

Florida Library Association Board Meeting

Minutes

August 17, 2018, 11:00 a.m.

BOARD MEMBERS PRESENT:

(VM=Voting Member)

FLA Staff:

Lisa O'Donnell, Executive Director

Karen Layton, Membership/Events Manager

Voting Members:

Sarah J. Hammill, President (VM)

Eric Head, Vice President, President Elect (VM)

Robin Shader, Past President (VM)

Donna Vazquez, Treasurer (VM)

Matt Selby, Region 2 Director (VM)

Anne Marie Casey, Region 3 Director (VM)

Phyllis Gorshe, Region 4 Director (VM)

Heather Sostrom, Region 5 Director (VM)

Renaine Julian, Region 6 Director (VM)

Sara Gonzalez, ALA Councilor (VM)

Non-voting Members:

Amy Johnson, State Library of Florida

JungWon Yoon, USF Representative

Doug Crane, Florida Civic Advancement representative

Robert Stuart, Gray-Robinson

BOARD MEMBERS ABSENT:

Voting Members:

Tina Neville, Secretary (VM)

Jorge Perez, Region 1 Director (VM)

Non-voting Members:

Laura Spears, Advocacy and Legislative Committee Chair

Doug Crane, Florida Civic Advancement representative

Matthew David, Planning Committee Chair

Leila Gibradze, FSU Representative

Visitors:

1. Quorum and Agenda Review

A. Call to order: The meeting was called to order by President Sarah Hammill.

B. Establishment of quorum: in Secretary Tina Neville's absence, Sarah Hammill confirmed that a quorum was present.

2. President's remarks

- Seminole County has decided not to privatize their libraries. Individual emails were sent to each commissioner. Each responded, some with questions, so FLA did have an impact.
- We need to rethink the FLA journal, Florida Libraries. Considering a task force to look at how to improve the journals and submissions. There will be more coming on that.
- Sarah participated in the webinar yesterday on how to submit a proposal for the conference. She commended the group on a job well done.
- Sarah is trying to attend as many committee meetings as she can and, if she can't attend, she is reading the minutes to keep up with their activities.
- Karen is giving great help working on the opening and closing speakers.
- Sarah will be attending the PLAN mini-conference on August 24th, the in-person conference planning meeting on October 5th as well as the Public Library Director's meeting in October.

3. Consent Agenda

Minutes of the June 15, 2018 FLA Board Meeting

Matt moved to accept the minutes of the June 15th meeting. Renaine seconded. No discussion. Motion passed.

4. Treasurer's report (Donna Vazquez)

- A review of the balance sheet shows that we have a healthy budget with more than \$200,000 in reserves, low liabilities, and total assets of \$463,891.
- Donna commended Lisa on all of her hard work with the budget including an estimate of how the budget will look at the end of the year.
- Conference income was a bit higher than we had budgeted resulting in a small profit. Total income is also higher than expected. Payroll may be a bit higher than expected.
- The GrayRobinson contract expired at the end of July. Lisa extended and paid for August 2018. While we are in discussion about continuing the contract they have given us September and October for free.
- Robin moved to approve the financial report. Sara Gonzalez seconded. Motion passed.

5. Executive Director's report

- Lisa shared her full report prior to the meeting. Some highlights include:
 - Legislative platform is available for review
 - Lisa sent a thank you on behalf of FLA to Senator Rubio thanking him for LSTA funding.
 - Still pursuing options for an in-person meeting in February.
 - Elections will be starting soon.
 - Conference committee is already working. Lisa will be exploring exhibitor pricing that probably won't need Board approval but she will keep us in the

loop. See the Google drive document that shows businesses the incentive to join as a business member. Lisa has also communicated with Jeanine about the changes.

- Also researching membership dues in other states. Membership is still growing across all categories.
- Working on a past-president program to tap in on their institutional knowledge and their helpfulness in meeting new members.
- Listservs are being cleaned up.
- Welcome to Melissa the new administrative assistant.
- The Florida Humanities Council and the Great America Read partnership has been quite positive. Several Florida libraries were awarded grants and at least some of them are organization members. Sarah suggested sending out an announcement about it.
- Robin asked if there are people available to help out at the FAME conference. Sarah and Lisa are planning to go but they are willing to have additional volunteers if anyone is interested.

