

Florida Library Association Executive Board Meeting

Minutes

January 27, 2017

BOARD MEMBERS PRESENT:

(VM = Voting Member)

BOARD MEMBERS PRESENT:

(VM = Voting Member)

Pollock, Dawn, Interim Executive Director
Karshmer, Elana, President (VM)
Shader, Robin, Vice President, President-Elect (VM)
Coppola, Gene, Past President (VM)
Rampersad, Kenny, Treasurer (VM)
Nuhn, Peggy, Secretary (VM)
Grubb, Stephen, Region 1 Director (VM)
Robinson, Kelly, Region 3 Director (VM)
Head, Eric, Region 4 Director (VM)
Plocharczyk, Leah, Board Fellow
Yoon, Jung Won, USF Representative

BOARD MEMBERS ABSENT:

Bryan, Jacalyn, Planning Committee Chair
Gonzales, Sara ALA Councilor (VM)
Ehde, Ava, Region 2 Director (VM)
Livingston, Shaney, Region 5 Director (VM)
Rountree, Renae, Region 6 Director (VM)
Mauer, Kayla, Board Intern
Storck, Bernadette, Parliamentarian

1. Quorum and Agenda Review

- A. Call to Order – The meeting was called to order at 9:37 a.m. by President Elana Karshmer.
- B. Establishment of Quorum – Secretary Peggy Nuhn confirmed that we had a quorum.
- C. Introductions – There were no introductions.
- D. Agenda additions/changes – There were no changes or additions to the agenda.

2. Consent Agenda

- A. Secretary Peggy Nuhn made a motion to approve the minutes of the January 3, 2017 Board meeting. Robin Shader seconded. All were in favor; the motion passed.
- B. Peggy Nuhn made a motion to approve the minutes of the December 2, 2016 Board meeting. Kelly Robinson seconded. All were in favor; the motion passed.
- C. Peggy Nuhn made a motion to approve the minutes of the Special Board Meeting on November 1, 2016. Robin Shader seconded. All were in favor; the motion passed.

- D. Gene Coppola made a motion to approve the minutes of the October 7 Board meeting minutes. These were inadvertently left off of a previous consent agenda. Kenny Rampersad seconded. All were in favor; the motion passed.

3. President's Report

- A. Election Results – Teller Report – President Elana Karshmer noted that the Teller Committee met at the FLA Office on January 4. This year there were no paper ballots to count, but the results of votes recorded in MemberClicks were verified. Elana expressed appreciation to the Teller Committee. Past President Gene Coppola expressed concern about the low voter turnout – approximately 172 members voted which is extremely low, and suggested we need to look at ways to increase participation. Statistics from previous years will be reviewed to see if there is a trend. Robin Shader asked whether we should ask the membership why they didn't participate. Kenny Rampersad and Stephen Grubb suggested a proactive approach such as emphasizing the election process at the end of the conference. Elana asked that Board members be prepared to discuss re-thinking our nomination process at our March meeting.
- B. Bylaws Revision – Elana had asked for some volunteers from the Board to work with this, including Gene Coppola, Stephen Grubb, Leah Plocharczyk and Jacalyn Bryan. All worked on various areas to come up with various revisions for different parts of the Bylaws, including the Legislative Committee, the Planning Committee and issues relating to the Board itself. Going forward, once accepted, these revisions should address some of the issues we've encountered, including specifying responsibilities, due dates of reports and similar functions.

In addition, we need to look at current restrictions in the time frame for scheduling meetings. Leah Plocharczyk and Stephen Grubb discussed the need for the Board to be able to meet with shorter notice; 48 hours was discussed as a possible alternative with the ability for the President to call a meeting for an emergency or urgent matter and that the four officers of the Board could make a decision with the understanding that the decision would have to be approved by a quorum of Board members. Potential scenarios and problems related to these were discussed. Peggy Nuhn noted that the weather emergency this past October and the two-week requirement of notice to meet did create a problem which we need to address and she also suggested that if we go to a 48 hour notice it should be 48 business hours. Also, Peggy noted that the e-vote requires a 48 hour discussion period which also takes significant time in some instances. In response to a question, Peggy explained that the e-vote procedure is spelled out in the FLA Policy Manual (Section 5, Pages 8-9.) There was some discussion and the Board decided to come back to this item at a later time.
- B1. Policy Manual Revision – Planning Committee – There was also discussion of the need to review the FLA policy manual. Presently this committee is appointed just like any other committee. The committee has significant responsibility, including oversight of the strategic plan which is on a three-year cycle, therefore, some years will be more active than others for the Planning Committee. In those less busy years, there would not be the need for a Strategic Plan Retreat. In the past we've appointed interested individuals, but this hasn't always worked as well as anticipated. The proposed change is to comprise the Planning Committee of current FLA Committee

