

Donna, Amy, Becky, Cal, Gail, Jet, Judy, Julie, Kevin, Kieran, Su, Susan, and Vicki

March 25, 2015

Call to Order 11:33am (Eastern Time)

Consent Agenda:

Motion: Jet

Second: Susan

Unanimous

MEETING RECORDING

Donna: Recording meetings is taking up space and costing money, How long should we keep recorded Board and Committee Meetings?

3, 6, and 12 months were all considered

Discussion:

Becky: Only an issue in Ready Talk, other platforms will archive and allow us to keep meetings for free

Kevin: We can keep them on the server.

Judy: Downloaded and saved

Donna: Where we save it makes this a non-issue, if we download and save. Do we need to keep meetings longer than 12 months?

Kevin: You mean once they're downloaded? Sure, why not? We can save them as MP3s.

Donna: How long in Ready Talk?

Becky: At least two [months] I think. I'm not sure.

Kevin: Sara knows how to download them.

Donna: Sara can store them.

Kevin: Would she prefer someone [else] do that?

Gail: Tena makes a good point, because Sara doing this will cost the organization money.

Kieran: We can keep them on the same server that hosts the website.

Gail: Why not make them part of the archives?

Kieran: I can put them on the website's server.

Gail: So we already have storage space?

Kieran: I'll download them and put them on the server.

Donna: What do we keep?

Gail: Board Meetings and Executive Meetings at least.

AGREEMENT

Rest is up to committee.

The Chair of each committee is in charge of its own recordings.

ACTION ITEM: **By the next Board Meeting, Chairs need to look at their meetings and make decisions about the archive**

There are also transcribed minutes in Drop Box

Becky: There are 15 of them, meaning archives, there are only about 8 sessions recorded that are actual board meetings.

Just the Board Meetings

Kieran: I will go in and remove all but the last month and people can ask for an MP3

Susan: This isn't a problem because we all know how to get hold of Kieran.

This action will save the organization about \$50.00 per month. Mention of Becky's report later on about platforms and savings.

EMERGING LEADERS – THE NEXT STEP

ARSL usually provides a representative for emerging leaders with ALA.

Donna: We need to do that for the 2016 Class. What do we want to put together? Guidelines in Dropbox. There are 3-5 emerging leaders to work together. This is not busy-work. We need something about conference and getting more people involved.

Su: Is the project a benefit to individual libraries or to ARSL?

Donna: It's allowed to be for ARSL, it's probably why they want different projects.

Tena: Talked to Beatrice at ALA, and projects should engage all the Emerging Leaders on the team. It would not just be ARSL. A study of STEM/STEAM effectiveness in rural libraries might be an idea. A study would be more useful – definitely something bigger than just a survey.

Su: Something they could put together with rural libraries and disaster planning would be helpful, too.

Kevin: Who are they? Are they chosen from the General Membership?

Tena: There's an application process.

Kevin: The pool is not defined. Appropriate to encourage a student chapter to take this on?

Tena: We commit funding of \$1,000, and they would have to meet our criteria.

Gail: What do you want? Project ideas? A rep from ARSL? For us to sponsor someone?

Donna: We need to offer a project for them to work on. There is already a financial sponsor for the person to go.

Gail: Who?

Donna: We don't know yet. They submit the name(s) in October.

Kieran: Do we have something on our list that we haven't implemented yet? (Some discussion of the Gates Meeting two years ago)

Donna: I can take a look at that.

Susan: Ask the listserv about a resource they would like to exist? Define to the list what we're looking for and ask for a general project?

Kieran: The rural policies clearing house.

Tena: There are still the results of the last Gates survey – it was very thorough and identified a number of projects.

Donna: We'll go through the paperwork and get the ball rolling on this.

BOARD PROCEDURE MANUAL/DOCUMENT

Donna: Succession planning – because we are volunteers and people come and go, it would be nice to have a heads up – what to anticipate. Job descriptions – not a lot in place for officers. Talk to past presidents and define expectations. We need to put together some kind of document that defines the roles of the committees and chairs and job descriptions.

Also, a schedule of known events, so we can anticipate.
Is there anything like that?

Tena: These are two different things: succession planning and a to-do list.

Donna: Well, both, what cycles through.

Tena: Documents that could be formatted into a list of to-dos. There are Board job descriptions and orientation materials, but we need to grow people up through the organization and get them ready for leadership.

Donna: We need a meeting specifically about that.

Julie: I see where Tena is going – how it is two different things. A general timeline to help out on the Officer's end, bringing in past officers. The succession plan could be its own thing – to bring people on and move them up to the Board.

Kevin: Governance if working on this – a plan for identifying potential Board Members. We've asked committees about their volunteer needs.

Member Services – had someone email directly. There's a break in the chain between filling out the form on the website and not getting a response.

