



FLORIDA LIBRARY ASSOCIATION BOARD MEETING
EXECUTIVE BOARD MEETING MINUTES
Online Meeting
April 8, 2011

BOARD MEMBERS PRESENT:

(VM=Voting Member)

John J. Callahan, President (VM)*
Gloria Colvin, Vice-President (VM)*
Gladys Roberts, Secretary (VM)*
Sarabeth Kalajian, Director (VM)*
Carol Russo, Director (VM)*
Cynthia Kisby, Director (VM)*
Marilyn Matthes (VM)*
Faye Roberts, Executive Director*
Sharon Hill, Planning Committee Chair*
Dr. Jim Andrews, USF Representative
Linda McCarthy, Director (VM)*
Wendy Breeden, Past President (VM)*

BOARD MEMBERS ABSENT:

Barbara A.B. Gubbin, Director (VM)*
Susan Dillinger, Treasurer (VM)*
Corinne Jorgensen, ALA councilor (VM) and FSU Representative*
Bernadette Storck, FLA Parliamentarian and FF & B Member Group Representative*
Judith A Ring, Director State Library and Archives of Florida

GUESTS PRESENT:

Tom Cipullo
Charlie Parker, Legislative Committee Chair
Barbara Stites, incoming Vice President/President Elect
Ruth O'Donnell, incoming Secretary
Elizabeth Killingsworth, incoming East Central Director
Sarah Hammill, incoming SouthEast Director
Alan Kornblau, incoming ALA Councilor
Gene Coppola incoming West Central Director

*via web

Follow-Up Items from April 8, 2011 Board Meeting

1. Statement of Support for Local Libraries – strengthen and amend existing adopted statement.
- 2.
- 3.
- 4.

1. Quorum and Agenda Review

President John Callahan called the meeting to order at 2:00 PM and established that there was a quorum. The meeting began with tests of everyone's equipment and roll call.

Additions/Amendments to Agenda –

Cynthia Kisby moved and Gloria Colvin moved we accept the agenda as presented.

2. Consent Agenda

Consent Agenda consisted of

- A. Minutes of February 25, 2011 board meeting (Doc 2A)
- B. Appointment of Carole Fiore as Florida Book Award representative (Doc 2B)
- C. Membership report as of 3-31-2011 (Doc 2C)
- D. Membership Committee survey of non-renewals (Doc 2D)
- E. Awards Committee report (Doc 2E)
- F. Library Personnel Committee report Doc (2F)

Cynthia Kisby moved and Wendy Breeden seconded that we accept the consent agenda items as presented. Motion carried.

3. Financial Reports - Dillinger

Treasurer Susan Dillinger had computer difficulties. Executive Director Faye Roberts presented the Treasurer's Report through the end of the year (Doc 3-1); and the Financial reports for January and February 2011 (Doc 3-2). As of February 28, 2011 we had \$294,099.44 in funds on hand, and we ended 2010 with \$49,978.63 in income less expenditure. President Callahan announced that the Treasurer's Report was accepted and would be filed for audit.

4. Unfinished Business

A. Geographic Representation of Directors –

ED presented the Board with a map of Florida with recommended districts (Doc 4A-1) and a breakdown of the proposed Geographic distribution and FLA Board representation (Doc 4A-2). Populations for the areas presented are determined to be:

1. South = 4,639,1112,
2. South Central = 3,616,6813.
3. East Central = 2,982,8304.
4. West Central = 2,646,2495.
5. Northeast = 2,055,7546.
6. Northwest = 1,316,092.

The proposal is that the regions listed in Doc 4A-1 be adopted as the regions to use for geographic representation of the Directors. Wendy Breeden moved that the areas indicated in Doc 4A-1 would be the

areas of representation for geographic distribution of Directors. Gloria Colvin seconded . In discussion it was asked why several specific counties were put in the regions they were. In most cases it was a population issue. Wendy Breeden amended her motion to include Volusia County in District Three. Gloria Colvin seconded changing the original motion.. President Callahan reminded the Board that the need for the redistricting was due to problems at election time with not being able to find sufficient numbers of FLA members in each existing district last year to have representation from each area. It was suggested that instead of naming the regions, numbers be used. Vote was called, motion carried.

5. **New Business and Committee Reports**

A. *Staffing Structure and Budget Revision - Callahan*

President John Callahan presented a formal proposal for the new Staffing Structure prepared by Callahan, Gloria Colvin, Susan Dillinger, and Cynthia Kisby in conjunction with Faye Roberts. A budget revision to facilitate the staff restructuring was presented and discussed (Doc 5A). The proposal includes a ¾ time ED, Membership Coordinator and contracting out conference management and book-keeping. It is felt that this structure will give the Association the infrastructure needed to move forward. Gloria Colvin moved that we accept the staffing structure and budget amendments as proposed. Linda McCarthy seconded. Motion carried.

B. *Strategic Plan 2011-2012 - Hill*

Planning Committee Chair Sharon Hill presented the Board with the Committees' draft Strategic Plan for 2011-2012 (Doc 5B-1). Highlighted changes for the plan were summarized (Doc 5B-2) and include clarifying who has primary responsibility for the strategies, addressing changing roles of ED and staff, and addressing how current economic situation affects strategies and goals. Sarabeth Kalajian moved we approve the strategic plan as presented. Wendy Breeden seconded. Motion carried.

C. *Executive Director's Contract - Kisby*

Cynthia Kisby presented the proposed revised Executive Director's Contract (Doc 5C-1), and Job Description (Doc 5C-2). Salary, FTE and term of contract were all addressed in the changes proposed. Kisby thanked the HR committee for reviewing the contract on short notice. Linda McCarthy Moved and Wendy Breeden seconded that we approve the contract and the job description as presented . Motion carried.

