ULA General Board Meeting

Friday, December 1, 2017

Attendees present

Dan Compton, Patrick Hoecherl, Joe Frazier, Javaid Lal, Mike Goates, Emily Darowski, Emily Bullough, Natalie Gregory, Sherrie Mortensen, Lis Pankl, Trish Hull, Cheryl Loan Bear for Leslie Schow, Wanda Huffaker, Laurie Hansen, Ruby Cheesman, Erin Morris, Becky Skeen, Kurt Meyer, Pamela Martin, Joe Everett, Daniel Mauchley, Donna Jones Morris, Allyson Mower, Dorothy Horan

Attendees via Zoom

Xiaolian Deng, Rebecca Boughan, Shawn Bliss

Opening

Call to Order

Dan Compton, President, unofficially calls the meeting to order at 12:04pm due to lack of a quorum.

Previous Minutes

ULA Board Meeting minutes of 9/15/17 could not be approved due to lack of a quorum. A vote will take place in February.

Consent Agenda

Consent Agenda could not be approved due to lack of a quorum. A vote will take place in February.

Financial Report

- 1. Javaid Lal presents the first 5 months of Fiscal Year 17/18, which is typically a slow period.
 - a. Fund balance is \$39, 277.96. The fund balance dropped because advance payments were made for 2018 and 2019 conferences. This is something to keep in mind for future conferences, which Javaid and Pia have talked about.
 - b. [See attached Financial Statement on pages 7-10 of this document.]

Agenda

Old Business

- 1. Wild Apricot & Memberclicks (Dan Compton)
 - a. Wild Apricot is ready to go with the same email services as Memberclicks and more, plus a better interface; instructions can be found in the consent agenda.
 - b. Dan will provide a training webinar for anyone interested in managing their own communication with their committee, roundtable, etc.
 - c. Everyone will likely need to update their own information. It is now possible to log in with Facebook or Google.
 - d. Dan extends big thanks to Joe Frazier and Barb who worked hard to transfer all the information.
 - e. Memberclicks drop dead date is Dec. 8, so pull anything you need by then.
- 2. Inactive Roundtables Update (Dan Compton)
 - a. Previously identified roundtables with no leadership or fewer than 15 members are Government Documents (GODORT), Library Paraprofessional and Support Staff (LPSSRT), Service and Technology Training (START), Trustees and Friends (TAFRT), and Health (HEART)
 - b. Dan sent out a call for leadership to those roundtables and received responses from GODORT and LPSSRT, so they will remain active.
 - c. There is discussion of a weekly Health Informatics newsletter which is being circulated, and whether the person running that newsletter would be interested in leading the roundtable. Dan will reach out to them.
 - d. Some discussion concerning START's acronym or function, which no one knows; this is taken as convincing argument to dissolve that roundtable.
 - e. Discussion concerning the usefulness and purpose of TAFRT, including the difficulty of mobilizing trustees, the state and national resources available to

- them, whether a professional organization is the best place for a roundtable of trustees, the important roles of trustees as library advocates, and the fact that this roundtable has been inactive for years.
- f. In reference to inactive roundtables, the bylaws state, "If the membership of the roundtable does not increase to at least fifteen (I5) before the close of the current membership year, which is December 31, the Board of Directors at its regularly scheduled quarterly meeting in February shall declare the roundtable dissolved." Additionally, "The Board of Directors may discontinue a section or roundtable if it considers its usefulness has ceased, provided that such action is approved by a majority of the members of the unit or that the membership of such unit has been below the required minimum for a period of three (3) years."
- g. Dan confirms once again there is no interest in saving START or TAFRT; the board unofficially agrees broadly.
- h. Proposal to officially dissolve START and TAFRT could not be approved due to lack of a quorum. A vote will be taken in February.
- 3. YSRT Steering Committee Proposed Bylaws Change (Sherrie Mortensen)
 - a. In the 9/15/17 General Board Meeting, Sherrie Mortensen brought forward a proposed change to ULA bylaws. [See page 11 of this document.] Current bylaws limit all roundtables to a maximum of 3 Members-At-Large. Proposed change allows for one additional Member-At-Large for each 20 people over 100 on a roundtable. As Memberclick's numbers were known to be outdated, a vote was tabled until more accurate membership numbers could be drawn from Wild Apricot.
 - b. Dan presents membership numbers from Wild Apricot. [See page 12 of this document.] Active (currently paid) members participating in YSRT is lower than expected.
 - c. Discussion as to whether this allowance for more Members-at-Large should be based on membership over the past 3 years, not just current members; there is agreement against, as new automated emails in Wild Apricot will help monitor active members vs. lapsed memberships better.
 - d. Sherrie Mortensen explains many YSRT members are interested in participating and in resume-building titles, and that she wants to support them within the ULA bylaws' allowances.
 - e. Trish Hull and Pamela Martin suggest a subcommittee of members on the roundtable who want to participate but don't hold Member-at-Large position; Patrick Hoecherl suggests a Member-at-Large subcommittee which takes the place of a regular Member-at-Large.
 - f. Pamela Martin mentions that if the amendment passes roundtables are held to it, so if a RT's membership ebbs one year they lose a Member-at-Large.