Tena: This all goes through the volunteer coordinator who sends it on to the Committee Chair. Shirley may not have an updated chair list, and that may be the disconnect.

Kieran: Does Shirley have the only access to the Google Form?

Susan: I think so.

Tena: But, she could share it.

Vicki: Could we have a session at conference about volunteering?

Kevin: We would need to know the needs first.

Member Services – what Taneka did was have a small gathering

Tena: Historically, it's been keeping them engaged and giving them something meaningful to do.

Donna: Doodle Poll for a meeting about this.

MEETING PLATFORM DISCUSSION (Becky)

A year and a half ago, the Board became unhappy with Ready Talk and a number of issues. Cost is now a bigger issue, and Becky has been investigating platforms. Trials were set up and they choose, initially 20-30 companies that were narrowed down to 15-20. Spoke with the Board, who identified what they didn't like about Ready Talk. Armed with a list of criteria, Becky moved forward. The Board needed:

- Have to haves
- Nice to haves
- Nice, but not needed

Set up some demonstrations and trials. Looked at 5 with the idea that she would bring them to the Board. There had been hope that they would end up in Dropbox. It's too premature now to vote on it, but Becky would like to advocate for Zoom.

Nominating Committee: Zoom is infinitely easier: easy invite, click and in, no ad-ons. Poor broadband and webcams did not slow down the meeting.

Julie: Completely seconds that. I have 2.8 Mbps at home. Spoke with Becky via Zoom without a problem. There's also an app to use with iPads.

Donna: Agreed – it would be nice to see everyone.

Tena: There is also significant cost savings.

Becky: With Committee Chairs, you need 8. Zoom gives you 10, so there shouldn't be a problem.

Tena: In a lot of the platforms, polling is tricky.

Donna: Do we want to think about it?

Judy: Let's look at it and table it until the next meeting.

TABLED UNTIL THE NEXT BOARD MEETING

NOMINATING COMMITTEE UPDATE (Tena)

Went through the Work Plan and got in touch with those Board members who are up for re-election. We're starting to identify skill sets we'll be missing as people leave the Board, and are considering geographic factors as well.

April 1st: The call for nominees was posted to the General Membership

Need to vet candidates who apply

May Meeting: The slate of candidates will be approved

Each year, we refer a few more

There will be a mix of incumbents and new candidates, and right now, calling references.

GOVERNANCE COMMITTEE UPDATE (Kevin)

LEGAL: Folder in Drop Box. Received the documents back from the lawyer yesterday, and he says we need all three (3) forms. The Listserv Guidelines (informal) refer to two other documents that are separated by category.

Kieran: There are 10 pages of listerv guidelines. What are the goals for these? It's not concise. Do we need some other kind of format or style? Is this overkill?

Tena: I agree. It's the full effect of the law. We need something that more matches our organizational identity. Maybe we can use the piece we needed.

Kevin: It depends on what your goals is. The voiced concern – the debate between being nice and covering the organization's backside. Sometimes it's a fine line between being nice and having the necessary legal protections.

Julie: Maybe "user guide" is the wrong term. What do we call it?

Member Services: Talking about building a page called "Get the Most From Your Membership" That could include how to use the listerv.

Kieran: We would have two listserv guidelines?

Kevin: One is general and informal. The user guidelines refer to the legal document. Mailing list— explains ARSL right to remove [content]. It's long, but we're dealing with a large number of people and people are unsure.

Jet: We have put off agreeing

Judy: What about a check box – agreeing to terms and conditions?

Tena: What will it cost for AMR to enable that form, though?

Kevin: New members are automatically subscribed. We could have a boiler plate Terms and Conditions.

Julie: A box to check on the website

Kevin: If they check the box, then they agree and we send an email?

Tena: It's a software registration process. They would have to make changes to it in order to do that.

Kevin: So, the board would have two months. You can only tone down the legalese so far and still be protected.

Donna: Until the next meeting

Judy: We still need a Presenter's Agreement

Kevin: The Copyright Policy

Judy: We would notify presenters

Kevin: Even a modified version of the form. Remember, if you have a Power Point presentation, all your notes and comments will be printed off – all those annotations will be visible. You need to make sure the presenters know that.

IDEA: Sign the form on the website at the conference. Kieran would have to have a copy before posting it to the website.

Kevin: What about the date to the attorney? Due by? Are we considering the attorney's form by such and such a time?

Judy: October 1st. we'll work with Becky on that.

What about someone sees the presentation on the listserv? It's not on the website. Liability?

TOPICS IDENTIFIED FOR BOARD WORK SESSION

Tabled? No extant discussion.

Clarion Presentation

The instructor was very happy with it. If it were less specific to Clarion, we could use it in other places.

ADJOURN 1:07am (Eastern Time)