

Georgia Library Association
Executive Board Meeting at Georgia Libraries Conference
October 9, 2019, 9:00am, Macon Marriott
Minutes recorded by Amy Eklund

Present (*=online): Jennifer Lautzenheiser, Laura Burtle, Ben Bryson, Oscar Gittemeier, Jacqueline Radebaugh, Amy Eklund, John Mack Freeman, Kimberly Boyd, Casey Long, Ashley Dupuy, Ben G. Carter, Mary Ann Cullen, Michelle Jones, Chris Sharpe, Beth Ratliff, Elizabeth McKinney, Jean Mead, Gordon Baker, Holly Hampton, Virginia Feher, Wendy Cornelisen, Angel Abounader, Autumn Johnson*, Tamika Barnes*, Janice Shipp*, Fred Smith*

I. Call to Order, Welcome **Jennifer Lautzenheiser**

II. Approval of Minutes **Amy Eklund**

MOTION: A motion to approve the minutes from July 19, 2019 was made by Mack Freeman, seconded by Kimberly Boyd, and passed unanimously.

III. Treasurer's Report **Ben Bryson**

Ben Bryson presented the current P/L statement, balance sheet, and reconciliation report, which follow in the Board packet. A transfer from PayPal balance for membership dues collected, approximately \$7,000, is not included in the statement but will be reflected in the next report.

MOTION: A motion to acknowledge the treasurer's report was made by Laura Burtle, seconded by Mack Freeman, and passed unanimously.

IV. Administrative Services **Jennifer Lautzenheiser**

Administrative services reports are no longer solicited for Board meetings due to the transition to Impact, which reports regularly to the GLA Executive Committee.

V. Membership Report **Oscar Gittemeier**

Requests for the Membership Kit are down; any GLA sub-group should request use of the kit with GLA membership materials for events. Due to the administrative services transition, renewal notices have not gone out since April, 2019. A membership survey was sent out by Michael Holt and the results will be reported back to the Board at the January meeting.

VI. VP Marketing Report **Jacqueline Radebaugh**

Jacque Radebaugh presented the report of the Marketing and Branding Committee's activities, and a written report follows in the Board packet. Focuses have been writing copy for the blog and website, creating listserv policy, social media guidelines, and a style guide. A top priority will be to get a handle on GLA-affiliated social media platforms and look at using Facebook Business to monitor and manage the various pages and groups.

- VII. NMRT Report** **Holly Hampton**
Holly Hampton delivered the NMRT report, including updates from AEL and CGLC, and the full report follows in Board packet. Holly was contacted by the Columbus Area Library Association for possible affiliation with GLA; Laura Burtle will follow up with this organization for discussion as the GLA affiliate group discussion continues.
- VIII. GLA Affiliate Groups Discussion** **Jennifer Lautzenheiser**
The Friends of Georgia Libraries (FOGL) and GLA affiliate relationship discussion has been officially tabled by FOGL. GLA board members continue to be approached by various Georgia groups with interest in affiliation with GLA for membership benefits and conference benefits. Laura Burtle will select some members for a working group to begin work in 2020 on creating a policy for affiliation with GLA. The conference-sharing affiliation, specifically, will be addressed in a conference policy discussed later in this agenda.
- IX. GLQ Update** **Virginia Feher**
News items for GLQ can be submitted by any GLA sub-group or member, and can be reported after the event. The fall issue will feature GLC content. GLQ's editorial board will meet in mid-December.
- X. ALA Councilor's Report** **Tamika Barnes**
A full written report follows in the Board packet. Tamika is serving on the search committee for the ALA Executive Director, and the committee has recommended candidates to the ALA Board for consideration and selection by the end of October. The candidate selected will start in January, 2020. GLA's State of the Chapter report was submitted.
- XI. Conference Recommendation Implementation** **John Mack Freeman**
The task force (Mack Freeman, Gordon Baker, Kimberly Boyd, Jennifer Lautzenheiser) recommends several specific actions for conference planning policies and procedures, detailed in the draft report found in the July 19, 2019 Board packet. These actions include: specifications for conference roles of GLA; a two-tiered relationship model for hosting organizations with GLA for GLC, with co-host and partner roles; profit-sharing models; specifications for bank account changes, where the existing account is closed, and GLA is the only name on a new account designated solely for conference revenue and expenses; updates to the GLA Handbook to reflect current practice and processes regarding the conference administration; stated objectives for the conference. The Board discussed and decided that a pilot with co-hosting and partner organizations in 2020 would be desirable before solidifying the process. The Board will vote over email prior to the December transitional meeting on adopting the recommended actions and using them for a pilot in 2020, pending Mack's submission of a revised Task Force proposal.
- XII. Administrative Services Transition Task Force** **Ashley Dupuy**
The task force is currently trying to get a handle on which processes need to happen automatically versus processes that need to be requested specifically (example: membership lists for sub-groups). The Wild Apricot membership portal is live, and the member login button is on the website. Ashley asked for continued review and troubleshooting of the functionality. Sample membership renewal notice emails, to be sent at intervals were presented and follow in the Board packet. Going forward, notices