- Chairs (or designated Committee Vice-Chairs) as they will be current on what is being done in their respective committees, and have more of a global perspective. The FLA Past President would also serve as a member of the committee and there will be a designated Planning Committee Chair as well. Kelly Robinson expressed concerns about the additional work load and recommended that someone who has just cycled off a committee might be better able to handle this workload. Elana noted that the coming year will be an ‘off’ year with a reduced work load. In busier planning years, the recommendation was to have a strategic planning expert, someone we contract with for this purpose - to oversee the process.
- B2. Duties and Responsibilities of Legislative Committee – A new document was posted which had not been uploaded to Google Docs in preparation for today’s meeting; therefore discussion will take place at a future meeting.
 - C. Review of Member Benefits – Dawn Pollock, Interim ED shared a review of Institutional and organizational members in other states. Our Organizational Members receive a very generous amount of complimentary conference registrations in comparison to other states, and this significantly impacts our conference revenue. In 2015, one hundred forty-three people attended the conference ‘free’ as a result of complimentary conference registrations to organizational members. This practice bears review in terms of our long-term financial stability. Dawn recommended introducing change slowly and incrementally, particularly with the registration fee increase. There’s no real comparison between Florida and other states in terms of ‘free’ registrations to organizational members. We need to look at what this actually costs the association. Peggy Nuhn asked about the number of Organizational Memberships which has the potential for awarding 192 free conference registrations. We presently have 42 Organizational Members. Dawn suggested other benefits could be offered in lieu of free conference registrations. Kenny Rampersad supported a review of this practice. Peggy Nuhn asked for numbers, including a listing of the 42 Organizational Members, what are they paying and how many registrations are complimentary for each as a result. Dawn will send this information.
 - D. Website Work Group – Elana Karshmer reviewed the need to update the FLA website regularly, so the idea of forming a web Task Force is under discussion. Dawn Pollock and Karen Layton have made suggestions about what needs to be prioritized. Karen can either upload changes or she share access to the site. Kenny Rampersad recommended we be mindful of security concerns and Gene Coppola recommended the FLA Past Presidents could be tasked with this responsibility. Ultimately this may be handled by a Committee however, a Task Force is the first step in forming a committee.
 - E. Confirm March Board Meeting Date – Our March meeting will be held **March 8** from **2 to 4 p.m.** Those unable to attend Library Day will be able to join the meeting online.

4. Treasurer’s Report

- A. Treasurer’s Report Cash (1/1/16 to 12/31/16) – Treasurer Kenny Rampersad reported and combined agenda items 4A, 4B and 4C. In summary, we closed the year with a deficit of \$31,653.27. We’d budgeted for about a \$17,000.00 deficit due to

unanticipated payroll expenses of approximately \$9,000.00. Conference expenses also exceeded the amount budgeted.

- B. Budget v. Actual (1/1/16 to 12/31/16) – see 4A
- C. Balance (1/1/16 to 12/31/16) – see 4A
- D. New Banking Services – In discussion with Dawn Pollock and our accountant, John Harvard, Kenny Rampersad explained that we need to consolidate our accounts. Presently we have three Bank of America accounts: checking, savings and payroll; we have a donations account; we have two TD Bank accounts: both a checking account and a money market account, and we also have a PayPal account. We've been trying to get signature changes to add Dawn Pollock and remove our former Executive Director Martina Brawer from our Bank of America accounts, however the bank has not been working with us to accomplish this endeavor. Therefore, we need to transfer our accounts to a new financial institution. Dawn explained that Bank of America didn't update their records from several years ago when Faye Roberts retired as our Executive Director, so the issue is more complex than adding Dawn Pollock to the account and removing Martina Brawer. It's essential for us to have a current credit card linked to our account for our upcoming annual conference because a credit card allows us 30 days post-conference to review charges and make sure everything is as was agreed to. Without the credit card, full estimated payment is required to the Caribe Royale 14 days prior to the conference. This would take away any leverage for negotiation on potential disputes with the hotel. Therefore, it was determined that we need to authorize Treasurer Kenny Rampersad, Interim Executive Director Dawn Pollock and President Elana Karshmer to review and select a new banking institution for the business of the Florida Library Association, and further to authorize Dawn Pollock, Elana Karshmer and President Elect Robin Shader to have signing authority for the new bank account. To make the Board's intent clear, Region 4 Director Eric Head made a motion to authorize Kenny Rampersad, Elana Karshmer and Dawn Pollock to review and select a new bank for the Florida Library Association and further to authorize signing authority for this new account to Dawn Pollock, Elana Karshmer and Robin Shader. Past President Gene Coppola seconded this motion. Elana Karshmer called for a vote; all were in favor, the motion passed.
- E. Review v. Audit for 2017—Kenny Rampersad explained the difference between a review and a full audit and referred to page 2 of our Financial Management Policy. It seems reasonable that a third-party independent review, which has the potential to save us approximately \$2000.00 over the cost of an audit, would be adequate, and is also recommended by our accountant, John Harvard. The review would be put out to bid. Past President Gene Coppola made a motion that we have a financial review rather than an audit; Region 4 Director Eric Head seconded. President Elana Karshmer called for a vote. All were in favor, the motion passed.
- F. Current Audit Policy – see 4E. Treasurer Kenny Rampersad made a motion to approve the full Treasurer's Report. Region 3 Director Kelly Robinson seconded. President Elana Karshmer called for a vote. All were in favor; the motion passed. The Treasurer's Report will be filed for audit/review.