- g. Dan Compton summarizes there isn't enough support for this to go through at the moment. No official vote is taken.
- h. Jami Carter needs next year's leadership by January so it can be sent to full membership for approval with annual voting. Chairs should send her the leadership for next year as voted upon by the membership of that roundtable, including Chair, Vice Chair, and up to three (3) Members-at-Large.
- 4. 2019 Conference/Membership Rates (Emily Darowski)
 - a. [See attached rate increase comparison on pages 13-14 of this document.]
 - b. Emily Darowski presents comparisons of ULA's conference and membership rates with those of nearby state library associations; ULA's is 20% lower. This hurts the organizational budget. She opens for discussion a lump sum increase, an annual percentage increase, or a goal to get to the average over time, including plans to reassess every 3 or 5 years.
 - c. Daniel Mauchley mentions asking people and organizations to pay more each year will build resentment.
 - d. Dorothy Horan, Pamela Martin, and Erin Morris discuss creating draws and value at a conference and whether authors create that draw.
 - e. Daniel Mauchley questions our financial status and whether Emily's sample increases meet the financial need.
 - f. Dan Compton expresses reticence to make a decision without Jami Carter and Rebekah Cummings involved, and without more financial information.
 - g. Pamela Martin expresses support for a one time increase and most people present vocally agree, despite concern for large organizations.
 - h. There is discussion of previous ways of calculating membership dues and conference fees, including based on income, library size, and whether it is paid by the individual or by their organization.
 - i. The general body agrees this decision must be made in anticipation for the future, not just what we need now.
 - j. Dan Compton establishes a working group to come back to the February meeting with more information on how other state library organizations have historically handled increases: Daniel Mauchley, Mike Goates, Cheryl Lone Bear.
 - k. Ruby Cheesman suggests ALA may have gathered this information, and Pamela Martin volunteers to check. Donna Jones Morris suggests Juan Lee may have information as well.
 - I. Dan Compton confirms all present prefer a one time increase with advance notice; general agreement. Discussion is tabled until February meeting.

New Business

- 5. Approval of New Appointment (Dan Compton)
 - a. Joe Everett is proposed to fill Erin Wimmer's spot as a Member-at-Large.

 Daniel Mauchley moves to accept. The vote is halted due to lack of a quorum.
 - b. A vote was taken electronically. 9 of the 13 voting members responded to the electronic vote, all in the affirmative. The motion passed.
- 6. Membership Calendar year vs. 12 months (Dan Compton)
 - a. The bylaws state, "The membership year shall be from January 1 to December 31."
 - b. Dan Compton explains that since we now offer a joint student membership with ALA, some people have recently paid for membership which will be active for 12 months with ALA but only until December 31st with ULA. This is confusing for those members and not a good value for money for ULA members.
 - c. There is general concern regarding record keeping, but Wild Apricot will send automated emails when membership is due so it will actually be easier to track membership for 12 months than for a calendar year.
 - d. Javaid Lal is asked for financial impact and states that revenue will be spread out through year, but that won't be an impact on the organization's fiscal year or calendar year.
 - e. All present are in favor of people being able to join at any point during the year and institutions pay on their own budget year.
 - f. Since this is in the organizational bylaws, it will be proposed in writing and voted on in the February meeting, followed by inclusion in the general voting.
- 7. Nominations Process and Timeline (Emily Bullough)
 - a. Nominations for 2018 ULA awards are now open, available on the website.
 - b. Deadline to submit is January 16th.

