



FLORIDA LIBRARY ASSOCIATION BOARD MEETING
EXECUTIVE BOARD MEETING MINUTES

Online Meeting
February 25, 2011

BOARD MEMBERS PRESENT:

(VM=Voting Member)

John J. Callahan, President (VM)*
Gloria Colvin, Vice-President (VM)*
Gladys Roberts, Secretary (VM)*
Barbara A.B. Gubbin, Director (VM)*
Sarabeth Kalajian, Director (VM)*
Carol Russo, Director (VM)*
Cynthia Kisby, Director (VM)*
Susan Dillinger, Treasurer (VM)*
Marilyn Matthes (VM)*
Corinne Jorgensen, ALA councilor (VM) and FSU Representative*
Faye Roberts, Executive Director*
Sharon Hill, Planning Committee Chair*
Dr. Jim Andrews, USF Representative

BOARD MEMBERS ABSENT:

Bernadette Storck, FLA Parliamentarian and FF & B Member Group Representative
Linda McCarthy, Director (VM)
Wendy Breeden, Past President (VM)
Judith A Ring, Director State Library and Archives of Florida

GUESTS PRESENT:

Anne Haywood, PR Committee Chair*
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*
Mary Brown*
Charles Mayberry*
*via web

Follow-Up Items from February 25, 2011 Board Meeting

1. **Details of Executive Director and staff roles and structure**
- 2.

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.

Callahan noted that there were many guests present, and a full agenda and thanked everyone for their promptness and attendance.

Additions/Amendments to Agenda –

President Callahan asked that we move up item 5 A, Southwest Director position and handle it now. Barbara Gubbins moved and Susan Dillinger seconded that we make that amendment to the agenda and accept the amended agenda. Motion carried.

A. Southwest Director - Callahan

John Van Berkel is no longer with the Manatee County Library and has resigned his position on the Board. President Callahan recommended that we appoint Marilyn Matthes to finish out Van Berkel's term. Susan Dillinger moved and Gloria Colvin seconded that we accept the recommendation to appoint Marilyn Matthes to finish out Van Berkel's South West Director's term. Motion carried.

2. Consent Agenda

Consent Agenda consisted of

- A. The minutes of the December 10, 2010 Board Meeting (Doc 2A);
- B. Confirmation of e-vote completed 12/13/2010 (Doc 2B)
- C. Confirmation of e-vote completed 1/26/2011 (Doc 2C)
- D. Approval of Webmaster contract for 2011 (Doc 2D)
- E. Approval of purchase of ticket for Barbara Stites to represent FLA at "A Celebration of Reading" (Doc 2E)
- F. Approval of terms for FLA office lease renewal (Doc 2F)
- G. Approval of PCI Compliance policy (Doc 2G)
- H. SELA Representative status report (Doc 2H)
- I. Teller Committee report on 2010 election (Doc 2I)
- J. 2011 Membership totals as of 2/20/2011 (Doc 2J)
- K. Membership Committee report (Doc 2K)

Barbara Gubbin moved and Sarabeth Kalajian seconded to approve the consent agenda, motion carried.

3. Financial Reports - Dillinger

Treasurer Susan Dillinger made a motion that, "The Executive Board of the Florida Library Association, Inc. resolves that, for the purposes of its bank accounts, the following persons and no others are hereby authorized as signatories and to execute other documentation as needed related to those accounts: Faye Roberts, Executive Director; Susan Dillinger, Treasurer, 2010-2012; Gladys Roberts, Secretary, 2009-2011; Ruth O'Donnell, Secretary, 2011-2013."

Corrinne Jorgensen seconded. Motion carried.

Dillinger then presented the Treasurer's Report (Doc 3-1); and the Profit and Loss (Doc 3-2). The Treasurer's Report shows that as of December 31, 2010 FLA had \$227,120.20 on hand and that revenues had exceeded expenditures by over \$73,384.12. Dillinger added that despite the very difficult financial year, revenues had exceeded expenditures and we had come out in the black.

President Callahan announced that the Treasurer's Report was accepted and would be filed for audit.

4. Unfinished Business

A. None.

5. New Business and Committee Reports

B. *Southwest Director - Callahan*

(Moved to beginning of agenda.)

C. *PR Committee Report – Library Snapshot Project - Haywood*

Committee Chair Anne Haywood reported on the Library Snapshot Project from January 25, 2011. More than 253,000 Floridians used their libraries that day. The website is now up at http://www.flalib.org/snapshot_day_results. Thousands of pictures were received. The Committee and Ann were praised for the excellent job they did!

