



**Association for Rural & Small Libraries
Board of Directors Meeting Agenda**

July 14, 2022 • 8-10am PST, 9-11am MST, 10am-12pm CST, 11am-1pm EST

Register: <https://us06web.zoom.us/meeting/register/tZ0uf-CgrjkoE9wZ257iRDvTcdtCYkQNXM1E>

Read in Advance of Meeting: Prior Board Meeting minutes; Leadership Reports; Office Dashboard Report; Draft Virtual Meeting Space Use Policy; Draft Meetings, Events, and Activities Code of Conduct

Facilitator: Bailee Hutchinson

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (CST)
Welcome and call to order	Bailee	10:00
Consent Agenda		
• Approve April 2022 meeting minutes	Bailee	10:05
• Leadership Reports: follow-up questions/updates	Bailee	10:10
President's Report	Bailee	10:20
Executive Director's Report	Kate Laughlin	10:25
Office Dashboard Report	Megan Fontaine	10:30
Old/Ongoing Business		
• Financial reports	Beth Vendetti & Kate	10:35
• Conference updates	Erica Testani & Sulin Jones	10:40
• Organizational Values	Bailee & Kate	10:45
• Organizational Goals	Bailee & Kate	10:55
New Business		
• ARSL Awards	Savannah Kitchens & Mandy Bundy	11:10
• ARSL Supporters Alliance	Kate	11:15
• Virtual Meeting Space Use Policy		11:25
• Meetings, Events, and Activities Code of Conduct		11:35
• ARSL Institute Update	Kathy Zappitello & Kate	11:50
Closing questions or comments	Bailee	11:55
Meeting adjourns	Bailee	12:00

2022 ARSL Board, voting members:
 Bailee Hutchinson, President
 Jennie Garner, Vice-President/President Elect
 Kathy Zappitello, Past President
 Krist Obrist, Secretary
 Beth Vendetti, Treasurer
 Erin Silva, Midwest Regional Representative
 Patrick Bodily, West Regional Representative
 Phillip Carter, South Regional Representative
 Kevin Bourque, Northeast Regional Representative

2022 ARSL Board, advisory/non-voting:
 Kate Laughlin, Executive Director
 Wendy Knapp, COSLA Representative

2022 ARSL Board Meetings:
 January 13, April 14, July 14, October 13



Association for Rural & Small Libraries

Board of Directors Meeting Agenda

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Register: [https://us06web.zoom.us/meeting/register/tZ0uf-CgrjkoE9wZ257iRDvTcdtCYkQNXM1E](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZ0uf-CgrjkoE9wZ257iRDvTcdtCYkQNXM1E)

In Attendance: Bailee Hutchinson, Kathy Zappitello, Jennie Garner, Kevin Bourque, Krist Obrist, Patrick Bodily, Phillip Carter, Wendy Knapp, Erin Silva, Beth Vendetti

Invited Guests: Amy Golly, Savannah Kitchens

Facilitator: Bailee Hutchinson

Notetaker: Megan Fontaine

TOPIC	LEAD	TIME (CST)
Welcome and call to order		
Consent Agenda		
<ul style="list-style-type: none">• Approve April 2022 meeting minutes<ul style="list-style-type: none">○ Kathy Zappitello moves to approve the minutes, Jennie Garner seconds.○ The motion passed unanimously, the April 2022 minutes are approved.• Leadership Reports: follow-up questions/updates<ul style="list-style-type: none">○ Jennie will add her involvement on a grant advisory board for the Libraries for Health initiative in Texas to her report.		
President's Report		
<ul style="list-style-type: none">• Welcome Zain!• Noah Lenstra and Madeline Jarvis have been welcomed as the new co-chairs of the Partnerships Committee		
Executive Director's Report		
<ul style="list-style-type: none">• Megan graduated with her MLIS in June 2022 - congratulations!• Welcome to Rhea Allen, our new ARSL administrative assistant.		
Office Dashboard Report		
<ul style="list-style-type: none">• The membership total will increase significantly as a result of conference registration opening July 14; we historically see a bump in membership joins and renewals alongside conference registration.• The CE Committee has decided to back off the TRAIN series during the summer to accommodate for summer reading, so the Events section of the Dashboard report reflects our conference registration numbers this quarter.		
Old/Ongoing Business		
<ul style="list-style-type: none">• Financial reports<ul style="list-style-type: none">○ Phillip Carter requested a clarification on the definition of deferred dues; Kate explained how that dues structure works, with 1/12 of revenue realized from each member's dues each month.• Conference updates<ul style="list-style-type: none">○ Kevin Bourque reported on behalf of the committee.○ We are making good progress on putting together local activities/arrangements.○ There are a few keynote presentations left to confirm, and well over 100 educational programs across the two attendance modes (in-person and virtual).		

