

# Florida Library Association Board Meeting

## Minutes

April 21, 2017

### **BOARD MEMBERS PRESENT:**

(VM = Voting Member)

#### FLA Staff:

Pollock, Dawn, Interim Executive Director

Layton, Karen, Association Specialist

#### Voting Members:

Karshmer, Elana, President (VM)

Gene Coppola, Past President (VM)

Ehde, Ava, Region 2 Director (VM)

Grubb, Stephen, Region 1 Director (VM)

Head, Eric, Region 4 Director (VM)

Livingston, Shaney, Region 5 Director (VM)

Nuhn, Peggy, Secretary (VM)

Rountree, Renae, Region 6 Director (VM)

Robinson, Kelly, Region 3 Director (VM)

Shader, Robin, Vice President, President-Elect (VM)

Vazquez, Donna, Treasurer (VM)

#### Non-voting Members:

Bryan, Jacalyn, Planning Committee Chair

Gibradze, Leila, FSU Representative

Plocharczyk, Leah, Board Fellow

Storck, Bernadette, Parliamentarian

Yoon, Jung Won, USF Representative

### **BOARD MEMBERS ABSENT:**

#### Voting Members:

Gonzales, Sara ALA Councilor (VM)

#### Non-voting Members:

Bryan, Jacalyn, Planning Committee Chair

Maurer, Kayla, Board Intern

Storck, Bernadette, Parliamentarian

### **VISITORS:**

Neville, Tina, Incoming Secretary

#### **1. Quorum and Agenda Review**

A. Call to Order – The meeting was called to order at 9:40 a.m. by President Elana Karshmer.

- B. Establishment of Quorum – Secretary Peggy Nuhn confirmed that we have a quorum.
- C. Introductions – Donna Vazquez was introduced in her new role as Treasurer; incoming Secretary Tina Neville and incoming President-Elect Sarah Hamill were also introduced.
- D. Agenda additions/changes – There were no agenda additions or changes.

## **2. Consent Agenda**

- A. Minutes for April 6, 2016 FLA Board Meeting – Robin Shader made a motion to approve the April 6 Board meeting minutes; Stephen Grubb seconded. All were in favor; the motion passed.
- B. Minutes for March 8, 2017 FLA Board Meeting – Robin Shader made a motion to approve the March 8 Board meeting minutes; Donna Vazquez seconded. All were in favor; the motion passed.

## **3. President's Report**

- A. 2017 Conference Update – President Elana Karshmer said conference planning is proceeding well; Tina Neville, Conference Chair reminded us to encourage our colleagues to attend and also attend the pre-conference and 'One Book, One State' event. Interim ED Dawn Pollock explained briefly some of the financial aspects of the conference, in particular the number of 'free' registrations (141) based on organizational memberships. This number of unpaid registrations will have a significant financial impact on the association. In addition we need additional sponsorships, however the exhibits are nearly sold out. Memberships are at about 93 percent.
- B. Advocacy Update/Library Day Report – Dawn Pollock provided an update on Library Day activities. Despite about 150 registered attendees only approximately 60 people were present. FLA had the only table in the rotunda, which was somewhat problematic in both in terms of delivery and set up and it was used by some as a place to leave non-FLA items. Leon County Public Library helped to set up which saved money. Security concerns meant that all attending had to be electronically scanned. In addition, the cost of Library Day – printing costs; extra hours for FLA staff, and similar expenses behooves us to look closely at the ROI of continuing this long-standing tradition. We need to thoughtfully and thoroughly consider whether or not to continue Library Day and at the minimum, consider one year without it to gauge the impact. Gene Coppola commented that the Board really needs to look at everything we're doing, and expressed appreciation for Dawn's report.
- C. Update on Executive Director Search – Elana Karshmer and Robin Shader reported. Our first choice candidate accepted another position before an offer could be extended; our second choice candidate was provided a second, more informal opportunity to meet with members of the HR committee to determine whether to extend an offer; it was ultimately decided not to do so, and to keep Dawn Pollock in place as our Interim ED for approximately six additional months, which she has agreed to do for us (thank you, Dawn). This will allow time to take a realistic look at the salary range and requirements for the position in order to craft a successful future search. All agreed that while this was not the hoped for outcome, it was nevertheless a beneficial exercise, and this decision was in the best long-range interests of the

Association. The HR Committee is scheduled to meet again May 5 and will have an update at the annual meeting.