for renewals will be sent out 30 days prior to expiration, 7 days prior to expiration, and after expiration. Additionally, the GLA listserv requires a purge of expired memberships. The Board agreed that January, 2020 was acceptable for the purge. Next tasks in the transition with Impact will be to build out the membership portal to include the Intranet, and how to implement conference registration functionality. Going forward, the Board will discuss using Impact and Wild Apricot for conference administration versus the Classic Center.

XIII. Scholarship Committee

Ben G. Carter

Ben Carter made announcements about the Scholarship Raffle held during the conference and thanked the committee for its work.

XIV. GLA Elections Discussion

Jennifer Lautzenheiser and John Mack Freeman

The GLA Executive Board elections were successfully run by Impact, and the results of the elections were reported on the GLA Listserv by Carol Stanley as follows:

First Vice-president/President Elect: Oscar Gittemeier

Vice President for Membership: Janice Shipp

Secretary: Scott Pieper

Mack Freeman reported that Interest Group elections are currently happening according to each group's bylaws which have varied timelines, but were designed to be done in November after the conference and after the GLA Executive Board elections. For any groups who haven't already held elections in 2019, Election Buddy will be used in November for Interest Group elections, and slates are due October 25 to the Interest Group Council chair for inclusion on the Election Buddy online ballot. Going forward, standardization in the election process for consistency and efficiency is desirable. Mack proposed the following:

1. GLA Executive Board and Divisions election will occur in September. Candidates selected by the nominating committees of those groups and submitted to the GLA Executive Board Nominating Committee chair for inclusion on the ballot(s) in September, and to GLQ for publication by July 1.
2. Interest Group, Roundtable and other sub-group (excluding appointed committee) elections will occur in November. Slates due by the end of October to Interest Group Council chair for inclusion on the ballot(s) in November. Interest Group Council chair will work with Interest Groups to make changes to their bylaws to accommodate the changes in 2020.

MOTION: Mack Freeman made a motion to approve the election process whereby all Executive Board and Division elections occur in September and slates are reported for balloting to Impact by the GLA Nominating Committee chair, and all other GLA sub-groups (excluding appointed committees) will be held in November and slates are reported for balloting to Impact by the Interest Group Council chair. Mary Ann Cullen seconded, and the motion passed unanimously.

Tabled for further discussion: accepting nominations for all Interest Group officers at once.

XV. Advocacy Update

Wendy Cornelisen

Wendy Cornelisen reported Advocacy Committee activities, and a full written report follows in the Board packet. The GLA Executive Board would like to send a statement letter to Macmillan Publishers regarding the new library eBook lending model, and Wendy agreed to have the Advocacy Committee draft a letter for the Board's review.

XVI. GLA Board Transitional Meeting

Laura Burtle

The current GLA Board and 2020 Board members will meet on December 13, 2019, 10am, at Georgia State University, Perimeter College, Clarkston campus.

XVII. Meeting Adjourned

MOTION: A motion to adjourn was made by Laura Burtle, seconded by Kimberly Boyd, and passed unanimously. Meeting adjourned at 11:00am.

