



## Florida Library Association Executive Board

### June 15, 2011 Meeting Minutes

#### Virtual Meeting

#### **BOARD MEMBERS PRESENT:**

(VM=Voting Member)

Breeden, Wendy, Planning Committee Chair  
Callahan, John J., Past President (VM)  
Colvin, Gloria, President (VM)  
Coppola, Gene, West Central Director (VM)  
DeVille, Sarah, Board Intern  
Dillinger, Susan, Treasurer (VM)  
Gubbin, Barbara A.B. Gubbin, (VM)  
Hammill, Sarah, Southeast Director (VM)  
Kornblau, Alan, ALA Councilor (VM)  
Jorgensen, Corinne, Florida State University Representative  
Killingsworth, Elizabeth, East Central Director (VM)  
Matthes, Marilyn, Southwest Director (VM)  
McCarthy, Linda, Northwest Director (VM)  
Obermaier, Jennifer, Board Fellow  
O'Donnell, Ruth, Secretary (VM)  
Roberts, Faye, Executive Director  
Stites, Barbara, Vice President/President Elect (VM)

#### **BOARD MEMBERS ABSENT:**

Andrews, Jim, USF Representative  
Ring, Judith A., Director, Division of Library & Information Services, Florida Department of State  
Storck, Bernadette, Parliamentarian and Friends, Foundations & Boards Member Group Representative

#### **GUESTS PRESENT:**

Maria Treadwell, substituting for Jim Andrews, USF Representative

#### **Follow-Up Items from May 6, 2011 Board Meeting**

1. **Finance Committee meet after the end of June 2011 (Susan Dillinger, Chair)**
  2. **Enable open access to past issues of *Florida Libraries* and to current issues two months after publication on the FLA web site (Faye Roberts, Executive Director)**
  3. **Develop a publishing agreement for authors who publish in *Florida Libraries* (Gloria Colvin, President and Elizabeth Killingsworth, Sarah Hammill)**
  4. **Send Executive Director information on which speaking opportunities you can attend (Board members)**
  5. **Contact meeting planner contractor about performance bond and report back to Board for an email vote on contract approval (Faye Roberts, Executive Director)**
6. **President Gloria Colvin called the meeting to order at 2:03 PM.**
- A. Ruth O'Donnell, Secretary established that a quorum was present.
  - B. President Colvin introduced the guests.
  - C. There were no changes or additions to the agenda.
2. **Consent Agenda (Documents 2, 2A, 2B)**
- A. Confirmation of E-vote on Conference Coordinator
  - B. 2011 Membership totals as of 6/09/11



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Motion to approve the items on the consent agenda made by Barbara Stites and seconded by Linda McCarthy.

Discussion – none

Vote – passed unanimously

#### 3. Treasurer's Report (Documents 3A, 3B)

Treasurer Susan Dillinger reported \$324,981.58 total funds on hand as of May 31, 2011. She announced that revenue has not been as much as projected in the 2011 budget. President Colvin announced that the Treasurer's Report was accepted and would be filed for audit and asked the Finance Committee to meet after the end of June when all conference income and expenses will be available. The purpose of the meeting will be to review the Association's financial status in order to provide the Board a clearer picture of profit and loss looking forward to the second half of the year. Linda McCarthy was appointed to the Finance Committee in addition to the President, Vice-President/President Elect, Secretary, Treasurer, and Executive Director.

#### 4. Unfinished Business (Document 4A)

Minutes of May 6, 2011 Board meeting

President Colvin asked for assistance in completing agenda item 5.H in the minutes in order to make a correction.

Motion to approve the May 6, 2011 Executive Board meeting minutes as corrected made by Marilyn Matthes and seconded by John Callahan

Discussion - none

Vote – passed unanimously

#### 5. New Business and Committee Reports

##### A. 2011-12 Meeting Schedule (Doc 5A)

President Colvin reviewed the schedule and asked if there were any questions. There were none.

##### B. Reading Committee – Annual Meeting

President Colvin announced that a Reading Committee consisting of Barbara Stites, Linda McCarthy, and Carol Russo reviewed the minutes of the May 6, 2011 Annual Business Meeting and approved them after making one change.

##### C. Open access – *Florida Libraries*

President Colvin announced her interest in changing the Association's publication *Florida Libraries* to an open access status. It is currently only available to members and other subscribers. Motion to make *Florida Libraries* available to members and subscribers only for two months and then make it fully available on our web site made by Barbara Stites and seconded by Marilyn Matthes.

Discussion of whether the Association could lose royalties if the journal is open access.

Vote – 9 in favor, 1 against, motion passed

Motion that past issues, including Spring 2011 now be made available to all made by Barbara Stites and seconded by Marilyn Matthes.

Vote – 9 in favor, 1 against, motion passed

President Colvin informed members that she wants to develop a publishing agreement that would be signed by authors published in FLA publications. She asked for volunteers to assist. Elizabeth Killingsworth and Sarah Hammill volunteered. This document will also cover whether authors can put their articles in an institutional repository as some institutions are requiring of their employees.



