

MPLA Executive Board Meeting
April 13, 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	**Erin Wahl	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*
Meeting called to order at 10am (CT).

Introductions

Each board member present introduced themselves.

Approve/Amend Agenda

No amendments to the agenda were proposed. Elena made a motion to approve the agenda. Randi Monley seconded the motion. All approved. Motion was passed.

Minutes of January 12, 2022, Board Meeting. *Whitney Vitale, Recording Secretary*

No changes were proposed to the meeting minutes. Leslie Langley made a motion to approve the minutes. Stephen Sweeney seconded the motion. All approved. Minutes were approved.

Announcement

- President resignation – *Robin Newell, President*
 - Robin announced her resignation as President of MPLA effective as of this meeting. She will be moving to a new state in June that is not a part of the MPLA region and part of the requirement of serving on the MPLA Executive board is to reside in an MPLA state, so she will not be able to continue. She expressed that Brenda Hemmelman will be taking over and will be a wonderful president. She thanked everyone on the Board. She will be working on wrapping up the long

range plan and Brenda will be scheduling the Board meeting at the Conference and any other future Board meetings.

- Stephen Sweeney also thanked Robin for her service. The Board also acknowledged Robin's service.

Action/Discussion

- Proposal to Withdraw MPLA Archives from Denver Public Library – *Annie Epperson, Chair Archives Task Force*
 - Robin Newell reported that the Administration Committee has approved this action, but that it will need Board approval as well.
 - Annie Epperson presented the proposal to withdraw the MPLA archives from the Denver Public Library (DPL). About a year ago, she had asked the Board for a small amount to maintain an online institutional repository for born digital MPLA materials and scanned existing records. This is the second part of this process. Many thanks to those who assisted with this process. Mary Ann Thompson will send our proposal document to DPL with Annie and Brenda Hemmelman's signatures and we will get on their meeting roster for consideration about withdrawal. That meeting should be next month. Hopefully, the MPLA archival materials will be repatriated to us and ready for scanning. We will be waiting on DPL's decision.
 - Mary Ann noted that we have an action plan for the MPLA archives, but just need the documents from DPL.
 - Eileen Wright will be taking on the digitization of the records. Robin Newell expressed her thanks to all of those that worked on this project.
 - Mary Soucie made a motion to accept this recommendation from the Administration Committee. Randi Monley seconded. All present voted in favor. Motion passed.
- Long Range Plan – *Robin Newell, President; Brenda Hemmelman, Vice-President/President-Elect*
 - Robin Newell and Brenda Hemmelman have written a 2022 update to the 2017 long range plan. The updated plan has been passed by the Administration Committee and was sent to the Executive Board members via email. Brenda added that she and Robin made the decision to update the plan themselves and then bring the plan before the Administration Committee and the Executive Board for approval.
 - Robin reported that in this update process, they also found the idea for the Past Presidents Advisory Council (PACK). This proposal was also sent to the Board via email. Forming the PACK would let MPLA tap into our past presidents, bringing them together as a memory bank and keeping them tied back to the leadership of the organization.
 - Robin Newell made a motion for the Board to accept the long range plan. Brenda Hemmelman seconded.
 - Mary Soucie asked if PACK ever got off the ground. Judy Kulp clarified that they

met one time at a past conference. Mary thinks it would be a great idea to keep the past presidents involved, as MPLA already does a great job of continuity. We can model for other associations.

- Leslie Langley pointed out that the Oklahoma Library Association has had a past presidents group that meets at every conference. They also have an email chain. It is a very good idea for MPLA and she would be very interested.
- Elena Rosenfeld asked if past presidents that move out of the MPLA region can serve in the PACK. Robin clarified that yes they can be.
- Frances Brummett reported that the PACK group is already in the Manual of Procedure. Mary Soucie asked if they need to be a member of MPLA to be in the past president's group. Frances says that this is not specified in the bylaws or the MOP. Leslie Langley added that OLA past presidents all contribute \$50 to past presidents fund. These funds are then spent at the discretion of the past presidents.
- Discussion ensued regarding whether past presidents should be MPLA members. Brenda Hemmelmann suggested that we come up with a plan to get this group together in various ways, such as a conference breakfast or virtual meetings. Mary suggested it should be done virtually, especially for those that have moved out of the MPLA region. MPLA needs to find ways to engage them and be able to reach out to them. Robin and Brenda suggested that PACK may be able to help with new state representative orientations. They reported that there is plenty of work for PACK to do. They just need to make the group official.
- Elena Rosenfeld pointed out that principles 1 and 3 in the updated long range plan are very related and suggested that one could be revised to be a subset of the other. Discussion followed. Robin suggested that it can be changed in the future, but for now, the Board needs to approve this document so that they can start working on fulfilling the long range plan.
- All were in favor of approving the long range plan, including the PACK proposal. The motion passed. Robin thanked Brenda for her work with the long range plan revision.
- Filing IRS Form 990-N for 2022 – *Judy Kulp, Executive Secretary*
 - Judy reported that, in the past, the Board has had to approve a multipage filing document, but that this year MPLA is eligible to file the e-postcard 990-N because we have not had \$50,000 in gross receipts in 3 years. This change should not flag us for future returns. She asked for authorization from the Board to file this form. Robin Newell made a motion to file IRS Form 990-N this year. Leslie Langley seconded.
 - Stephen Sweeney clarified that the e-postcard is a very simple document consisting of four questions without specific financial information, so there is no information on it that needs to be shared with the Board. However, the board will always have access to all MPLA financial statements and records.

