

ARSL Board Minutes
May 2015

Meeting Minutes
Association for Rural & Small Libraries
Board of Directors

Wednesday, May 27, 2015 11:30 a.m. Eastern VIA READYTALK

Call to Order: Donna Brice, President, at 11:34am EDT

Present: Donna Brice, Jet Kofoot, Cal Shepard, Carolyn Peterson, Gail Sheldon, Judy Calhoun, Kevin Tomlinson, Kieran Hixon, Susan Hughes, Elizabeth Watson, Su Epstein, Tena Hanson, Julie Elmore, Vicki Bartz

Absent: None

Quorum: Yes

Members of the Association Present: Cynthia Hughes, Becky Heil

Consent Agenda:

Motion was made by Kieran to accept the CONSENT AGENDA as offered by Donna. The motion included acceptance of the March 25th Board Meeting Minutes and the Committee Reports as submitted. Donna requested that Committees also provide oral reports of their accomplishments to date. Second: Judy. Passed.

Committee Reports:

Current Financial Statements Jan 28th and March 25, 2015, Vicki Bartz

Vicki has been getting the current financial statements from AMR, and will be putting everything in Dropbox.

Vicki: Everything should be in Dropbox, at least everything I've gotten.

Donna: I can't find them.

Kieran: They are in the Finance Folder

Tena: In Finance Committee 2015

[There are financials in the folder: Finance Committee -- 2015
Financials Folder Jan/Feb/Mar/Apr are all in there]

Vicki: There's nothing out of the ordinary if you want to table them.

Donna: We should take a look at them before we vote on them, so we should table them.

Member Services, Su Epstein, Kieran Hixon

Su: We looked at our work plan and at the tasks. We are focusing on programming and Jennifer Peterson as been very active, especially with WebJunction and setting up webinars. We are concentrating on the ones we've excelled at:

Beyond Book Sales
Best Small Library in America
Big Talk From Small Libraries

We have submitted volunteer job descriptions to the Governance Committee, and the Newsletter is back on a scheduled basis. Kieran is working on a Policy Document Clearinghouse, and that, and the new website launch are our priorities right now.

Volunteering through committees is a great way to grow your resume. We are working on the Maximizing Your Membership Page and are actively involved in the organization of the new website.

Kieran: We are also gathering information from associated groups. The Job Listing piece is missing from the website and we need actual content for some of the content we'd like to feature--some of it from associated groups. Social media participation and the newsletter have been our primary focus, and with those, we've tried to engage members with "Conversation Starters."

Conference Committee, Judy Calhoun, Becky Heil

Judy: We have all the signed agreements, we've booked the caterer for the Welcome Reception, so we have estimates and an idea of the cost.

Becky: Breakout speakers have been chosen and the agreements are all signed. Donna's been working on vendors. There is a link for shared registration [with the AR Library Association Conference] that should be live this week.

Judy: According to Amanda, we are at 106 Registrations and we are 17 weeks out. That means we beat Omaha! There are 12 vendor registrations and 605 rooms available for booking. There are 172 left at the Marriott, so make your reservations NOW. The sellout is at 600.

There was a discussion about food and the high cost of quality food for the conference. This is something still in negotiation. Judy's comment was that "food just eats you up!"

Partnerships, Cal Shepard, Gail Sheldon

Cal: Gail and I have been busy, and we've accomplish a couple of things: the website review and ensuring the information is consistent, and we've surpassed our goal of having twenty (20) State Libraries sign on as Institutional Organizational Members--we have 21!

There was mention about a spring meeting in Washington and that Cal won't be able to attend the conference this year.

They are having a hard time developing volunteer position descriptions, but succession planning is on the top of their list.

There are fifty-eight (58) group memberships at the moment, so they are inching up from past years'. ARSL will most likely not see huge jumps, but will continue to see small annual gains.

The committee has not determined who are our defined “organizational partners,” and are defining “Partnerships” instead of “Affiliates.”

The Partnerships Committee has also submitted their budget to the Treasurer.

Member Development, Carolyn Peterson

Carolyn: A shout-out to Vicki and Julie who got the key contacts systems up and running-- these are the contacts at the state libraries, and we’ve been working on getting a list with contact information to build a database. We’re also building a database for rural library contacts.

Working on succession planning, and would like to point out that every member who volunteers on the Member Development Committee ends up on the Board, and we haven’t had one person escape that yet. So, Join the Committee, Get on the Board!

