

To: Aubrey Madler

From: Mickey Coalwell, MPLA President

Re: Letter of Agreement for service as MPLA Leadership Institute Coordinator

Date:

This is to specify the terms of our agreement with you to serve as the Leadership Institute Coordinator of the Mountain Plains Library Association.

Term of Office: January 1, 2017 – December 31, 2018 and can be renewed based on good performance and with the agreement of both parties.

Compensation: MPLA will pay \$5,000 in the following 8 installments of \$625.00 each: March 1, 2017; June 1, 2017; September 1, 2017; December 1, 2017; March 1, 2018; June 1, 2018; September 1, 2018; December 1, 2018. MPLA will reimburse travel expenses, verified by receipt, related to the facilitation of the Leadership Institute. Travel and related expenses may include mileage by car and additional ground transportation fares; airfare (main cabin, economy class, or equivalent), ground transportation, and airport parking; meals in transit. Expenses for the Institute and the Contractor's travel expenses to perform the duties required will be reimbursed upon submission of the appropriate receipts and documentation no later than thirty (30) calendar days after receiving documentation. It is expressly understood that the Leadership Institute Coordinator is an independent contractor and not an employee of MPLA.

Duties: Handle all responsibilities outlined for the Leadership Institute Coordinator in the MPLA Manual of Procedure.

Cancellation of Institute: MPLA reserves the right to cancel the Institute if lack of advance registration so dictates, or for an otherwise unavoidable disaster which is beyond the control of MPLA and its agents. In the event of lack of participants registering, the Contractor will be notified at least one week in advance of the scheduled beginning date of the Institute. In the event of a disaster that will prevent the Institute from occurring, the MPLA President or Leadership Institute Committee Chair will contact the Contractor immediately to report the situation and cancel the event. If the Leadership Institute should be cancelled and the contract not negotiated for a rescheduled date by MPLA, the Contractor will be paid \$600 or the cost of airfare purchased to be present at the event and will be released from the contract.

Reporting and Evaluation: The MPLA Leadership Institute Coordinator reports to the President of MPLA for day-to-day operational issues. You will be evaluated by the Administration Committee on a biennial basis at the time of the conference, using the form that is in the Manual of Procedures. The MPLA Board provides input to the review.

Termination: The Administration Committee can elect to remove the Leadership Institute Coordinator from this arrangement for non-performance at any time with no further payments due.

Mickey Coalwell, MPLA President

Date

Aubrey Madler, MPLA Leadership Institute Coordinator

Date