



Florida Library Association Executive Board

December 9, 2011 - Online

Meeting Minutes

BOARD MEMBERS PRESENT:

(VM=Voting Member)

Callahan, John J., Past President (VM)
Colvin, Gloria, President (VM)
Coppola, Gene, Region 4 Director (VM)
DeVille, Sarah, Board Intern
Dillinger, Susan, Treasurer (VM)
Gubbin, Barbara A.B., Region 5 Director (VM)
Hammill, Sarah, Region 1 Director (VM)
Killingsworth, Elizabeth, Region 3 Director (VM)
Kornblau, Alan, ALA Councilor (VM)
McCarthy, Linda, Region 6 Director (VM)
Obermaier, Jennifer, Board Fellow
O'Donnell, Ruth, Secretary (VM)
Roberts, Faye, Executive Director
Stites, Barbara, Vice President/President Elect (VM)
Storck, Bernadette, Parliamentarian and Friends, Foundations & Boards Member Group Representative
Treadwell, Marie, substituting for Jim Andrews, USF Representative

BOARD MEMBERS ABSENT:

Andrews, Jim, USF Representative
Breedon, Wendy, Chair, Planning Committee
Jorgensen, Corinne, Florida State University Representative
Matthes, Marilyn, Southwest Director (VM)
Ring, Judith A., Director, Division of Library & Information Services, Florida Department of State

GUESTS PRESENT:

Mary Anne Hodel, Treasurer-Elect

Items for follow-up

1. Continue to pursue a partnership with the Children's Movement

1. Quorum and Agenda Review

- A. President Gloria Colvin called the meeting to order at 2:02 PM.
- B. Ruth O'Donnell, Secretary established that a quorum was present.
- C. President Colvin introduced Maria Treadwell who attended for Jim Andrews, USF Representative.
- D. President Colvin called for additions or changes to the agenda. Barbara Stites asked to address the Board on behalf of the Human Resources Committee. President Colvin indicated she should do so during the committee reports.

2. Minutes of November 7, 2011 Board Meeting

Motion: Barbara Gubbin moved that the Board approve the minutes; Susan Dillinger seconded.

Discussion: Two corrections were made to page one – Meg Scharf works at the University of Central Florida, not the University of South Florida and Marilyn Matthes was listed as both present and absent. She was absent.

Vote: Approved unanimously



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3. Treasurer's Report (Documents 3A & 3B)

- A. Treasurer Susan Dillinger reported the Association had \$274,068.72 on hand as of October 31, 2011 (Document 3A). Total income as of that date was \$263,995.70; total expense was \$214,547.48. Income less expenses was \$49,448.22. She reported adequate funds remaining in the expense budget for the remainder of the fiscal year.
- B. Treasurer Susan Dillinger reviewed the report of Profit & Loss v. Budget as of October, 31, 2011 (Document 3B). Several members asked questions which were answered by Faye Roberts, Executive Director.

The financial reports were accepted and filed for audit.

4. Unfinished Business - None

5. New Business and Committee Reports

A. 2013 conference venue (Document 5A-1, 5A-2)

Faye Roberts discussed Document 5A-1 and summarized the status to date of the effort to secure a conference site for 2013. She reported that results from follow-up after the last Board meeting did not produce good results and that the five most likely sites are:

1. Florida Hotel and Conference Center
2. Doubletree at the Entrance to Universal Orlando
3. Buena Vista Palace
4. Hilton Orlando
5. Wyndham Orlando (the 2012 site)

Of these, the Hilton Orlando seems to be the most viable. They have agreed to reduce the minimum requirement for food and beverage to \$30,000 plus gratuity and service charge; provide Internet access in hotel rooms for free; and, offer a 50% discount on parking. Faye directed the Board's attention to 5A-2 (misabeled as 5C-2), an updated version of a document from the last meeting and which provides additional detail about the five sites.

Board members discussed the conference site options and asked questions for clarification which were responded to by Faye Roberts. Barbara Stites reported she recently attended a conference at the Hilton Orlando and that it easily held the 4,200 people attending. She said the space is attractive, easy to get around and, in general, very comfortable. Since this will be the conference when Barbara Stites is President, Gloria Colvin asked if she has strong feelings about the options. Barbara said that if the conference can't be on the west coast, the Hilton Orlando looks like a good venue. She hopes we can go to the west coast in future.