6. Business (New/Old)

A. Approval of Legislative Platform (Sarah J. Hammill)

- Legislative Committee has approved a detailed platform for this year. Eric moved to approve the legislative platform as presented. Donna seconded. Motion passed.
- Eric commended the committee on their ability to focus and present the essence of our concerns. Robert from GrayRobinson also commended the platform on its succinct nature that will be useful for them to communicate with the appropriate people. It is also helpful to the law firm that the platform is voted on and approved by the Board. They will focus the majority of their efforts on the items that they think have the best chance of success. With the legislation and the gubernatorial race up in the air, it is still early to see how things will go.

B. Advocacy Committee Vote Tally (Sarah J. Hammill)

- A few people didn't vote but Sarah believes that this was because of technical issues or absences rather than disagreement.

C. Membership Dues Increase (Sarah J. Hammill)

- Dues haven't been raised since 2006. Lisa and Karen have done a lot of investigation on member rates and are suggesting a 10% across the board increase. That would result in an increase of \$4-15 per year depending on income.
- Eric expressed concern that 10% may not be enough since we haven't raised dues in so long. Or perhaps, a graduated fee increase over time where we do 10% this year but address it again sooner.
- Another possibility would be to increase 10% at the lowest level but have a larger percentage increase for those at the higher end of the income scale. Several members supported this model.
- Phyllis prefers that increases are rounded to whole dollars. General agreement on this.
- Robin commented that, if this is approved, other than the fact that we haven't increased fees in so long, how will we explain the need for an increase and how it will be used? Lisa commented that we may not need to make a big deal about it

when it is renewal time, but still be prepared to explain if questioned. The benefits would include enhanced programming. Present it in the most positive way possible.

- Donna moved that FLA office create a new model with the lowest 2 tiers increase 10%, the next 2 tiers increase 12%, and the top 2 tiers increase 15% and then rounding up to whole numbers. Sara seconded. Motion passed. Lisa will send the final amounts out to the Board and will implement the new model.
- The FLA office received a certified letter that was a public records request. They are complying with the request and have been given names of some attorneys who specialize in public record requests/Sunshine Law if needed. General Counsel fees may be needed but reserves should cover them if it becomes necessary.

D. FACRL request for use of Mailing Address (Sarah J. Hammill)

- FACRL doesn't have a physical office so they would like to use our mailing address. Lisa checked with the insurance and the CPA and there doesn't seem to be any issue with the idea. We would be reimbursed for the postage. They've discussed issues like certified letters.
- Renaine moved to approve the request to allow FACRL to use the FLA mailing address. Matt seconded. No additional discussion. Motion approved.

E. Scholarship Financial Need requirements change (Karen Layton)

- The Scholarship Committee members have been discussing the usefulness of income need on the application form and have concerns about assessing it. They would like to propose that the scholarships become merit-based not need-based so that income does not need to be included on the application. If approved, they would like to start it for this year's application process which begins in two weeks.
- Eric moved to change the scholarship application process from needs-based to merit-based. Matt seconded. No additional discussion. Motion passed.

F. Scholarship Committee fund-raising (Karen Layton)

- This past year they partnered with the Fundraising Committee to help raise the \$6000 minimum that they need to cover the annual cost of the scholarships. The fundraising work takes a huge time commitment for the Scholarship Committee in addition to the solicitation and evaluation of the actual scholarships. The Scholarship would like to, over the next few years, transition the Silent Auction, the Wine Toss, and the 50/50 events to the Fundraising Committee. Scholarship has sent a proposed timeline to ensure that the activities will remain high quality and effective. Scholarship has documented the process completely to help ensure a smooth process. The full proposal for the 3-year process is included in the Board meeting documents.
- Robin asked if the Fundraising Committee is aware of the idea and do they support it. They do support it but Karen has some concerns about the number of members on the Fundraising Committee so we may want to consider adding more members. Will need to think of ways to encourage people to be on Fundraising.
- Board agreed to move forward with the process.

G. Approval of GrayRobinson Contract (Sarah J. Hammill)

- As mentioned earlier, the contract with GrayRobinson has expired and we are in the process of looking at options for continuing to work with them.

- Robin moved to approve the contract with GrayRobinson for an additional 10 months at \$3000 per month. Donna seconded. Motion passed.

H. IF Committee Charge Proposed Update (Sarah J. Hammill)

- IF Committee met at conference and discussed updating their charge. They have researched other similar committees across the country. They would like to add a new charge:

The Intellectual Freedom Committee serves as a resource for libraries where materials are challenged and on issues related to intellectual freedom; maintains the Intellectual Freedom Manual; keeps abreast of statewide and national issues and challenges, and disseminates such information to FLA membership. The Committee liaises with other FLA Committees and external organizations to resist the abridgement of free expression; it maintains close communication with the Advocacy & Legislative Committee for support regarding bills, laws and legislative rules in Florida and beyond.