D. *Legislative Committee Report – Library Day 2011 - Parker*

Committee Chair Charlie Parker reported that the Committee is poised for action, but so far, everything is going well. The Committee has corresponded with the Public Library Directors encouraging them to meet and greet their new and existing Legislators. The comments from the Governor's Transition Team report regarding State Aid to Libraries was encouraging and President Callahan released a statement on behalf of FLA stating our appreciation of their comments. Several library advocates have served as "The Library Guy" at the Capital, holding signs in support of library funding. The Committee encourages anyone who can to take a turn at being a "Library Guy" or "Library Gal." Parker updated the Board on the arrangements for Library Day 2011, to take place on March 29th. March 8th is the deadline for early registration. Two advocacy webinars will be held on March 15th and 22nd. Several bills have been filed relating to Public Libraries, one would allow the State to grant waivers for the LSTA matching requirements for specific criteria; the other is a bill that has been filed to give Supervisors of Elections more discretion in selecting early voting sites. The Committee is keeping a close eye on the announcements regarding consolidation of state agencies to make sure that the Department of State and State Library are not adversely effected.

E. *2011 Conference Committee Report - ED*

Executive Director Faye Roberts presented the status of conference registrations as of February 21, 2011 (Doc 5C). The response so far has been very encouraging!

F. *Conference Registration for Speakers - ED*

Executive Director Faye Roberts discussed issues surrounding conference registration for speakers (Doc 5D). At the end of the 2010 conference a concern was expressed regarding session organizers inviting multiple speakers who were not registering for the conference and it was recommended that a different

approach be found for handling speakers and registration. With this year's conference, some program organizers have requested complimentary conference registration for speakers they have invited, and others have requested that registration be waived.

Gloria Colvin moved and Barbara Gubbin seconded that we adopt the staff recommendations as outlined in Doc 5D – Conference reg. for speakers.doc. Barbara Gubbin amended the motion to add that all persons employed in libraries who are speakers should pay for the full conference beginning in 2012. Susan Dillinger seconded. The amendment passed unanimously. The original motion was then voted on and also carried.

G. *CE Committee Webinar Update - ED*

ED noted that the preliminary results from the Continuing Education Committee's survey (Doc 5E) are in, but the results are still being analyzed. The results of the survey will be presented as a poster session at the 2011 conference.

H. *Scholarship Recommendations - Brown*

Scholarship Committee Chair Mary Brown presented the Committee's recommendations for scholarships. There were 21 qualified applicants, and Doc 5G outlines the committee's recommendations for award recipients. Brown noted that the recipients came with high GPA's and high recommendations, that all have library experience, and all were FLA members. The following were recommended to receive 2011 scholarships: Angel Davis, Lakeland Public Library – Minority \$2,000; Richard Reilly, Martin County Library System – FSU \$2,000; Carole Hanna, Volusia County Public Library, Deltona Regional Library – USF \$2,000; Jeanine Turner, Levy County Public Library – BA \$750; Priti McNutt, Union County Public Library – AA \$350.

Gloria Colvin moved and Cynthia Kisby seconded that we accept the committee's recommendations as presented. Motion carried.

Brown also reminded the Board that as in years past, baskets and other auction items are needed for the silent auction. Brown encouraged everyone to donate items for the auction.

I. *Lifetime Memberships – Breeden*

President Callahan read the By-Laws definition of Lifetime Memberships (Doc 5H-2) and reported that Danny Hales is being nominated by Wendy Breeden for a Lifetime membership (Doc 5H-1). Members discussed the great impact Hales has had and continues to have on public library services in our state. Barbara Gubbin moved and Susan Dillinger seconded that we present Danny Hales with a Lifetime Membership. Motion enthusiastically and unanimously carried.

J. *Board Fellows and Interns - Colvin*

Gloria Colvin presented the nominations for 2011 Board Fellows and Interns and recommended Sarah DeVille for Board Intern and Jennifer Obermaier for Board Fellow. Colvin suggested that the nominees who were not selected be kept involved through committees. Colvin moved to accept the recommendations as presented. Cynthia Kisby seconded. Motion carried.

K. *Reports of Other Committees*

Cynthia Kisby reported as liaison to the Library Personnel Recruitment Committee. The committee plans to do a virtual job sharing project during National Library Week in April. Their conference program was accepted and all of their speakers have been contacted and confirmed.

L. *Spectrum Scholarship Program - ED*

Executive Director Faye Roberts informed the Board of a request from ALA for State Associations to contribute to the Spectrum Scholarship Program (Doc 5K). Patricia Smith, from the Texas Library Association sends the request. This item was not included in the 2011 budget. Cynthia Kisby suggested that we share the information on our own FLA minority scholarships with ALA in lieu of money.

M. *Executive Director's Performance Evaluation - Kisby*

Cynthia Kisby discussed Executive Director Faye Roberts' performance evaluation, and noted that all of the comments sent in by Board members were very positive. President Callahan stated that the report and evaluation had been received and filed.