Gene Coppola asked if staff can begin now to look for a 2014 site in order to have a better selection of hotels since we found so few for 2013 year that could meet our date needs. Faye Roberts indicated that signing a contract so far in advance commits the Association to the sleeping room block and food and beverage minimum. We haven't done that for the last several years but now that our reserve funds are better established, maybe we could take that risk.

President Colvin asked Faye Roberts to continue negotiating with the Hilton Orlando. Barbara Gubbin asked that the Board direct Faye to start the process of locating a 2014 conference site so we can see what is available and what the costs look like. Faye reminded the Board that the person who will be President for that conference should also be consulted. President Colvin asked



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that Faye meet with Gladys Roberts, newly elected Vice-President/President Elect in the late spring or early summer to begin the process.

B. Membership Totals as of 11-30-11 (Document 5B)

Faye Roberts reported on the membership statistics in Document 5B. There were 846 members as of December 1, 2011 (782 personal, 8 lifetime, 56 organizational). Thirty-four library advisory board members have applied for free membership under the new policy establishing that membership category. There were 188 new and renewing memberships for 2012 with an additional sixteen pending.

C. Membership for Library Advisory Boards (Document 5C)

Faye Roberts reminded Board members of the new policy approved earlier in the year that offers free memberships to library advisory board members. Document 5C reports some issues which arose as the policy was put into action, such as whether the policy covers library staff members who are also library board members and the fact there are some very large boards that could form a voting block to impact elections if they chose to. She requested Board action on five proposed policy restrictions.

Motion: Susan Dillinger moved that the Board adopt the proposed parameters for the advisory board member category; Gene Coppola seconded.

Discussion: Barbara Gubbin questioned whether the Board acted too hastily in approving this policy and whether governing boards as well as advisory boards are covered. Ruth O'Donnell reported that the Membership Committee did not realize there were such large boards when it proposed the policy. The purpose was to increase the information people who serve on these boards have about libraries so they can be better advocates. Faye Roberts reported on costs associated with the policy (staff time; RegOnline charges). To date, three libraries have signed up board members. She suggested this membership category be available for a year and then reconsidered. Susan amended her motion to say the Board should revise the policy giving free membership to library advisory board members to include library governing boards and that the proposed parameters for this membership category be accepted.

Vote: Approved unanimously

D. Library Day 2012

Faye Roberts reported that Legislative Committee Chair Julie Sieg sent out a notice today announcing Library Day 2012 and the registration deadlines. Mary Brown, Vice Chair of the Legislative Committee sent a letter to library directors asking for financial support through the Honor Roll. A letter is in development that will be sent by the Friends, Foundations & Boards Member Group asking Friends groups to contribute. Several Board members have contributed. President Colvin reviewed the Library Day schedule and asked Board members to contribute to the Honor Roll if they haven't already done so. Faye will ask Mary Brown to send a notice out on the FLA email list, as was suggested by Linda McCarthy earlier in the meeting.

E. Children's Movement

President Colvin reported that some Jacksonville Public Library staff members are developing a list for FLA of the ways in which libraries help with early learning. Barbara Gubbin reported on discussions she had with David Lawrence, leader of the Children's Movement organization. He is a leader among advocates of early childhood education and formed his organization to make this need a higher priority in the Florida Legislature and for the people of Florida. Her contacts resulted in a telephone meeting between Mr. Lawrence, Gloria Colvin, Julie Sieg, Charlie Parker,



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and Faye Roberts to explore possible partnership. Faye Roberts will be following up with a member of his staff. Several Board members indicated support of this effort.

F. Topics for Board training – Faye Roberts indicated she had nothing to report regarding this topic.

G. Options for future online meetings – There was no discussion of this topic.

H. Member group operations and communications

Faye Roberts reported that five member groups want to take advantage of the offer to establish email lists through the School of Library & Information Services of the Florida State University College of Information.