- D. E-Vote Results for Treasurer – Secretary Peggy Nuhn provided the results for the e-vote to allow Donna Vazquez to complete Kenny Rampersad’s term as Treasurer. There were eight favorable votes; no opposing votes, so the motion carries. Donna will serve as Treasurer until conference, 2018.
- E. Membership Report – This agenda item was not covered at this time.

#### 4. Treasurer’s Report

- A. Treasurer’s Report Budget v Actual – Donna Vazquez reported and updated some figures (as of March). Present income is \$216,741; our budget is \$336,000. We are about \$9000 short in memberships, short on conference and fundraising and donations. Most expenses are still under budget.
- B. Cash – Donna reviewed our cash situation. We will be closing the Bank of America accounts; Dawn is in the process of writing letters; the resolution will allow us to close in June. We will go entirely to the FMB account in Tallahassee. We do not currently have Merchant Services with FMB, but eventually all banking will be in Tallahassee.
- C. Proposed Revised Budget – This revises our income estimate downward – from \$336,520 to \$331,820 which we hope to meet. Expenses reflect some savings, including our lobbyist contract; we’ve also reduced some administrative expenses (staff travel, supplies and printing among areas of savings). Our estimated budget was reduced by \$9,044. Conference expenses reflect higher costs in food and beverage as well as audio/visual. An increase of \$17,770 is anticipated. Employee expenses reflects some savings. This budget does show an increase for Karen Layton, and her current position is being changed to salaried reflect her actual level of responsibility (revised salary is \$37,440). This also allows more predictability of budgeting in terms of calculating overtime. There is also a slight increase for the part-time office staff person. The proposed budget reflects a savings of \$29,506.00. Gene Coppola asked if some areas of the budget might be too lean and whether we would want to add funds back. Dawn suggested changing ‘Staff Travel’ to ‘Staff and Board Travel’ and possibly to allow more funds to cover Board member visits to institutional members which will be important in growing our organization. Gene Coppola made a motion to approve the proposed budget; Ava Ehde seconded. All were in favor; the motion passed. The Treasurer’s Report will be filed for review.
- D. Should FLA Pay Search Interim Expenses from Reserves? Dawn Pollock asked about whether her salary should come out of the budget or out of our reserves. Since we have a positive balance, it could come out of our budget. It was recommended we stick with budget; and not use reserve funds. As we’re going to continue to operate as has been our standard; a motion was not required.  
Dawn also noted it’s time to consider another contract for Jeanice Caskey and has asked for a proposal for 2018; Jeanice is under contract for our upcoming conference and will assist us in closing out the 2017 hotel bill and similar wrap-up items.
- E. Change FT Association Assistant Position to Salaried – This item was discussed during the budget discussion.

**5. Executive Director's Report**

**6.** Unfinished Business – There is no unfinished business.

**7.** New Business and Committee Reports

A. Revision of Bylaws and Policy Manual – Dawn prepared a chart of necessary changes and updates (Section 2, Items 7A-1 through 7A-4, Section 3 7A-5; and Section 5, 7A-6 through 7A9).

**7A-1:** Membership year redefined. The current membership year (July 1 to December 31 of upcoming year) is cumbersome and incompatible with MemberClicks; in reality it benefits few members but takes a lot of time and work on the FLA Office end. We need to go to a 12 month January to December membership year with no exceptions. Robin Shader made a motion to affect this change; Shaney Livingston seconded. All were in favor; the motion passed.

**7A-2** – Changes meeting requirement to allow meetings with 48 business hour notice. There was discussion about handling meetings and clarification for calling an urgent meeting of officers when a 48 business hour notice is not possible. Ava Edhe made a motion to affect this change; Donna Vazquez seconded. All were in favor; the motion passed.

**7A-3** - Electronic ballots are now used to elect FLA officers; the reference to paper ballots is removed. Stephen Grubb made a motion to affect this change; Shaney Livingston seconded. All were in favor; the motion passed.

**7A-4** – Teller Committee – is no longer needed for the election of FLA officers with MemberClicks electronic voting. The Teller Committee reference will be removed. Donna Vazquez made this motion; Renae Rountree seconded. All were in favor; the motion passed.

**7A-5** – Dawn created a chart outlining FLA officers and terms of office and suggested this be added to the policy manual in addition to the text description that it is based on. Dawn will amend this list to add the Legislative Committee Chair as a non-voting member. Ava Edhe made a motion to add this chart (with the addition of the Legislative Committee), Renae Rountree seconded. All were in favor; the motion passed.