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- D. Board Speakers Forum for 2011-12 & Talking Points (Documents 5D1, 5D2)  
Executive Director Faye Roberts discussed the list of Board speaking opportunities (Document 5D-1) and asked that members inform her of which they can attend. She said the Talking Points (Document 5D-2) can be used when Board members speak to groups and that presentations should be adapted based on the audience.
- E. Free membership for new SSLLI graduates (Document 5E)  
Motion to give a free one-year membership to a graduate of the Sunshine State Library Leadership Institute in 2011 made by Linda McCarthy and seconded by Elizabeth Killingsworth. Discussion – Members expressed concern about giving away free memberships when we are in a tight budget year, whether people given a free membership continue to join after their first year and mentioned that we discontinued other free memberships. Others said it sets an example for young graduates.  
Vote – 6 in favor, 5 against, motion passed
- F. 2011 Conference Report (surveys, financial) (Document 5F)  
Executive Director Faye Roberts reported a very successful conference with strongly positive evaluations from attendees (98% very satisfied or mostly satisfied) with the only recurring complaint the lack of free wireless at all times. The evaluation survey completion rate was 32%. Total attendees were 662 and 72 booths were sold but it appears from preliminary figures that revenue will be \$3,000 less than budgeted. Faye provided highlights of the evaluations.
- G. Meeting Manager contract (Document 5G)  
Executive Director Faye Roberts presented and recommended approval of the 2012 conference meeting manager contract with A Plan to Meet. Her evaluation of this contractor's work for the 2011 conference was very positive. The contract fee is an increase of \$300 from last year. Motion to approve the contract with a performance bond or clause was made by Susan Dillinger. No second.  
  
Members discussed the need for a performance bond or performance requirements in the contract. Motion that the ED contact Sharon Gray to discuss a performance bond and bring the information back to the Board for a vote via email was made by Barbara Stites and seconded by Gene Coppola.  
Discussion – none  
Vote – Motion passed unanimously with Ruth O'Donnell excusing herself from the vote because of possible conflict of interest
- H. Lobbyist Evaluation (Document 5H)  
No discussion, Chair of the Legislative Committee was not present and no action was needed.
- I. Report of *ad hoc* Committee on Statement of Support for Local Libraries (Document 5I)  
Motion to accept the proposed revision made by Linda McCarthy and seconded by Gene Coppola  
Discussion – none  
Vote – passed unanimously
- J. Reports of Other Committees
- a. Conference Committee met and is organizing subcommittees; reported by Gloria Colvin
  - b. Legislative Committee had to postpone next weeks' scheduled meetings; reported by Gloria Colvin



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- c. Public Relations Committee met and is working on Snapshot Day, Nov. 2; reported by Gloria Colvin
  - d. Human Resources Committee is planning for doing the Executive Director's annual review; reported by Barbara Stites
  - e. Planning Committee Chair Wendy Breeden reported she has contacted members
  - f. Scholarship Committee – Linda McCarthy reported their discussion on extending scholarships to students not attending Florida schools and subsequent decision not to request this change
  - g. Membership Committee met to develop annual plan; reported by Ruth O'Donnell
  - h. Library Personnel Committee is meeting June 21; reported by Marilyn Matthes
  - i. Leadership Development Committee is meeting August 5 and may use group Skype to have a video meetings; reported by Gene Coppola
  - j. Continuing Education Committee met; reported by Gloria Colvin
  - k. Finance Committee is scheduling a meeting; reported by Susan Dillinger, Chair
  - l. Nominating Committee is ahead of schedule in identifying a slate but still working on it; reported by John Callahan, Chair
- K. Member groups  
Linda McCarthy reported a recommendation from the Media Services Member Group to discontinue the group.  
Motion to discontinue Media Services Member Group as requested by the Group made by Linda McCarthy and seconded by Elizabeth Killingsworth  
Discussion – none  
Vote – passed unanimously

#### 6. Other Reports

- A. State Librarian's update – not provided
- B. ALA Councilor – Councilor Corinne Jorgensen will forward documents for the ALA Annual Meeting Council meetings to Alan Kornblau who will be Councilor after ALA conference. The Board thanks Corinne for her representation of FLA at ALA Council meetings during her term of office.
- C. Board Liaisons (including assigned Committees and Member Groups – no additional reports
- D. Executive Director's Report (Document 6E) – Executive Director Faye Roberts said she had nothing to add to her written report except that the financial audit has changed to the week of June 20<sup>th</sup>.

#### 7. Announcements

- A. President Colvin announced Barbara Gubbin as Sol Hirsch's replacement on The Future of Academic Libraries Task Force and that she asked Jennifer Obermaier to coordinate FLA's role in Viva Florida 500, the celebration of Florida's 500th anniversary in 2013.
- B. Linda McCarthy announced the FLA/PLAN Mini-Conference in the Panhandle scheduled for August 19, 2011. PLAN is paying speaker costs for this free event.

#### 8. Member Comments

None

#### Adjournment

There being no further business, President Gloria Colvin adjourned the meeting at 3:56 PM.

Respectfully Submitted,

Ruth O'Donnell, Secretary