Reports / Activity / Discussion Items

- 2. Conference Committee Report (Emily Darowski)
 - a. Registration will open January 3rd.
 - b. Session selection will take place today
 - c. All session information will be published online soon.
- 3. YSRT Upcoming Workshops (Sherrie Mortensen)
 - a. YSRT is hosting two conferences, one at the Main City Library one in St. George, both with a \$15 registration fee to address cost of providing lunch.

- b. Dan Compton will speak at both on building bridges, and a workshop is being co-presented by a school librarian and a public librarian on the theme of building bridges.
- 4. Utah State Library Report (Donna Jones Morris)
 - a. New staff have been hired with the Utah State Library.
 - b. USL will be asking the State Board this month about LSTA grants.
 - c. Candidates for the State Librarian position will present a public talk on January 4th, details to be announced.
 - d. Donna Jones Morris will be retiring, effective January 1st, 2018. Her reception will be held Tuesday December 12th from 12:00pm-2:00pm. R.S.V.P to Marjorie Moore at (801) 245-7202.
 - e. [See attached Utah State Library Report on page 15 of this document.]
 - f. Trish Hull asks the board to formally recognize Donna Jones Morris for the incredible amount she has done for ULA as State Librarian and as a personal mentor. She has supported conferences, given grants, and spurred collaborations across the state. The board joins in a sincere thank you to Donna.
- 5. Intellectual Freedom Committee Update (Wanda Huffaker)
 - a. ALA is concerned libraries are not reporting challenges to their state and to the Office for Intellectual Freedom. They are creating a committee to explore this issue. Wanda Huffaker requests anyone with thoughts on this topic email her at whuffaker@slcolibrary.org.

Closing

Adjournment

Lacking a quorum, the meeting adjourns at 1:32pm with no motion.



FINANCIAL STATEMENTS As of November 30, 2017

Balance Sheet - As of 11/30/2017 (Cash Basis)

11/30/2017

Account	6/30/2017 Balance	11/30/2017 Balance		
ASSETS				
Cash and Bank Accounts				
12 MONTH CD 0012	9,670.95	9,695.41		
6 MONTH CD 0010	14,532.11	14,560.02		
BUSINESS CHECKING 0055	21,029.28	550.37		
MONEY MARKET 0007	33,474.54	11,428.77		
PayPal Account	11,556.20	3,038.11		
PRIMARY SHARES 0001	5.28	5.28		
TOTAL Cash and Bank Accounts	90,268.36	39,277.96		
TOTAL ASSETS	90,268.36	39,277.96		
LIABILITIES & EQUITY				
LIABILITIES	0.00	0.00		
EQUITY	90,268.36	39,277.96		
TOTAL LIABILITIES & EQUITY	90,268.36	39,277.96		

Page 1

Income/Expense Statement_NEW - Year To Date 7/1/2016 through 11/30/2017 (Cash Basis)

1	1	/3	n.	12	n٠	17

7/1/2017- 11/30/2017	
2,200	
2,200	
0	
0	
0	
0	
2,200	
62	
02	
100	
570	
0	
670	
070	
1,065	
1,065	
3,997	
-,	
24,832	
8,065	
0	
112	
0	
112	
0	
0	
0	
0	
1,866	
0	
515	
0	
510	
2,892	
135	
0	
0	
135	
10	
263	
273	
2,529	

Income/Expense Statement_NEW - Year To Date 7/1/2016 through 11/30/2017 (Cash Basis)

