



Board Meeting Minutes

Tuesday, April 13, 2021

[Meeting slides](#)

Minutes

Invitees: Alyssa Koclanes, ~~Craig Amos~~, Elana Karshmer, Cristy Moran, Valerie Boulos, Guy Cicinelli, Jaime Goldman, ~~Rachel Cooke~~, Mark Marino, Heather Bush, Julie Hornick, Deborah Prosser

Call to Order

Amendments to the Agenda

Approval of the Agenda

Old Business

1. Review March [meeting minutes](#)
2. Review March meeting Action Items
 - a. **Action items:** Conference Program Committee and Scholarship Committee Board liaisons will reach out to last year chairs to see if they're interested in being chairs this year and/or have other members that might be interested
 - b. Cristy will report Conference Program Committee meeting later in the meeting

New Business

1. Panhandle Academic Libraries Sponsorship (Alyssa)
 - a. Alyssa sent an email to the Board prior to the meeting from Mike Meth in PLAN requesting our sponsorship of the PLAN conference. FACRL has been a sponsor previously. (2019)
 - b. The sponsorship amount is \$250.
 - c. Board votes to sponsor the PLAN conference.
 - d. **Action item:** Alyssa will contact Mike Meth and work with Valerie to get sponsorship paid.
2. Virtual Conference Logistics Committee (Alyssa)
 - a. Alyssa recommends a committee to work on the logistics for the virtual conference so the Conference Program Committee can focus on the content of the presentations.
 - b. This could be an ad hoc committee. Elana recommends a motion to have this committee serve in the place of the Local Arrangements Committee while the conference remains remote.
 - c. **Action item:** Alyssa offered to write a draft of a committee charge.
 - d. This came up at the Conference Program Committee as well and appears as a recommendation as the
 - e. Running the conference as a kind of troubleshooting or working on the back end as user/ attendee experience would
3. FACRL Elections Update (Elana/Alyssa)
 - a. Tie for the total # of votes on a third
 - b. Run off election is needed for the at-large Board positions. They got the exact same # of

- votes. The other named officer positions secured their positions.
- c. Winners of the Board elections are as follows:
 - i. President Elect (unopposed) Rachel Cooke
 - ii. Communications Manager Nancy Schuler
 - iii. At-large: Clarissa West-White
 - iv. At-large: Steven Wade
 - v. Run off candidates for Board Members At-Large: Cindy Gruwell and Jesse Klein
 - d. **Action item:** Runoff will be held beginning tomorrow and will have a deadline within the week. Elana will reach out to the winners of the election and to the runoff candidates.
 - e. **Action item:** Formal election announcements will go out after the runoff is completed.
4. New Board Member Orientation (Alyssa)
 - a. Alyssa will coordinate for scheduling with new Board members after formal announcement goes out.
 - b. Goal is to have the orientation before the May Board meeting. May Board meeting is when old and new members are in attendance.
 - c. **Action item:** Alyssa will schedule New Board Member Orientation after the formal announcement for election goes out and before the May Board meeting.
 5. FACRL Sponsored Coffee Break at FLA 2021 Conference (Alyssa)
 - a. We paid for this last year's conference and didn't get a refund. The cost of the sponsorship will carry over to this year.
 - b. Alyssa will be in attendance and will send out information to the Board as she gets information about the event details.

Officer/Liaison Reports

1. President - Alyssa Koclanes
 - a. ACRL Newsletter article about the conference will be written by Nancy Schuler.
 - b. **Action Item:** Call for volunteers to serve as committee members will be going out soon for any committees that need members.
2. President-elect - Elana Karshmer
 - a. NA
3. Past-President - Craig Amos
4. Secretary - Cristy Moran
 - a. Added a 2021-2022 folder to the Google Drive. Will begin adding minutes, agendas, etc. with June 2021 meeting. Will update officer and liaison list in agenda and slides with the June Board meeting.
5. Treasurer - Valerie Boulos
 - a. Some membership renewals over the last few months.
 - b. Over \$18,000 in funds available.
 - c. Guy recommends opportunities to spend some of that money including sponsorship of other sessions and conferences, getting new signage and materials, or other things. Alyssa and Rachel suggest potential of getting a keynote speaker for the conference.
 - d. Back in November we had extended the Wild Apricot subscription. This means that there are no major expenses coming up.