Georgia Library Association

BALANCE SHEET

As of October 7, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
531 Morgan Stanley Account #1	0.00
574 Morgan Stanley Account #2	0.00
Checking	88,706.37
Total Bank Accounts	\$88,706.37
Total Current Assets	\$88,706.37
Other Assets	
General Fund CD	41,548.65
Scholarship CD	89,033.36
Total Other Assets	\$130,582.01
TOTAL ASSETS	\$219,288.38
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	0.00
Retained Earnings	227,241.40
Net Income	-7,953.02
Total Equity	\$219,288.38
TOTAL LIABILITIES AND EQUITY	\$219,288.38

Georgia Library Association

PROFIT AND LOSS

January 1 - October 7, 2019

	TOTAL
Income	
Conference/Program Income	0.00
ACRL Reimbursement	378.00
COMO	16,752.65
Midwinter Conference	4,521.60
Total Conference/Program Income	21,652.25
Deposit - Checking	1,219.10
Investment Income	0.00
Interest	162.71
Total Investment Income	162.71
Membership	329.00
Miscellaneous	5.00
Organization	200.00
Paraprofessional	368.88
Professional	2,331.85
Retired	50.00
Student	630.00
Trustee	69.26
Total Membership	3,983.99
Other Income	0.00
Reimbursement	1,723.94
Total Other Income	1,723.94
Total Income	\$28,741.99
GROSS PROFIT	\$28,741.99
Expenses	
Administration	3,682.99
Careterette Webinars Stipend	750.00
GLA Administrative Services	9,318.75
PO Box Rental	92.00
Postage	1.05
Supplies	67.57
Webmaster Stipend	750.00
Total Administration	14,662.36
Awards, Grants & Scholarships	0.00
ALA Emerging Leaders Program	500.00
Beard Advocacy Award	100.00
Beard Scholarship	875.00
COMO reimbursement	150.00
Total Beard Scholarship	1,025.00
GLA Awards Plaques	596.76
Hubbard Scholarship	3,000.00
COMO reimbursement	150.00

	TOTAL
Total Hubbard Scholarship	3,150.00
McJenkin Rhey Award	100.00
Nix Jones Award	100.00
NMRT Award	485.00
Paraprofessional Grants	1,970.00
Richardson Award	100.00
Support Services Award	100.00
Total Awards, Grants & Scholarships	8,226.76
Bank Charges	100.87
Check Order	46.94
Total Bank Charges	147.81
Conference/Program Expenses	100.00
Carterette Online Series	359.90
COMO	410.00
Georgia Library Day	112.18
Interest Group Expense	702.99
Midwinter Planning Meeting	3,520.00
New Members Round Table	494.96
Total Conference/Program Expenses	5,700.03
Dues and Donations	0.00
American Library Association	150.00
Georgia Peach Book Award for T	162.50
Georgia Student Media Festival	1,500.00
Miscellaneous Donations	2,311.56
Total Dues and Donations	4,124.06
Georgia Library Quarterly	0.00
Layout	500.00
Total Georgia Library Quarterly	500.00
Membership Recruitment	1,061.16
Travel	0.00
ACRL Representative	2,272.83
Total Travel	2,272.83
Total Expenses	\$36,695.01
NET OPERATING INCOME	\$ -7,953.02
NET INCOME	\$ -7,953.02

Georgia Library Association
Checking, Period Ending 09/30/2019

RECONCILIATION REPORT

Reconciled on: 10/07/2019

Reconciled by: Georgia Library Association Georgia Library Association

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	103,426.45
Checks and payments cleared (22).....	-13,307.63
Deposits and other credits cleared (6).....	1,548.10
Statement ending balance.....	<u>91,666.92</u>
Uncleared transactions as of 09/30/2019.....	-878.79
Register balance as of 09/30/2019.....	90,788.13
Cleared transactions after 09/30/2019.....	0.00
Uncleared transactions after 09/30/2019.....	-2,081.76
Register balance as of 10/07/2019.....	88,706.37

