

**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**

**Donna Brice, President**

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\*/\*\*  
*Marriot 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
  - 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, Peterson, 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*