

Quarterly ULA General Board Meeting | MINUTES

Meeting date | time **Sept. 5, 2014 1:00 PM – 2:30 PM** | Meeting location **Salt Lake City Library**

Facilitator: Pamela Martin

Scribe: Andrea Payant

Attendees:

ULA General Board Officers

AGENDA TOPICS

Time allotted | **1:00-2:30** | Agenda topic **General Board Meeting** | Presenter **Pamela Martin**

General Board Meeting

- Welcome/Introductions
- Minutes – **APPROVED**
- Consent Agenda
 - No items to include – comment: Juan’s work with Trustees commendable
- Treasurer’s Report - **APPROVED**
 - Narrative reviewed by Pam
 - Current fund balance is down due to ALA Conference travel
 - Decline in membership revenue – raise in membership dues likely not the cause
 - Numbers in January will be more reflective as membership are renewed
 - Dustin, Pam, Trish will work together to campaign with libraries for more membership with help from Donna Jones-Morris and the State Library – more information to follow
 - If membership continues to drop: Survey people who chose not to renew
 - Clarification on membership: fees due from year to year – proposal to pro-rate membership fees after June to ½ price)
- State Library
 - I-LEAD partnership with ULA – seeking people interested in learning more about leadership, teamwork, and technology – Apply/Encourage others to apply on the State Library website (deadline Oct. 23rd) – Testimonials given regarding I-LEAD’s benefits by ULA officers who have been involved (check out current projects – Highway 89 & creativelibrariesutah.org)
 - Monthly newsletters are sent to Trustees: Are there are others that would like to receive this newsletter?
 - Web page on the ULA site for trustees and friends roundtable will include a list of training and professional education opportunities (mostly free) that will be of interest to this group
 - Should friends or leaders of friends groups have free ULA membership like the 2 year trial period of free membership for trustees?
 - Advertise and spread the word to trustees about free membership and encourage involvement
 - May have openings for program manager positions at the State Library in the near future

- Policies and Procedures
 - Dustin creating a Google site and sharing permissions to edit information given to those who are interested in updating and eliminating redundancies
 - What is the orientation packet? Different ideas for packets: one for new members joining ULA about benefits of membership and another for new ULA officers with information regarding various duties
- Job Descriptions
 - Who hasn't received a job description from their predecessor?
 - Roundtable and section chairs have general job descriptions now (see ULA website) – Committee chairs' job descriptions will be forthcoming – Please create one for your successors – Use template/form on ULA Website
 - ULA officers have control of their website – See ULA website (link "Create Content") for instructions on how to update/edit your site – at least change the site to include current officer names
- Vacancies
 - Jasmina Jusic (Programming Chair and Member at Large)
 - Paul Daybell (Newsletter Editor)
 - DeNae Leu (School Section Chair)
 - Public Relations (Still Vacant) – Suggestions? Rebecca Cummings, Jeri Openshaw
 - Paraprofessional Certificate Review Board (Various upcoming vacancies)
 - Book Sales (Vacant) – Seek someone in Southern Utah
 - Ask your library co-workers and other connections about filling these vacancies and talk to Pam if there is anyone interested
- Other
 - Upcoming events:
 - ULA Potluck
 - Fall Workshop Sept. 19th at Snow College
 - YSRT Roundtable Workshop
 - Need to spread the word – UELMA, ListServes, Networking with districts, list of former attendees, MLIS cohorts
 - Banned Books Contest
 - \$20 to any library who creates a "wanted" posted to promote this event
 - Conference
 - Speakers: Maureen Sullivan, Scott Carrier, Lynn McNeil
 - Suggestions for pre-conferences?

Conclusion: Minutes & Treasurer's Report were approved, general job descriptions available for roundtable and section chairs and work will continue to create them committees, policies and procedures are being reviewed and will be finished by December meeting, some vacancies filled and others still open.

Action items	Person responsible	Deadline
Prepare for ULA promotion visits (work with Donna Jones-Morris)	Pam, Dustin, Trish	Mid-October?
Address drop in membership – contact those not renewing	Barbara/Pam	January
Check ULA registration page/improve specificity if needed	Barbara	?
Follow up on orientation packets	Pam/Dustin	December

Action items	Person responsible	Deadline
Google site for Policies and Procedures	Dustin/Others	?
Investigate Friends/Friends Leaders free ULA membership	Pam	December
Email general job descriptions to the ULA Board	Barbara	?
Email link for creating job descriptions (template) to ULA Board	Barbara	?
Compile list of previous workshop attendees for future use	Barbara	?