Governance, Kevin Tomlinson, Amy Marshall

Amy: We’ve been working on the review of our work plan and noticed that we had reviewing policy as part of it, but not the Bylaws. So, we put the Bylaws back in, especially when we noticed that we needed to bring forward a Bylaws change about voting on work outside our regularly-scheduled Board Meetings, and we’ll be talking about that later on in this meeting. It’s all about how we sometimes have things brought to the Board that have a short suspense and can’t wait for a regular meeting, so we’re looking for a way to capture the discussion and votes to add as addenda to the minutes of the PREVIOUS Board Meeting. We’re also looking at volunteer needs as well as information for the Face to Face Meeting after Little Rock-- things like Boardmanship and Working Together types of training.

Kevin: Yes, we put the Bylaws back in there. The volunteer needs from committees are trickling in, so that will probably put that part of our work plan down lower on our priority list until we have all those needs together. We plan to calendar the rest of our work plan at our next Governance meeting, which is ... next week.

Amy: Yes.

Kevin: So, yes, next week.

Finance, Vicki Bartz

Vicki: I've had a couple of learning sessions since last meeting. Phone conversations with Mary Stegner about just what the Treasurer does, and then a conversation with Becky and Donna. Filing of the 990 came up, and I did make the request of AMR about that. Tracey said they did do an extension until August 15th and the outside auditor was there and they expect a draft report at any time. I haven't received anything. As soon as I get that, they will be doing the 990 for us. I've not met with the committee because I'm trying to find out what I'm supposed to be doing first, so hopefully, we'll get something set up in June with those who were on the committee. So, that's where we are right now.

President's Report, Donna Brice

A brief report of attending the IMLS National Medal Ceremony at the White House on May 18, 2015; it is significant that ARSL is being invited to these events, it was thoroughly enjoyable, and Jet will, no doubt, enjoy attending next year. The other part of it was that Donna was able to attend the IMLS Board Meeting the day after (May 19th).

The Research Institute for Public Libraries is hosting a meeting July 27-30 in Colorado Springs, CO. This includes hands-on workshops about evaluating specifics that libraries collect [data], and brainstorming ideas for libraries to use statistics in the most meaningful ways.

Having committees work on their volunteer needs is essential. Even identifying that a committee has no volunteer needs is helpful, too.

Are there any questions about votes that occurred between the regularly-scheduled Board Meetings? For review, they were:

20150413 Design of Future STEM Opportunities NASA Proposal Letter
of Support
20150424 NASA @ My Library Letter of Support
20150414 ALA Joint E-rate Letter
20150430 Sharing the Story and Adventure Letter of Support
20150512 Amended AMR Workplan
20150512 Travel Expenses to IMLS Award Ceremony in DC (Donna)

[Discussion and Votes are attached as an addendum to the minutes]

2015 Election: Nominating Committee Recommendation, Tena Hanson

We have two (2) incumbents running on this year's ballot:

Julie Elmore

Cal Shepard

Gail Sheldon will not be running for re-election.

Judy Calhoun is President-Elect

There are five (5) candidates for members at large:

Julie Elmore

Three (3) new candidates

We need to select one (1) alternate

Do we need to move up the schedule for vetting? We could run the ballot June 1st - 17th, 2015.

Motion: Approve the Earlier Date for the Ballot [June 1-19] and that we vet the alternate candidate in time to put out an earlier ballot. (Carolyn)

Second: Jet

REVISED MOTION: That we approve the four (4) candidates as listed and that Tena would share the new person [alternate] who would be automatically on the ballot, unless the Board objects to the candidate.

(Carolyn)

Second: Jet

PASSED, unanimous

IMLS Focus Group Meeting, Jet Kofoot

Jet: It was an excellent meeting with about 55 people in attendance from all over the country. I've put my notes in Dropbox if you want to take a look (about 4 pages), and you can read them in there. We focused on several aspects on libraries and librarianship:

- Participatory Learning in libraries, including “making”
- Early learning and early literacy in libraries and how to support parents
- Work Force Development and Adult Literacy Programs, and, in this, the larger libraries are doing amazing things, but it may not be that the smaller libraries will be able to either keep up or take on these kinds of programs
- Continuing Education for librarians--and not in that we need more CE, but that we need better and more relevant and comprehensive CE

We talked about doing iLead and leveraging research to inform better practices, and then there's the Digital Literacy and Inclusion piece and lastly aligned curriculum and how library education is being offered.

There are librarians who can't afford to take university classes or who don't really have a need for a University MILS. There wasn't any

positive feedback when that came up. There was a discussion about a drawn-out pay-as-you-go degree, but there's doubt that rural librarians have the money or the time to piecemeal a degree.

Cal: What about a certification program for those who can't afford an MLIS or who don't need it?

Jet: Some states offer that. They were talking about university programs. We need ALA to have more BA and Associates degrees accredited.

Cal: ALA does offer the support staff certification program.

Carolyn: I don't know that that meets the need, though. That's more of an administrative assistant, and not what we want librarians to have. It's a staff position.

Julie: My BA is actually in Library Science (and my MA), so we need to promote getting ALA to recognize the BA programs as a great way to go for small libraries.