Details

Checks and payments cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/02/2019	Check	3057	Sofia Slutsкая	-1,274.35
07/02/2019	Check	3058	Impact Services	-1,100.00
07/23/2019	Check	3059	Emily Williams	-83.33
07/23/2019	Check	3062	Kimberly Boyd	-200.00
07/23/2019	Check	3060	Kimberly Boyd	-83.33
08/05/2019	Check	3063	Belinda Outwater	-1,000.00
08/05/2019	Check	3065	Impact Services	-1,608.75
08/05/2019	Check	3064	Sarah Rodgers	-375.00
08/15/2019	Check	3066	Classic Center	-720.00
08/15/2019	Expense		Bank of America	-2.67
08/15/2019	Expense		Bank of America	-97.92
08/15/2019	Expense		Wild Apricot	-3,264.00
08/15/2019	Check	3071	Michelle Colquitt	-250.00
08/15/2019	Check	3070	Paula Williams	-250.00
08/15/2019	Check	3069	Lisa Pritchett	-250.00
08/15/2019	Check	3068	Shauna Schaffer	-250.00
08/15/2019	Check	3067	Rachael Atterbery	-250.00
08/19/2019	Expense		Gravity Forms	-99.00
08/22/2019	Expense		K&K Insurance	-410.00
08/29/2019	Expense		Election Buddy	-89.00
09/03/2019	Expense		Bank of America	-0.28
09/11/2019	Check	3073	Impact Services	-1,650.00

Total -13,307.63

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/12/2019	Deposit			969.10
08/26/2019	Deposit			250.00
09/17/2019	Deposit			70.00
09/23/2019	Deposit			105.00
09/25/2019	Deposit			119.00
09/30/2019	Deposit			35.00

Total 1,548.10

Additional Information

10/7/2019

Uncleared checks and payments as of 09/30/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/29/2018	Check	2998	Elisabeth Shields	-45.45
07/23/2019	Check	3061	Ashley Dupuy	-83.34
09/11/2019	Check	3072	Sofia Slutskaya	-750.00
Total				-878.79

Uncleared deposits and other credits as of 09/30/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/18/2018	Check	2943	Cristina Trotter	0.00
Total				0.00

Uncleared checks and payments after 09/30/2019

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/02/2019	Check	3074	Oscar Gittemeier	-100.00
10/02/2019	Check	3084	Classic Center	-485.00
10/02/2019	Check	3083	Victory Trophies	-596.76
10/02/2019	Check	3082	Monica Johnson	-100.00
10/02/2019	Check	3081	Michael Thurmond	-100.00
10/02/2019	Check	3080	Ashley Dupuy	-100.00
10/02/2019	Check	3079	John Lassiter	-100.00
10/02/2019	Check	3078	Eli Arnold	-100.00
10/02/2019	Check	3077	Ken Henslee	-100.00
10/02/2019	Check	3076	Belinda Outwater	-150.00
10/02/2019	Check	3075	Sarah Rodgers	-150.00
Total				-2,081.76



INVOICE

DATE: 10/1/2019
INVOICE: 105
FOR: Association
Management
Services

Bill To:
Georgia Library Association

DESCRIPTION	AMOUNT
Basic Package for services to be rendered October 2019 (\$55/hour) Includes 20 hours	\$ 1,100.00
Overage for services rendered September 2019 (3 hours)	165.00
PAYMENT DUE UPON RECEIPT	TOTAL
	\$ 1,265.00

1.5% late fee will be added to late invoices at 30-day increments

All payments are to be made via check or credit card upon receipt of invoice.
Please visit our website, www.ImpactAMC.com
(Make Payments page) to set up credit card payment arrangements.

Impact Services
5329 Fayette Avenue
Madison, WI 53713
608-210-3120
info@ImpactAMC.com

By conducting business with Impact Services, you are agreeing to our Terms and Conditions (<https://www.impactamc.com/terms-and-conditions>)

THANK YOU FOR YOUR BUSINESS!