N. *Executive Director Role and Staff Structure - Callahan*

President Callahan updated the Board with the follow-up discussions and proposals regarding the role of the Executive Director and the recommended staff structure for the FLA office. Callahan went over the questions raised by the Board in November and the responses to the questions (Doc 5M-1); outlined the effect of the proposed changes on the budget (Doc 5M-2); highlighted the proposed changes to the ED job description (Doc 5M-3); suggested a draft job duties list for a Marketing and Management Coordinator (Doc 5M-4); and presented the Conference Coordination proposal from Ruth O'Donnell (Doc 5M-5). Under the proposal, the ED would work an average of 30 hours per week; bookkeeping functions would be farmed out to an outside agency, a consultant would be hired for the conference coordination, and there would be a membership and marketing coordinator. Callahan, Kisby and Colvin met with Roberts to go over the proposals and questions. Kisby noted that the responsibilities of the ED were quite a bit more than a single 40 hour week position could cover.

Susan Dillinger moved that we adopt the proposal in theory and we will work out the details later. Gloria Colvin seconded. Motion carried. Callahan suggested that he, Faye, Gloria, Susan and Cynthia get together and work out the details to be brought back to the Board in April.

6. **Other Reports**

A. *State Librarian's Update – Ring*

Judi Ring was not able to attend.

B. *ALA Councilor – Jorgensen*

Corinne Jorgensen presented a report (Doc 6B) on the ALA Midwinter Meeting. Jorgensen congratulated Alan Kornblau on his election! Jorgensen commented that ALA Council has been making directives to ALA officers that could put them in legal jeopardy and that discussions had ensued encouraging Council to steer clear of those issues and focus more on issues specifically related to libraries and library services.

C. *Board Liaisons (including assigned Committees and Member Groups) –*

There were no reports.

D. *Executive Director's Report*

Faye Roberts described the many activities and projects she has been engaged in over the past several months (Doc 6E). Highlights included negotiating the contract with the Wyndham Orlando resort for the

2012 conference; hiring and training a new temporary Office Assistant; arranged for bookkeeping services; and worked on the planning and arrangements for the 2011 Conference. Roberts also noted that the problem that had occurred with acceptance of government procurement cards in paying for dues seems to have finally been resolved. Roberts encouraged all Board Members to contribute to the Library Honor Roll. She noted that it is an opportunity to show leadership and support for our advocacy efforts. Roberts was contacted by PLA who are interested in having a session at our 2012 conference. Roberts has also been involved in the planning of a possible webinar for Friends groups regarding their legal needs and concerns. The Florida Literacy Coalition is interested in possibly having a joint conference in 2013. The conferences for the FLC and FLA in 2011 are both the same week in Orlando.

7. **Announcements**

Prior to 2010 Board members received token gifts for their service. This past year they received certificates of appreciation. Callahan asked for the opinions of the Board regarding using FLA funds for Board gifts. The consensus was that funds should not be used for gifts. As Board members, Callahan asks that we attend as many events at the conference as possible. The next meeting will be April 8 at 2:00 PM. The FL Book awards winners will be announced on March 1st. FLA is a partner for the FL Book awards. Barbara Stites commented that she had attended the Celebration of Reading event on February 11th on behalf of FLA and wanted to let us know the outcome. FLA purchased a ticket for Barbara to attend and Barbara was pleased that her husband (who is self-employed) purchased a second ticket and was able to attend with her. Barbara noted that it certainly seems like the type of activity that FLA would want to support but that she does have mixed feelings about it. The first time Barbara attended about four years ago, she sat at a table with eight others, near the Bush family and surrounded with influential community members. There was ample opportunity to talk about literacy and libraries and the conversations were lively and supporting. This year was different. The event seems to have grown (to approx. 600 people) and the \$250 tickets were relegated to the very back of a huge ballroom along the far wall corner. Apparently the better seats were available for \$5K - \$10K! And while their five dinner companions were nice; there was little opportunity to mingle like there was last time. Barbara talked about libraries as much as she could and Rick and Barbara personally enjoyed it very much. With limited resources, and with a possible invitation to attend again next year, Barbara is glad the Board will have plenty of time to consider future participation.

Sarabeth Kalajian shared that the Sarasota County Law Library is being considered to be brought into a different relationship with the County Library system.

On April 8th we will be discussing the Long Range Plan and the details for the ED and staff roles

8. **Member Comments**

Adjourn

There being no further business, Gloria Colvin moved that we adjourn. President Callahan adjourned the meeting at 3:44 PM.

Respectfully Submitted,

Gladys F. Roberts
Secretary