Jet: And even Associates Degrees. Even a BA may be more than some librarians need or want [in the smaller libraries].

Carolyn: Online degrees are getting easier to come by. Is ARSL thinking of designing a certificate program? We could design something where librarians come to conference, like, a week before and have intense training on one subject. I would like us to work on that.

Amy: In Alaska, there's a program where, every two years, the state brings the new rural librarians in to Anchorage for 10 days of intensive training on everything from grant writing to collection development to weeding--everything they will need to run a small library.

Carolyn: Wyoming does that. And Iowa has something called Public Library Management 1 and 2.

And Mississippi and Arizona has something similar.

Donna: So, should we look at online classes that we can promote to the membership?

Cal: Some of it isn't relevant--like the MLIS.

Carolyn: This might be a topic for the Face to Face Board Meeting in Little Rock.

On the Agenda.

2015 Conference T-Shirts, Jet Kofoot

The conference t-shirts for the membership will be available through Booster, while the group order form for the Board's conference t-shirts are available through Custom Ink. They will be sent to Judy. The reason for this is that Custom Ink doesn't have the minimum purchase requirement that Booster has. The Custom Ink shirts will be \$23 each and every one would order a custom ink shirt shipped to Jet (\$6 shipping, so \$30 per shirt).

The Board t-shirts would need to be ordered by July 1st from Custom Ink. It takes 2 weeks to deliver them.

Selling t-shirts to members:

Booster: We set up a campaign with them that should run for at least 2 weeks. There is a minimum of 20 shirts, and we set a goal, but it's not imperative to meet it. If we don't sell 20 shirts, the order is cancelled. The shirts will sell for \$20 each, with \$5 each for shipping. There's also another tab for people to make donations. 5.99% of the total cost goes for the credit card processing fee, but the organization still gets the donations if we don't meet the 20 t-shirt minimum.

Discussion of a Facebook Campaign--post your picture with your shirt. Discussion about whether or not people will be able to purchase t-shirts at the conference. We could start another campaign the week of conference and raise the price for the 2nd campaign to reward those who purchased early.

We don't want to carry inventory, because that's been a major cost in the past.

Jennifer Stevenson: I've been tasked with getting vendor logos and conference bags. What font, style, theme art, etc., is there available so I can have something designed.

Jet: All those designs belong to Booster and Custom Ink, but we can probably come up with something close.

MOTION: Run a conference t-shirt campaign for four (4) weeks beginning July 1st and ending July 31st, and that we charge \$20 for each t-shirt. (Judy)

Second: Carolyn

PASSED, Unanimously

Dashboard, Donna Brice

This conversation started about a year ago. An email was sent out with a sample Dashboard for all the committees to put their quantifiable data into. What do we want? Each committee has information, but what data would each committee like to capture in the Dashboard? More basic data? Data specific to a project or program? Are there any preferences? Should it even be structure by committee or should it just be information in general?

Donna: I like the idea of breaking it up into committees and having the ability to track committee accomplishments for the membership.

Judy: It's good to have different committees working on it.

Donna: Should I throw it back to the committees, then? What do you want on the dashboard? Do we update this once/year--like the annual report? Do we update quarterly to show progress?

Julie: I have a "thing" against Dashboards. It may not be a bad idea to have a quick meeting of the committee chairs to see what people have to put into the Dashboard--to handle this as a separate meeting.

Donna: Good idea. I'll put together a Doodle Poll and maybe we can tie this in to the Annual Report.

Julie: Good numbers for conference attendance, etc., and see what kinds of illustratable (infographical [sic]) things each committee has. I should mention, I just hate the word "Dashboard."

Bylaw Change, Governance (Kevin and Amy)

The Bylaw change we're looking at is Business Conducted Outside Regular Meetings. There is nothing currently extant in the Bylaws that addresses voting and business outside of regularly scheduled Board Meetings.

Electronic votes for time-sensitive decisions, the President may, at his or her discretion, ask the Board to vote on a motion via email. Votes will be recorded and the Secretary will send a document in advance of the next regular meeting that will include the motion, vote, and any pertinent discussion.

Su: The Board should be voting electronically using Survey Monkey.

Carolyn: What about saying something to the Membership? These things come up so fast.

Donna: I'm happy we're addressing this. We've been getting lots of requests and I've been feeling uneasy about all the votes and decisions when we're not [in a regular] meeting. It seems like there are more requests no. Survey Monkey is a good idea. We need to be more accountable. It's a valuable thing [to be so highly in demand] and we need to find a way to capture the votes.

Amy: It's also about capturing the discussion, because it's putting out the motion, the second, then the discussion and vote.