Monthly Reports by Client

Period: Sep 1 - Sep 30



TOTAL	MEMBER	TIME	TASK	COMMENTS
	4 members	22h 58m	10 tasks	0 comments
SUBTOTAL	1 member	13h 35m	1 task	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	13h 35m	Transition to Wild Apricot open · WEBSITE	-
ITERATION WEBSITE				
SUBTOTAL	1 member	5h	2 tasks	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	4h 35m	Elections open · MEMBER COMMUNICATION	-
ITERATION MEMBER COMMUNICATION				
	JoEllen Graber Executive Administrator	25m	Member communication completed · MEMBER COMMUNICATION	-
SUBTOTAL	2 members	1h 59m	1 task	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	1h 57m	Member Communication open · EMAIL MANAGEMENT	-
ITERATION EMAIL MANAGEMENT				
	Ingrid Beamsley Executive Administrator	2m	Member Communication open · EMAIL MANAGEMENT	-
SUBTOTAL	2 members	38m	3 tasks	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	30m	Transition call completed · MISC	-
ITERATION MISC				
TIME 38m	JoEllen Graber Executive Administrator	5m	Create GLA inventory in team dropbox completed · MISC	-
	Raven Krupnow Administrative Assistant	3m	Check Voicemail open · MISC	-
SUBTOTAL	1 member	16m	1 task	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	16m	Add Board Transition Tasks open · Board Transition	-
ITERATION BOARD TRANSITION				
SUBTOTAL	2 members	54m	1 task	0 comments
PROJECT GLA	Ingrid Beamsley Executive Administrator	24m	Deposit Checks completed · FINANCIALS	-
ITERATION FINANCIALS				
	Tammy Foshay Executive Administrator	30m	Deposit Checks completed · FINANCIALS	-
SUBTOTAL	1 member	36m	1 task	0 comments
PROJECT GLA	JoEllen Graber Executive Administrator	36m	List-serv tutorial completed · (no section)	-
ITERATION (NO SECTION)				

Sample email to announce Wild Apricot:

GLA Logo

Dear GLA Member,

The Georgia Library Association has a new membership portal. The first time you log in you will need to reset your password using the email address associated with your GLA membership. Click the link below and choose "Forgot Password" to reset it.

Sign In Box

Going forward, all members will need to use the portal to join or renew their membership. You can also see the status of your membership and any divisions or interest groups you belong to in the portal. We plan to add to the portal going forward so check back in periodically for updates.

If you have any questions, please email membership.gla@gmail.com

Thank you.

Georgia Library Association (hyperlink)

Sample email to purge the Listserv:

GLA Logo

This is to remind everyone on the Georgia Library Association Listserv that receiving these emails is a benefit of GLA membership. On January 1, 2020 we will be purging the Listserv of any emails that are not associated with a current member.

You can check on the status of your membership using our new membership portal (hyperlink). The first time you log in you will need to reset your password using the email address associated with your GLA membership. Choose "Forgot Password" to reset it.

If you are not a member, please join or renew today so you can continue to get timely information important to the Georgia library community.

If you have any questions, please email membership.gla@gmail.com

Join Button

Thank you,

Georgia Library Association (hyperlink)

Sample email when requesting to join the Listserv:

GLA Logo

Thank you for your interest in the Georgia Libraries Associations' Listserv. This is a benefit reserved for our members. We would love to have you join us as a member.

Join or Renew Button here

There are many great reasons to be a part of the Georgia Library Association, including:

- Support the fantastic work of your state's library association, including the GLA Awards, Scholarships, and the nationally-recognized Carterette Webinar Series
- Contribute to the association and the furthering of Georgia's libraries through interest groups, committees, and divisions
- Attend the statewide Georgia Libraries Conference at a reduced rate
- Meet members from across the state at networking events
- Access to the GLA Listserv
- Lowest membership fees of any of the surrounding state associations.

Want to get involved today? Check out our New Members Guide. (<https://gla.georgialibraries.org/new-members/>)

Thank you,

Georgia Library Association ([hyperlink](#))

Vice President: Marketing and Branding
October 9, 2019
Jacqueline Radebaugh

I am coordinating three different efforts for GLA marketing right now. These are:

- Putting together a procedure for the GLA Marketing and Branding Committee members to write copy for the GLA blog and Spotlight sections of the GLA website;
- Creating guidelines for what to post on GLA-affiliated social media platforms;
- Writing a Listserv policy

To accomplish these goals, I have asked members of the GLA Marketing and Branding Committee to work in subcommittees for each listed item. The subcommittees have been formed. We have met once to discuss the charges and will meet again on Thursday during the GLC conference to come up with action plans for each subcommittee.

