

GEORGIA LIBRARY ASSOCIATION

Executive Board Meeting

September 28, 2001 - 10:00 a.m.

at Clayton State College, Morrow, Georgia

The Executive Board of the Georgia Library Association held a called meeting on September 28, 2001 in the library at Clayton State College, Morrow, Georgia.

President Eddie McLeod called the meeting to order at 10:00 a.m. Present were Gordon Baker, Mary Beachum, Rocky Blackwell, Tom Budlong, Susan Cooley, Barbara Durham, Bob Fox, Nanette Kicker, Eddie McLeod, Debbie Manget, Susan Morris, Bill Nelson, Nancy Ray, and Mike Seigler.

The minutes of the July 13th meeting at Union Grove High School had been distributed in advance by e-mail for members to read. Corrections were made to the spelling of Diane Brown's name and the word "application." Also a clarification was made that COMO papers may be printed in GLQ. Bill Nelson moved that the minutes be approved with these corrections; Susan Morris seconded the motion; and the motion passed.

The minutes of the July 26th called meeting at the SOLINET office had been distributed in advance also. Tom Budlong moved that the minutes be approved as read; Gordon Baker seconded the motion; and the motion passed.

By way of incidental business matters, President McLeod shared with the GLA board an invitation to the Chestatee Regional Library Headquarters dedication event to be held on September 30, 2001 at 3:00 p.m. in Dawsonville, Georgia. She also mentioned that an inquiry had come about the possibility of posting job ads to the GLA web page. In-state job openings are referred to the Georgia Jobs listing on the state library's web page.

President McLeod then introduced Gordon Baker and Bob Fox, who made their formal Presentation for Administrative Services in response to the GLA RFP. (The Baker/Fox written presentation on file with minutes.) Their presentation covered how they would handle general office responsibilities, board meetings, storage, financial management, membership, and Leadership Conference/COMO. Their proposal does not include web services. In addition Baker and Fox each gave facts about their professional background. The written presentation concludes with contract terms; they propose to provide the listed services for the sum of \$12,000 for the calendar year 2002.

The board then had questions at random for Baker and Fox. One question concerned how they

would avoid any possible appearance of conflict of interest while either or both of

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them hold elected office in GLA. They stated their position as regards to not participating in discussion and not voting on matters directly related to Administrative Services issues.

Following the question and answer period, Gordon Baker and Bob Fox excused themselves from the meeting and left the room. At this time President McLeod led discussion among the GLA Board on issues relating to the award of the administrative services contract for calendar year 2002. The following details were brought out in the discussion:

The candidates who have made proposals for GLA's administrative service contract are Prime Management and Baker/Fox. Prime Management responded to the first call for proposals and presented their proposal to the GLA officers and Administrative Services Committee on July 28, 2001. Baker/Fox responded within the extended deadline for proposals, and they presented to the GLA Executive Board today, September 28, 2001.

In comparison of costs, Prime requests \$13,200 for the first year, plus \$600 for one-time transition fee. Their fee would go up to \$14,400 the second year, a 9% increase. Their travel expenses would be at Georgia state mileage rate, plus meals and accommodations when they need to stay overnight. Phone calls and other incidental expenses would be billed to GLA at cost.

Baker/Fox requests \$12,000 for the first year, with any future increases held to a 4% yearly maximum subject to GLA board approval. They will not charge a transition fee, nor any travel expenses associated with attendance at GLA board meetings. They will be going to COMO anyway so will not charge those travel expenses to GLA. There will be no charge for incidental expenses such as phone calls, faxes, etc.

The relevant experiences of each group was considered at some length by the board. Prime has agreed to appoint as our contact person a library-trained individual on their staff. They have not had service-oriented professional library organizations such as ours among their clients to date, and they would look forward to expanding their professional horizons by providing services for us. Baker/Fox, on the other hand, have individually had many years experience in the library profession in this state, and working as a team they have served the COMO organization for several years by managing and coordinating the vendor/exhibits function of the conference. Both have been very active in professional organizations including GLA.

The board discussed the issue of paying for Administrative Services, especially as pertains to the period while Gordon Baker and/or Bob Fox holds elected office in GLA. It was suggested that an additional officer sign off on check requests when Gordon becomes President to assure a built-in

"checks and balances" effort. This would protect both the organization and Baker/Fox, since ordinarily the President is the only one to sign off on check requests before the Treasurer writes the check.

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President McLeod and board members expressed the desire for a fair, ethical choice in awarding this administrative services contract, and the need for good communication with all GLA members concerning their selection once it is made. There was discussion about the financial dictates of the choice, since GLA is facing the problem of rising costs, especially in regard to GLQ publication, but not wanting to raise membership dues.

MOTION: Mary Beachum made a motion that, in order to continue to allow interested parties to respond, an RFP for GLA Administrative Services for calendar year 2003 be issued no later than January 31, 2002, and published on the GLA web page. Barbara Durham seconded the motion, and it passed unanimously.

MOTION: Debbie Manget made a motion that the GLA Executive Board accept and award the bid for Administrative Services for 2002 to Baker/Fox as the best choice for GLA, to provide administrative services at the current level and the current costs with the smoothest transition. Susan Morris seconded the motion. There was no further discussion, and the motion passed unanimously.

President McLeod gave brief reminders about events at COMO, including GLA Executive Board meetings on Wednesday, October 31, 10:00 a.m. to Noon; and on Friday, November 2, around 1:00 p.m. immediately following the closing ceremony. The Awards Banquet will be fairly formal; in addition to special awards there will be some presidential certificates, installation of new officers, and a brief keynote address by William Gordon, ALA Executive Director.

Gordon Baker returned to the meeting at this point, and the motions and vote results were told to him. Bob Fox was in another meeting so will be told the results by Gordon Baker. A contract will be drawn up in time for the board's meeting on October 31, 2001.

In response to a question, President McLeod said that the Hubbard Scholarship Raffle at COMO is being sponsored by the Scholarship Committee, with Carol Stanley of Athens Tech in charge.

Tom Budlong requested that any changes or additions to the COMO program please be given to him no later than this weekend, September 30th, since he will be finalizing that document and posting it on line so people can check it in advance to determine what programs they want to attend.

President McLeod adjourned the meeting at 12:30 p.m.

Respectfully submitted,

Nancy C. Ray
GLA Secretary

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