Carolyn: I agree with Survey Monkey, but all these things popping up, maybe we should say to people [that] we can't do something in a day. You need to give us notice--if any of the membership wants to give input, you know, that's good governance. We've acted, but there are few things that require instant judgement. We don't have to move so fast. So few things are ASAP. We've grown as an organization--we now have close to 1,000 members, so we need to be given time to consider what people are asking of us.

Amy: Do you want verbiage in there to codify whether an issue rises to the level of that kind of immediacy? Things like the NASA letter -- things are flying across too quickly. Can it wait? Does it really have such a short suspense and is it of such importance to the organization that it can't wait for a regular board meeting?

Judy: All this says is: "time-sensitive issues, the President *may*." The Board doesn't have to approve, right? The Board has every right to table the issue until the next meeting?

Amy: Correct. The Board can decide if it doesn't rise to the threshold of immediate suspense.

Judy: So, the President can ask and the Board can say, "no."

Amy: Yes.

Judy: Just because the Presidents asks, the Board can still table it.

Amy: Yes.

Donna: A pet peeve of mine is about all these requests that are so last-minute and we don't have time to really consider and take in the value for our members. E-rate was pretty quick, but that was unavoidable. But some are assuming that we will just jump on board with whatever. And, maybe in the past, that's what was the habit, but maybe now we should stop and really look at it.

Judy: Agree. There may be time that's "time sensitive," but we can always say that we [need more lead time].

Carolyn: Agree. "Time-sensitive" with something that defines what it is and provides guidance.

Cal: Every request is unique, and it's hard to develop guidelines. This is where you really need to know your goals and have a clearly defined mission for your organization. That tells you not just where you want to go, but it tells you where you *don't* want to go. Does this [particular request] foster our goals or not? I'm not particularly responding to the "timeliness" issue with this.

Carolyn: Then, we need to ask [Governance] to give us the Bylaws wording.

Becky: It's there--it's in the chat. It's also on your ballot. That's what I've suggested for you right now. This is time critical because it needs to go on [this year's] ballot.

Jet: I like the wording, when we're deciding to do the email vote. I'm worried about keeping emails.

Amy: That's what came up in Governance--whether or not we pay for a Survey Monkey account that allows that. We have the ability [to record comments on the Survey Monkey]. Personally, I'm hoping that Survey Monkey is the way the Board chooses to go with actual voting. The emails are where the discussion happens. You have the motion, the second, and then the discussion. If something were tabled, it would happen in that email discussion.

Judy: I agree. Why can't we send emails for discussion and a separate link for the vote? Kind of like "there are 48 hours of discussion" and then the vote is open for discussion. That way, the vote would be recorded.

Becky: I think you're on the right track there. Can I suggest two separate motions, then? One for the wording to go on the ballot to change the Bylaws and a second one to include what you said for the time period -- I think that's a great idea.

Judy: I make a motion to do what Becky just said.

Jet: I second.

Su: Slight change the motion to vote electronically to open up the Survey Monkey option.

Judy: I will change.

Becky: Excellent. I will change that and make sure it gets to Tena to include on the ballot.

MOTION: The wording will go on the ballot to change the Bylaws AND there will be a finite time period imposed for discussion of motions and time-sensitive issues brought before the Board outside regularly scheduled Board Meetings (Judy)

Second: Jet

Passed, unanimously. (Covered both motions)

Donna: Anything else?

Kevin: That was it for voting between meetings.

Zoom Meeting Platform, Becky Heil

Donna: A vote on adopting the Zoom Platform.

Becky: I belatedly got into Dropbox a spreadsheet with the Zoom criteria and pricing. Zoom is a relatively new product and there are some trials. It's not like ReadyTalk or AdobeConnect. There is a short download that happens ONCE. It gives us access to VOIP and video for meetings. It's not really a collaboration tool [sic]. Anyone can share from their desktop instead of having a static agenda, you can pop back and forth between desktops. For example, if I were on my desktop and you wanted to change something in the Bylaws, I could change it from here. We did lose our [Zoom] Rep, so we need to find a new one. The pricing will stay the same.. Do you want me to contact them? How do you want to get rid of ReadyTalk?

Donna: Is there a pay preference? A year works well. Would there be any objections to that?

Becky: It's something like \$14.99/month and we will need to purchase a minimum of 10 site licenses. Pre-paying for a year would not lead to any substantial savings.

Cal: Do we want to try it for two (2) months? Is it worth it.

Donna: Maybe we should go for three (3) months.

Carolyn: I would go for a year and we can get out of it in a year. If we hate it at six (6) months, that gives us six (6) months to find something else.

Cal: I agree.

Donna: What about killing ReadyTalk?

Becky: It's like \$8/month and we have less than \$50 left on contract.

Judy: The conference Committee meets monthly, so I need time.

Becky: We can get training from Zoom.