11/30/2017

Category	7/1/2016- 6/30/2017	7/1/2017- 11/30/2017	
Memberships & Associations Dues	650	0	
Misc	0	0	
Other Programs & Events			
Annual Fall Workshop Exp	671	1,010	
Digital Inclusion 101 Workshop	774	0	
YSRT Workshop Exp	364	0	
TOTAL Other Programs & Events	1,809	1,010	
Professional Fees			
Executive Director	14,400	6,000	
Treasurer	4,140	1,725	
TOTAL Professional Fees	18,540	7,725	
Round Tables & Committees	49	0	
Copyright Education Committee	133	0	
Reference and Adult Services Round Table	198	0	
TOTAL Round Tables & Committees	380	0	
Тах			
Tax Filing Expense	87	0	
TOTAL Tax	87	0	
Travel			
ALA Conference	6,874	4,780	
General Travel	329	2,438	
MLA Conference	1,497	876	
TOTAL Travel	8,701	8,094	
ULA Information Services			
Website Development & Maint.	112	160	
TOTAL ULA Information Services	112	160	
TOTAL EXPENSES	129,927	55,827	
OVERALL TOTAL	-9,002	-51,830	

Proposed Bylaw Change Regarding Members at Large.

Current bylaw:

Each roundtable shall be organized in the following manner.

A. Each shall be governed by a steering committee, which shall include a chair, vice-chair/chair-elect, and a secretary. Each roundtable steering committee, at the discretion of the nominations chair, shall have a minimum of one (1) and a maximum of three (3) members-at-large.

The YSRT is a large group consisting of 240 members according to Memberclicks. (Which admittedly is not up-to-date, but we do have a large number of participants.) We have many active library employees that are anxious to be involved and we host at least one (this year two) annual workshop(s). It was suggested at our ULA 101 training that the bylaws could be changed in response to the needs of large roundtables.

Proposed bylaw: (suggested addition in red)

A. Each shall be governed by a steering committee which shall include a chair, vice-chair/chair elect and a secretary. Each roundtable steering committee, at the discretion of the nominations chair, shall have a minimum of one (1) to three (3) members-at-large and up to one (1) additional member-at-large for every twenty (20) members of the roundtable over the first one hundred."

That would mean for a roundtable the size of YSRT, we would have the chair, vice chair, secretary, up to three basic members-at-large (6 total steering committee members), and up to 7 additional members-at-large for the additional 140 members over 100, giving YSRT, at this time, a maximum of 13 members on their steering committee including the chair, vice chair, and secretary. We currently have 8 actively involved un-members-at-large participating in our steering committee, plus our chair, chair-elect and secretary - 11 members. (The five additional are serving as conference committee members.)

Justification:

In past years, large roundtable steering committees may have been more unwieldy due to travel requirements for members at large from around the state. With the advent of effective meeting apps and software, larger groups from across the state can meet together conveniently and inexpensively like never before.

This change in steering committee structure would facilitate a call from the nominations committee to invite additional volunteers to participate in leadership each year at election time. Best of all, it would provide additional leadership and mentoring opportunities for members of large round tables.

I	ULA Membership		
	2017 Members	2013-16 Members	
	(Active)	(Lapsed)	Total
ULA	546	438	984
Sections			
Academic	200	149	349
Public	256	204	460
School	23	29	52
Special	51	63	114
Round Tables			
ACRL	126	93	219
AMSC	63	68	131
BURT	24	16	40
DSRT	25	9	34
GENRT	41	38	79
GODORT	21	21	42
HEART	32	32	64
LAMART	94	83	177
LIRT	88	71	159
LPSSRT	48	50	98
NPRT	55	60	115
RASRT	100	97	197
START	59	56	115
TSRT	47	40	87
TAFRT	20	28	48
YSRT	101	74	175
Committees			
Copyright (not in MemberClicks)	1	0	1
Intellectual Freedom	12	3	15
Outreach	7	1	8
Rural and Small Libraries	35		