- e. The bank card used for FACRL has been compromised. A transaction for an Amazon Prime item was made on the debit card. Valerie has reported it to the bank and a new card has been issued.
- 6. Communication Manager - Guy Cicinelli
 - a. Communications and promotions for FLA/FACRL webinar series is ongoing.
 - b. Alyssa will connect Guy with the new Communications Manager.
- 7. Legislative - Deborah Prosser
 - a. NA

Committee Reports

- 1. Membership - Heather Bush
 - a. Nothing new will reach out to the members to see if anyone can attend the coffee break.
- 2. Marketing and Communications - Guy Cicinelli
 - a. NA
- 3. Nominations Committee- Craig Amos
 - a. NA
- 4. Programming Committee - Rachel Cooke
 - a. After the next webinar (this week) the next ones will be August and September.
 - b. After this series is done, Rachel will use this committee to continue work on the types of programming we can do in the future like an FLA preconference or another version of this webinar series.
 - c. Action Item: Creation of a committee charge for this committee. It started as an ad hoc committee in response to COVID canceling the FLA 2020 committee.
- 5. Conference Program Committee - Cristy Moran
 - a. Met with the two committee co-chairs: John Reynolds and Clarissa West-White. Elana attended the meeting as the upcoming FACRL president.
 - b. Theme was decided, selected from a list of potential themes that had been slated for last year (pre-pandemic). The 2021 theme will be **Inclusion, Diversity, Equity, and Accessibility (IDEA) at the academic library** (collections and resources; scholarship [e.g open access]; space; student learning; recruiting and retention).
 - c. Committee is currently recruiting members and we've asked that Guy make a call for our committee to have members – estimated 10 if possible, would be good though internally the committee co-chairs are recruiting already with some success. Last year – likely due to the remote nature of the conference – there were a lot of presentation and poster submissions and that increased the typical committee member workload.
 - d. There was a recommendation in the 2020 committee report for a more interactive or additional networking opportunities and we considered some options which the committee once formed will continue to discuss.
 - e. One of these options considered was having a breakout room throughout the rest of the agenda set up for some small group member chat and open discussion (possibly led by a Board member? Or committee member?).
 - f. Likely the format and tools will be the same as last year – Zoom with the same Wild Apricot program and links to breakout rooms sessions.
 - g. I told them that by April 15 I would be able to provide any names that come to us from the call for members from FACRL's email list... but I will need to update that depending on when the call is sent out.

- h. Typically the call for proposals is read/ presented at FLA during our FACRL meeting and would be emailed beginning right after that event. That timeline was pushed back in 2020 due to COVID.
6. Sponsorship Committee - Craig Amos
 - a. NA
 - b. Will also be included in the call for committee members.
7. Scholarship - Julie Hornick
 - a. Connected with Ava who would like to chair again. Will also be included in the call for committee members.

Review Meeting Outcomes and Action Items

1. **Action item:** Alyssa will contact Mike Meth and work with Valerie to get sponsorship paid.
2. **Action item:** Alyssa offers to write a draft of a committee charge for Virtual Conference Logistics Committee.
3. **Action item:** Runoff will be held beginning tomorrow and will have a deadline within the week. Elana will reach out to the winners of the election and to the runoff candidates.
4. **Action item:** Formal election announcements will go out after the runoff is completed.
5. **Action item:** Alyssa will schedule New Board Member Orientation after the formal announcement for election goes out and before the May Board meeting.
6. **Action Item:** Call for volunteers to serve as committee members will be going out soon for any committees that need members.
7. **Action Item:** Heather will reach out to the Membership Committee members to see if anyone is attending FLA for the coffee break.
8. **Action Item:** Creation of a committee charge for this committee.
9. **Decision:** FACRL annual conference 2021 will be Friday, October 15.

Announcements

- Next online Board Meeting: May 11, 2021 at 3PM