I. Teller Committee Report

President Colvin reported that Katrina Evans chaired a Teller Committee consisting of herself, Jim Morris and Cynthia Kisby to certify Association election results. Document 5I provides the election results. The new officers, whose terms will begin at the end of the annual conference in April, are:

- Gladys Roberts, Vice-President/President Elect
- Mary Anne Hodel, Treasurer
- Tracy Elliott, Director, Region 2
- Elizabeth Curry, Director, Region 5
- Judith (Judi) Rundel, Director, Region 6

J. Reports of other committees

Barbara Stites, Chair of the Human Resources Committee reported that the annual evaluation of Faye Robert's work as Executive Director is complete. Barbara commended Faye for her work for the Association. She also informed the Board that it is time to do a new contract for Faye. Since FLA does not currently have a policy regarding carrying forward leave each year and paying out leave when an employee separates from FLA employment, new language will be added to the contract to address these issues. Future FLA budgets will need to plan for the possibility of payment of leave when an employee separates.

No other committee reports were made.

K. Viva 500 update

Jen Obermaier reported she continues to gather information on what libraries are planning for this celebration. She will be sending communications to libraries on behalf of FLA to encourage them to participate and later asking what they did.

L. Reports of Board members

- a. Gene Coppola is scheduled to speak at the Suncoast Information Specialists group on February 18, 2012.
- b. Linda McCarthy reported on the elections campaign approved at the last Board meeting. A flyer libraries can download and print for display and hand out is available on the FLA web site. Gloria Colvin reported there were several immediate responses from libraries about using the flyer.

6. Other Reports



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A. State Librarian's update – None

B. ALA Councilor – Alan Kornblau announced that he will attend ALA Mid-Winter in Dallas, scheduled for January 20-24, 2012. Barbara Stites, Sarah Hammill, and Mary Anne Hodel are also attending. Barbara Stites plans to attend some of the chapter relations meetings.

C. Board Liaisons

- a. Sarah Hammill said the white paper on the value of academic libraries is complete and being reviewed by Gloria Colvin and Charlie Parker.
- b. Gene Coppola met with the Management & Administration Member Group. They will be taking advantage of the email list opportunity.
- c. President Colvin announced that the One Book, One Conference book is *Our Iceberg is Melting*, by John Kotter. Gene Coppola reported the Leadership Development Committee is planning regional events around this book as well as a conference program. They hope to make this an annual event.
- d. Linda McCarthy said the Scholarship Committee met and is getting prepared to review scholarship applications.
- e. President Colvin made several announcements.
 - i. The 2012 conference preliminary program is now on the web site.
 - ii. Poster session proposals are coming in.
 - iii. The Governor's Budget includes \$21.3 M for State Aid to Libraries grants, which is very good news.
 - iv. The Public Relations Committee is working hard on Snapshot Day results which will soon be ready, along with photos, and on the web site. More libraries participated this time than last, including more academic and school libraries.

2. Executive Director's Report (Document 6D)

Faye Roberts reported several items in addition to her written report, Document 6D.

- A credit card processing issue arose recently because our existing analog terminal no longer works with the phone service digital system. She found a much better solution to accepting credit cards for payment for items such as government purchasing cards, Silent Auction purchases, Honor Roll donation, etc. with Chase Payment Tech which includes a discount we can get through the American Association of Association Executives.
- Ruth O'Donnell and Sharon Gray have done a lot of work on conference preparation. She noted that Maria Gebhardt, Broward County Libraries, did the graphical layout for the preliminary program as a volunteer.
- The annual registration filing as a charitable organization with the Florida Department of Agriculture and Consumer Services is complete.
- The Continuing Education Committee is studying the possibility of FLA providing online training. This idea was sent to the Planning Committee for consideration.

7. **Announcements**

Bernadette Storck asked that materials be sent to her for archiving as they are produced by committees and groups.

Gloria Colvin announced that the next Board meeting will be on the afternoon of January 31, 2012 in Tallahassee. More information will be sent later.



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8. Member Comments

Gloria Colvin announced that Faye Roberts has a beautiful new granddaughter. Barbara Stites asked Board members how they thought the meeting went, using her University's online meeting access. Gloria Colvin and Ruth O'Donnell made positive comments. Gloria wished everyone a wonderful holiday and said she is looking forward to working with everyone in the new year.

Adjournment

There being no further business, President Gloria Colvin adjourned the meeting at 3:49 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ruth O'Donnell".

Ruth O'Donnell, Secretary

DRAFT