Registration rates of ULA, Other Associations, and the Percentage Difference					Cu	Current Conference Registration Revenue for ULA and Projected Revenue Increases						
-	Conference	Current ULA	Average Rates Across other	Percentage higher/lower than the			Conference	Average Registration	Average Revenue Last 2	Revenue increase if other associations'	Revenue increase if current cost	Try other
	Registration Type	Rates	Associations	average			Registration Type	Last 2 Years	years	average is used	increases by 5%	options
	Preconference Only	\$55	\$33	40.9		Preconference Only	3	\$165	\$0	\$8		
MEMBER	One Day (Th./Fri.)	\$100	\$127	-27.0	M	MEMBER	One Day (Th./Fri.)	61	\$6,100	\$1,647	\$305	
IVILIVIDLIX	Full Conf. Early Bird	\$170	\$209	-23.2	IVII	LIVIDEIX	Full Conf. Early Bird	293	\$49,810	\$11,537	\$2,491	
	Full Conf. Regular	\$200	\$233	-16.5			Full Conf. Regular	28	\$5,600	\$924	\$280	
	Preconference Only	\$55	\$33	40.9		Preconference Only	3	\$165	\$0	\$8		
NON-MEMBER	One Day (Th./Fri.)	\$170	\$171	-0.6	NC	NON-MEMBER	One Day (Th./Fri.)	7	\$1,190	\$7	\$60	
INOIN-IVILIVIBLI	Full Conf. Early Bird	\$250	\$281	-12.5	INC	JIN-IVILIVIBLIK	Full Conf. Early Bird	8	\$2,000	\$250	\$100	
	Full Conf. Regular	\$295	\$297	-0.7			Full Conf. Regular	2	\$590	\$4	\$30	
	Preconference Only	\$55	\$33	40.9			Preconference Only	2	\$110	\$0	\$6	
STUDENT	One Day (Th./Fri.)	\$75	\$98	-30.2	ST	UDENT	One Day (Th./Fri.)	11	\$825	\$249	\$41	
STODENT	Full Conf. Early Bird	\$100	\$130	-29.8	31	ODLINI	Full Conf. Early Bird	9	\$900	\$268	\$45	
	Full Conf. Regular	\$100	\$139	-39.3			Full Conf. Regular	9	\$900	\$354	\$45	
Excluding precor	Excluding preconference only prices, ULA rates are on average 20% lower				SU	SUM			\$68,355	\$15,240	\$3,418	
							registration last 2 year				e same across the	board so the
					av	average registrants (8) were split between the three registration categories.						
Reference Table	of Different Rate Increa	_										
		Cost if										
		increased to other	Cost if									
	Conference	associations'	memberships	Try other								
	Registration Type	average	increase by 5%	options								
	Preconference Only	\$55	\$58	·								
MEMBER	One Day (Th./Fri.)	\$127	\$105									
IVIEIVIDER	Full Conf. Early Bird	\$209	\$179									
	Full Conf. Regular	\$233	\$210									
	Preconference Only	\$55	\$58									
NON-MEMBER	One Day (Th./Fri.)	\$171	\$179									
INOIN-IVIEIVIBER	Full Conf. Early Bird	\$281	\$263									
	Full Conf. Regular	\$297	\$310									
	Preconference Only	\$55	\$58									
STUDENT	One Day (Th./Fri.)	\$98	\$79									
STODENT	Full Conf. Early Bird	\$130	\$105									
	Full Conf. Regular	\$139	\$105									
		Preconference s rate left as is in this version										

Membership Rates of ULA, Other Associations, and the Percentage Difference		Current Membership Revenue for ULA and Projected Revenue Increases								
Wiembership Nates of OLA, Oth	Masociations, ai	lu the reftentage		Current Wembership Revenue for	ora and Projecte	u nevenue ilicie	3553	Revenue increase	D	
			Percentage						Revenue	
		Average Across	higher/lower					if other	increase if	
	Current ULA	other	than the		Current ULA	Current # of	Current Yearly	associations'	memberships	Try other
Member Registration Type	Cost	Associations	average	Member Registration Type	Cost	Members	Revenue	average is used	increase by 5%	options
Category 1: Students, Part										
Time Employees, Retired				Category 1: Students, Part Time						
Employees	30	31	-3.8	Employees, Retired Employees	30	190	5700	215	285	
Category 2: Full Time										
Employees	60	72	-19.7	Category 2: Full Time Employees	60	316	18960	3729	948	
Category 3: Lifetime				Category 3: Lifetime						
Membership	1000	NA	NA	Membership	1000	4	NA	0	0	
				SUM			24660	3944	1233	
Reference Table of Different R	ate Increases									
	Cost if increased									
	to other	Cost if								
	associations'	memberships	Try other							
Member Registration Type	average	increase by 5%	options							
Category 1: Students, Part		, ,	- 1							
Time Employees, Retired										
Employees	31	32								
Category 2: Full Time	- 52	32								
Employees	72	63								
Category 3: Lifetime										
Membership	1000	0								

