Committee: Rural & Small Libraries Committee (RSL)

Date: 06-03-2016

Location: West Jordan Library, West Jordan, Utah

Attending:
- Laurie Hansen, Chair
- Shawn Bliss, ViceChair
- Juan Lee, Secretary/Webmaster

Handouts:
- List of public libraries in Utah
- List of public, academic, and special libraries
- List of public libraries by city
- List of public libraries including the population of their legal service area
- List of public libraries including the number of locations and population of their legal service area

Discussion Topics

Webpage
- Determination that RSL is a committee not a roundtable.
- To Do: Juan will maintain the RSL webpages (within the ULA website) and post content provided by others.

Committee Members
- RSL Officers: Laurie (Chair), Shawn (ViceChair), Juan (Secretary/Webmaster).
- Our goal is to have 8-10 active members to help solidify the committee and pass messages around.
- Suggestions to contact the following folks for advice and participation: Joseph Anderson (Logan), Britton Lund (Bookmobile Manager at State Library), Shannon McLean (Iron County Bookmobile)
- Mechanisms for communication with potential members: ULA’s MemberClicks, State Library’s ULN, Juan’s list of Public Library Directors.
  - To Do: Juan will send Laurie a list of directors and email addresses.
  - To Do: Laurie will ask Barbara to create a web page for RSL and add a category in MemberClicks so ULA members can join the Committee.
Meetings
- We will plan to have 5-6 meetings per year (tentative schedule: June, September, November, January, March, and at Annual Conference).
- We can meet in-person, via telephone conferencing, and also using the State Library’s Adobe Connect service (this required advanced scheduling).

Mission Statement & Committee Goals
- Ideas for mission statement: “provide resources and training to enhance the MADD SKILLZZ of library staff.”
- Ideas for committee goals for this year: establishment of RSL committee structure, webpages, recruitment of core or base membership, assess (survey) how RSL can support staff in rural and small libraries.
- **TO DO** Laurie will draft a mission statement and send to Shawn and Juan for comments by July 1st

Create Promotional Items
- Ideas: Magnets, bookmarks.

Communication
- Use MemberClicks once RSL is added as a category. Initial contact to ALL membership. Afterward just to RSL members.
- **TO DO** Laurie will setup a Facebook page for the committee and link will be added to the RSL website and distributed through MemberClicks, ULN, and email to library directors.

Target Audience
- Target is librarians NOT libraries (by librarians we mean all library staff).
- We will begin work with ULA members then branch out and reach out to non-ULA members
- Definition of RURAL and SMALL: We propose to leave the definition open and be inclusive and welcoming rather than set arbitrary limits. If a staff member relates to the concept of rural librarianship or she/he self-identifies with the work done in a small library, they are encouraged to join the committee. In addition, if staff in urban or larger libraries are interested in the issues faced by rural and small libraries, they are also encourage to join the committee.
- **TO DO** Once the RSL category is added in MemberClicks, Laurie will send a general invitation to join the committee.

Survey
- Survey tools available: LimeSurvey (through the State Library), Google Forms, Survey Monkey.
• Juan has experience with LimeSurvey and Google Forms. He can design the survey, launch it, and compile the results for the committee.
• Committee members can draft survey questions for the next meeting.

Results & Reports
• Survey results should guide the work of the committee.
• Survey results should be shared with ULA Executive Officers and included in annual report.

Scope of the Committee Work
• It was agreed that the work of the committee shall be ongoing with a formal annual review of goals and objectives.

== END OF MINUTES ==