Judy: My committee just got used to ReadyTalk. I can't ask them to change right now.

Carolyn: Why don't we just let it go through August and kill ReadyTalk at the end of August?

Donna: Is August long enough?

Judy: It it's [the conference] not done by August, then we've got bigger problems!

Carolyn: End of August, then.

Becky: The phone charges are still relatively expensive. An hour-long meeting and another couple of committee meetings--

Carolyn: We should consider it a Conference cost, just bear the cost and go forward. Do we need a motion to continue ReadyTalk until the beginning of September?

MOTION: Go with Becky's recommendation to go with the Zoom Platform and pay annually, and keep ReadyTalk until the beginning of September (Amy)

Second: Kieran
Passed, unanimously.

PUBLIC COMMENT

None.

Board Work Session

Kevin: Is this for Little Rock?

Donna: No, something special that the Board needs to do separate from a regular meeting.

Kevin: We really need to discuss the Listserv guidelines and the copyright issue.

Carolyn: We need to have this handled for Judy's sake.

Judy: We already have something in the presenter's agreement, so they're covered.

Kevin: It's a policy for the entire organization about how copyright issues will be handled on the website and in the listerv.

Carolyn: What about July?

Kevin: It's going to need an hour of discussion.

Donna: Should we spend that time in an online meeting or wait for the Face to Face in Little Rock?

Carolyn: I would like to--it's appropriate to do that in July.

Judy: I would like to start looking at it.

Kevin: I agree, the time in Little Rock is too valuable to use on this issue.

Carolyn: Can you remind me two (2) weeks ahead of time to deal with that? [In advance of the regular July Board Meeting]

Kevin: I'll tell the attorney that the Board will discuss this in July and that it will be on the agenda.

**OUR NEXT REGULARLY SCHEDULED BOARD MEETING
WILL BE WEDNESDAY, JULY 22nd, 11:30am EDT**

MOTION: Adjourn (Julie)

Second: Judy

Passed, unanimously

Adjourned 1:24pm. EDT

ADDENDUM:

Letter of Support for the Design of Future STEM Opportunities/ NASA Proposal 20150413

Donna: Hi,

I have attached a letter of Support for Keliann LaConte's "Design of future STEM opportunities/NASA proposal". The Proposal Outline document is confidential and not made public.

In Keliann's email she said she "would like to take our partnership a step further by including an ARSL representative on our advisory board. I was vague about your participation in the advisory board – we can determine what works best for you once we are funded. Again, we would set up a consulting agreement with a member of your board (or a different member each year??) to provide a small amount of compensation for that person's time. The meetings will be virtual and held quarterly."

This is a continuation of support for STEM opportunities through the Lunar and Planetary Institute.

We submitted a letter of support for the NASA Solar System Exploration Research Virtual Institute (SSERVI) in March 2013. This project will offer workshops that feature hands-on activities and programming tips designed to help library staff engage their communities in explorations of the Moon, as well as meteors (i.e., "falling stars") and asteroids. I believe they were held in Houston, Tx this February.

And recently, Tena has been a Conference Committee member of the Public Libraries and STEM Conference to be held in August. And I have been asked to attend to represent ARSL's membership.

We need to approve the letter of support for the proposal. VOTE: I make a motion to accept the Letter of support for the "Design of future STEM opportunities/NASA proposal".

Please let me know if you have any questions or comments.

CALLING THE ROLL:

Tena: I vote in favor, as well. It's important that rural and small libraries be included in these initiatives, and I feel we need to be responsive when we have an opportunity to help ensure the success of such efforts.

Cal: It's a great letter -- I concur.

Susan: I agree--rural libraries don't often get the opportunity to be part of "big" decisions.

Gail: I vote Yes for the proposal as well.

Kieran: I vote to approve. There are a few little grammar things... like after the first place where Association of Rural and Small Libraries is written out there should be (ARSL) after it, because later in the 4th paragraph you use ARSL.

Vicki: I vote yes.

Julie: Yes.

Judy: I vote yes.

Donna to Kieran: Thanks, I will fix that.

Su: I vote yes.

Carolyn: I vote yes as well.

Amy: Yes.

Abstain (no response): *Jet, Kevin*

Motion Passed.

Letter of Support

Association for Rural and Small Libraries

201 E Main St., Ste. 1405

Lexington, Kentucky 40507

April 2015

Keliann LaConte, Informal Education Lead

Lunar and Planetary Institute

of the Universities Space Research Association

3600 Bay Area Boulevard

Houston, TX 77058

Dear Ms. LaConte:

Association for Rural and Small Libraries is pleased to partner with the Lunar and Planetary Institute (LPI), managed by Universities Space Research Association. We look forward to working together to support libraries in increasing family-based STEM literacy in their communities, as proposed to the NASA Science Mission Directorate Science Education Cooperative Agreement Notice (NNH15ZDA004C).

