



## **Board Meeting Minutes**

**January 9, 2023**

[Meeting slides](#)

**In attendance:** Rachel C., Julie H., Diana M., Cindy G., Nancy S., Ava B., Elana K., Rachel E., Clarissa W-W.,

**Regrets:** Valerie B., John R.

### **Call to Order**

### **Amendments to the Agenda**

- Annual Business Meeting
  - Rachel C. will add to her officer report

### **Approval of the Agenda**

### **Old Business**

1. Review [December meeting minutes](#)
  - a. Note to adjust minutes according to recording (treasurers report)
  - b. To be approved in February
2. Review December Action Items
  - a. ACTION ITEM: Delete meeting recordings older than a year old in Drive [Julie]
    - i. These were deleted last month
  - b. ACTION ITEM: Draft email from FACRL about phishing emails to be sent to membership. [Rachel/Nancy]
    - i. Email was sent before winter break to membership
    - ii. No feedback was received
  - c. ACTION ITEM: Send final roster of presenters for FACRL preconference presentation to FLA [Rachel]
    - i. Roster of 7 presenters was sent for a 1 - 4 hour session
    - ii. Roster has been approved by FLA Board
  - d. ACTION ITEM: Send names of interested candidates to Elana [Board members]
    - i. Continue to do so
    - ii. 1/13 is the cutoff date for nominations
  - e. ACTION ITEM: Steven will check whether or not he can serve as FACRL representative to the FLA board. If so, can the Board take care of his membership in FLA? [Steven]

## **New Business**

1. Feedback for [membership guidelines](#) & should we post committee guideline documents on our website?
  - a. Briana O’Keefe, the chair, looked at the guidelines, made some revisions, and sent to board for review
  - b. Rachel C. suggested she could share the master document with links to the guidelines at the next meeting.
  - c. Committees may want to look at their guidelines to get them ready to post on website if board thought that would be a good idea
  - d. Discussion:
    - i. Nancy suggested one option would be to have it available only to Board and Committee members and said that it would be a good idea to make sure each Committee is aware of what their guidelines are.
    - ii. Julie suggested it is a good idea to have it available on the website for people interested in volunteering. Cindy concurred because it’s useful to know what kind of work a committee will be doing.
    - iii. Diana noted in chat that two of the committees have a comment that the “charge is pending Board approval”
  - e. Committee liaisons should reach out to committees (or look at them ourselves as liaisons) to clean them up in advance of them being put on website.
    - i. This is not something that the Board needs to approve.

## **Officer/Liaison Reports**

1. President - Rachel Cooke
  - a. Will plan to have an all-member business meeting in February
    - i. Attendees are observers
    - ii. May add comments to chat
    - iii. Opportunity for more in-depth legislative report to let members know if issues/legislation that is coming up that may affect them.
    - iv. Opportunity for more in-depth Treasurer’s Report
    - v. Email should be sent to membership. Can reuse the verbiage from last year’s announcement and include a zoom link to meeting
    - vi. Can use the occasion to invite them to volunteer and let them know about the FLA preconference session
    - vii. Nancy will be co-host and monitor any problem attendees
  - b. Rachel will be taking possession of physical FACRL banners that can be passed on to incoming presidents
  - c. Discussion of newsletter which has been defunct for a number of years.
    - i. Julie wondered if it would be a good task for a new committee to take on
      1. Rachel C. wondered if it is something that we really want to do

