1. Quorum and Agenda Review
   A. Call to Order: President Phyllis Gorshe called the meeting to order at 11:04 AM.
   B. Establishment of quorum: President Phyllis Gorshe and Karen Layton confirmed that a quorum was present at that time.
   C. Ex-Officio Reports
      ● Robert Stuart, GrayRobinson was not present.
      ● Amy Johnson, State Librarian and Director of the Division of Library and Information Services (DLIS) provided a few updates:
         ● DOS is hosting a book drive in partnership with the Florida Department of Corrections and the Florida State Hospital. Donations will still be accepted at Library Days.
2. Consent Agenda
   A. Minutes of November 19, 2021
      • Sonya Chapa, Region 2 Director moved to approve the minutes. Natalie Houston, Region 3 Director, seconded. No further discussion. Motion passed unanimously.

3. Financials (Matthew David, Treasurer)
   A. Budget as of November 30 was presented:
      • Total Income $294,372
         • Total membership amount is $165,452 – higher than projected.
         • Annual conference total amount is $70,906 – lower than projected.
         • Advertising total amount $2,490.
      • Total Expenses $330,307
         • Membership activities $4,508
         • Conference $104,478
         • Operations expenses $20,898
         • Administrative $11,048
         • Professional fees $48,984
            o This amount includes the increased bookkeeping services fees during the transition period between Executive Directors.
         • Staff Expenses $137,344
            o includes salaries & wages-contract labor $31,675
      • Bottom line $35,934 in the red
      • Year-to-end bottom-line projection $57,371 in the red
      • Since in the operating accounts we have $115,438 which is above the $10,000 threshold in the checking account, we do not anticipate transferring any funds from the reserves this current year.
   B. Carroll and Company Accountant’s Compilation Report presented.
   C. Money Market Statement as of November 30
      • Ray Baker, Region 1 Director, moved to approve the financials. Michael Sullivan, Region 5 Director, seconded. All in favor. No further discussion. Motion passed unanimously.
   D. 2022 Budget was presented.
      • The revised draft budget is included as a column in the document presented for 3. A. (see link above).
         • Total Income projected at $340,067
            • Membership dues are projected to go higher in 2022. Projected amount $168,800
Annual Conference projected income at 159,133

Total Expenses projected at $395,310

Conference anticipated spending $127,000
  Working with a conference planner, hybrid costs are higher

Operations Expenses projected higher at $21,660

Accounting and Bookkeeping Services $22,900 for 2022
  The 2022 bookkeeping and accounting fees are higher; the contract can be adjusted in the future to add or remove services as needed.
  Going forward the tax preparation will be added in the accounting line and other financials in the Bookkeeping Services line.

Overall Professional Fees $54,650

Governance $61,000. It includes:
  $1,000 to cover travel expenses of Executive Director Candidates; $3,100 to cover expenses of 3-5 search committee members for travel approximately 3 times for in-person interviews in Tallahassee; $500 for advertising costs.

Staff Expenses $166,810
  Salaries & Wages $83,050
    Administrative Assistant position will remain vacant which will realize some savings
  Salaries & Wages-Contract Labor $61,200
    Interim Director started later than originally projected
    Communications Committee might be able to take on some of the Social Media Contract Employee responsibilities

Deficit of $55,243

Shane Roopnarine, Vice President, President Elect, made a motion to approve the 2022 revised budget. Michael Sullivan, Region 5 Director, seconded. No further discussion. All in favor. Motion passed unanimously.

E. The Finance Committee recommended keeping the services of Carroll and Company to the same level as currently held. Ray Baker, Region 1 Director, made a motion for renewal of a one-year contract with the CPA firm, and make adjustments to the contract as needed. Sonya Chapa, Region 2 Director, seconded. No further discussion. Motion passed unanimously.

4. Old Business
   A. Statement on Freedom to Read
      Shane Roopnarine, Vice President, President Elect, gave a brief update of the work to date on the statement.
      Board members gave additional feedback for refinements.
      Shane Roopnarine, Vice President, President Elect, made a motion to accept the statement with the changes as discussed. Matthew David, Treasurer, seconded. No further discussion. All in favor. Motion passed unanimously.
      Final version will be shared with the Communications Committee; FLA Office will do the press release;
B. Nominating Committee Update
- Report by Laura Spears, Past President.
- Currently have three nominees for Vice President, President Elect; one nominee for Region 6 Director; two nominees for Region 5 Director; two nominees for Regional 2 Director; and one nominee for Treasurer.
- Nominations due by December 22nd.

C. Bylaws Task Force Update
- Report by Shane Roopnarine, Vice President, President Elect.
- Reviewed the first two articles in the bylaws at the meeting on December 10th.
- Mapped out process to finish review before the Annual Conference.
- Feedback welcomed.
- Next meetings are January 14 and January 28.

5. New Business
A. January 18th Board Meeting
- Library Day on 18th and 19th of January, 2022 in Tallahassee
- Jennifer Pratt, Interim Executive Director, shared the Agenda for the Library Day meeting.
- Meeting will be at 3 p.m. in Room 307 of the R.A. Gray Building.
- Will have an online option for meeting attendance.
- DLIS has offered a tour to bridge the time between the Board Meeting and the Reception.

6. Announcements/Other Reports/Member Comments
A. ALA Councilor Report
- Heather Sostrom, ALA Councilor, emailed the ALA Councilor Report

B. Director Committee Liaison Updates
- USF – Vanessa Reyes, USF Interim Liaison, reported that there are no updates.
- DEIA Committee – Cheryl Wolfe, DEIA Committee Chair, shared a new vice-chair opportunity. Committee will discuss draft image guidelines at December 16 meeting for presentation at the January Board meeting.
  - January Diversity Discussion to be held on January 26 at 2:00 PM. Book discussed is Floating in a Most Peculiar Way.
- Professional Development Committee - Sonya Chapa, Region 2 Director, reported.
  - The fall webinar series was very well attended. Committee planning for Roundtable and Poster Sessions. Conference planning is ongoing.
  - Jessica Daly, Health Sciences Librarian at Orlando Health presented at the most recent committee meeting different topics of interest to benefit librarians and members at large; the committee is working with her on planning future webinars.
- Awards Committee – Matthew David, Treasurer, reported no December meeting.
- Intellectual Freedom Committee – Michael Sullivan, Region 5 Director, reported he could not attend the last meeting.
- Communications Committee – Natalie Houston, Region 3 Director, reported:
  - Karen will share the Communications calendar with the committee.
  - Committee members will be given more responsibility for posting.
  - Committee meeting times need to be consistent going forward; it has been challenging to get everyone together.
  - Need to review data and analytics and review reports for future content.
• Conference Committee – Phyllis Gorshe, President, reported the committee is reaching out to exhibitors and sponsors. To date, 12 exhibitors and 2 sponsors confirmed; 450 vendors have been contacted. Board members will need to assist at a later date.

7. Adjourn
   A. President Phyllis Gorshe ended the meeting at 12:30 PM. Matthew David, Treasurer, made a motion to adjourn. Natalie Houston, Region 3 Director, seconded. No further discussion. All in favor. Motion passed unanimously.
   B. Next scheduled Board of Directors Meeting: January 18, 2022, at 3:00PM in Tallahassee or online.