I am also studying which form of “e-mail” should be in the GLA style guide. Should it be “email,” “e-mail”, “Email”, etc? I plan to work with the GLA Marketing and Branding Committee to come up with a consistent spelling.

I have spoken with Oscar Gittemeier about helping with membership activities. We discussed about which type of hash tags should be used in social media postings. I hope to be able to collaborate with Oscar Gittemeier in the future, as well.

My goals for the upcoming months are to put together a Listserv policy and create guidelines for what to post on GLA-affiliated social media platforms.

New Members Round Table Division Report
GLA Executive Board Meeting
October 9, 2019

NMRT Update

- NMRT Officers met September 30, 2019
 - There will be another meeting in December to reflect on 2019 for NMRT, pass on information, and ask and answer questions
- 2020 NMRT Officers
 - Chair: Autumn Johnson (autumnjohnson@georgiasouthern.edu) - Georgia Southern University
 - Vice Chair: Sarah Rodgers (srodgers@oglethorpe.edu) - Oglethorpe University
 - Secretary: Kelly Williams (kwilliams@gwinnettpl.org) - Gwinnett County Public Library
- ALA Emerging Leaders 2020
 - Closed application August 30, 2019
 - Opportunity for GLA to submit project proposal(s) - separate agenda item
- GLQ news item will be submitted for NMRT to wrap up the year
- Newsletters/News Flash Emails
 - Third Newsletter was sent August 16, 2019 (View Newsletter on [GLA NMRT Page](#))
 - Next newsletter to be sent December 9, 2019
 - “News Flash” emails have been, and will continue to be, sent in the meantime
 - Send anything you want included in Newsletter or News Flash emails directly to NMRT or Holly Hampton (hhampton@csusm.edu)
- Improving Communication between NMRT and CGLC & AEL (New Programming Coordinator role)
 - Improved communication with AEL and CGLC
 - Explained in more detail their role as a sub-groups of NMRT
 - Will continue to be a focus for next year
- Waiting on the list of new members to send out welcome email
 - Last list received: March 31, 2019
 - When should we expect a new list? (They were sent out quarterly in the past.)
- NMRT Scholarship/Sponsorship
 - Sponsored three presentations
 - Provided NMRT GLC Scholarship to three presenters of the two presentations selected
 - We were able to find a way to split one of the scholarships
 - Issues to discuss for smooth 2020 NMRT endeavors
 - Ensuring all presenters are GLA members
 - Work with membership chair?
 - Budget
 - We budgeted for \$200 and registration was \$205
- NMRT & IG Social

- Thursday, October 10, 2019 7-9pm at Ocmulgee Brewpub
- Survey will go out soon (via GLA Listserv & NMRT Members List) asking those who attended how they enjoyed the event
- Survey will go out soon asking those who did not attend (via GLA Listserv & NMRT Members List) why they did not attend the event

AEL Update

- 2020 AEL Co-Chairs
 - Call for nominations has been out since August.
 - Two nominations thus far
- Past Event: Oglethorpe University Museum of Art Tour (August 3rd) & AEL and Sunday in the Park at Oakland Cemetery (September 29th)
- Upcoming Events: Sip n' Serve: Volunteering with OpenHands and brewery visit (November 23rd) & AEL Mingle with the Admins (No date yet)
 - Sip n' Serve Information: "We will volunteer to help pack meals for people with chronic illnesses then visit a brewery down the street for a beer and conversation"
- Will encourage the submission of a GLQ article (Annual Reflection)
- Broken crate
- Budget Clarification:
 - Crate could be taken out of 2019 budget & Mingle with the Admins comes out of 2020 budget?

