The Association for Rural & Small Libraries, Inc.

Board Meeting

Sunday, 7 September 2014
Location: Doubletree Inn in The Gallery, Tacoma, Washington

**ARSL Mission:** The mission of the Association for Rural and Small Libraries is to provide a network of people and materials to support rural and small library staff, volunteers and trustees to integrate the library thoroughly with the life and work of the community it serves.

**AGENDA**

In Attendance: Beckett, Brice, Calhoun, Hanson, Hixon, Hughes, Kofoot, Lewis, Peterson, Sheldon, Shepard, Stenger, Tomlinson

Absent: Marshall, Watson

Others Present: Lehn

**Board Meeting – call to order**

The meeting was called to order by Brice at 8:44 A.M. Pacific Time

**Election**

Proposed slate of officers for secretary and treasurer:

- Elect Secretary* (Jet Kofoot has agreed)
- Elect Treasurer* (Mary Stenger has agreed)

A motion was made by Petersen and seconded by Sheldon to accept the slate of officers as presented

Motion carried

**Consent Agenda:**

- Approval of Minutes of July 18, 2014
- Approval of 2014-2015 Organizational Chart
- Approval of Available Committee Reports
- Approval of email vote results
  - Joint Letter to House of Representatives
  - Awards
  - Form 990
  - Letter of Support for YALSA Grant

A motion was made by Shepard and seconded by Calhoun to approve the consent agenda as presented

Motion carried
Budget & Treasurer’s Report

Mary Stenger, Treasurer

- Review Highlights
  
  In Dropbox for Review

- AUP Report
  
  In Dropbox for Review

- Investment Policy
  
  Waiting until after conference to implement

- Board Q & A
  
  We need to increase revenues
  
  Currently come from 20% dues/80% conference
  
  Possibly raise membership fees
  
  Allow for donations to keep conference cost lower
  
  We would need a pay wall on the web site
  
  Membership dues have not increased in 8 years even though ARSL costs continue to increase
  
  The Executive Committee will work on this

  It was suggested that we consider purchasing A/V equipment for each conference and selling when the conference ends as this is one of our biggest expenses for the conference and rental amounts to what we would spend to purchase

  Committee budget requests are due ASAP but no later than November

  Scanned conference travel reimbursement forms are to be submitted to Sara ASAP

Following discussion a motioned was made by Lewis and seconded by Hanson to accept the budget and treasurer’s report

Motion carried

President’s Report

Donna Brice

- Review AMR Relationship

  - What they do for ARSL
    
    General office work
    
    Administrative services
    
    Financial services
    
    Member services
    
    Conference management

  - New Year Contract Procedure/Timeline
    
    In Dropbox

  - Interaction with AMR
    
    The ARSL board appreciates the work that AMR does for our organization
    
    What is included in the customization of the membership database (this database is our biggest expense)
    
    What would we lose if we used an out of the box database
    
    What’s available out of the box
    
    We need a taskforce to study this
    
    We need to think about succession issues
    
    Ask about standardized membership renewals twice a year
• ACTION REQUIRED: Approve 2015 AMR WorkPlan*/**

Tabled until November 2014 meeting

• Review How We Work Together as a Board

  ▪ Board Member & Committee Chair Position Descriptions
    Brice will contact Marshall and Watson to discuss this
    The convener’s position description is in Dropbox, and everyone should look at it
    In light of Lehn’s resignation as our convener we should look at how the work could be shared
    Instead of convener this position could be called administrative assistant
    Perhaps a young professional or retired person would be interested in the administrative assistant position
    We need someone for this position that is we really trust and is capable
    Perhaps Becky Heil would be willing to help with this until we can find someone suitable

  ▪ Brainstorm Guidelines for our Work Together as a Board
    • Dropbox
      Meeting dates will be added
      A task force was formed including Brice, Becky Heil, Kofoot, and Tomlinson to clean-up Dropbox
    • Website responsibilities/training
      Information in Dropbox
      Slight changes in navigation
      Feature posts will be added to web site to make it more dynamic, and Tameca will be in touch with board members to schedule our Contributions
      Content can be something already written or something solicited from others
      All of the committee chair and webmaster duties will remain unchanged

• ACTION REQUIRED: Two Insurance Issues

  ▪ Approve Directors Officers Liability Policy*/**
    2 year term up for renewal, and the company advises not to approve until after 5 October – item tabled
  ▪ General Liability Insurance – (review each year at this meeting)*/**
    Current coverage is adequate

A motion was made by Peterson and seconded by Hughes to continue this coverage
Motion carried

• Go over Board and Committee meeting schedule for the year
  Meetings will be changed to Wednesday instead of Friday
  Discussed third Wednesday but Lewis will have to check her availability
  Brice will send out the new schedule view email when it is finalized
Past President’s Report

Tena Hanson

- Emerging Leader
  Developed a timeline with great success
  For the coming year advertising needs to be increased – perhaps the current 
  Emerging Leader could help with this
  Clarify who should notify the winner and when
- E-Rate/Broadband Update
  Brice and Hixon watching this issue as it develops
  We’ve been asked to collect data from members – a draft survey will be created to go 
  to Brice for approval and then will be sent out to members

2015 Conference Committee

Judy Calhoun, Chair

- Little Rock Hotel Contract*/**
  Marriott proposal for review in Dropbox under Conference
- MOU with Arkansas State Library */**
- MOU with Arkansas Library Association */**
  Possibly something join on Saturday - ? StoryCorps post or pre conference

All conference items tabled until November 2014 meeting

Governance Committee Report

Donna Brice

- Annual report on Review of By-Laws – No Needed Revisions

Committees meet

- Discuss next steps
- Discuss budget needs – Treasurer will contact you within a month re: your 
  committee’s budget needs, so that draft budget can be shared at next Board meeting
- Schedule first committee meeting
  o Create a timeline of work that prepares for each board meeting this year

Electronic voting completed prior to the meeting included:

YALSA Letter of Support – The results of the vote are as follows: In favor – Berstler, Calhoun, Hanson, 
Hixon, Kofoot, Petersen, Rippel, Sheldon, Shepard, Stenger, Watson – No abstentions – None opposed

On Tuesday, July 15, 2014 ARSL President Tena Hanson called for an Email vote of the Board, requesting 
approval of adding ARSL to the joint letter from ALA and other organizations to the House of 
Representatives (copied below). The following board members submitted a “yes” vote, while others were 
unavailable by the deadline: Beckett, Berstler, Brice, Calhoun, Healey, Hixon, Hanson, Kofoot, Lewis, 
Petersen, Sheldon, Shepard, Stenger, Watson

On August 11, 2014, President Tena Hanson called for an email vote of the ARSL Board, asking them to 
review a completed Form 990 provided by AMR. The results of the vote are as follows: In favor – Berstler, 
Brice, Calhoun, Hanson, Healey, Hixon, Kofoot, Sheldon, Shepard, Stenger, Watson - No abstentions – None 
opposed
Awards vote results (2014 Conference Presentations): The results of the vote are as follows: In favor – Beckett, Berstler, Brice, Hanson, Healey, Hixon, Kofoot, Lewis, Rippel, Sheldon, Shepard, Stenger, Watson - No abstentions – None opposed

PUBLIC COMMENT

There were no comments

ADJOURN

A motion was made by Beckett and seconded by Hixon to adjourn the meeting at 11:43 A.M. Pacific Time