- Kate elaborated on the “shoehorning” and gap-filling processes to create a well-rounded conference schedule.
- We have secured a Diamond Level sponsor at \$10,000! San Jose State University will be the main conference sponsor this year.
- We anticipate more exhibitors this year than last year. In Sparks we were in direct competition with the American Association of School Librarians (AASL) that was being held the same weekend in Utah. This year we don’t have that competition, geographically or schedule-wise.
- Organizational Values
 - Will we make these values public-facing?
 - Kathy Zappitello: There’s value in putting this out there, to give people the opportunity to know that we as an organization align with their values.
 - Jennie Garner: there’s no reason to *not* put this out there, promotes transparency (which is itself a component of the values). This also gives rural librarians the opportunity to consider these values as part of their own professional ethos.
 - Phillip agrees that there’s not really a good reason to not share this.
 - Bailee: This might help small & rural librarians put into words their own professional values, align themselves with a national organization as a stepping stone for creating their own statements.
 - Phillip: this elaborates on our mission and vision statements, which are concise and somewhat buzzword-y. This is the definition of the mission statement.
 - There will be a short preamble written to accompany these values on the website. Something to the effect of “In support of our Mission, ARSL upholds the following Organizational Values”.
 - Bailee called for a motion to vote that our organizational values will be public-facing. Phillip so moves, Kevin seconds.
 - The motion passed unanimously. The ARSL Organizational Values will be made public-facing.
- Organizational Goals
 - This is fully-internal work, will not be made public.
 - Collapsed sub-points around the Leadership Institute to read “Continue leadership development initiatives” to avoid pigeonholing ourselves into a single format.
 - Added Library Advocates to the engagement framework goal.
 - Bailee called for a motion to approve our organizational goals. Jennie moves, Kathy seconds.
 - Kate raised the question of timeline: will the Board revisit these goals annually?
 - Bailee confirmed that intention to annually review the goals.
 - The motion passed unanimously. The ARSL Organizational Goals will be adopted.

New Business

- ARSL Awards
 - We currently have four awards being considered by the committee:
 - Solo Librarian of the Year (individual)
 - Innovative Service Award (individual or org)
 - Distinguished Service Award (individual or org)

- Equity / EDI Champion Award (individual or org)
 - Establishment of the awards program will be announced at this year's conference.
 - Nominations will open in early 2023; our first round of award-winners will be recognized at the 2023 conference.
 - Additional idea for the Grants, Awards, and Scholarship committee raised by Kathy: a form or portal for member-libraries to submit for recognition of major milestones.
 - Develop a system to delineate what specifically we will recognize and how we can make that happen.
- ARSL Supporters Alliance
 - Currently have three levels: \$5k, \$10k, and \$25k
 - The office has met with several strong ARSL partner organizations who might be interested in joining the alliance to solicit feedback about the draft benefits
 - We've already gotten one firm commitment to join the Alliance, from NoveList! Several others are seriously considering the opportunity.
 - The Charter Members would be invited to the conference on stage with us at the time of the announcement.
 - Could be any organization - libraries that have extra cash to spend, large library systems that would like to support their small branches, or vendors that want to show support for ARSL
 - Krist Obrist: what if a group came that didn't align with our organizational mission, vision, and values?
 - We envision that organizations will sign an agreement to align themselves with ARSL's organizational values, and that they won't take any actions that will violate those values.
 - That agreement will be provided to the Board for approval before being put out into the world.
- Virtual Meeting Space Use Policy
 - Intentional use of "virtual meeting space" to allow for platform flexibility in the future;
 - Bailee called for a motion to vote to approve the meeting space policy.
 - Phillip moved, Kevin seconded.
 - The motion passed unanimously, the Virtual Meeting Space Policy was adopted.
- Meetings, Events, and Activities Code of Conduct
 - Do we want to separate the first bullet point of the list of examples?
 - That is addressed by the preamble of "include, but are not limited to".
 - Explicitly calling out the motivations for unacceptable behavior is an articulation of our organizational values in addition to providing necessary clarity for attendees.
 - The specification that harassment does not include respectful disagreement or discourse may be unnecessary.
 - Is there a point at which behavior would warrant expulsion from the organization?
 - Mention of "or other consequences as deemed appropriate and necessary by the Board of Directors".
 - Voting on this policy has been deferred to consider additional edits. The goal is to have this policy in place before this year's conference.
- ARSL Institute Update

