

**Georgia Library Association
Executive Board Meeting
December 11, 2018, Trustee Library, Brenau University
Minutes recorded by Amy Eklund – Approved 1/11/2019**

Present: Jennifer Townes, Laura Burtle, Kimberly Boyd, Oscar Gittemeier, Emily Williams, Holly Hampton, Mary Ann Cullen, Sofia Slutskaaya, Casey Long, Elizabeth McKinney, Jennifer Lautzenheiser, Tamika Barnes, Janice Shipp, Eli Arnold, Ashley Dupuy, Mack Freeman, Alice Murphy, Amy Eklund, Amanda Roper*, Ben Bryson*, Rita Spisak*, Wendy Cornelisen*, Fred Smith*, Ginny Feher*, Kara Mullen*, Stephanie Irvin*, Karen Manning* (*online)
Absent: Mary Young, Michelle Jones, Shelley Rogers, Ariel Turner, Gordon Baker

I. Call to Order, Welcome **Fred Smith, Jennifer Lautzenheiser**
11:07 am: The meeting was called to order.

II. Approval of Minutes **Jennifer Lautzenheiser**

MOTION: A motion to approve the October 3, 2018 minutes as amended was made by Casey Long, seconded by Tamika Barnes, and passed with a unanimous vote.

MOTION: A motion to approve the GLA Executive Board E-Mail votes was made by Eli Arnold, seconded by Emily Williams, and passed with a unanimous vote.

III. Treasurer's Report **Eli Arnold**

Eli Arnold presented the Profit and Loss Sheet for January 1, 2018 – December 10, 2018 and the Balance Sheet as of December 10, 2018. He stated that the income from Georgia Libraries Conference was not included in the report since it had not yet been paid. There was discussion about how the amount of income from 2018 Georgia Libraries Conference (approximately \$17,000) compared to previous conferences, and possible factors in the variation. Mr. Arnold and Ashley Dupuy will transition financial authority and documentation to incoming Treasurer Ben Bryson.

MOTION: A motion to approve the P/L sheet and Balance sheet was made by Ashley Dupuy, seconded by Mack Freeman, and passed with a unanimous vote.

IV. Administrative Services Report **Kara Mullen**

Kara Mullen presented that regular maintenance of membership activities was completed including Committee rosters. Ms. Mullen is taking a secondary role on GLA Midwinter Planning Meeting for 2019 and Gordon Baker is taking lead. Ms. Mullen will be working with Mr. Baker and Mr. Arnold to transfer the Paypal information and deposit will be transferred January 10.

V. ALA Councilor's Report **Amy Eklund**

Amy Eklund had no new items to report. Tamika Barnes's term begins in January and she will attend ALA Midwinter.

VI. Membership Report **Oscar Gittemeier**

Oscar Gittemeier presented the Membership Report. The GLA Membership case containing marketing materials had been taken to several events including Adult

Programming Palooza, Atlanta Fulton Public Library staff development day, and Coastal Georgia Library Collaborative event. More marketing materials will be requested in the budget for 2019. Mr. Gittemeier asked for additional member volunteers to record 3-minute video testimonials for GLA website. Mr. Gittemeier encouraged request of the membership case by all GLA groups holding events to promote membership. Meetings of internal and external groups (AEL, NMRT, CGLC, ARCHE, GPALS, AMPALS, SLA, MALA, GLMA) were discussed as possible places to market benefits of GLA membership.

