

Florida Library Association Board Meeting

Minutes

January 12, 2018

BOARD MEMBERS PRESENT:

(VM=Voting Member)

FLA Staff:

Dawn Pollock, Interim Executive Director
Karen Layton, FLA Membership and Events Manager

Voting Members:

Robin Shader, President (VM)
Sarah Hammill, Vice President, President-elect (VM)
Donna Vazquez, Treasurer (VM)
Elana Karshmer, Past President, ALA Councilor (VM)
Jorge Perez, Region 1 Director (VM)
Phyllis Gorshe, Region 4 Director (VM)

Non-voting Members:

BOARD MEMBERS ABSENT:

Voting Members:

Tina Neville, Secretary (VM)
Renaee Rountree, Region 6 Director (VM)

Non-voting Members:

Laura Spears
JungWon Yoon, USF Representative

VISITORS: none

1. Quorum and Agenda Review

- A. Call to order: The meeting was called to order by Dawn Pollock at 9:31 a.m.
- B. Establishment of quorum: President Robin Shader confirmed that a quorum was present at that time.

2. President's remarks

Thank you to Jorge for notetaking
Thank you to everyone for their volunteering
Thank you to Donna, Karen and Gail for the Hurricane Irma library distributions
Thank you to Sarah Hammill for facilitating the last Board Meeting

3. Consent Agenda

- A. Donna moved to accept the agenda and Sarah seconded. No discussion. Motion passed unanimously.

B. Minutes of November 3, 2017 FLA Board Meeting

4. **Treasurer's report - Donna Vazquez**

Donna Vazquez reviewed Finance Committees Meeting Minutes, January 4, 2018. Organized charges by fiscal years. Reducing services from CPA and gaining bids from others. FLA needs to subscribe to *QuickBooks* \$50. a month and possibly an enhancement to payroll for \$39. a month for a total of an annual cost of \$1068.00. Progress on conference budget - spending is on track and sponsorship and booth sales are lagging. Board needs to continue reaching out to vendors. 2019-2020 Annual Conference paperwork at a Double Tree were reviewed by a specialty law firm. Hurricane Irma cash donations were distributed to Florida libraries. FLA is eligible to receive grants from the federal government. Staff are reaching out to financial advisors to increase the interest earnings. *Form 4b1*(January – December 2017 budget) and *Form 4b2* (balance sheet) were reviewed. *Report on Distribution of Irma Cash Donations* form was reviewed – new donations received and new distributions will be made (Bonita Springs or Immokalee).

5. **Executive Director's Report - Dawn Pollock**

- Conference: January registration launch
- Status Sponsors/ Exhibitors for 2018 Annual Conference: \$10,150. For sponsorship – close to goal but more sponsorship funds needed.
- Legislative Session
- Finances: Closing 2017 Budget
- Certification Committee: Developing IMLS application
- Member Renewal being sent continuously
- Planning Committee
- Partners: Attending MLC Meeting at the State Library
- *Annual Report of Work Accomplished* for all committees, staff, FLA journal and FLA areas
- 6A form *Status of the Board Call Sponsors/Exhibitors*: Need help from board members to reach out – calls. Google Drive spreadsheet must be updated. Adding new companies on the list interested in reaching Florida librarians. Harvard Jolley is not sponsoring the opening session this year. Opening and President's Session still open for sponsorship.

6. **Business (New/Old)**

A. Board Help Needed w/Vendor & Sponsor Calls

B. HR Committee Actions (Sarah Hammill)

- Job Advertisement for Executive Director placed in several types of job boards.
- Four applications collected so far.
- MLS degree preferred but not required for Executive Director position spurred an ALA petition that challenges this decision. Item was discussed by many meeting attendees.

C. Advocacy and Legislative Update (information shared on behalf of Laura Spears)

- *Activating Engage* to send out letters
- Online Career High School / Gale Cengage Conference
- Email drafted by Robin to membership concerning reaching out to legislators

- Request for the Journal of Intellectual Freedom and Privacy \$50. annual subscription request by FLA Intellectual Committee (individual or group?). More information and funding will be considered at a future date.
- *Ava Ehde* Director of Region 2 has resigned: new opportunity as Manatee County Interim, Neighborhood Services Director.
- Elections: Treasurer candidates – Donna
- Tax requirement to the Internal Revenue Service 990 form was filed and will be sent to board members - prepared by CPA.
- Conflict of Interest Statement have to be filed

D. Committee Reports with Action Requested

7. **Committee Reports**

- a) Fundraising Committee
- b) Leadership Development Committee – NEFLIN Leadership event
- c) Membership Committee and Data
- d) State Library Update - presented on behalf of Amy Johnson
- e) Awards Committee – Karen – advertising scholarship applicants ideas discussed

8. **Other reports:**

- A. ALA Councilor - (Elana Karshmer) a vote among the general membership about the job description for the Executive Director of ALA position. Look for email and vote. Net Neutrality and legislators.

9. **Announcements**

- *Florida Civic Advance* – compiled of 60 organizations to improve civic health improvement. Florida ranks low in civic engagement. Eva Ehde was the FLA representative but after leaving the board and gaining new professional commitments, there is an open call for a new FLA representative to be in that group.

10. **Member Comments**

- Sarah Hammill emphasized the importance of advertising the FLA Executive Director position via word-of-mouth in order to find a great candidate.

11. **Adjourn**

The meeting was adjourned at 10:37 a.m. Sarah Hammill moved to adjourn, Donna Vazquez seconded. Motion passed.