Closing questions or comments

Meeting adjourns

Bailee called for a motion to adjourn.

Kevin so moved, Phillip seconded. The meeting was adjourned at 11:51 am CT.

2022 ARSL Board, voting members:

Bailee Hutchinson, President

Jennie Garner, Vice-President/President Elect

Kathy Zappitello, Past President

Krist Obrist, Secretary

Beth Vendetti, Treasurer

Erin Silva, Midwest Regional Representative

Patrick Bodily, West Regional Representative

Phillip Carter, South Regional Representative

Kevin Bourque, Northeast Regional Representative

2022 ARSL Board, advisory/non-voting:

Kate Laughlin, Executive Director

Wendy Knapp, COSLA Representative

2022 ARSL Board Meetings:

January 13, April 14, July 14, October 13

APPROVED

ARSL Leadership Reports, Q2 2022 (Apr-Jun)

ARSL Leadership Position(s)	ARSL meetings attended since last report	Non-ARSL meetings attended on behalf of ARSL since last report	Goals Accomplished This Quarter	Goals for Next Quarter
Jennie Garner, ARSL Vice President/President Elect	N/A	N/A	Freedom to read Draft by the Advocacy Committee	The advocacy committee did a survey to find a more conducive meeting time for their group so hopefully they will get something that works for more members on the schedule.
Erin Silva, Midwest Representative	Scholarships, Recognition and Grants committee meetings; continuing education committee meeting; Midwest focus group meeting - monthly and quarterly meeting/check-ins	YALSA board chat - I spoke with the YASLA board about ARSL and what the organization does, how we can work together, and encouraged YALSA to become an affiliate organization		
Wendy Knapp, COSLA Liaison	ARSL Board Retreat; ARSL Board meeting;	COSLA Great Lakes meeting; COSLA meeting	Shared ARSL Access to Information Statement with all Chiefs. Shared Conference info with Chiefs who can offer scholarships	n/a
Amy Golly, Co-chair Membership Committee	<p>April 6 - Membership Committee Meeting: New Digital Meeting Space policy, possible Job Board Monetization, review ARSL Supporters Page (website)</p> <p>May 4 - Membership Committee Meeting: Reviewed and discussed drafted Digital Meeting Space policy, new meeting time agreed upon</p>	n/a	<p>1) Drafted a new Virtual Meeting Space policy to be approved by ARSL/Board</p> <p>2) Has begun drafting new goals for the future of the committee based on Membership Survey results & the committee's charge</p> <p>3) Tabled any monetization of the job board for future discussion</p>	in development