- VII. GLQ Update** **Ginny Feher**
Ginny Feher presented an update of GLQ. The fall issue was published with information on Georgia Libraries Conference. New book review editor will begin work in January. The peer review process is undergoing revision, and she will be investigating joining the Directory of Open Access Journals.
- VIII. VP of Marketing and Branding Report** **Ashley Dupuy**
Ashley Dupuy will be transitioning duties to Amanda Roper, and Social Media Policy was created for the GLA Board's approval (discussed later in agenda under new business).
- IX. New Members Round Table Division** **Emily Williams**
Emily Williams presented the New Members Round Table Division Report. Events at Georgia Libraries Conference (NMRT Social and Conference Buddy Program) were successful. Holly Hampton designed survey to evaluate Conference Buddy Program and results were presented. News article was submitted to GLQ. NMRT will be taking over handling of the details for GLA's sponsorship of an ALA Emerging Leader. Atlanta Emerging Librarians has a January Mingle with the Admins event scheduled, and a recent webinar was well attended. Coastal Georgia Library Collaborative is seeking leadership candidates in the Savannah/St Simons area, and has a holiday event coming up.
- X. Conference Committee Reports** **Fred Smith, Jennifer Lautzenheiser**
Fred Smith will submit his notes to the Board from Conference Committee recap meeting. Jennifer Lautzenheiser shared that the committee will recommend appointment of a dedicated Marketing and Branding committee representative to the Conference Committee. Amanda Roper will consider candidate volunteers and report at GLA Midwinter.

Old Business

- XI. Membership Portal** **Sofia Slutskeya**
Sofia Slutskeya reported results of evaluation and testing of the new membership portal capabilities on the GLA website. 25 volunteers tested the portal using a rubric/steps to review, including reviewers functioning in different capacities. Three categories of users were identified and their various tasks and expectations for the software functionality were discussed: regular GLA members; chairs of divisions, interest group and

committees/administrators; GLA leadership. Issues of concern identified and addressed with possible solutions included: ability of members to maintain currency of information; display of member information and pieces of information displayed; ability of reports and statistics to be generated and manipulated to a satisfactory degree for elections and targeted communication; functionality of forums and uploading documents to forums; renewal of membership dues; configuration options for notifications and reminders. The work on the portal was completed by the website contracting company (Oxley) and their service fee was paid. Jennifer Lautzenheiser asked if it would be appropriate to discuss the Administrative Services RFP process next on the agenda, since continued work on the membership portal may be contingent on a new management company's available options for a membership portal solution.

MOTION: A motion to move the Administrative Services RFP discussion next in the agenda was made by Mack Freeman, seconded by Eli Arnold, and passed with a unanimous vote.

XII. RFP – Administrative Services

Ashley Dupuy

The Administrative Services RFP task force presented a draft RFP and a rubric for evaluating RFPs to the Board. The Task Force contacted other library associations who contracted with companies for management services, and Colorado Library Association provided their recent RFP which the task force adapted for GLA's purposes. Service requirements were divided into essential and premium services. Once proposals are received the responses will be weighted and present results of top candidates to the Board. All responses and rubrics would be available for review. The task force asked for the Board's approval to send out the RFP and follow the timeline listed.

MOTION: A motion to send out the Administrative Services RFP and commit to the process listed in the timeline was made by Amy Eklund, seconded by Casey Long, and passed with a unanimous vote.

XIII. FOGL (Friends of Georgia Libraries)

Rita Spisak

Rita Spisak presented a letter from Dan Aldridge of FOGL regarding ongoing concerns with the process of affiliation with GLA, and relayed that the FOGL Board voted to table the discussion of FOGL's joining GLA as a division and dissolving GLA's Georgia Libraries, Friends, Trustees, and Advocates Association (GLFTAA) division. Jennifer Lautzenheiser asked the Board whether to table the discussion indefinitely, or to form a task force to continue the discussion with FOGL.

MOTION: A motion to form a task force to discuss next steps with the GLFTAA division and FOGL was made by Eli Arnold, seconded by Casey Long, and passed with a unanimous vote.

Jennifer Lautzenheiser appointed Rita Spisak, Beth Ratliff, Wendy Cornelisen, and Michelle Jones to serve on the task force, and other members may be added later.

