

**Florida Library Association  
Board of Directors Meeting Minutes  
December 17, 2021, 11:04AM – 12:30PM**

**BOARD MEMBERS PRESENT**

(VM = Voting Member)

Voting Members

Phyllis Gorshe, President (VM)  
Shane Roopnarine, Vice President, President Elect (VM)  
Laura Spears, Past President (VM)  
Matthew David, Treasurer (VM)  
Ray Baker, Region 1 Director (VM)  
Sonya Chapa, Region 2 Director (VM)  
Natalie Houston, Region 3 Director (VM)  
Michael Sullivan, Region 5 Director (VM)

Non-Voting Members

Cheryl Wolfe, DEIA Committee Chair  
Amy Johnson, Division of Library and Information Services  
Vanessa Reyes, USF

**BOARD MEMBERS ABSENT**

(VM = Voting Member)

Marina Morgan, Secretary (VM)  
Alyssa Koclanes, Region 4 Director (VM)  
Keila Zayas-Ruiz, Region 6 Director (VM)  
Heather Sostrom, ALA Councilor (VM)

FLA Staff

Karen Layton, Communications and Events Manager  
Jennifer Pratt, Interim Executive Director

**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.

- Announcement of DiscoveryGarden to host the state's digital platform. Will go live in early 2022.
- Jennifer Pratt, Interim Executive Director provided a brief report.
  - Started on December 1<sup>st</sup>.
  - Nominations Committee has been working hard. Nominations are due December 22<sup>nd</sup>.
  - Attended the Public Library Directors Meeting in Tallahassee. Connected with public library directors and MLC Executive Directors.
  - Attended Bylaws Task Force meeting, Advocacy and Communications Committee, and Conference Committee meetings.

## 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
    - This amount includes the increased bookkeeping services fees during the transition period between Executive Directors.
  - Staff Expenses \$137,344
    - 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 22<sup>nd</sup>.

## 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 10<sup>th</sup>. 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 18<sup>th</sup> Board Meeting

- Library Day on 18<sup>th</sup> and 19<sup>th</sup> 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.