

**Florida Library Association  
Executive Board Meeting Minutes  
August 20, 2021, 11:00PM – 12:43PM**

**BOARD MEMBERS PRESENT**

(VM = Voting Member)

Voting Members

Phyllis Gorshe, President (VM)  
Shane Roopnarine, Vice President, President Elect (VM)  
Laura Spears, Past President (VM)  
Marina Morgan, Secretary (VM)  
Matthew David, Treasurer (VM)  
Ray Baker, Region 1 Director (VM)  
Sonya Chapa, Region 2 Director (VM)  
Natalie Houston, Region 3 Director (VM)  
Alyssa Koclanes, Region 4 Director (VM)  
Michael Sullivan, Region 5 Director (VM)  
Keila Zayas-Ruiz, Region 6 Director (VM)  
Heather Sostrom, ALA Councilor (VM)

Non-Voting Members

Cheryl Wolfe, DEIA Committee Liaison  
Robert Stuart, Jr., GrayRobinson  
Donna Vazquez, Past Treasurer

FLA Staff

Lisa O'Donnell, CAE, Executive Director  
Karen Layton, Communications and Events Manager

**BOARD MEMBERS ABSENT**

(VM = Voting Member)

Leila Gibradze, FSU  
Vacant, FAME  
Amy Johnson, State Library of Florida  
Natalie Taylor, USF

**1. Quorum and Agenda Review**

- A. Call to Order: President Phyllis Gorshe called the meeting to order at 11:01AM.
- B. Establishment of Quorum: Secretary Marina Morgan confirmed that a quorum was present at that time.
- C. Ex-Officio Reports
  - Robert Stuart, GrayRobinson
    - Update on funding and the legislative session was provided.
    - President Phyllis Gorshe added that the Florida Grade Level Reading (GLR) Campaign, entity that oversees the speakers for Early Literacy and Book Distribution, reached out to partner with FLA.

- Amy Johnson, State Library
  - Amy Johnson was absent, no report at that time.
- Lisa O'Donnell, ED
  - ED Report Aug. 20 provided.
    - A document with specific tasks and deadlines will be provided

## 2. Consent Agenda

### A. Minutes of August 6, 2021

- Shane Roopnarine, Vice President, President Elect moved to approve the minutes as corrected. Sonya Chapa, Region 2 Director seconded. No further discussion. Motion passed unanimously.

## 3. Financials (Matthew David, Treasurer)

- Budget as of July 31, 2021 was presented.
- Balance Sheet as of July 31, 2021 was presented.
- Money Market Statement as of July 31 was presented.
- Shane Roopnarine, Vice President, President Elect moved to approve the financials as presented. Michael Sullivan, Region 5 Director, seconded. No further discussion. Motion passed unanimously.

## 4. Old Business

### A. Board Meeting Schedule - monthly until further notice (3rd Friday of the month)

- Finance Committee meeting in conflict with other meetings on Thursday before the Board meeting. President Phyllis Gorshe will send an email to set up a new meeting day.
- Association Management Company (AMC) - review of Aug 17 presentation and further steps
  - President Phyllis Gorshe opened the floor for discussion.

### B. Interim ED job description - finalized and ready to post

- Ad-hoc Committee composed of President Phyllis Gorshe, Shane Roopnarine, Vice President, President Elect, Natalie Houston (Region 3 Director), Michael Sullivan (Region 5 Director) updated and reformatted the job description.
- Comment by Cheryl Wolfe, DEIA Committee Liaison, to add the following diversity statement in the job description at the end of the first paragraph: "FLA values Diversity and Inclusion which are integral to our organization. We encourage prospective applicants to follow FLA's Mission and Values."
- Natalie Houston, Region 3 Director made a motion to approve the Interim Executive Director job description with the amendment to add the diversity statement provided by Cheryl Wolfe, DEIA Committee Liaison, and any further amendments from the Executive Board of Directors while we continue to consider an Association Management Company. Keila Zayas-Ruiz, Region 6 Director, seconded. Motion passes 9 to 1.

