



## FACRL Board Meeting Minutes

Tuesday, June 12, 2018; 3:00 pm EDT

GoToMeeting: <https://attendee.gototraining.com/r/5994424536025109250>

Dial in number: 1 (669) 224-3412; Participant code: 736-133-077

[Meeting slides](#)

**Invitees:** Craig Amos, Sandy Avila, Marissa Ball, Lisandra Carmichael, Kim Copenhaver, Becky Donlan, Michelle Demeter, Jaime Goldman, Alyssa Koclanes, Michael Meth, Scott Schmucker, Suzette Spencer

**Absent:** Michelle Demeter and Marissa Ball

### Call to Order

Meeting was called to order at 3:02 pm by Board President, Becky Donlan.

### Amendments to the Agenda

No amendments to the agenda.

### Approval of the Agenda

Agenda approved.

### Old Business

1. Approval of minutes from the [May 24, 2018](#) Board Meeting

Approval of minutes tabled until next Board Meeting, July 10th. Sandy requests for members to review and add details where needed.

2. FACRL [Florida state tax-exempt status](#)- (Suzette, Becky, Scott)

Information regarding securing a mailbox was presented (medium or small box size should be sufficient). Lengthy discussion ensued regarding issue with the changing of mailbox location after each treasurer appointment term ends. Becky, Suzette, Craig, and Scott provided suggestions. Biggest issue is with whether FLA is willing to provide assistance with the use of a permanent address on behalf of FACRL and if there are any adverse effects if we go with this option.

**Action Item:** Suzette to request information from our legal counsel and also Scott to request information from FALSC regarding the use of FLA mailbox and what if any, adverse effects this

can have.

3. [FSU-USF Intercollegiate Symposium-](#) (Becky, Craig)

Becky discussed the role of FACRL as a support to the library school student led symposium group. Since not every future librarian will go into an academic libraries, the suggested approach is to help market the student run event, provide FACRL materials and possibly to have some representation at their event. Becky added that our role is to help market and represent FACRL's interest but that organizing an event would not be in our purview. Mike Meth requested more information about what the student group symposium was all about and Becky provided additional details.

In the end the symposium should be a student led effort. Our role is to advise, attend and provide an FACRL perspective.

### **New Business**

1. FACRL sponsored [ACRL program proposal for 2019 ALA Annual Conference](#) (Becky, Craig)

Becky/Craig brought up the question- do we want to do an FACRL proposal for the ACRL Annual Conference for 2019? Something like what we did for the FLA Conference this past May. Becky mentioned that we don't want to dilute the call for proposals since we have not received many for our FACRL conference. Craig suggested that he can put together some draft ideas and that the Board could do this internally if it made things easier. Conclusion is to go directly to the FLA/FACRL panel members to see if they are interested in the proposal.

**Action Item:** Craig to contact the FACRL FLA panel members to see if they are interested in having a proposal submitted for a FACRL proposal for the ACRL 2019 ALA Annual Conference.

2. Review of FACRL 2018 Conference Registration Site (Jaime Goldman)

Jaime discussed new additions to the conference registration site and we reviewed it through the preview mode before it goes live. Discussion about whether to reduce the price for conference presenters. Currently the price structure is as follows: member rate \$75, non-members/on-site registration \$90, and students/retirees \$35 and presenters pay full price. No formal decision was made. Becky will follow up on this with the Local Arrangements Committee to see what their opinion is and will report back next month.

**Action Item:** Jaime to launch the registration page for the FACRL Annual Conference adding the two questions regarding dietary restrictions and asking attendees if they plan to attend the welcome reception.

**Action Item:** Becky to speak to Local Arrangements Committee regarding the lowering of the registration rate for speakers and whether this would affect overall budget needed for local arrangements.

## Officer/Liaison Reports

### 1. President - Becky Donlan

Becky brought up whether we want to allow more lead time for committee appointments to start- to better define when the committees and new members are being brought on. Shift committee terms to November to November to better serve the organizing of the annual program. The Board was in agreement that this was a good idea.

