



Board Meeting Minutes

Tuesday, May 11, 2021

[Meeting slides](#)

Agenda

Attendees: Heather Bush, Valerie Boulos, Rachel Cooke, Cindy Gruwell, Julie Hornick, Elana Karsmar, Jaime Goldman, Alyssa Koclanes, Mark Marino, Cristy Moran, Deborah Prosser, Nancy Schuler, Steven Wade, Clarissa West-White

Call to Order

Amendments to the Agenda

Approval of the Agenda

Old Business

1. Review April [meeting minutes](#)
2. Review April meeting Action Items
 - a. Alyssa will contact Mike Meth and work with Valerie to get sponsorship paid.
 - i. For PLAN Academic Conference - Already been sent. Valerie will be following up with Regina to make sure. Alyssa says we are listed as a conference sponsor.
 - b. Alyssa offers to write a draft of a committee charge for the Virtual Conference Logistics Committee. Completed.
 - c. 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. Completed.
 - d. Formal election announcements will go out after the runoff is completed. Completed.
 - e. Alyssa will schedule New Board Member Orientation after the formal announcement for election goes out and before the May Board meeting. Completed.
 - f. Call for volunteers to serve as committee members will be going out soon for any committees that need members. Completed.
 - g. Heather will reach out to the Membership Committee members to see if anyone is attending FLA for the coffee break.
 - i. No one is attending in person from the committee.
 - h. Rachel will work on the creation of a committee charge for Programming committee. Completed.

New Business

1. FACRL Sponsored Coffee Break at the FLA Conference (Alyssa)
 - a. Scheduled for Thursday May 20 at 8AM. Alyssa is attending. Will take save the dates for the conference and has some brochures. Took a call for anyone else attending.
 - b. Cristy has recorded a presentation related to meaningful metrics for our academic libraries. Offers to share the presentation and recording to anyone interested.

2. Committee appointments, terms, vice-chairs (Alyssa)
 - a. Got 18-19 volunteers. Elana and Rachel working with her to organize volunteers into committees.
 - b. Our bylaws do not state term lengths for committee members. Alyssa reviews the historical process which is based on committee chairs contacting members. Recommends coming up with terms and opens discussion to the setting terms for this.
 - c. Elana and Rachel agree and have ideas for additions and modifications on the bylaws in general including updating terms. Discussion moves to two year terms to ensure continuity and not be prohibitively long.
 - d. Committee term start and end date is also a question and could be added. Alyssa suggests the same calendar dates as the Board appointments.
 - e. **Action item:** Next meeting Board members will form a task force to start reviewing bylaws.
3. FACRL *Board* List - fla-facrlboard@lists.fsu.edu (Alyssa)
 - a. Rachel discovered that all the messages are available on the open web and is searchable to anyone looking. Clarification note: This is an item about the BOARD email list only, not the membership list.
 - b. Alyssa has been brought issues that other members have noticed (blank messages). Plus there's a chance that FSU would no longer support the listserv.
 - c. Valerie suggests looking at Wild Apricot. Nancy, oncoming Communications Manager, will be learning and getting access to Wild Apricot. Has experience setting up Google Groups but has also experienced issues with that. We already used WA to track membership so it would be helpful to use the same tool.
 - d. Rachel suggests an ad hoc taskforce to address this. Has experience using ALA Connect and there was an interim period when the ALA Connect system was hacked and, for a time, was using a distribution list through Outlook ("the old fashioned way") manually. Feels more comfortable using something other than our current open system.
 - e. Steven recommends slack. Some people use it and there are some people who like it and others who don't.
 - f. Disband using the list.
 - g. Outcome: Board has created a taskforce to look at the Board email distribution list: Steven, Elana, and Nancy.
 - h. Valerie says the WA terms includes an email service in our plan. Encourages task force look at WA as a potential tool because we're already paying for it.
4. Upcoming price plan change in Wild Apricot (Valerie)
 - a. Long term item: over time the cost of WA will be going up. We had been \$90/month for 500 contacts as "community members," but we moved to "professional" for 2000 contacts for \$160/month. We upgraded and paid for 2021. We start owing again April 1, 2022. The new plan is \$190/month. We typically pay by the year and receive a 10% discount.
 - b. Options: continue at professional level or downgrade to community level or potentially look at a new platform which Valerie suggests may be a problem since we've been on it for about 8 years and historically that's presented challenges. Plus, moving to another platform will require a lot of work to transition including web maintenance and design. However, we have time.
 - c. Based on the treasurer's report, Valerie doesn't see an issue with being able to pay