<p>John Clexton, Co-Chair Governance Committee</p>	<p>ARSL Meetings: Met as a committee in May, June, skipping July, meeting in August. John Clexton met with Kate Laughlin and Noah Lenstra about their recent involvement with the Rural Library Network. Discussion took place on the differences between ARSL and RLN and with it being a new organization. Kate will have further conversations with the director of RLN. However, as of recent knowledge RLN maybe discontinue as funding for RLN may be frozen.</p>	<p>Non-ARSL John Clexton met with White Pine Library Consortium (Michigan) to promote the advantages/benefits of joining ARSL.</p>	<p>The GovCom met, discussed, and completed a draft Code of Conduct. This was given back to the Conference Committee. We also completed recommendations for parameter language for future ARSL Board positions being held by staff who: 1. Work at the same library 2. Are in a supervisor/subordinate capacity. This was given to the Elections Committee for their review.</p>	<p>Our next policies to review and update are "ARSL Presence on the Web" and "ARSL Social Media Policy". We have encouraged all members to attend the July Board Meeting and will reconvene in August.</p>
<p>Beth Vendetti, Treasurer</p>	<p>Finance Committe meetings held 04/22 & 06/03</p>	<p>none</p>	<p>Reviewed and discussed 2023 Budget. Budget pushed to October because of addition of year round sponsors. Red Bubble store is up and running.</p>	<p>Finalize 2023 budget and investment policy.</p>
<p>Noah Lenstra, Committee Co-Chair, Partnership Committee</p>	<p>1. Partnership Committee Meeting (co-chairs attended as regular members) - March 8, 2022 2. Partnership Committee Meeting (first meeting with current co-chairs) - June 8, 2022</p>	<p>None</p>	<p>Established current committee co-chairs in May/June 2022 after committee co-chairs from January-May 2022 had to step down from these roles</p>	<p>Establish consistency in committee meetings and in committee business Explore new ways in which this committee can support the membership of the ARSL, in terms of local partnerships Continue to serve as a sounding board and reviewing committee for external entities seeking to partner with ARSL Establish criteria for external entities seeking to partner with ARSL, including timeline for establishing these partnerships</p>

Kevin Bourque, Northeast Regional Representative	May 9, June 13, July 11 Conference Committee meetings, May 16-17 Conference Committee Program Subcommittee meetings to select the conference programs. July 11 Northeast Regional Focus Group	N/A	Conference Committee is on track with 2022 Annual Conference.	Conference Committee will finish preparations and execute a successful annual conference
Beth Anderson and Tyler Hahn, Co-chairs ARSAL Advocacy Committee	April 25th-ARSAL Advocacy Meeting	na	na	We are currently surveying the committee to see when a good day and time is for meetings.
Kathy Zappitello, Past President	President Huddles	EPA Region 5 air sensor pilot program for NEOhio, Ohio legislators concerning access and funding, WGBH/PBS development team meetings, ARSL representative at ALA in DC		
Savannah Kitchens, Scholarship Committee Co-Chair	The Scholarship Committee met in the last quarter to determine scholarship winners and to discuss ideas for future ARSL awards.	N/A	In the last quarter, the scholarship committee met to determine the winners of the ARSL scholarships; we contacted all the scholarship winners; and we met to discuss ideas for future ARSL awards.	In the next quarter, the Scholarship Committee plans to determine what awards ARSL will offer, and design the rubrics and application questions for determining award winners.

Elektra Greer, MarCom Committee	three internal newsletter meetings to discuss upcoming issues	none	The newsletter committee (all of us) are struggling to find purpose and direction for the newsletter; is it needed? can energies be put elsewhere? should it be all volunteer? Communication has been sporadic and unenthusiastic and that's a signal to me that we should rethink its value.	Rethinking better ways to accomplish ARSL communication goals
Phillip Carter, South Representative - Board of Directors	July 12 - ARSL Governance Committee Meeting July 15 - ARSL Marketing Meeting July 20 - ARSL Directors Director's Focus Group	None	First Director's Focus Group Meeting, clarified some responsibilities with MarkCom,	I want to generate more interest in the Director's Focus Group and the South Focus Group mini-meetings.
Patrick Bodily, Interim Regional Representative - West	Western Region Focus Group - identify key issues and opportunities of regional significance Membership Committee Meeting - recurring committee meeting. Went over ARSL Virtual Meetings policy	N/A	Membership - Set a new recurring day/time for the committee to meet as the attendance was dwindling.	Membership Committee - begin meeting again with a more full roster of attendees.
Joy Worland, CE Committee co-chair	April 25, 2022: CE Committee meeting; May meeting topics were covered over email; June meeting was cancelled because it conflicted with ALA Annual	none	We are working on plans for an in-person meeting of the ARSL Professional Book Club at the ARSI cofnerence in September. We are going to select the title very soon and will share that information with the ARSL Office and conference staff. We decided to put TRAIN sessions on hold for the summer as librarians are so busy during the summer months.	Confirm title and structure of the first in- person meeting of the book club; determine the fall schedule and topics for TRAIN sessions, including hour-long sessions and a longer form workshop series for fall 2022.

