



## **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