- the bill for the increased rate.
- d. Nancy asks if there are other issues we should consider besides cost. Alyssa says that she finds it manageable based on her own experience and with no training for the 2020 conference. User friendly. Affinipay (payment system) is integrated with WA so it would present another challenge if we were to switch to a different platform.
 - e. Elana thinks it's a good idea to start thinking about this now though we have time. If we discover a new tool that is a better rate and has the tools we need then we can discuss changing.
 - f. Contract ends March 31, 2022. Nancy is hesitant to change anything before the 2021 conference. Nancy will be meeting with Guy who has the most experience with WA so she will learn his experience.
 - g. Nancy will look at what other ACRL chapters use.
 - h. Rachel suggests looking at what FLA uses - Memberclicks.
 - i. The same taskforce formed for the previous item will look at potentially a new system.
 - j. Nancy suggests running a parallel site if we decide to go to a new service between post-conference and the new year for migration purposes. Valerie says we would not need to change until early 2022 - we would just need to know we are moving and prep for it by end-of-year-ish
5. Facrl.org recommendations (Rachel)
 - a. Committee members listed on FACRL.org have links to their email address. Can we add these for board members and officers too? I'm wondering why committee members only?
 - b. Can we provide a link to each committee's guidelines from the FACRL.org site? <https://facrl.wildapricot.org/committees>
 - c. These committee guideline links to our google docs were nicely listed on slide #9 of the FACRL Board Orientation
 - d. **Action item:** Rachel will link the committee charges/ guidelines documents from the FACRL.org page where they're listed and include the email addresses of Board members.
 6. [Draft of Programming Committee Guidelines](#) for review by Board (Rachel)
 - a. **Action item:** Board members to review the draft of [Programming Committee Guidelines](#) and email her any changes or update the typos on the document. Alyssa will also send the Virtual Conference Logistics Committee guidelines as well for our consideration.

Officer/Liaison Reports - 2020-21

1. President - Alyssa Koclanes
 - a. Updated terms document in the Google Drive documents [are available](#).
 - b. ACRL Chapter topics newsletter was submitted in April about the 2020 virtual conference.
2. President-elect - Elana Karshmer
 - a. Elana is sending out a poll for meeting dates/ times early next week.

3. Past-President - Craig Amos
 - a. NA
4. Secretary - Cristy Moran
 - a. Update with only the oncoming Board members and liaisons will be next month's agenda. Call for anyone who recognizes a mistake.
5. Treasurer - Valerie Boulos
 - a. NA
6. Communication Manager - Guy Cicinelli
 - a. NA
7. Legislative - Deborah Prosser
 - a. No update. No change for this current legislative session since earlier spring reports.

Officer/Liaison Reports - 2021-22

8. President - Elana Karshmer
9. President-elect - Rachel Cooke
10. Past-President - Alyssa Koclanes
11. Secretary - Cristy Moran
12. Treasurer - Valerie Boulos
13. Communication Manager - Nancy Schuler
14. Legislative - Deborah Prosser

Committee Reports

1. Membership - Heather Bush
 - a. NA
2. Marketing and Communications - Guy Cicinelli (2020-21), Nancy Schuler (2021)
 - a. NA
3. Nominations - Alyssa Koclanes
 - a. NA
4. Programming - Rachel Cooke
 - a. NA
5. Conference Program - Cristy Moran
 - a. The committee needs the volunteers from the membership volunteer call. Elana will have the members sent by the end of this week.
6. Sponsorship - Alyssa Koclanes
 - a. Sponsorship committee needs a Board liaison volunteer. Call for a Board volunteer and anyone can reach out to Elana to volunteer.
7. Scholarship - Julie Hornick
 - a. NA
8. Virtual Conference Logistics - Alyssa Koclanes
 - a. The Virtual Conference Logistics committee also needs a Board liaison. Nancy volunteers to serve.

Review Meeting Outcomes and Action Items

7. **Action item:** Next meeting Board members will form a task force to start reviewing bylaws.
8. **Outcome:** Board has created a taskforce to look at the Board email distribution list and potential new web service to replace Wild Apricot: Steven, Elana, and Nancy.
9. **Action item:** Rachel will link the committee charges/ guidelines documents from the FACRL.org page where they're listed and include the email addresses of Board members.
10. **Action item:** Board members to review the draft of [Programming Committee Guidelines](#) and email her any changes or update the typos on the document. Alyssa will also send the Virtual Conference Logistics Committee guidelines as well for our consideration.
11. **Action item:** Sponsorship committee needs a Board liaison volunteer. Call for a Board volunteer and anyone can reach out to Elana to volunteer.

Announcements

- Next online Board Meeting: June 8, 2021 3 pm (meeting date and time may change)