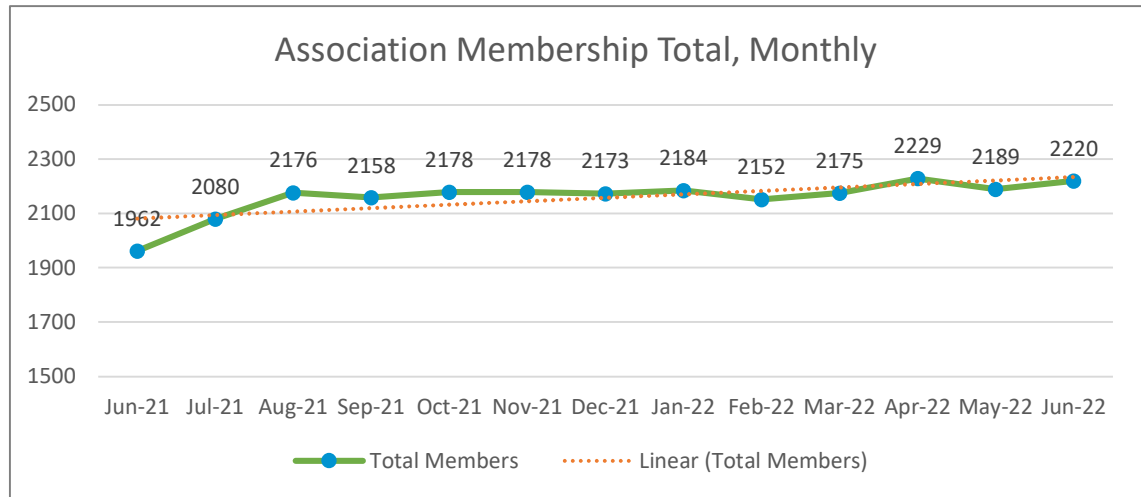
<p>Bailee Hutchinson, President</p>	<p>ARSL Huddles with ED, office, and sometimes with Past and future presidents. ARSL Finance Committee meetings, ARSL Governance Committee meetings.</p>	<p>-Public Library Division (PLD) of the Oklahoma Library Association (OLA) presentation on social media marketing. Spoke about experience on the ARSL marketing committee and opportunities/benefits of joining ARSL. -Small Oklahoma Library Roundtable of OLA presentation on TikTok in the Library. Gave a short presentation on ARSL and the benefits of becoming a member.</p>	<p>Vision Statement was approved by the board</p>	<p>Goals include, but not limited to: -focus on ABC-CLIO Partnership Project -successful ARSL 2022 Conference -create additional ways to increase ARSL revenue</p>
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ARSL Dashboard Report, 7/7/2022

Membership

Membership Changes Year-Over-Year

Member Type	Jun-21	Jun-22	% Change
Library	164	199	↑ 21%
Library Contact	337	458	
Business	10	22	↑ 120%
Business Contact	13	24	
Nonprofit Organization	14	15	↑ 7%
Nonprofit Org. Contact	17	21	
Individual Employee	1408	1437	↑ 2%
Advocate	0	14	
Student	0	20	
Retiree	0	8	
Unemployed	0	2	



Member Renewals (Retention), April 2021 - Mar 2022

Member Type	Count
Library & L. Contact	221
Business & B. Contact	12
Nonprofit & NP Contact	11
Individual (all types)	941
Total	1185
% Retained (12 mos)	60.40%

New Members (Expansion), April 2021 - Mar 2022

Member Type	Count
Library & L. Contact	221
Business & B. Contact	24
Nonprofit & NP Contact	9
Individual (all types)	472
Total	726
% Growth (12 mos)	7.14%

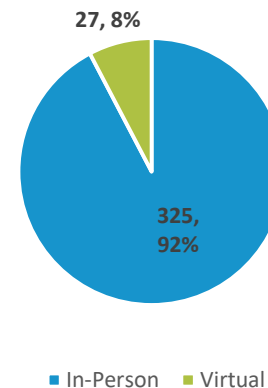
Finances

Account	May-21	May-22	% Change
Checking	\$188,007.63	\$172,447.96	↓ -8.28%
Savings	\$250,019.73	\$250,044.58	↑ 0.01%
Other Assets	\$6,307.50	\$22,466.22	↑ 256.18%
Total	\$444,334.86	\$444,958.76	↑ 0.14%