The Association for Rural & Small Libraries, Inc. is a network of persons throughout the country dedicated to the positive growth and development of libraries. ARSL believes in the value of rural and small libraries and strives to create resources and services that address national, state, and local priorities for libraries situated in rural communities.

Our Mission is to provide resources and support that empower those in small and rural libraries to deliver excellent service for their communities. Our Membership of 837 members consists of all levels of Library support from library students and library staff to library institutions and businesses dedicated to libraries.

ARSL members serve some the nation's smallest most remote communities, including tribal libraries and those serving people of all economic backgrounds and nationalities. Our members provide what is often the only resource for information and public Internet access in a given community.

Our members have found programming offered by LPI to be exceptionally valuable as they serve their users. One respondent of the survey following the 2013 ARSL preconference presentation cited the following:

"The whole day was great! Lots of meaningful, inexpensive, easy to prepare projects that can be incorporated into summer library programs."

Libraries are one of the most accessible resources for the public to learn about science and exploration, especially in rural communities that lack a nearby science center. LPI offers resources and training that libraries will use to create programs that engage and inspire children and families about their world. These types of programs not only inspire young people to have an interest in science and exploration, but also support their growth into literate citizens and lifelong learners. LPI helps Association for Rural and Small Libraries' membership engage their communities in NASA science and exploration through the development of programming resources, hands-on training through virtual workshops and conference presentations, activities that can be used in their public programming, and announcements about new discoveries and upcoming events. These activities contribute to our nation's priorities of increasing and sustaining youth and public engagement in science, technology, engineering, and math (STEM) and better serving groups historically underrepresented in STEM fields.

Over the next five years, Association for Rural and Small Libraries will continue to partner with LPI to share science discoveries and exploration milestones, educational resources, and opportunities for our members to become involved. We will advise the project and highlight opportunities for NASA content and resources to be integrated into library programs and services. We look forward to engage staff from rural and small libraries to be co-developers of material and to participate in training events.

Association for Rural and Small Libraries is excited to bring science to communities across the nation in partnership with LPI in the coming years. Please do not hesitate to contact me if you have any questions or would like more information.

Sincerely,

ALA Joint E-rate Letter 20150414

Donna: Hi, This is a little last minute. I need your approval to include ARSL's named on this joint letter that will go out to all our members. Please take a look and vote. Thanks, Donna

I make a motion to accept the joint letter as written and have ARSL's name included.

CALLING THE ROLL:

Julie: Yes

Kevin: Yes

Judy: Yes

NOTE: I could find no other extant votes.

DRAFT

Preparing for 2016 joint library letter

April 9, 2015

New E-rate, New Challenges and Opportunities

From digital downloads to 3D printing to distance learning, broadband capacity powers most modern library services for our communities today and tomorrow. Thanks to significant reforms in the federal E-rate program, libraries have an historic opportunity to bolster this essential technology infrastructure. We urge you to join us in our goal of doubling E-rate investments in America's libraries.

Our associations came together during the E-rate modernization proceeding at the Federal Communications Commission to provide a library voice to ensure libraries across the country—tribal, rural, suburban, and urban—have access to affordable high-capacity broadband to the building and robust Wi-Fi within the building. The Commission listened to the library community. The program changes adopted by the Commission address these significant technology issues libraries face today and without intervention will continue to face in the future. The Commission opened a door for libraries, and it is in our collective best interest to walk through it and demonstrate the positive impact of the additional \$1.5 billion in funding and the opportunity provided by the changes. [[List library organizations]] are committed to help libraries fully benefit from the program changes.

It is time to radically rethink library broadband networks to make gains toward the broadband speeds we all know are necessary for today's and tomorrow's library services. It is time to think differently about E-rate and use it to help accomplish your connectivity vision.

Start Planning Now

After having been extended in response to stakeholder input, the 2015 application window is now closed. We know many of you have taken the initiative to apply during a time of tremendous change for the program. Thank you for leading the way! Your hard work will pay off by equipping your libraries with the broadband and Wi-Fi services critical to meeting your community's needs. However, it is critical to start planning for 2016 now. Many of the more significant program changes related to increasing broadband capacity take effect in 2016 and we encourage libraries to revisit their plans for 2016 and beyond with the new opportunities in mind.

Collectively we have already produced summaries of the E-rate orders, conducted several webinars, held planning meetings, and convened working groups to develop informational resources and educate libraries of all types on the results of the modernization effort. We will continue these efforts.

Now, in preparation for the 2016 application cycle, our organizations are taking stock of some of the challenges that lie ahead and developing new resources and approaches to help libraries navigate the changes and, most importantly, use them to their advantage.