- All present voted in favor of filing IRS Form 990-N. Motion passed.
- E-List Update. *Shanna Smith-Ritterhouse, Chair, Communication Committee*
 - Shanna Smith-Ritterhouse reported that the new MPLA e-list is now live. The MPLA website has instruction on how to sign up for the e-list. The Communications Committee has also created usage guidelines, which are also posted on the website. She asked state representatives to please promote the e-list to their state members.
 - Judy Kulp reported that 66 members have signed up for the e-list so far. She also reminded the Board members that they are signed up under their Board email address, but that they can also sign up for a personal listserv account. Mary Soucie thanked Shanna and the Communications committee on behalf of the membership committee.
 - Shanna clarified that you can post job announcements on the listserv. She also pointed out that the Communications Committee based the e-list guidelines on the ARSL guidelines and tweaked them for MPLA.
 - Judy Kulp reminded state representatives to make sure to clarify that people have to be an MPLA member to use the listserv.
 - Shanna also asked the state representatives to send her any item of interest coming from their states that she can continue to highlight them in a monthly basis.
- Accounting Review 2021 - *Stephen Sweeney, Chair Administration Committee*
 - Stephen reported that on years that MPLA does not have a formal Agreed Upon Procedures review, it holds an accounting review. As chair of the Administration Committee, he has agreed to serve in this capacity this year. This is an opportunity for him and one or two other MPLA members to make sure that MPLA's books are in order and that we are following the Agreed Upon Procedures. He asked for those interested in being a part of this group to let him know. The work can be done virtually and the time commitment is usually a couple of hours. The work will be done before the next board quarterly meeting. Leslie Langley volunteered to work on the accounting review.
- Webhosting Update – *Roy Degler, Webmaster*
 - Roy Degler was unable to attend the meeting, but he has made his report available to the Board via email.

Financial and Membership Report

- Budget & Membership Statistics. *Judy Kulp, Executive Secretary*
 - Judy Kulp reported that the Budget and Membership statistics have been sent out to the Board prior to the meeting. In terms of finances, the only unexpected expenses were the ribbons for the conferences. We now have enough ribbons for the next few years.
 - Robin Newell pointed out that we have the ability to do some specific searching on membership numbers in MemberClicks. Judy Kulp is always glad to send state

representatives lists of current members or former members that have not renewed their memberships, if they want to reach out to those people directly.

- Rachel Rawn asked if there is an increase in Montana membership as it is close to the combined conference. Usually the state that hosts the conference will see an increase in membership right before or after the conference.
- Judi Boyce made a motion to accept the financial and membership reports. Elena Rosenfeld seconded. All voted to approve the motion.

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 – *Leslie Langley*

- Leslie Langley reported that the Leadership Institute Committee met in March and will meet again next week. The 2020 cohort has been contacted about the 2023 Leadership Institute and they have received positive responses from 15 of the 27 eligible cohort members. They will reach out again to the 12 cohort members that they have not yet heard back from next week. Leslie asked if anyone knows how to reach Morgan Tiar, a librarian who worked with the Washoe County Library. Luise Davis will contact Washoe County library to see if Morgan is still there and will get back to Leslie.

* Membership – *Mary Soucie*

- Mary Soucie reported that the Membership Committee has been meeting monthly. At the last meeting, they dove into the old strategic plan and looked at how they can help the leadership committee and state representatives be more engaged with their states. The Committee recommends looking at the structure of the Executive Board to see if state representatives should still be serving on the Board or if they can utilize their time better in other ways. The Committee proposed perhaps forming a section or other group for state representatives that would use their time more effectively than serving on the board and provide them an opportunity to work closely together. The Committee will be sending out a survey to state representatives for feedback on this idea.
- The Membership Committee will also be crafting a survey for the general membership as well, asking what they would like to see from MPLA. Some members have asked for more targeted Chew and Chat events based on library type. The membership committee is also looking at whether there needs to be multiple e-lists for MPLA that are more targeted towards specific groups such as academic libraries.
- Mary also reported that there will be two membership events at the upcoming Conference. One is a live Chew and Chat. This will hopefully get more people

involved. The other is session in partnership with PNLA that will present on “why belong to an association.” This program will discuss how membership in regional organization differ from other types of organizations such as national or state organizations.