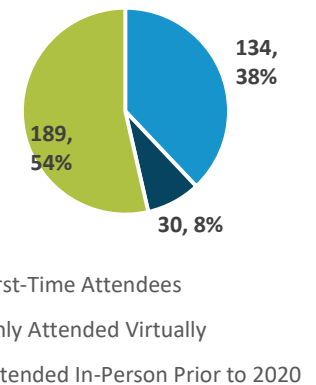
Annual Conference

September 14-17, 2022 | Chattanooga, TN

Attendees By Mode



Returning Attendees



Early Bird Registration Ends July 26

Association for Rural and Small Libraries

Statement of Financial Position

As of May 31, 2022

	TOTAL			
	AS OF MAY 31, 2022	AS OF MAY 31, 2021 (PY)	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
100000 Unrestricted Checking Accounts	0.00		0.00	
100002 Central Bank Checking Account	0.00	0.00	0.00	
100004 TIAA Nonprofit Checking	0.00	0.00	0.00	
100005 Chase Bank Checking	172,447.96	188,007.63	-15,559.67	-8.28 %
Total 100000 Unrestricted Checking Accounts	172,447.96	188,007.63	-15,559.67	-8.28 %
101000 Unrestricted Savings				
101002 Capital One Savings	0.00	0.00	0.00	
101004 TIAA CD	0.00	0.00	0.00	
101006 Chase Bank Savings	250,044.58	250,019.73	24.85	0.01 %
Total 101000 Unrestricted Savings	250,044.58	250,019.73	24.85	0.01 %
1072 Bill.com Money Out Clearing	0.00	0.00	0.00	
Total Bank Accounts	\$422,492.54	\$438,027.36	\$ -15,534.82	-3.55 %
Accounts Receivable				
110000 Accounts Receivable (A/R)	7,056.32	500.00	6,556.32	1,311.26 %
Total Accounts Receivable	\$7,056.32	\$500.00	\$6,556.32	1,311.26 %
Other Current Assets				
120000 Undeposited Funds	3,713.27	836.00	2,877.27	344.17 %
130000 Prepaid Conference Expenses	9,560.00	5,499.00	4,061.00	73.85 %
131000 Prepaid Membership Communication				
131002 Prepaid Membership Database	472.50	472.50	0.00	0.00 %
131004 Prepaid Newsletters	0.00	0.00	0.00	
Total 131000 Prepaid Membership Communication	472.50	472.50	0.00	0.00 %
132000 Prepaid Conferencing Services	0.00	0.00	0.00	
133000 Prepaid Website Expense	0.00	0.00	0.00	
134000 Prepaid File Storage Expense	0.00	0.00	0.00	
135000 Prepaid D&O Insurance	0.00	0.00	0.00	
136000 Prepaid Legal Filing Expenses	16.33	0.00	16.33	
137000 Prepaid Board Meetings/Retreat Travel	1,647.80	0.00	1,647.80	
Uncategorized Asset	0.00	0.00	0.00	
Total Other Current Assets	\$15,409.90	\$6,807.50	\$8,602.40	126.37 %
Total Current Assets	\$444,958.76	\$445,334.86	\$ -376.10	-0.08 %
TOTAL ASSETS	\$444,958.76	\$445,334.86	\$ -376.10	-0.08 %