We encourage you to share your concerns and questions with us so that we are well informed about where issues may be left outstanding or where libraries may need extra supports. We recognize that

some of the challenges libraries face are unique or more significant depending on library type. Issues tribal or rural and small libraries face are not necessarily the same as those of their urban or suburban counterparts. In the case of tribal libraries for example, barriers to participating in the program must be addressed. Our strategies will address these differences. We are committed to anticipating needs as much as possible and responding to others as they arise. We will work with our members, USAC, and the Commission to address the needs of the library community. Contact your association to find the right channel for information that works for you.

Comment [MV1]: If we opt to leave this in, is there a person from each organization that we could list?

Looking Ahead

The library community made great strides in setting the E-rate stage for increasing broadband capacity for libraries across the country in 2014, but we cannot rest complacent if these steps are to really change the broadband landscape for libraries. Our priorities for libraries and the E-rate program are to increase library participation and increase the funding going to libraries. While our diverse organizations may provide different resources and supports to our respective members, we all agree the needs of our libraries are too important and the opportunity too great to sit idle. We are committed to making the “new E-rate” work.

- AILA
- ALA
- ARSL
- ATALM
- COSLA
- PLA
- ULC

NASA @ My Library Letter of Support 20150424

Donna: Hi, Here is the final copy of our support letter. Please vote.

I make a motion to approve the Letter of Support for the “NASA@ My Library: A National Earth and Space Science Initiative that Connects NASA, Public Libraries and their Communities” an LPI-NASA Proposal by Dr. Paul Dusenbery of the National Center for Interactive Learning, Space Science Institute in Boulder, CO.

CALLING THE ROLL:

Gail: Yes!

Kieran: Yes

Vicki: Yes

Julie: Yes

Jet: Yes

Tena: Yes

Judy: Yea

Abstain (no response): *Amy, Cal, Carolyn, Kevin, Susan, Su*

MOTION Passed

Supporting Document: SSI.NCIL NASAatMyLibrary Letter of Support 4.24.2015. pdf (attached separately)

Sharing The Story and Adventure 20150430

Donna: I received a call from Keliann yesterday afternoon asking if ARSL would be willing to give a letter of support for a proposal from another colleague. It works closing with Keliann's NASA proposal. She sent me a sample letter that describes the support that she is hoping that ARSL is willing to give. I believe this is needed fairly quickly. So I will make a motion so we can get this back in time. Please read the email below for additional information.

I motion that we accept the letter of support as stated for the *Sharing the Story and Adventure of NASA's Planetary Science with National Audiences* Proposal. (attached)

CALLING THE ROLL:

Gail: I vote yes.

Susan: I vote yes.

Kieran: Yes.

Su: Yes.

Cal: I vote yes.

Amy: Yes.

Julie: Yes

Tena: Yes

Judy: Yes

Carolyn: I vote yes.

Abstain (no response): *Jet, Kevin, Vicki*

Motion Passed.

FROM: LaConte, Keliann [mailto:LaConte@lpi.usra.edu]
SENT: Wednesday, April 29, 2015 5:20 PM
TO: Donna Brice
SUBJECT: RE: Letter of Support: Design of future STEM opportunities/NASA proposal

Hi, Donna,

Please see below for a summary of my manager's proposal for the same solicitation. As I mentioned on the phone, we will work closely together to coordinate announcements to pass along to you for potential distribution to your members. (This will not be twice the work!) If you prefer to provide a new letter, my colleague has sent a potential template (also below). Please let me know if you have any questions.

Thank you!

Keliann

PI: Dr. Stephanie Shipp

Manager, Education and Public Outreach

Lunar and Planetary Institute

3600 Bay Area Blvd.

Houston, TX 77058

Proposal: Sharing the Story and Adventure of NASA's Planetary Science with National Audiences: Building Capacity by Connecting People, Discoveries, Experiences, and Resources

Solicitation: NASA Cooperative Agreement Notice #NNH15ZDA004C

Summary: This proposed effort will share planetary science discoveries and learning experiences with a variety of audiences, and connect librarians with mission and celestial events and resources. This includes conducting workshops at upcoming ARSL conferences, and inviting ARSL members to apply to attend librarian workshops held at planetary mission events, such as launches.



THE ASSOCIATION FOR
RURAL & SMALL
LIBRARIES

“The Voice of Small
& Rural Libraries”

The Association for
Rural & Small
Libraries provides
resources and
support that
empower those in
small and rural
libraries to deliver
excellent service for
their communities.