## 5. New Business

### A. Volunteer Assignments to receive emails:

- HR Committee was formed by five Executive Board members: President Phyllis Gorshe, Vice President and President Elect Shane Roopnarine, Past President Laura Spears, Natalie Houston, Region 3 Director, Michael Sullivan, Region 5 Director. Two more members need to be appointed: one from DEIA and Professional Development Committee.
- President Phyllis Gorshe will be assigned [executivedirector@flalib.org](mailto:executivedirector@flalib.org) email
- Vice President and President Elect Shane Roopnarine will be assigned [HR@flalib.org](mailto:HR@flalib.org) email

### B. Approve the Accountant, Kathleen Brothers, to be a signer on FLA accounts temporarily

- Motion made by Laura Spears, Past President, to approve the Accountant, Kathleen Brothers, to be a signer on FLA accounts temporarily. Michael Sullivan, Region 5 Director, seconded. No further discussion. Motion passed unanimously.

### C. 990 and 990T Review (motion to accept and file)

- Natalie Houston, Region 3 Director asked about the number of volunteers. Lisa O'Donnell, Executive Director, clarified that the number relates to volunteers in a governance situation.
- Motion made by Michael Sullivan, Region 5 Director, to accept and file 990 and 990T. Alyssa Koclanes, Region 4 Director seconded. No further discussion. Motion passed unanimously.

D. Membership Committee Recommendations for Review by Board

- Key takeaways from the membership survey for the FLA Board of Directors compiled by the Membership Development Committee was shared.

**6. Announcements/Other Reports/Member Comments**

A. ALA Councilor Report

- Heather Sostrom, ALA Councilor shared the ALA Councilor Report

B. Director Liaison Reports

- Cheryl Wolfe, DEIA Committee Liaison:
  - September Newsletter for Hispanic Heritage Month.
  - 20 attendees at the first Diversity discussion in July.
  - Prepping for upcoming Diversity discussion on 15 October, 2021 at 2:00PM
- Keila Zayas-Ruiz, Region 6 Director, Liaison to Membership Committee:
  - No report.
  - Key takeaways from the membership survey for the FLA Board of Directors compiled by the Membership Development Committee was shared earlier.
- Michael Sullivan, Region 5 Director, Liaison to Intellectual Freedom Committee:
  - No report. The Committee has not met yet.
- Sonya Chapa, Region 2 Director, Liaison to Professional Development Committee:
  - Professional Development Committee members will work on a series of webinars in November and will propose conference and poster sessions.
- Alyssa Koclanes, Region 4 Director, Liaison to Conference Committee:
  - Conference Committee members met and decided on a scaled back virtual with in person option for the upcoming conference, with 22-24 sessions live streamed
  - Site visit in Jacksonville at the end of September.
- Matthew David, Treasurer, Liaison to Awards & Honors Committee:
  - No report. The Committee has not met yet.
- Ray Baker, Region 1 Director, Liaison to Advocacy Committee:
  - Committee putting together the platform to actively engage with the wider FLA membership.
- Natalie Houston, Region 3 Director, Liaison to Communications Committee
  - The Communications Committee met and divided in three subcommittees: Social Media, Conference, and Committee Support.
  - Committee interested in using Slack as communication tool.
    - Shane Roopnarine, Vice President, President Elect, mentioned that there is a limit to how many Slack accounts the association can have and should be approved at the Board level. President Phyllis Gorshe suggested to add Slack on a future meeting agenda.
- Natalie Houston, Region 3 Director, asked about the Public library Outcomes Committee, President Phyllis Gorshe suggested to reach out to the parties interested at a later date.

**7. Adjourn**

- A. President Phyllis Gorshe adjourned the meeting at 12:43PM. Motion (Shane Roopnarine, Vice President, President Elect) to adjourn the meeting. Natalie Houston, Region 3 Director, seconded. No further discussion. Motion passed unanimously.
- B. Next scheduled Board of Directors Meeting: September 17, 2021, at 11:00AM.