The committee wants to increase communication with other FLA committees and other external organizations, particularly the FLA Advocacy & Legislative Committee.

- Will this mean there will be cross-membership between the committees? Having a liaison between the two committees could be helpful. Possible disadvantage would be finding someone who has time to be the liaison since this is already a very active committee. There are currently 10 members of the committee. The committee hasn't met yet for this year. The biggest need for communication is probably while the legislation is in session. Sarah will reach out to see if they plan to meet soon, particularly with banned books week coming up
- Robin moved to approve the new charge. Eric seconded. Motion passed.

I. Elections Process – Addition of Call for Nominations (Sarah J. Hammill)

- Historically, we haven't done a call for nominations. The nominating committee has always invited people. We have the petition process but a general call might be helpful for finding out who might be interested in participating.
- Robin asked if the Nominating Committee would be responsible for vetting the candidates that come in through the call for nominations which may make more work and a need for more members on the Nominating Committee. She also commented that, historically, we have made a major effort to alternate the Vice Presidential candidates between public and academic librarians which may be one reason the process has been working the way it did.
- Matt wondered if there are criteria for what constitutes experience. All candidates need to fill out a bio sheet that includes committee experience. The form could be included with the call for nominations to allow vetting. We could also include adding a section for references since not everyone may be known to the committee. At this point we don't have a set method for vetting unknown candidates. The form that is used to volunteer for committees could be modified to work for the call for officers.
- Agreed that it was important to continue alternating between public and academic so the call each year for president could be limited to one or the other.
- If someone started in a Florida library recently and all of their previous experience was in another state, would they be qualified? That would be another

thing that the nominating committee could take into consideration as they vetted the applicants.

- Eric moved that we allow a process for a call for nominations in advance of the slate of candidates and approve any needed changes to the FLA manual and produce any necessary forms. Renaine seconded. Robin asked if anyone had an issue with the process of alternating public and academic? General agreement that, if school librarians apply, they could be fitted into the schedule as long as there weren't two consecutive years of one type. The library type only applies to the Vice President/President Elect. Motion passed.
- FLA has a basic form in existence. Lisa will work with Robin and the nominating committee to tweak it for the call.
- The nominating committee has at least three members that are appointed. The secretary and the executive director are ex officio members.

7. Committee Reports

In the interest of time, instead of going over each committee individually, Sarah asked anyone with news about their committee to share it now.

- A. Awards (Tina Neville) no report
- B. Advocacy & Legislative (Eric Head) no report
- C. Conference Committee (Sarah Hammill) no report
- D. Continuing Education (Matt Selby)
 - They are finalizing two webinars for September and October. Also working on the poster session submission process to incorporate the innovation lab into the application.
 - The Paraprofessional Certification Task Force has been working with Nora Morales from Miami Dade College who already has a survey for their staff.
- E. Finance Committee (Donna Vazquez) See above
- F. Public Library Standards Certification (Phyllis Gorshe)
 - Phyllis commented that the Standards Committee is meeting next Monday, August 20th so she will have information for the next meeting.
- G. Fundraising Committee (Donna Vazquez) See above
- H. HR Committee (Eric Head) no report
- I. Intellectual Freedom (Renaine Julian) See above
- J. Leadership Development (Anne Marie Casey) no report
- K. Library Career Development (Heather Sostrom) no report
- L. Membership & Marketing Committee (Heather Sostrom)
 - The recently combined committee had a very productive meeting and got many of their subcommittees organized. They have decided to delete the FLA LinkedIn account but there is renewed interest in Facebook, Instagram, Pinterest, and Twitter.
- M. Nominating (Robin Shader) See above
- N. Planning (Matthew David) no report
- O. Scholarship (Jorge Perez) See above.

8. Regional director reports

- Phyllis (Region 4), attended an event at Clearwater Public with Charlie Christ. Dunedin partnered with Honeymoon Island State Park where First Lady Scott conducted a story time for the children. She'll be attending the Career Online High School graduation at Safety Harbor Library on August 26th.
- Sarah commented that Jorge had attended the high school graduation at Hialeah.

9. Other Reports

A. ALA Councilor (Sara Gonzalez)

- Commented on the ongoing discussion to revision to the meeting room policy recommendations. At annual there was some language added that got a really strong backlash. They did an online vote and that language was struck and the policy has been reverted back to the 1991 language. A service group will be looking at new language.

