

# Florida Library Association Executive Board Meeting

## Minutes

March 8, 2017

### **BOARD MEMBERS PRESENT:**

(VM = Voting Member)

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Pollock, Dawn, Interim Executive Director

Karshmer, Elana, President (VM)

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

Nuhn, Peggy, Secretary (VM)

Ehde, Ava, Region 2 Director (VM)

Robinson, Kelly, Region 3 Director (VM)

Head, Eric, Region 4 Director (VM)

Livingston, Shaney, Region 5 Director (VM)

Rountree, Renae, Region 6 Director (VM)

Bryan, Jacalyn, Planning Committee Chair

Johnson, Amy, State Librarian

Plocharczyk, Leah, Board Fellow

### **BOARD MEMBERS ABSENT:**

Coppola, Gene, Past President (VM)

Gonzales, Sara ALA Councilor (VM)

Grubb, Stephen, Region 1 Director (VM)

Rampersad, Kenny, Treasurer (VM)

Mauer, Kayla, Board Intern

Storck, Bernadette, Parliamentarian

Yoon, Jung Won, USF Representative

### **VISITORS:**

Ray Baker, Interim Director, Miami-Dade Public Library System

Sandra Newell, Bureau of Library Development, FL Division of Library and Information Services

Charlie Parker, Executive Director, Tampa Bay Library Consortium

Laura Spears, Vice Chair Legislative Committee, Univ. of Florida

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

A. Call to Order – The meeting was called to order at 2:02 p.m. by President Elana Karshmer.

B. Establishment of Quorum – Secretary Peggy Nuhn confirmed that we had a quorum.

C. Introductions – Visitors (listed above) were introduced.

D. Agenda additions/changes – There were no changes or additions to the agenda.

#### **2. Consent Agenda**

A. Secretary Peggy Nuhn requested motion to approve the minutes of the January 27 2017 Board meeting. Shaney Livingston made the motion; Eric Head seconded. All were in favor; the motion passed.

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

- A. Review of 'Library Day' activities – Dawn Pollock, Interim ED, provided an update; appointments were set up for the next day, there would be two receptions and an Open House in the State Library. Dawn had also worked with Chip Cates of Smart Horizons to arrange a 'greet' opportunity outside of the House Chambers.
- B. Honor Roll Update – The goal was met for 2017; the Friends groups were very helpful.

### **4. Treasurer's Report**

- A. Treasurer's Report -- In the absence of Treasurer Kenny Rampersad, Dawn Pollock provided a brief update.
- B. Budget vs Actual as of 1-31-17 is reflected in our documents and approved by Kenny Rampersad.
- C. Resolution to Close All Four Bank of America Accounts – The B of A accounts will be closed in June.
- D. CPA Bid for Review – We will have a review as opposed to an audit, which has the potential of saving us approximately \$2500.00.

### **5. Interim Executive Director's Report**

- A. Dawn Pollock noted that we are a bit behind on conference registrations at this time, and also that the cluster mailbox has been installed at the office complex where the FLA offices are located. The building is being better maintained, and as moving is expensive it would be good for the Board to plan on staying at our present location for the present.

### **6. Unfinished Business**

- A. Leave Policy – Robin Shader discussed the large payout the association incurred upon the departure of our previous ED. To prevent this from occurring in the future, she proposed a cap of 240 hours of payout if the ED works for more than one year. Shaney Livingston contributed to the discussion as in some areas a payout of this amount would require ten years of employment, however we do want to be competitive with other associations. Robin made a motion to accept this revised cap and Eric Head seconded. All were in favor; the motion passed.
- B. Member Groups – President Elana Karshmer provided information on inactive Member Groups (MG). There has been an effort by Karen Layton of the FLA office to contact inactive groups, but not much change as a result. As some may join FLA due to an interest in a particular MG, these individuals may be disappointed or feel that we promoted something that isn't actually available to them. The inactive MG then becomes a marketing issue for the association. MG benefits include having meeting space designated at conferences, use of meeting software for MG meetings and their own list serv. Inactive MGs can reactivate in the future, but for now should likely be dissolved. Renae Rountree made a motion to purge the inactive MGs and Shaney Livingston seconded. All were in favor, the motion passed.
- C. Proposed Change to Policy Manual Career Development – As this would also impact our Strategic Plan, this item was tabled for discussion at our next Board meeting
- D. Update on Bylaws Revision – A change to Bylaws requires a thirty day written notice. This item has also been tabled to a future meeting.