- 2. Could create the committee and see if folks volunteer to serve on it
    - ii. Diana and Rachel C. suggested it could be a task for the marketing or membership committee
    - iii. Nancy pointed out that we need to consider what we think the value of a newsletter would be to the organization and whether we would get enough submissions to publish one or two per year.
    - iv. Ava suggested reaching out to FLA to see if we could submit an article or section for the Florida Libraries publication ([www.flalib.org/florida-libraries-journal-archive-1](http://www.flalib.org/florida-libraries-journal-archive-1))
      - 1. No firm decision reached
      - 2. Nancy will reach out to FLA to explore idea of regular column
      - 3. Nancy can talk to membership group if FLA is open to the idea
- 2. President-elect - Clarissa West-White
  - a. n/a
  - b. Have been meeting with FLA President and will have things to report at a later date
  - c. Rachel will meet with Clarissa and Cindy about researching better/easier to implement platforms for conference
- 3. Past-President - Elana Karshmer
  - a. n/a
- 4. Secretary - Julie Hornick
  - a. n/a
- 5. Treasurer - Valerie Boulos
  - a. Currently have a balance of \$16,269.87 in the account.
  - b. After receiving lots of renewals and the activities around the conference, memberships and deposits are basically trickling right now.
  - c. Our next big expenditure should come in April when we pay for the website renewal. That runs about \$2,000/year.
- 6. Communication Manager - Nancy Schuler
  - a. n/a
- 7. Legislative - Steven Wade
  - a. Is reaching out to FLA to see if he can join their liaison meetings for the FLA legislative agenda
  - b. If he has to join as member of FLA, Rachel will look into whether or not FACRL can pay the membership for him

**Committee Reports** (<https://docs.google.com/spreadsheets/d/1w5DexGhF70kgRG1OW6g5fCIHfpxwuClvxRnQzMzmPWw/edit?usp=sharing>)

- 1. Membership - Nancy Schuler
  - a. Have been reviewing guidelines
  - b. Starting new member spotlight series

- i. First will go out this month
  - ii. Committee members will be the first to be highlighted
  - iii. New brochures for FLA conference
  - iv. Ongoing conversations about ways to increase membership
2. Marketing and Communications - Nancy Schuler
  - a. Meeting this week (had a brief hiatus after conference)
  - b. Will be discussing the current situation on Twitter and whether we want to continue supporting that platform and/or expand into other platforms
    - i. Welcome input from Board about this issue
  - c. Will be working with Membership Committee on the brochure for FLA conference
  - d. Need to develop promotion for upcoming elections
  - e. Rachel mentioned that FLA has boxes full of archival material from FACRL and suggested that some of it could be used in marketing/communications materials
    - i. Believe the materials are still at FSU library and the FLA offices
    - ii. FLA will continue to hold unless we want to take possession of them
3. Nominations - Elana Karshmer
  - a. Still collecting nominations
  - b. Deadline is Friday, 1/13
  - c. Reminder has been sent
  - d. A couple of people have expressed interest and she will be talking to a couple more people whose names she has received to make sure they are still willing to be candidates
  - e. Clarissa will notify the election winners when election is over
4. Programming - Elana Karshmer
  - a. Committee has been inactive and is scheduled to meet this week
  - b. Some of the members will be participating in the FLA preconference session this spring
  - c. For the future, could consider a webinar series or a “casual coffee chat” series
    - i. Diana might consider liaising with the committee
5. Conference Program - John Reynolds
  - a. We will need someone to be the conference program chair/co-chair for the 2023 meeting
  - b. Need to be sure to appoint a good, robust committee
6. Sponsorship - Valerie Boulos
  - a. n/a
7. Scholarship - Julie Hornick
  - a. n/a
8. Virtual Conference Logistics - Cindy Gruwell
  - a. n/a

## **Review Meeting Outcomes and Action Items**

1. ACTION ITEM: Julie will finalize December's meeting minutes for approval at February meeting [Julie]
2. ACTION ITEM: Committee liaisons should reach out to committees (or look at them ourselves) to clean guidelines up in advance of them being put on website [Committee Liaisons]
3. ACTION ITEM: Email should be sent to membership to invite them to all-membership business meeting in February. [Nancy]
4. ACTION ITEM: Rachel will let Valerie and Steven know to prepare reports for all-membership meeting [Rachel, Valerie, Steven]
5. ACTION ITEM: Nancy will reach out to FLA to explore idea of regular column in *Florida Libraries* [Nancy]

## **Announcements**

- Next online Board Meeting: Monday, February 13, 2023 at 3PM