B. State Library (Amy Johnson) no report

C. Florida Civic Advancement (Doug Crane) not present

D. Legislative report (Robert Stuart) See above

10. **Announcements** none

10. **Member Comments** none

11. Adjourn

Robin moved to adjourn. Sarah seconded. Meeting adjourned at 12:30 p.m.

Next regularly scheduled Board meeting will be September 21, 2018 at 11:00am - 12:30 pm

E-mail vote conducted August 24-27, 2018

Text:

THIS EMAIL CONTAINS ACTION ITEMS REQUIRING VOTE. PLEASE REPLY THAT YOU HAVE RECEIVED THIS EMAIL!

Board members,

At the August 17 board meeting, there were several actions taken that would effectively change the bylaws. Based on Article XIII, Section A. Methods to Amend the Bylaws, the board must be presented with suggested changes to the bylaws by email at least 21 days in advance of the effective changes. Below, you'll find each change by Article/Section and the major changes highlighted in yellow to easily identify updates.

PLEASE REPLY WITH YOUR VOTE. IF YOU ARE IN FAVOR OF EACH ITEM, STATE

"YEA/YES TO ALL PROPOSED CHANGES."

Change to Article I, Section A: Dues and Membership Categories

Current: 1. Annual dues are set by the Executive Board and voted on by the membership.

Proposed: 1. Annual dues are set by the Executive Board.

Change to Article II, Section A

Current: The Association will meet annually.

Proposed: The Association will host an **annual business meeting each year.**

Change to Article VI, Section A2:Nominations

Proposed: **(Add)** Nominating Committee will review nomination applications and select the final slate of candidates.

Change to Article VI, Section A3:Nominations

Current: Additional candidates for each office may be nominated upon petition of at least **twenty-five (25) members** of the Association using a standard form developed for that purpose, providing the petitioners have secured the consent of each nominee in advance. Any such petitions must be provided to the Chair of the Nominating Committee within thirty (30) days after the official announcement of the Nominating Committee's slate.

Proposed: (Change) Additional candidates for each office may be nominated upon petition of at least **three (3) members** of the Association using a standard form developed for that purpose, providing the petitioners have secured the consent of each nominee in advance. Any such petitions must be provided to the Chair of the Nominating Committee within thirty (30) days after the official announcement of the Nominating Committee's slate.

Change to Article VII, Section Section A: Standing Committees

Current: Two separate Committees listed, Membership Committee and Marketing Committee

Proposed: **Combine** Membership & Marketing Committees into one

Change to Article VIII, Section B: Member Groups

Current: 1. Member groups must have a minimum of **ten** Association members who elect to participate in the group when they join or renew their membership, or who sign-up at an Association event. Each group must have a designated leader within two weeks following the annual conference each year and must submit an annual report. Leaders may be selected either by vote of the group membership or consensus of members attending a group meeting at the annual conference. In the event that does not occur, an interested member may either offer or be asked to serve as group leader. Member group leaders must be approved by the Board and may serve for a maximum of two consecutive years.

Proposed: 1. New groups are formed through the participation of **five** FLA members whose names are submitted to the Executive Director for verification of membership status and interest; when complete, this form is submitted by the Executive Director to the Executive Board for approval.

(Add) Groups must have a designated leader within two weeks following the conference each year to continue into the next program year. **Groups not reporting a leader will be contacted and members given an opportunity to assume leadership; if no leader is identified, the group may be**

dissolved by action of the Executive Board.

PLEASE REPLY WITH YOUR VOTE. IF YOU ARE IN FAVOR OF EACH ITEM, STATE "YEA/YES TO ALL PROPOSED CHANGES."

SHOULD ALL ITEMS BE APPROVED BY VOTING MEMBERS OF THE BOARD OF DIRECTORS, THESE CHANGES WILL TAKE EFFECT SEPTEMBER 13, 2018.

Thanks!

Lisa O'Donnell, CAE
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One question was posed for discussion:

Change to Article I, Section A: Dues and Membership Categories

Current: 1. Annual dues are set by the Executive Board and voted on by the membership.

Proposed: 1. Annual dues are set by the Executive Board.

How will this look like if the association has to increase membership dues? Can membership be heard before executive board makes a motion to increase dues?

Results of the vote as of August 27, 2018:

There were 11 yea votes, 1 board member did not vote yet. The proposed changes would therefore pass and be effective September 13, 2019.