- E. Proposed Change to Policy Manual Planning Committee – A change in the makeup of the Planning Committee, comprising the Planning Committee of Committee Chairs (or Vice Chairs) of Standing FLA Committees as well as the Vice President/President Elect was discussed. Eric Head made a motion to approve this change; Renae Rountree seconded. All were in favor, the motion passed.

## **7. New Business and Committee Reports**

- A. Concerns Regarding Privatization of Public Libraries – Robin Shader wanted to make the Board aware that LSSI has been sending out e-mails to some public libraries in the Panhandle and it appears they are increasing their marketing efforts. Amy Johnson, State Librarian, noted that the Southeast appears to be a particular focus for LSSI.
- B. 2017 Conference Update – Elana Karshmer provided an update. Our speakers are confirmed; we're hoping for 750 attendees; there will be an '80's theme for the President's Reception. Our service project will be collecting paperback books for prisoners (*paperback binding is required for these donations, per Department of Corrections requirement*).
- C. Awards Committee – Peggy Nuhn noted that Awards Committee has a deadline of March 13 for receiving nominations and will be using their newly-designed rubrics to determine recipients.
- D. Continuing Education – Ava Ehde reported. A February 23 program was well received; and a Work Plan (Doc. 7 D) was shared.
- E. Florida Public Library Standards – A report was submitted (Doc. 7 E); Elana Karshmer provided an update in Stephen Grubb's absence.
- F. Fundraising Committee – Kenny Rampersad was not present today, however Elana Karshmer reviewed and Dawn Pollock shared some thoughts.
- G. Intellectual Freedom Committee – Renae Rountree noted that a recent situation has come up at Jay High School in the Panhandle which ceased reading the YA novel *Gutless*. This made national news.
- H. Leadership Development Committee – Eric Head updated the Board. The committee met the previous week and their planned book and SLLI alumni programs for the conference are coming together well.
- I. Legislative Committee – Robin Shader asked visitors Laura Spears and Charlie Parker for any updates. Ms. Spears noted that there is a lot going on and the committee has been working with FLA's lobbyist Chris Lyon.
- J. HR Committee – Robin Shader reported on our ED search. Eighty applications have been received; seven were selected for phone interviews, those have now been pared to five for in-person interviews. As three candidates are local, it was determined our budget could support interviewing five in person. Interviews are scheduled for Tuesday, March 21 and Wednesday, March 22. Appreciation was expressed to Robin for her efforts in this endeavor.
- K. Library Career Development – Shaney Livingston noted that the committee's activities are summarized in their report (Doc 7 K).
- L. Marketing Committee – Ava Ehde reported; there is a report from the committee (Doc 7 L) in the Board documents; there is discussion of a pilot 'Ambassador' program as well as the need for written materials for ambassadors to distribute.
- M. Membership Committee – Shaney Livingston drew our attention to the pie chart in the Board documents (Doc 7 M). Individual memberships are the bulk of our membership at 68 percent, and we have 256 lapsed members.
- N. Nominating Committee – No report.

- O. Planning Committee – No report.
- P. Scholarship Committee – Kelly Robinson noted that it's 'business as usual' with plans in place for the conference and activities related to the President's Reception. More wine for the Wine Toss fundraiser and more baskets for the silent auction are needed. Eric Head noted that Susan Dillinger's retirement is coming up and Dawn said the FLA office would prepare a letter of appreciation.

**8 Other Reports**

- A. ALA Councilor – No report.
- B. State Librarian – Amy Johnson provided an update. The Florida Book Awards will take place April 12 at 6 p.m. at the Mission San Luis and that Robin Shader will be appointed to the State Library Council as the FLA representative. There will be eleven graduates of the Career Online High School this year and the State Archives will be planning special events for their upcoming 50<sup>th</sup> anniversary.
- C. Friends Task Force – Robin Shader noted that she had no updated information at this time.

**8. Announcements**

There were no announcements.

**10. Member Comments**

There were no comments.

**11. Adjournment**

Rena Rountree made a motion to adjourn, it was seconded by Eric Head. All were in favor; the meeting adjourned at 3:33 p.m.

Respectfully submitted,

*Peggy L. Nuhn*

Peggy L. Nuhn, Secretary  
Florida Library Association