Association for Rural and Small Libraries

Statement of Financial Position

As of May 31, 2022

	TOTAL			
	AS OF MAY 31, 2022	AS OF MAY 31, 2021 (PY)	CHANGE	%
			CHANGE	CHANGE
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
200000 Accounts Payable (A/P)	3,522.73	14,547.51	-11,024.78	-75.78 %
Total Accounts Payable	\$3,522.73	\$14,547.51	\$ - 11,024.78	-75.78 %
Credit Cards				
102000 Credit Card	262.75	3,234.09	-2,971.34	-91.88 %
Total Credit Cards	\$262.75	\$3,234.09	\$ -2,971.34	-91.88 %
Other Current Liabilities				
210000 RegOnline Fees Collected	0.00	0.00	0.00	
220000 Deferred Revenue				
221000 Deferred Dues	262.50		262.50	
221100 Deferred Business Dues	83.33	166.67	-83.34	-50.00 %
221200 Deferred Individual Dues				
221201 Deferred Level 1 Dues	216.66		216.66	
221202.1 Deferred Level 1	8.34	2,886.81	-2,878.47	-99.71 %
221203 Deferred Level 3 Dues	2,381.64		2,381.64	
221203.1 Deferred Level 3	0.00	291.25	-291.25	-100.00 %
221204 Deferred Level 4 Dues	1,250.00		1,250.00	
221204.1 Deferred Level 2	5.00	667.03	-662.03	-99.25 %
221205 Deferred - Level 5 Dues	608.34		608.34	
221206 Deferred - Student, Retired, Advovates & Unemployed	115.00		115.00	
221208 Deferred Premier	0.00	0.00	0.00	
Total 221200 Deferred Individual Dues	4,584.98	3,845.09	739.89	19.24 %
221300 Deferred Institutional	2,210.00	1,637.50	572.50	34.96 %
221400 Deferred Affiliate	49.99	112.50	-62.51	-55.56 %
Total 221000 Deferred Dues	7,190.80	5,761.76	1,429.04	24.80 %
222000 Deferred Conference Revenue	0.00	0.00	0.00	
Total 220000 Deferred Revenue	7,190.80	5,761.76	1,429.04	24.80 %
Total Other Current Liabilities	\$7,190.80	\$5,761.76	\$1,429.04	24.80 %
Total Current Liabilities	\$10,976.28	\$23,543.36	\$ - 12,567.08	-53.38 %
Total Liabilities	\$10,976.28	\$23,543.36	\$ - 12,567.08	-53.38 %
Equity				
310000 Unrestricted Net Assets	443,176.73	435,344.01	7,832.72	1.80 %
Net Revenue	-9,194.25	-13,552.51	4,358.26	32.16 %
Total Equity	\$433,982.48	\$421,791.50	\$12,190.98	2.89 %

Association for Rural and Small Libraries

Statement of Financial Position

As of May 31, 2022

	TOTAL			
	AS OF MAY 31, 2022	AS OF MAY 31, 2021 (PY)	CHANGE	% CHANGE
TOTAL LIABILITIES AND EQUITY	\$444,958.76	\$445,334.86	\$ -376.10	-0.08 %

Draft of Virtual Meeting Space Policy

Purpose Statement

This policy applies to the Association for Rural and Small Libraries (ARSL) provided virtual meeting spaces.

Responsibilities

The Association for Rural and Small Libraries (ARSL) offers equal access to virtual meeting space for ARSL Individual and Library Members (excluding Library Advocate members) in accordance with the [ARSL Code of Conduct for Events, Meetings](#). ARSL takes no responsibility for content/views expressed in virtual meetings. The person scheduling the meeting will be held responsible for appropriate use of the virtual space. Failure to comply with the policy may result in suspension of virtual meeting use privileges.

Terms and Conditions

1. All virtual meeting rooms must be booked by active ARSL members in good standing.
2. ARSL meeting spaces are solely for library related business.
3. All virtual meeting space use must be free of charge to participants.
4. Use is limited to no more than two events per month for two hours each. If a member has need for access outside these parameters, they must contact the ARSL Office.
5. ARSL retains the right to monitor all meetings, programs and events.

Last updated 5/4/2022

Association for Rural & Small Libraries Meetings, Events, and Activities Code of Conduct

The Association for Rural & Small Libraries (ARSL) is committed to providing positive, safe, and harassment-free communication, meetings, and event experiences for everyone, both in person and online. All participants in ARSL meetings, events, and activities – including attendees, speakers, vendors, sponsors, and volunteers – are required to comply with the following code of conduct.

Prohibited behaviors include, but are not limited to:

- Intimidating, derogatory, or threatening speech or actions based on a person's race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, political affiliation, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, physical or virtual stalking, or physical contact without consent or after a request to stop.
- Sustained disruption of a speaker at an event or presentation.
- Abusive comments.

Harassment does not include respectful disagreement or discourse.

ARSL always welcomes and encourages free speech and the presentation of alternative viewpoints. Anyone asked to stop abusive or harassing behavior is expected to comply immediately. Anyone violating this policy may be expelled from the meeting or event without a refund, at the discretion of the event organizers or ARSL Board.

Anyone who believes there has been a violation of this code of conduct should report it to the ARSL office or ARSL Board.