^{*}Averages of the similar costs were calculated across the following library associations: Colorado Association of Libraries, Arizona State Library Association, Nevada Library Association, Idaho Library Association, and Kansas Library Association. Membership and registration fee structures differ by organization (e.g., some organizations have membership fees scaled to income). Averages were based on the most similar membership fees or conference rates.



Report to the Utah Library Association December 1, 2017

State Librarian - Donna Jones Morris

Utah State Librarian/Division Director Donna Jones Morris announced her retirement effective January 1, 2018. Her reception will be held at USL on Tuesday December 12th from 12:00 to 2:00 p.m. Please r.s.v.p. to Marjorie Moore at (801) 245-7202

New Utah State Librarian

The position is still open and a national search is ongoing. An interim director will be appointed soon by Jill Remington Love, Executive Director Department of Heritage and Arts (DHA).

USL Staff Important Accomplishments

- The Third Annual Public Library Director's Summit was held at The Homestead, Midway, Utah, from October 5 6, 2017. The Summit went well with many director's saying that they always look forward to this yearly event. USL had 47 people in attendance for 12 contact hours totaling 564 contact hours for the event. Peter Bromberg, the Director of the Salt Lake City Public Library, said that he learned some new things and enjoyed the networking opportunities. All together total programming attendance (including the Director's Summit) came to 195 and total contact hours came to 1229.
- The partnership between the Utah Educational Savings Plan and the Utah State Library helps encourage students to read during the summer months through the Summer Reading Program and to register for the drawing of four \$1000 scholarships and \$500 for the winner's home libraries to purchase materials. October is the month when awardees are honored and the partnership is publicized. State Librarian Donna Jones Morris and Youth Services Coordinator/Consultant Sharon Deeds organized recognition of winners at the Taylorsville Library, Salt Lake County Library System; Helper Public Library, and Richfield Public Library. The Hyrum Public Library winner was recognized by Hyrum Public Library staff. The net result of this is that all participating students read during the summer and keep or enhance their reading skills, plus they have the opportunity to win the \$1000 scholarship. Next summer encourage all Utah youth 18 and younger to sign-up for this program, which supports Governor Gary R. Herbert's new Utah Education Roadmap 2018-2027.
- Children's and Teen Book Enhancement Project: USL completed a mini-grant award to 126 libraries that applied for
 and received children and teen books to enhance their library collections. This was an LSTA-funded project through
 which public, school and academic libraries could apply to receive books for their collection. Libraries could choose up
 to three lists of pre-selected book titles, ranging from the 2017-2018 Beehive Book Award nominees to non-fiction
 and fiction for children and teens. The books were purchased by USL and shipped directly to the library or school.

New Staff

Kimberly VanBeck was hired as the Library Tech for Iron County Bookmobile Stacy Vincent was hired as the Innovation Coordinator/Librarian III Rachel Cook was hired as the Grants Coordinator/Librarian III Matt Boyer was hired as the Admin Assistant for MultiState Center West

Representatives / Committee Members from USL

Donna Jones Morris – Liaison from State Library to the ULA Board and Liaison to the Legislative Committee, (801) 715-6770, dmorris@utah.gov

Bookmobile Librarian Shawn Bliss – Member-at-Large, and Vice Chair Rural and Small Libraries Committee (435) 760-8935, snbliss@utah.gov

Government Information Coordinator Ray Matthews, (801) 715-6752, raymatthews@utah.gov and **Metadata Cataloger Char Newbold** (801) 715-6740, cnewbold@utah.gov are both members-at-large at the recently re-convened GODORT.

USL Quarterly

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