**7A-6** – All employees need to have a background check as this is now required by our new banking institution. We should also add a line item to the budget to cover this expenditure. Gene Coppola asked if this needs to be clarified as a ‘Level 1’ background check (least expensive version). Dawn noted that the bank didn’t specify which level, but she will find out. Gene Coppola made a motion to add this language; Shaney Livingston seconded. All were in favor; the motion passed.

**7A-7** – Handling of National Library Day stipend ‘upon request’ (an unpredictable budget expense) will now clarify that funding for National Library Day ‘may’ be available and is contingent on available funds. Peggy Nuhn made the motion to change this language; Donna Vazquez seconded. All were in favor; the motion passed.

**7A-8** – Advocacy and lobbying policy – This specifies dates and deadlines, clarifies the duties and responsibilities for our lobbyist and is a policy manual update (portions may also be reflected in the Strategic Plan). Gene Coppola made the motion to affect this change; Donna Vazquez seconded. All were in favor; the motion passed.

- 7A-9** – Currently the Awards nominees or recipients do not currently need to be FLA members. Example: The recipient of our “Library of the Year” award does not have to be an FLA organizational member under current language. As this is a significant member benefit, it was agreed that membership should be a requirement. There is an opportunity to give a ‘Presidential Award’ outside of the regular Awards process if we wish to make an exception. Gene Coppola made the motion to affect this change; Renae Rountree seconded. All were in favor; the motion passed.
- B. Draft letter to cancel contract with Lobbyist (60 days) – This allows the association to move to an RFP process and has been discussed with the Legislative Committee. It does not mean the same lobbying firm cannot submit a proposal, they certainly may do so; however, the automatic renewal clause in the existing contract creates the need to address the situation. Dawn explained that the letter should be direct, but suggested adding a sentence that they are welcome to respond to the RFP when it is issued and acknowledging that we are required to go out for RFP every five years. Gene Coppola made a motion to send this letter; Renae Rountree seconded. All were in favor; the motion passed.
- C. Committee Volunteer Form – Robin Shader explained that the committee appointment process needs to be more competitive, show skills that individuals bring and how they may effectively contribute to the committee. The online form reflects this adjustment, and asks for more information from individuals wishing to join committees. She also explained the need to merge some committees and to solicit input for restructuring. For example, Membership and Marketing might benefit from being merged and the Legislative Committee may be renamed to ‘Advocacy’. Other possible mergers include combining Career Development, Continuing Education and Leadership Development and fundraising activities which are conducted by numerous committees may be merged. Robin explained that the intent is to streamline committees and asked for feedback on these ideas.
- 8. Committee Reports**
- A. Awards Committee – Peggy Nuhn noted that the committee has completed their assignment using the newly developed rubrics.
- B. Continuing Education Committee – No report.
- C. Florida Public Library Standards Committee – Stephen Grubb reported. The committee will present results of a pilot project using a new checklist for the Outcomes and Standards. The checklist assists libraries in measuring their performance against the Outcomes and Standards. The committee will present at FLA on Wednesday, May 10 and will meet at the conference on May 11.
- D. Fundraising Committee – Elana reported that the committee is working on their proposal to provide bookmobile service to senior centers for a fee.
- E. Intellectual Freedom Committee – Renae Rountree noted a trend in Collier County to ban books and will keep the Board informed.
- F. Leadership Development Committee – No report
- G. Legislative Committee – Robin Shader noted the Technology Grant and that our lobbyist has done some follow up. There was also a letter sent in support of IMLS. The new chair is Laura Spears and Ray Baker is Vice-Chair.
- H. HR Committee – Robin Shader noted that all items have been covered.
- I. Library Career Development Committee – No report.

- J. Marketing Committee – No report.
- K. Membership Committee and Data – No report.
- L. Nominating Committee – No report.
- M. Planning Committee – No report.
- N. Scholarship Committee – Kelly Robinson noted there are about 20 corporate donations for the auction and everything is on track for the conference.

**9. Other Reports**

- A. Report: ALA Councilor – No report.
- B. Report: State Librarian – No report.
- C. Friends Task Force – No report.

**10. Announcements**

There are no announcements except a reminder of the '80's theme for the President's Reception at the conference.

**11. Member Comments**

Donna Vazquez is currently chair of the Fundraising Committee and asked if the Vice Chair could move into the chair position.

**12. Adjournment**

Robin Shader made a motion to adjourn, and Renae Rountree seconded. All were in favor; the meeting adjourned at 12:02 p.m

Respectfully submitted,

*Peggy L. Nuhn*

Peggy L. Nuhn, Secretary  
Florida Library Association