- There was general discussion regarding the Membership Committee’s proposal to restructure the Executive Board by removing the state representatives. Amadee Ricketts posited that she likes the idea of having a mechanism for the state representatives to get together as a group, but does not like the idea of removing them from the board. She pointed out that there is value in seeing what is happening at the executive board. She also pointed out that the Board meetings are only quarterly, so they would not preclude other instances of representatives getting together as a group. Rachel Rawn pointed out that you can involve the reps more without taking them off the board.
- Mary Soucie added that at a minimum we need to let new state representatives know what they are volunteering to do. Some former state representatives have expressed that they would have liked more interaction with other state reps. The thought from the Membership Committee is that the state representative group could elect someone to be on the Executive Board to represent them.
- Brenda Hemmelmann suggested that the PACK group could get the reps together on a regular basis.
- Mary reported that another recommendation from the Membership Committee is to have state representatives serve on the Membership, Professional Development and Nominating Committees.
- Judy Kulp pointed out that, in terms of governance, it is important for the state associations to be represented on the Board.
- Rachel Rawn added that state reps may not know what is expected of them when they are appointed and that MPLA needs a procedure manual or training for representatives when they are appointed to their positions. She pointed out that not a lot of knowledge gets passed along from representative to representative. Luise Davis and Gloria Farmer both supported the idea of training for new representatives. Judy Kulp pointed out that all new state representatives should get a welcome email and be sent all documents that apply to them.
- Mary Soucie would like the Membership Committee to work with the Communications Committee to create a document that would help representatives know the expectations of their positions. They can also work with the new PACK group to create an orientation for representatives. They will get a survey out to state reps to see how the membership committee can best serve them. Judy will send the information she gives to state representatives to Mary to share with the Membership Committee. Robin Newell agreed that MPLA does need a more official onboarding process.

Nominating Committee – *Stephen Sweeney*

* Professional Development – *Elena Rosenfeld for Robin Hastings*

- Elena Rosenfeld reported that since the Professional Development Committee does not have the funds to give grants to members to attend trainings, they are interested in reaching out to organizations like Proquest that provide paid training to see if those organizations would be willing to offer free spots in their training for MPLA members. They would like to as for one or two virtual seats to offer to members, but wanted to ask the board for their feedback on this idea before proceeding.
 - Mary Soucie suggested that the Committee could also ask for discounted rates for MPLA members, if they cannot offer free training.
 - Elena clarified that it would be a competitive process for MPLA members to get one of these training opportunities, as it has been in the past. Robin Newell looks forward to hearing more about what the Committee finds out and feels it would be a great membership and professional development perk, especially for smaller libraries that cannot afford webinars.
 - The Professional Development Committee will also look into ways to promote the organizations that offer free training spots for MPLA members. They will also work on crafting a more formal proposal to move forward with this idea. The Membership Committee is willing to help Professional Development work on this proposal. Elena asked that Board members to please reach out to Professional Development with any other thoughts on this idea.
- * Program Council – Update on 2022 Joint Conference. *Brenda Hemmelman*
- Brenda Hemmelman reported that the programming committee got through all of the over 100 program proposals. She feels that the program will have a good representation across different groups and types of libraries. There should be a good variety of programs. Registration is currently open for vendors. Registration for all will be opening soon. She will send the proposed registration rates out to the Board soon via email. The Executive Board meeting for the current Board will be 4:30pm on the Wednesday of the Conference. The General MPLA Membership meeting and the Executive Board Meeting for the incoming Board will be 4pm on Friday. She will get the registration information out to Judy Kulp, Roy Degler and Melanie Argo. She will also use the new listserv to promote the Conference. She added that many individuals have expressed a great deal of interest in meeting in person again.
 - Brenda clarified that the hotel rate is \$239 per night. There is no conference rate as it is tourist season. She is encouraging people to get roommates.
 - Brenda and Robin have talked about having a presence in other conference like ARSL, especially at smaller conferences.

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 – *Erin Wahl*

- The NMLA Conference is happening this year and we would like to extend invitations for MPLA members in surrounding states. The Conference theme is sustainability. Erin reported that NMLA is having some membership issues and hoping to boost membership. They are planning to offer professional development opportunities for those that registrar for the conference. These opportunities are listed on the Conference website: <https://nmla.wildapricot.org/Conferences>. They especially would like new professionals and students to feel more supported by the organizations. Erin clarified that anyone can take advantage of the professional development opportunities, not just NMLA members. She asked that representatives please get the word out to your states. Erin will report back to the Board on how this strategy goes.

North Dakota – *Randi Monley*

Oklahoma – *Gloria Farmer*

South Dakota – *Melanie Argo*

Utah – *Sherrie Mortensen*

Wyoming – *Judi Boyce*

Final Announcements

The meeting adjourned at 11:35am (CT)

Adjournment