



Utah Library
Association

ULA General Board Meeting

Date

June 4, 2021

Attendees

Via Zoom

The Recording Secretary resigned, attendees not recorded.

Excused: Dan Broadbent, Mike Goates

Opening

Call to Order

Rita Christensen, President, called the meeting to order at 12:08 p.m.

Minutes

The minutes from March 5, 2021 were approved with an attendance revision.

The minutes from May 20, 2021 were approved as presented.

Agenda

Old Business

No old business

New Business & Reports

1. Ratification of Presidential Appointments - Rita Christensen
 - a. A motion was made to ratify the appointment of Mindy Hale as the Executive Director, Javaid Lal as the Executive Treasurer, Dory Rosenberg as the Conference Vice-Chair, and Jennifer McKague as the Program Vice-Chair. Motion passes unanimously.
2. Election of Member-at-Large to the Executive Committee - Rita Christensen
 - a. Emily Bullough nominates herself. Motion passes unanimously.
3. Form 2021 Nominating Committee - Rita Christensen
 - a. Daniel Mauchley serves as nominating committee Chair. Two members-at-large are needed. Anna Neatrour and Angela Edwards volunteered.
4. Assign Two Members-at-Large to Conference Committee - Rita Christensen
 - a. Carla Zollinger Gordon and Mike Goates were assigned to serve with Becca Lael.
5. Assign Member-at-Large to Awards Committee - Rita Christensen
 - a. Emily Darowski was assigned to serve on the Awards Committee.
6. Form Policies & Procedures Revision Ad-hoc Committee - Daniel Mauchley
 - a. Daniel Mauchley talked about the need for a ULA Policies & Procedures manual revision to ensure that it is accurate and works in tandem with the Bylaws as guiding documents.
 - b. Committee Members
 - i. Marissa Bischoff President-Elect, Chair
 - ii. Peter Bromberg Advocacy Co-Chair
 - iii. Emily Bullough Member-at-Large
 - iv. Rita Christensen President
 - v. Mindy Hale Executive Director
 - vi. Patrick Hoecherl Public Section Chair
 - vii. Javaid Lal Treasurer

- viii. Daniel Mauchley Past-President
 - ix. Milan Pohontsch GENRT Chair
 - x. Cristina Reyes DSRT Chair
 - c. A motion was made to create a Policies & Procedures Revision Ad-hoc Committee, with Daniel Mauchley serving as Chair. Motion passes unanimously.

- 7. Form Special Strategic Planning Committee - Marissa Bischoff
 - a. In a past Board Meeting, funds were approved to obtain a Strategic Planning Consultant to aid ULA in a 3 year Strategic Plan.
 - b. Marissa Bischoff, as our President Elect, is given the charge to oversee the strategic-planning process. She talked about finding potential consultants and gathering relevant information.
 - c. Committee Members
 - i. Daniel Mauchley - Chair
 - ii. Rita Christensen
 - iii. Emily Darowski
 - iv. Daniel Compton
 - v. Mindy Hale
 - vi. Patrick Hoecherl
 - vii. Cristina Reyes
 - d. A motion was made to create a Special Strategic Planning Committee, with Marissa Bischoff serving as Chair. Motion passes unanimously.

- 8. Quarterly Financial Report - Javid Lal
 - a. Javid Lal presented a financial update. Year-end balance is down significantly from last year's balance. Total expenditures have outpaced total revenue resulting in a net loss. The projected fund balance is well below the optimal fund balance of roughly \$85K to 95K we have maintained prior to 2020.