D. *Legislative Committee Report, Library Day and Honor Roll - Parker*

Legislative Committee Chair Charlie Parker reported on the activities of Library Day and the current status of library issues in the State Legislature. Currently State Aid is at \$17.7 million in the House and \$0 in the Senate. The House has \$1.2 million for the Library Cooperative program, the Senate has \$0. Parker reminded everyone of the convenience of using CapWiz for communicating with legislators and the Governor. The Library Guy phenomenon continues to be quite successful and thanks are due to the many people who are participating in this effort. 60 to 70 people participated in Library Day. Parker stressed that he was available now and at any time to answer questions.

E. *State Library Council Report - Colvin*

Gloria Colvin briefed the Board on the activities of the State Library Council. The State Library Council is an Advisory Board for the State Library and the FLA president is invited to sit as a Board member on it. The Council has met through a series of Conference Calls, online meetings and meetings. The State Library and Archives are going to merge their service desks. The Council has determined goals for the upcoming year, which are: Advocate on behalf of the State Library and its programs; and Promote

awareness of the roles of libraries and archives in modern Florida. Colvin has had the opportunity to attend several nice functions including several awards ceremonies. State Library Council members were invited to a lunch honoring the Florida Book Award gold medal winners and the winner of the Florida Lifetime Award for Writing (Carl Hiaasen) that was held at the Governor's Mansion and hosted by the First Lady. They were also invited to attend the State's Cultural Heritage Awards program at the R.A. Gray Building where awards were presented for Great Floridians, Florida Book Awards, and others.

F. *Statement of Support for Local Libraries - ED*

ED discussed a proposed Statement of Support for Local Libraries (Doc 5F). Local libraries are facing budget reductions by cities and counties and it is likely that FLA will be contacted to provide statements on local libraries behalf. To that end a draft statement has been prepared. Wendy Breeden moved that we adopt the proposed draft statement proposed to support local libraries facing funding problems. Marilyn Matthes seconded. In discussion it was suggested that perhaps several people could be appointed to work on strengthening it, but that we at least use the statement for now. Wendy Breeden changed her motion to include that a group work on strengthening and amending. Marilyn Matthes seconded the change to the motion. Motion carried. President Callahan asked for volunteers. Gloria Colvin, Ruth O'Donnell, and Gladys Roberts volunteered. President Callahan thanked the volunteers and added that he would help too.

G. *2011 Conference Report - ED*

Faye Roberts informed the Board of the developments and activities leading up to the May 2011 Conference (Doc 5G). As of April 1, 2011 there were 289 full conference registrations out of the 474 total registrations. 66 Booths had been reserved and \$13,200 had been received in sponsorships. Conference registrations look like they will come in higher than last year, and it is anticipated that all booths will sell out. We have 718 rooms sold to date, far exceeding the 484 rooms we were committed to.

H. *2012 Conference - ED*

ED shared information about the progress of the planning of the 2012 Conference and an RFQ for a conference coordinator. Ruth O'Donnell submitted a proposal last fall to be the Conference Coordinator, then subsequently was elected as Secretary. To prevent any conflict of interest problems it was suggested by the auditor that we put out an RFQ for 30 days to seek other proposals. An electronic vote will likely be required following the post-conference Board meeting to review the RFQ proposals and accept a contract.

I. *Florida Public Library Standards – Committee Role -*

Gloria Colvin reported that the Standards are overdue to be updated and Carol Russo has agreed to chair a committee to update the standards. In 2004 FLA was able to use a grant to update the Standards. The frequency for updating the Standards was originally placed at two years, then changed to three years. Not too much activity has occurred since 2008. With every year that passes the Standards become more outdated as new technology evolves. It is unlikely that the State Library will be able to assist financially with the effort. The Grant in 2004 was for \$30,000 to \$35,000 and was used to hire a consultant to provide the research for the Standards update.

J. *Policy Regarding FLA Mailing Lists - ED*

ED noted that she and Sharon Gray have been contacted by several vendors requesting the ability to purchase a list of conference attendees. The Texas Library Association shared a copy of their contract with us and an attorney reviewed it for us. ED asked for opinions on the practice of selling or renting conference attendees. Texas gets \$.12/name, with 700 attendees that adds up to only about \$100.

Discussion indicated that Board's consensus opinion was that the revenue generated would not be worth the possible complaints and loss of good will that could ensue from FLA members.

- K. *Reports of Other Committees*
None.

6. **Other Reports**

- A. *State Librarian's Update – Ring*
Judi Ring was not able to attend.

- B. *ALA Councilor – Jorgensen*
Corinne Jorgensen was not able to attend.

- C. *Board Liaisons (including assigned Committees and Member Groups) –*
None.

D. *Executive Director's Report*

Faye Roberts reported on her activities in the past two months (Doc 6E). Honor roll donations are substantially higher than when last reported. Conference planning has been the primary activity as the date of the conference fast approaches. Roberts reminded us all as FLA leaders we should play a prominent role at the annual conference, attending all conference events, including ticketed functions. Board members were also asked to report any comments about the conference to the Board.

7. **Announcements**

President John Callahan, presiding over his last meeting, thanked everyone for their participation throughout the year, particularly as we have switched over to an online environment. The Board collectively thanked President Callahan for his outstanding leadership through comments and gave him an electronic round of applause!

8. **Member Comments**

Adjourn

There being no further business, Wendy Breeden moved that we adjourn. Gloria Colvin seconded. President Callahan adjourned the meeting at 3:36 PM.

Respectfully Submitted,

Gladys F. Roberts
Secretary