



Board Meeting Minutes

Tuesday, July 14, 2020

[Meeting slides](#)

Agenda

Attendees: Alyssa Koclans, Elana Karshmar, Cristy Moran, Valerie Boulos, Guy Cincinelli, 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 [June meeting minutes](#)
2. Review June meeting Action Items
 - a. Elana sent out the message. Very quick turnaround with lots of feedback via email.
 - b. Alyssa hasn't heard from the Scholarship Committee yet but will follow up again.
 - i. **Action item:** Alyssa will follow up with the Scholarship Committee to see if they need more members. When she finds out we can put out a call for committees that need members.

New Business

1. Messaging for members inquiring about payment/ activating membership without payment confirmation (Heather)
 - a. This came from at least two members following up on an institution's payment (check). Pending status applied to Wild Apricot in the interim. Heather seeks consensus for a practice - messaging and procedure - in the meantime while campuses are closed.
 - b. Member who contacted Heather would like to be on the Membership Committee and is in "pending" status and have been approved to join the committee.
 - c. Pending members: 5 new members. 6 members under renewal. (The member who had contacted Valerie is a renewal.)
 - d. Checks are still going to the wrong address for the check membership payments. The checks are being mailed to Suzette's office at Broward College. Going forward - since we changed to non profit status - we will be using the FLA's office address rather than an individual.
 - e. **Action Item:** Follow up with Craig to find out if he can access Suzette's mailbox to retrieve the checks that are still going to the wrong address (former Treasurer).
 - f. **Action Item:** Guy will figure out how to update the address for the new mailing address which seems like it's pulled from another database/ form.
 - g. **Action Item:** Membership Committee can reach out to these pending members and ask if they mailed in payment. In the meantime, they can "activate without payment." They can

add notes with communication. Once payment is recorded status can be changed.

2. Vendors for virtual FACRL Conference (Craig)
 - a. Alyssa spoke to this item since Craig is not in attendance.
 - b. Sponsorship levels will need to change based on the change of the conference format. Also came up in the Program Conference meeting speaking to agenda and keeping attendee interest during breaks like lunch.
 - c. ALA conference website included different functionality/ icons for sponsors that Alyssa attended.
 - d. Valerie is a member of PLAN and they are doing a Panhandle Academic Libraries Conference next week. Have vendor sponsors at one level (\$250), putting vendor name on an opening slide, and vendors will have a moderated Q&A during a short window during the opening session. Only have 4-6 sponsors. Gives them acknowledgement and brings in money for tech.
 - e. Rachel went to a training that had quizzes/ game/ trivia throughout different vendor presentations that provided small prizes to engaged attendees using some basic conference and chat software for staffing their vendor room.
 - f. **Action Item:** Alyssa will share discussion and ideas with Craig. Will likely follow up via email with the Board since we have to move ahead getting sponsors and contacting last year sponsors.

Officer/Liaison Reports

1. President - Alyssa Koclanes
 - a. Still hasn't heard back from the original 2020 location about deposit. Will keep working on it to get some/all deposit back.
2. President-elect - Elana Karshmar
 - a. NA
3. Past-President - Craig Amos
 - a. Not attended
4. Secretary - Cristy Moran
 - a. NA
5. Treasurer - Valerie Boulos
 - a. Nothing new.
6. Communication Manager - Guy Cincinelli
 - a. Found a couple of different areas in WA will Suzette's information. Will work with Alyssa and Valerie this week on finding out where the info is coming from.
7. Legislative - Deborah Prosser
 - a. Followed up with Elijah Scott on FALSC funding news. His response "the situation is quite dire" and grateful for FACRL support. Veto covered the entire FALSC budget. Currently operating on carry forward from last fiscal year - will last about 4-6 weeks. Board of Governors working with FCS on transition plan. Trying to determine which FALSC services are considered essential. Will reach out to institutions to see what each institution can cover. The plan is to return costs responsibilities to the institutions individually. Not aware of any plan to restore state funding right now. All services are at risk: Open Athens, ILS, e-resources, digital collections/ archives, all staff positions, etc. Unlikely any transition plan will be worked out by the time the money runs out. Is delighted to receive any support

- including just a letter to the Board of Governors of the State University System and the Chancellor's Office for the Florida College System is also involved in it.
- b. One Board member mentioned they were directed by their institution to stop reaching out to FL State legislators. Another Board member has been told that the institution is aware and taking care of it. Another board member was told by their library leadership that "this is not the time to rally the troops."
 - c. Cristy recommends sharing a FACRL letter and Deborah suggests using our existing letter and "sharing at our discretion" (Cristy recommended sharing with UFF and our local House/ FL State representatives).
 - d. Mark recommends sharing the letter from FACRL rather than those in public institutions. Alyssa as president and because she is not working in a public institution is open to sending this letter to all FL legislators.
 - e. **Action Item:** Deborah will draft an updated letter with a list of things that will be lost to send out and we can update with feedback. We will compile a list of all the places where we should send the letter and Alyssa will send to the appropriate recipients.

Committee Reports

1. Membership - Rachel Cooke
 - a. Will convene the new group soon. Will be working with Marketing and Communications soon.
2. Marketing and Communications - Guy Cincinelli
 - a. NA
3. Nominations Committee- Craig Amos
 - a. Not attended
4. Conference Program Committee - Cristy Moran
 - a. 81 proposals have been submitted. Looking to accept: 6-9 presentations, max 8 lightning round talks, and 6-8 posters. Will look at having notified final selections by August 10th.
 - b. Request to look into closed captioning and other assistive technology for virtual conference when software or platform has been decided.
5. Sponsorship Committee - Craig Amos
 - a. Not attended.
6. Scholarship - Julie Hornick
 - a. The committee is about to get emails out for first meeting.

Review Meeting Outcomes and Action Items

1. **Action item:** Alyssa will follow up with the Scholarship Committee to see if they need more members. When she finds out we can put out a call for committees that need members.
2. **Action Item:** Follow up with Craig to find out if he can access Suzette's mailbox to retrieve the checks that are still going to the wrong address (former Treasurer).
3. **Action Item:** Guy will figure out how to update the address for the new mailing address which seems like it's pulled from another database/ form.
4. **Action Item:** Membership Committee can reach out to these pending members and ask if they mailed in payment. In the meantime, they can "activate without payment." They can add notes with communication. Once payment is recorded status can be changed.
5. **Action Item:** Alyssa will share discussion and ideas with Craig. Will likely follow up via email

- with the Board since we have to move ahead getting sponsors and contacting last year sponsors.
6. **Action Item:** Deborah will draft an updated letter (supporting funding for FALSC) with a list of things that will be lost to send out and we can update with feedback. We will compile a list of all the places where we should send the letter and Alyssa will send to the appropriate recipients.

Announcements

- Mark was called by CVent (for online events) and recommends Google Meet.
- Next online Board Meeting: August 11, 2020 at 3PM