201 E. Main St.,
Ste. 1405
Lexington, Kentucky

Dr. Stephanie Shipp

Manager, Education and Public Outreach

Lunar and Planetary Institute

3600 Bay Area Blvd.

Houston, TX 77058

April 30, 2015

Dear Dr. Shipp,

The Association for Rural and Small Libraries (ARSL) is pleased to collaborate on your NASA proposal, Sharing the Story and Adventure of NASA’s Planetary Science with National Audiences: Building Capacity by Connecting People, Discoveries, Experiences, and Resources, which you are submitting to the NASA Cooperative Agreement Notice #NNH15ZDA004C. This proposed effort will share planetary science discoveries and learning experiences with a variety of audiences, and connect librarians with mission and celestial events and resources. This includes conducting workshops at upcoming ARSL conferences, and inviting ARSL members to apply to attend librarian workshops held at planetary mission events, such as launches.

These activities, resources, and connections will be useful to librarians, who can use them to host their own events, to incorporate activities and content within their programs, and to connect their audiences with the resources.

As a partner in your proposal, ARSL will help the proposed planetary science education team to connect our members with planetary scientists, engineers, and educational resources to incorporate into their own programs. ARSL will share planetary science discoveries, educational resources, and opportunities for our members to become involved, and provide feedback and input for the planetary science education team to better meet librarians’ needs.

Sincerely,

Donna Brice
President
Association for Rural & Small Libraries

**Amendment to AMR Work Plan to Include Multi-Conference
Registration 20150512**

Donna: Hi, We need to amend AMR's workplan. The attached is the amendment for additional services of creating the event registration for the combined ArLA/ARSL workshops taking place after the ARSL conference. The fee to set up, track, and report on the additional combined events would be \$1,188. Using RegOnline for this event, there will be the per registrant fee of \$3.95 that RegOnline charges. There is also a credit card fee increase of .95% per transaction that comes with using RegOnline. This amendment combines this additional cost with the existing Workplan.

Motion: To approve the adjusted AMR workplan to include the additional service of creating a combined event registration for the ARSL and ArLA Conferences. This includes the registration and credit card fees to pay or offset the cost for the service and share the expense with ArLA. (Julie)

Second: Kieran?

CALLING THE ROLL:

Kieran: Yes.

Gail: I vote yes.

Cal: I vote yes.

Jet: Yes vote.

Amy: Yes.

Vicki: I vote yes.

Tena: Yes.

Su: I vote yes.

Kevin: Yes.

Carolyn: I vote yes.

Judy: Yes.

Abstain (no response): None
Motion Passed.

Supporting Document: ARSL 2015 Workplan Amendment-Even
Registration for ArLA-ARSL Event.pdf (attached separately)

Travel Expenses to ILMS Award Ceremony in DC 20150512

Donna: Hi, ARSL is invited to attend the ILMS Award Celebration at the White House. I received the invitation last Wednesday. I was also invited to attend ILMS's Board Meeting the following day on Tuesday the 19th. I am able to attend both. I need to ask for approval to be reimbursed for my travel expenses. I have attached a list of my estimated expenses. Please let me know if you feel the amount is appropriate and you feel that it is reimbursable. I will need a vote to approve my reimbursement.

Motion: You feel the amount of \$584.79 to cover travel expenses to Washington, DC on May 18 &19, 2015 to attend the ILMS Award Celebration at the White House is appropriate and reimbursable to Donna Brice from the President's Discretionary funds.
Second: Gail

CALLING THE ROLL:

Kieran: I vote yes to reimburse Donna for travel expenses to the IMLS Award Celebration.

Tena: I vote yes, as well.

Su: Vote: Yes

Judy: I vote yes.

Julie: Yes

Cal: Yes!

Amy: Yes.

Carolyn: I vote yes as well.

Jet: Yes

Kevin: I vote Yes.

Abstain (no response): *Susan, Vicki*

Motion Passed

Travel Expenses to IMLS Award celebration in Washington, DC

I would like to ask for financial assistance with my travel expenses. I live a few hours away so I plan to drive in and stay the two days.

The Presidents Discretionary fund has \$1000 in it or I could use Conference reimbursement funds, \$6000. I expect I will need \$584.79 to cover my travel expenses. I am inclined to use the President's Fund since it rarely gets used and we cut the Board Travel Funds almost in half.

My Expenses

Hotel: Red Roof PLUS, Alexandria, VA for 2 nights - \$235.16

Travel, mileage – 295 miles round trip at IRS .575 cents per mile - \$169.63

Tolls - \$20.00 (Will try to avoid tolls)

Parking/Train - \$20 a day, 3 days - \$60.00 (I will try to find free parking)

Meals – Our policy covers \$50.00 for meal not included in the event. I do not believe there are any included.

Sun – \$25

Mon – \$50

Tues - \$25

Total \$ 100.00

NOTE: Two (2) Supporting Correspondence PDFs are also part of this Addendum. They are titled:

SSI.NCIL NASAatMyLibrary Letter of Support 4.24.2015.pdf

ARSL 2015 Workplan Amendment - Event Registration for ArLA-ARSL Event.pdf