

To: Roy Degler

From: Stephen Sweeney, President, Mountain Plains Library Association

Re: Letter of Agreement for service as MPLA Systems Administrator/Webmaster

Date: January _____, 2020

This is to specify the terms of our agreement with you to serve as the Systems Administrator/Webmaster of the Mountain Plains Library Association.

Term of office: Jan 1, 2020 - December 31, 2020. Extension of this agreement is possible if both parties agree.

Compensation: MPLA will pay your registration fee for the annual MPLA conference. MPLA will reimburse travel expenses, verified by receipt, related to conference attendance. Travel and related expenses may include mileage by car and additional ground transportation fares; airfare (main cabin, economy class, or equivalent), ground transportation, airport parking, and meals in transit. 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 Systems Administrator/Webmaster is an independent contractor and not an employee of MPLA.

Duties: Handle all responsibilities outlined for this position in the MPLA Manual of Procedure. The duties of the position may be amended during the term of appointment upon agreement by both parties.

Reporting: The Systems Administrator/Webmaster reports to the Executive Board of MPLA. The President of MPLA is the representative for day-to-day administrative purposes.

Termination: The Administration Committee can elect to remove the Systems Administrator/Webmaster from this arrangement for non-performance at any time and with no payment due for future or undelivered services.

Stephen Sweeney, MPLA President

Date

Roy Degler, MPLA Systems Administrator/Webmaster

Date