5. Interim Executive Director's Report – Interim ED Dawn Pollock updated us on the 2017 conference; booths are selling well. If any Board members have contact with vendors or sponsors, please promote the conference; in this endeavor Dawn will provide a list of vendors who have already been contacted to avoid duplication. As of yesterday we've received 34 applications for our Executive Director position posting. Member Groups have been asked for their activities to determine if they are still functioning. The Databrarians and the New Member Roundtable are presently inactive. According to the Policy Manual the Board has an opportunity to sunset them; Elana Karshmer suggested we send an announcement over the listserv; Karen Layton responded that this has been done; it was determined we would make another contact. The Membership Report was also discussed; anyone who has not renewed will be called by the Membership Committee. Library Day is going well; the Florida Corporate Report has been filed. The FLA Office lease is presently month-to-month until a permanent ED has been hired. The mailbox issue is being addressed.

6. Unfinished Business

There is no unfinished business.

7. New Business and Committee Reports

- A. 2017 Conference Update – Elana Karshmer said all presentation acceptance letters have gone out; time slots will be shared soon. Felton Thomas of the Public Library Association will be speaking right after the opening session. We'll be offering 'The Human Library' will be our diversity event this year. 'The Human Library' is an individual who will represent a category that may be unfamiliar for participants to 'check out' in order to facilitate better communication and understanding of different viewpoints. Registration for the conference is now open.
- B. Awards Committee – Peggy Nuhn noted that Awards Committee Chair Regina Burgess, has sent out notifications that the Awards process is open for nominations and closes March 13. Members are encouraged to nominate themselves or a colleague.
- C. Continuing Education – Ava Edhe was absent; Elana Karshmer reported. The first two CE events were well attended; three more events are scheduled over the next six months. Twenty-four posters have been selected for the conference Poster Sessions; there will be three sessions of eight posters each. The PLAN mini-conference will be planned after the FLA conference.
- D. Florida Public Library Standards – Stephen Grubb reported on the committee's pilot project. Five libraries have completed the project; feedback has been valuable. The committee has reached out to a lot of small libraries and there has been some expressed concern that participation may reflect negatively on them in some way. The committee is concerned that they may inhibit participation. It's been suggested that there be a place on the form to explain why if standards were not met. There was some discussion about the information from this survey which is more specific and includes outcomes -- as opposed to what information is already submitted on state reports as well as benefits of participation. Elana asked if the committee could develop a statement explaining how this data will be used and explain how it may differ from data that has previously been collected and possibly also address what will *not* be done with the data, as this may ease some concerns. She noted that in academia an Institutional Review Board requirement

covers what *will* and *will not* be done with data. She asked that Stephen provide that suggestion to the Committee and report back to the Board.

- E. Fundraising Committee – Kenny Rampersad reported. Donna Vasquez chairs this new committee; they last met January 19; some ideas will be tabled to the following year and is scheduled to meet again February 16.
- F. Intellectual Freedom – Renae Roundtree is absent; no report.
- G. Leadership Development – Eric Head reported; next meeting is February 20. Their planned panel is coming together as well as a SLLI meet-up at the conference.
- H. Legislative Committee – Robin Shader said the committee is working on a draft letter to go with the Legislative Platform.
- I. Human Resources Committee – Robin Shader noted that applications are being reviewed; Robin, Elana Karshmer and Doris Van Campen will be reviewing applications. There is a draft leave policy which needs Board review to reduce the potential payout of 240 hours (previously 400).
- J. Library Career Development – Shaney Livingston was absent; no report.
- K. Marketing Committee – Elana Karshmer reported for Ava Ehde; they are working on their ambassadors program; targeting membership and marketing to under-represented groups.
- L. Membership Committee – Shaney Livingston was absent; no report. The number of non-renewals is going down, according to Dawn Pollock.
- M. Nominating Committee – No report.
- N. Planning Committee – Jacalyn Bryan was absent; they are working on their revisions for the make-up of the committee.
- O. Scholarship Committee – Kelly Robinson reported. The committee has completed their review of eleven scholarship applications using a rubric, or blind review process. Three scholarship winners have been selected, she asked if Board approval is needed. Elana Karshmer responded that the Scholarship Committee informs the Board of their decision. The scholarship recipients are Tammy Joiner for the Minority Scholarship; Christina Wernish for the FSU Scholarship and Louise Aponte for the USF Scholarship.

8 Other Reports

- A. ALA Councilor – Sara Gonzalez is absent today; no report.
- B. State Librarian – Amy Johnson is absent today; no report.
- C. Friends Task Force – No report.

8. Announcements

There were no announcements.

10. Member Comments

There were no comments.

11. Adjournment

Robin Shader made a motion to adjourn, it was seconded by Eric Head. All were in favor; the meeting adjourned at 12:15 p.m.

Respectfully submitted,

Peggy L. Nuhn

Peggy L. Nuhn, Secretary
Florida Library Association