- 9. Conference Sites 2022, 2023, 2024 - Rita Christensen
 - a. May 18-20, 2022: Layton, UT – Davis Conference Center
 - b. Spring 2023: St. George, UT – Dixie Center
 - c. Spring 2024: Sandy, UT – Mountain America Expo Center – Joint Mountain Plains Library Association/Utah Library Association Conference

- d. The Executive Committee, along with Meagan Lloyd, is starting to explore 2025 conference locations and venues.
10. Ratification of ULA Copyright Ownership & Use Policy - Rita Christensen
- a. Due to the pandemic and a move to online meetings, workshops, and conferences; ULA created the ULA Copyright Ownership & Policy.
 - b. The purpose of this policy is to define ownership and use of copyrightable works created by or for the Utah Library Association and to set expectations and requirements for individuals participating in ULA events. Allyson Mower, Rita Christesen, and ULA's legal team are the document authors.
 - c. A motion was made to ratify the Copyright Policy. Motion passes unanimously.
11. Approval of Annual Section & Round Table Reports
- a. A motion was made to approve the annual report. Motion passes unanimously.
12. Distribution of Annual Unit Reports to the Executive Committee
- a. The Annual Unit Reports will be sent to the membership along with the financial report.
13. ULA Virtual Trainings/Video Access - Rita Christensen
- a. 2020 Fall Workshop Sessions: Unlisted on YouTube (website links)
 - b. 2021 YSRT Workshop (location/access)
 - c. 2021 Conference Sessions: Two months of exclusivity (slider/menu link)
 - d. A motion was made to transition all ULA instructional videos to a video sharing website, which will be publicly available on the internet, for one year of access. Motion passes unanimously.
14. Discussion of Fall Workshop 2021 - Allyson Mower
- a. Discussed whether or not we would like our 2021 Fall Workshop be an in-person or virtual event.
 - b. Collaboration potential with our Round Tables: TSRT & GNRT.
 - c. An option is to use CVENT to host events as we still have access to the platform for a certain amount of seats. Possibly use scholarship funds for remaining registrations.

15. Conference Committee Report - Becca Lael

- a. The “We Are the Heart” conference was well received. Libraries are already making changes based on the training they received in the May sessions.
- b. Becca gave an overview of the 2021 Conference survey trends, feedback, suggestions, and lessons learned.

16. United in Diversity | Year of Learning Report - Rita Christensen & Liz Gabbitas

- a. Rita gave a demonstration of the Year of Learning Hub on the ULA website. The monthly topics, events, and challenges are a good way to provide some focus for units for ideas for topics, meetups, or meetings.
- b. Liz walked the Board through the Year of Learning events through the end of August.

17. Document Management System & Communications Update - Mindy Hale

- a. Mindy Hale gave an update on the stages of the Document Management System adoption and also gave some communication guidelines.
- b. Demos: Google Drive & Wild Apricot.

18. Discussion of Unit Chair Resources & Support - Rita Christensen

- a. [ULA Bylaws](#)
- b. [ULA Policies & Procedures](#)
- c. [ULA 201 Unit Leader Annual Outlook](#)
- d. [Meeting Agenda Template](#)
- e. [ULA 101 & 201 Video Recordings](#)
- f. [ULA 101 Slides PDF](#)
- g. [ULA 101 Icebreaker Answers](#)
- h. [ULA 201 Slides PDF](#)
- i. [ULA 201 Chat Messages](#)
- j. [ULA Calendar](#)
- k. [ULA Positions & Meetings](#)
- l. [ULA Officer Flowchart](#)
- m. [Annual Unit Reports](#)
- n. [ULA Slack Channel](#)
- o. [ULA Newsletter](#)
- p. [ULA Website](#)

- q. [Year of Learning Hub](#)
- r. Past Unit Chairs & Members
- s. Past-Presidents Committee
 - a. Board members requested that the resource link be made available in ULA's website menu.
 - b. Mindy will create a page of resources, linked up in the website menu, and create a password.

19. Discussion of Unit Chair Resources & Support

- a. ULA has now been meeting for over a year virtually. In-person meeting space in Salt Lake County is reserved for all future meetings.
- b. The Board concurred that COVID-19 rates are low and to aim to meet in person in September (socially distancing).

20. OTHER

- a. Program goals coordinated with Allyson Mower before September Board Meeting presentation - Due August 31.
- b. Non-conference budget requests submitted before September Board Meeting - Due August 31.
- c. Review Unit Charges on ULA website.
- d. September Newsletter submissions - Due September 3.

Closing

Adjournment

Meeting adjourned at 1:20 p.m.

Next Meeting

Friday, September 10, 2021@ 12:00 p.m., Salt Lake County Library

Minutes Approved September 10, 2021