconded. All approved.

Action

- * Budget for 2022. *Stephen Sweeney, Chair Administration Committee*
 - Stephen Sweeney presented the 2022 budget proposal, which was distributed to the Board prior to the meeting. In regards to income, he pointed out the \$8,400 difference between income and expenses and noted that this is due to it being a non- Leadership Institute year that is also in preparation for a Leadership Institute next year. He also noted that the conference income line item of \$5,000 is a conservative estimate, since three organizations will be sharing the income this year. Stephen thanked Melanie Argo for managing MPLA newsletter advertising.
 - Stephen noted under expenses, that the archival storage fee is related to the work of the Archival Taskforce. The audit line item is zero because we are not in an audit line this year. The Executive board travel line items covers the Executive Secretary’s travel to the MPLA annual conference. MPLA’s subscription to MemberClicks and the deposit for YMCA in the Rockies for the Leadership Institute are the larger expenses in the report. He also pointed out that in approving this budget, the Board also approves the payments in the letters of agreement, as well. All stipend positions are proposed without salary increases for the upcoming budget year.
 - Robin Newell proposed changing the name of the “Executive Board Travel” line item to “Executive Secretary Conference Expenses” to be in line with how other positions’ conference expenses are listed. She also proposed changing the name of the “Webmaster – conference travel” line item to “Webmaster – conference/ travel” to reflect that MPLA pays the conference registration fee for the Webmaster, as well as travel expenses.
 - Melanie Argo pointed out that there is a \$300 conference stipend included in the Newsletter Editor’s Letter of Agreement.
 - After discussion, it was determined that Judy Kulp will work with Stephen to include a line item in the budget that would combine the conference expenses for the Newsletter Editor, the Executive Secretary and the Webmaster. They will work on the wording for this line item.
 - Mary Soucie made a motion to approve the 2022 budget as amended. Amadee Ricketts seconded the motion. No further discussion. All approved. The motion passed.

- * Staff Letters of Agreement for 2022. *Stephen Sweeney, Chair Administration Committee*
 - Mary Soucie moved to approve the letters of agreement as submitted. Randi Monley seconded. Robin Newell proposed adding conference registration to the Executive Secretary’s Letter of Agreement. The registration fee is already included in the 2022 budget, but it is not in the letter. She would like to see it added for transparency. Mary made an amended motion to approve the letters as amended. Randi Monley seconded the amendment. All were in favor. The motion was approved.

Discussion

- * E-List Discussion. *Shanna Smith-Ritterhouse/Jennifer Williams Curl, Co-Chairs, Communication Committee*
 - Shanna Smith-Ritterhouse proposed that, based on her discussion with the Membership Committee, MPLA turn on the existing listserv functionality that is already available in our MemberClicks subscription. The Communication Committee would just need to set it up and let the membership know.

- Judy Kulp reported that she could set up the listserv in Memberclicks and then reps would send out notification to members on how to sign up for it. It would not be a moderated list.
- Roy Degler pointed out that it may not have to be opt-in to join the listserv. There may be a way to do it so that all members are automatically added to the list. Judy pointed out that it can be done, but that they did not want to force members into the listserv. Roy suggested adding a field to the membership form that would allow members to be able to opt in to the listserv.
- After discussion, it was decided that the Communication Committee will draft usage guidelines for the listserv at the next meeting. Once the guidelines are ready, the Board can vote on these guidelines by email. It does not need to wait until the next Board Meeting in April.
- Robin Newell thanked the Communication Committee and Mary Soucie and the Membership Committee for their work with this idea so far.

Financial and Membership Report

- * Budget & Membership Statistics. *Judy Kulp, Executive Secretary*
 - Both Budget and Membership reports were distributed to the Board prior to the meeting. Judy noted that Membership report has 2 categories – people who have renewed their membership for 2022 and people who have not renewed. She thinks the numbers are a cause for concern, and will send out another renewal reminder to the membership. She will also send out lists to the state reps of 2021 members that have not renewed by the end of this week.
 - Judy also presented the year end budget and reported that MPLA is doing well, considering that there has not been conference in 2 years.
 - Robin Newell expressed thanks to Judy for her work and noted that she hopes to see the membership statistics go up as people register for the conference. She also thanked the Board for their frugality.

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*

- * Leadership Institute – Update on 2023 Institute. *Leslie Langley*
 - Leslie Langley was unable to attend this meeting. She has submitted a written report on the 2023 Institute to the Board via email.
- * Membership – *Mary Soucie*
 - Mary Soucie submitted a written report to the board and asked the state representatives for feedback on the ideas on the report. Several state representatives expressed interest in the Membership Committee setting up meetings for them to

- come together and share ideas.
- Mary also noted that past membership promotions have involved giving away free memberships and asked if the membership committee should explore more of these types of promotions. Amadee Ricketts suggested that she would like to be able to offer free memberships to others, rather than win any herself. Judy pointed out that Board Choice memberships are much more likely result in renewals than the 10 free memberships handed out at Conferences. Judy also reported good renewal rates on giving presidents of other organizations free memberships. Robin Newell pointed out that Board Choice memberships are successful due to the personal connections around asking them to join.
- Mary suggested rethinking giving out 10 free memberships at conference and looking for more opportunities like Board Choice. She will bring this to the next Membership Committee so that they can generate some ideas to bring to the Board.
- After discussion, it was decided that Judy will send the state representatives lists of who received free memberships at conferences that did not renew for 2022 so that the representatives can reach out to them directly about renewing.

Nominating Committee – *Stephen Sweeney*

Professional Development – *Robin Hastings*

- * Program Council – Update on 2022 Joint Conference. *Brenda Hemmelman*
 - Brenda reported that the Programming group for the tri-conference met for the first time yesterday. The Conference does have a theme, but they need to get a graphic designed. The Call for Proposals is scheduled to go out by January 15th. Brenda will send it to Judy for the MemberClicks and to Melanie for the Newsletter once it is live. Brenda encouraged all state representatives to share it out. The proposal deadline will be March 1st. Programs will be picked by March 15th. There is possibility of making some sessions at the the conference hybrid in-person and online. There may be different pricing for that. The group is also considering getting WHOVA for conference planning. She has not seen a draft conference budget yet. Rachel Rawn may be asked to be on the conference programming subcommittee. There may also be some pre-conference sessions.
 - Brenda also reported that there will be an awards ceremony that MPLA can tap into. It will be an evening ceremony.
 - Registration/ vendors/sponsorship fees are under discussion. They are checking on previous MLA conferences and getting some statistics together.
 - Brenda will also check on pricing for the conference hotel.

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 – *Maribeth Shafer*

Montana – *Rachel Rawn*

Nebraska – *Michael Straatman*

Nevada – *Luise Davis*

New Mexico –

North Dakota – *Randi Monley*

Oklahoma – *Gloria Farmer*

South Dakota – *Melanie Argo*

Utah – *Sherrie Mortensen*

Wyoming – *Judi Boyce*

Final Announcements

Roy Degler asked board members to delete any junk email from their MPLA email accounts because some accounts are getting very full.

Amadee Ricketts stated that recent disruptions in the Arizona Library Association have highlighted for her how much she values MPLA and the continuity of management that exists in the organization. She thanked Judy Kulp especially for her work in regards to maintaining this continuity.

The next Board meeting is scheduled for April 13th.

Adjournment

The meeting adjourned at 11:06 (CT).