XIV. BCALA Tamika Barnes and Karen Manning

Tamika Barnes presented documents of Black Caucus of ALA (BCALA) affiliation that the GLA task force/working group determined that the best route for GLA to affiliate with the BCALA would be to form an interest group. Members of a metro-Atlanta area group interested in forming a separate Black Caucus group were contacted by BCALA to consider joining this new statewide initiative. A GLA Black Caucus would be the first BCALA chapter to be initiated and created under the umbrella of a state library association. Mack Freeman and Casey Long from the Interest Group Council asked the Board to approve the formation of the GLA Black Caucus as an Interest Group.

MOTION: A motion to approve the formation of the GLA Black Caucus Interest Group was made by Eli Arnold, seconded by Casey Long, and passed with a unanimous vote.

New Business

XV. Officers Transition Jennifer Lautzenheiser

GLA officers are in the process of transitioning and should be contacting their replacements with instructions and details.

XVI. GLA Social Media Policy Ashley Dupuy

Ashley Dupuy presented the GLA Social Media Policy and asked for Board approval.

MOTION: A motion to approve the policy was made by Mack Freeman, seconded by Eli Arnold, and passed with a unanimous vote.

XVII. LSTA Resolution Wendy Cornelisen

Wendy Cornelisen presented an LSTA Resolution to urge lawmakers to increase federal funding for libraries and stated that similar resolutions were being passed by state library associations.

MOTION: A motion to approve the resolution was made by Eli Arnold, seconded by Mack Freeman, and passed with a unanimous vote.

XVIII. Georgia Association of School Librarians Division Name Change Alice Murphy

Alice Murphy discussed the possible elimination of the Student Assistant's Committee (GAMA), and some funds that the committee had collected over the years that could be put to use elsewhere, and also discussed the proposal of a name change for the Georgia Association of School Librarians to the School Library and Media. The discussion on both issues will be tabled until more information is gathered and an email will be sent to the GLA list to gauge interest in the dissolving of the Student Assistant's Committee.

XIX. 501c3 Status **Jennifer Lautzenheiser**

Jennifer Lautzenheiser presented Mary Young's memorandum to the Board concerning the 501c3 status incorporation process and tax implications. Further discussion will be tabled pending the outcome of the Administrative Services RFP process and the GLA Treasurer role transition.

XX. 2019 Board Meeting Hosts and Dates **Jennifer Lautzenheiser**

Locations and dates for 2019 Board meetings are will be presented at the January Midwinter Planning meeting, and Jennifer Lautzenheiser asked Board members to consider hosting if their institutions were suitable. Locations need to be accessible with ample technology for remote meeting attendance.

XXI. Budget Request Process for Membership Events **Jennifer Lautzenheiser**

Emily Williams brought up the issue of needing a possible change to Board process or procedure for request of funding for events by GLA groups or membership constituent groups. The process needs to encourage collaboration among constituent groups in the same area, and also provide enough oversight of the process to ensure that GLA's goals are met by the event and that membership drives are held at the events. Possible solutions were discussed. Jennifer Lautzenheiser will appropriate a line item in the budget and request a designated amount of funding to be used for membership events that do not clearly fall under the scope of another GLA unit. The GLA Membership Chair encouraged use of the GLA membership case at all events.

XXII. Merryll Penson Continuing Education Fund **Jennifer Lautzenheiser**

The Merryll Penson scholarship was initiated by Regents Academic Committee on Libraries (RACL) and administered by Georgia Public Library Service. GLA was to choose the scholarship winners at the time the scholarship was put in place, but GLA has since not been asked to take any action in the awarding process. GLA Board will not take any further action on the scholarship at this time and will assume RACL and GPLS to be solely responsible for administering the scholarship.

XXIII: Meeting adjournment

Next meeting will be January 11, 2019 at Middle Georgia State University in Macon.

MOTION: A motion to adjourn was made by Eli Arnold, seconded by Mack Freeman, and passed with a unanimous vote. Meeting was adjourned at approximately 2:15pm.