**Action Item:** Becky to add the 2 yr commitment change to the committee Appointment Timelines doc.

### 2. President-elect - Craig Amos

Craig already discussed the transition of the Legislative Liaison position. We need to have that done by the next Board Meeting. Craig will be working to help fill the vacancies on the committees.

**Action Item:** Craig will be working to fill vacancies for open committees.

### 3. Past-President - Kim Copenhaver

- Articles authored by four of the 2017 FACRL Conference presenters will be published in *Reference Librarian* vol 59 issue 3, coming out in July 2018. The remaining presenters/authors will have publications occurring in succeeding issues.
- Kim received a thank you card from FLA Executive Director, Lisa O'Donnell expressing FLA's appreciation of FACRL's sponsored coffee break at the 2018 FLA Annual Conference.
- Kim will complete letters of acknowledgement for FACRL Board members who terms concluded in May 2018 by the end of June.
- Kim acknowledged her thank you gift - an engraved clock. She stated that it was a lovely token and wanted to pass along her gratitude.

### 4. Secretary - Sandy Avila

Sandy asks that the Board please make correction and additions to the [May 24th Meeting Minutes](#). We will approve at the next meeting on July 10th.

### 5. [Treasurer - Suzette Spencer](#)

Suzette mentioned that the report is a roll over of balances from end of May. Monies will soon begin to come in from our annual conference registration so the numbers will updates. Click on the link above to be taken to the Treasurer Report which is kept up to date.

## Committee Reports

1. Membership - Craig Amos

No specific report provided other than that he will be working to fill the open vacancies on committees. Also working on creating a letter template for sending out a call for member service/participation.

2. Marketing and Communications - Jaime Goldman

Jaime has added some links to the FLA program and lots of great photos of our FACRL sponsored events/programs. Question posed, do we want to archive this content somewhere else on the website? Many on Board thought it would be great to archive somewhere on the site like under a tab labeled as sponsored programs or FACRL sponsored programs. Becky also mentioned it would be nice to add past annual conferences with presentations if possible. So a new tab for Presentations and Publications will be added to the website along with FACRL Sponsored Programs.

**Action Item:** Jaime working to expand the webpage- to add a new tab on Publications/Presentations and possible FACRL Sponsored Programs.

3. Conference Committees

a. Local Arrangements - Alyssa Koclanes

No updates to report.

b. Sponsorships - Scott Schmucker

Nothing to report other than we already have two sponsors willing to contribute- EBSCO (\$500) and Gale committed, amount to be determined.

c. Scholarships - Lisandra Carmichael

Lisandra has been in touch with Ava Brillat so she is aware that updates will be needed prior to our Board meetings. She will present information at the July meeting based on what is covered in Ava's June scholarship committee meeting with her members.

d. Conference Program - Michelle Demeter

Michelle was absent but Becky provided some information. So far we have not received many submissions for the annual program. There will be another push for call of proposals.

## **Review of Meeting Outcomes & Action Items**

1. **Action Item:** Suzette to request information from our legal counsel and also Scott to request information from FALSC regarding the use of FLA mailbox and what if any, adverse effects this can have.
2. **Action Item:** Craig to contact the FACRL FLA panel members to see if they are interested in having a proposal submitted for a FACRL proposal for the ACRL 2019 ALA Annual Conference.
3. **Action Item:** Jaime to launch the registration page for the FACRL Annual Conference adding the two questions regarding dietary restrictions and asking attendees if they plan to attend the welcome reception.
4. **Action Item:** Becky to speak to Local Arrangements Committee regarding the lowering of the registration rate for speakers and whether this would affect overall budget needed for local arrangements.
5. **Action Item:** Becky to add the 2 yr commitment change to the committee Appointment Timelines doc
6. **Action Item:** Craig will be working to fill vacancies for open committees.
7. **Action Item:** Jaime working to expand the webpage- to add a new tab on Publications/Presentations and possible FACRL Sponsored Programs.

## **Announcements**

- Next meeting: Tuesday, July 10th at 3:00 pm EDT; GoToMeeting

Meeting adjourned at 4:05 PM

Respectfully submitted by Sandy Avila