CGLC Update

- 2020 CGLC Officers
 - Call for officers is out - open until filled (no deadline)
- Events since Last Executive Board Meeting Report:
 - None: Casual Mix & Mingle that was forecasted for August, but was thrown off by Hurricane Dorian.
- Upcoming Event:
 - Social Meet and Greet - Tuesday, October 15, 2019 5:30-7:30pm at Tubby's in Thunderbolt, GA (Blog Post & Official Invite Pending)
 - Potential for an end of year social in December
- Will encourage submission of GLQ article (Annual Reflection)

Action Items

-

Georgia Councilor Report

State Chapter Report

2019 State of the Chapter Report completed by 43 states is posted at: <http://www.ala.org/aboutala/all-state-chapter-reports#ga>

Advocacy Training

There has been an emphasis on advocacy and providing training. Part 1 (Introduction, Available Advocacy Features & Site Management and Part 2 (Engagement Creation, Data Structuring) recordings of Engage for Virtual Advocacy Webinar Series are posted at: <http://www.ala.org/aboutala/offices/how-contact-your-representatives> Part 3 (Measuring Impact) will be offered on October 22, 2019 2PM – 3PM EST and one can register here: https://ala-events.zoom.us/webinar/register/WN_eNg4nJE6Sg6kkg5kf6WiUA

Chapter Interests

Of interest to chapters lately are developing media policies and having a conference planning manual

Executive Director Search

Executive Director Search – The search committee has completed its process and recommended candidate(s) to the Executive Board who will meet at the end of this month. If the process is successful the new Executive Director will be announced and present at the ALA Midwinter meeting in Philadelphia in January 2020.

Submitted by Tamika Barnes, Georgia Councilor

GLA Conference Recommendations TOP LINE:

-GLA will run a pilot for the co-host and partner for the GLC in 2020 as far as responsibilities go. Co-hosts are organizations that participate on an equal level to GLA in putting together the conference through participation in committees and other conference tasks. Co-hosts are eligible for profit sharing. Partners are groups that will participate by having a dedicated programming space at the conference at no charge. Partners will not be eligible for profit sharing. Further details about the relationships can be found below in the presentation. SELA and GAIT will be the pilot co-hosts, and we will seek out a pilot partner.

-GLA will maintain a separate bank account and set of books for conference expenses. Conference books will be finalized immediately after conference to remit appropriate funds to each co-host. Books will be available to be audited on demand by any co-host.

-GLA will provide the conference treasurer for GLC.

-The current COMO account will be closed and the funds equitably split among all conference partners.

-New conference goals will be established to help identify best practices for conference going forward.

Expectations for Conference Co-Hosts

Inform GLA Executive Board of intent to co-host upcoming year's conference in October of the year (i.e. co-hosting in 2020 is due by October 2019).

GLC will have picked conference site and venue in advance. This information can be acquired from GLA President or Administrative Services.

Each co-host will appoint 3-4 members to the Conference Committee. If a committee member is a member of more than one co-hosting organization, that committee member will only count for one co-host. That member must establish who they are representing at the conference committee's first meeting. These members will participate on the Conference Committee sub-committees. The current sub-committees are:

- Registration
- Program
- Food

- Exhibits
- Special Events
- Local Arrangements

GLA will provide the treasurer for the conference. GLA will provide the seed money for the conference using the previous year's conference revenue. Conference committee members from co-hosts are encouraged to actively engage the conference treasurer around money-related matters. The conference treasurer will provide timely updates related to conference costs, projected revenues, number of exhibitors, number of attendees, etc. to co-hosts so they can plan projected conference profit (see below).

The GLA President will be the conference chair. They will work in conjunction with the presidents/chairs of co-hosts to manage the appointment process of co-host members to the conference planning committee.

Co-hosts will let GLA know how many slots they would like reserved for programming specifically from their organization. Each co-host will have at least one member on the program planning committee to help assess programs for the conference. Submissions from GLA members, co-host members, and others will all be evaluated on an even basis.

Co-hosts will have the opportunity to hold special events (board meetings, meals, awards ceremonies, etc.) at the conference. The co-host will be solely responsible for all expenses related to these events.

Benefits for Conference Co-Hosts

Members get to attend GLC at member's rate. Attendee only has to be a member of one group to receive the rate.

Profit-sharing: All expenses will be paid for the conference out of the proceeds gathered during the event. The remaining money will be considered the conference profit. Each co-host will receive a share of the profits proportionate to the number of attendees that that co-host has in attendance. If an attendee is a member of multiple organizations, that attendees presence in the count will be divided and the portion given to each of the constituent organizations. All shares will be rounded to the nearest hundredth. Once the number of shares of each group is determined, the value of each share will be determined by dividing the total number of conference shares into the total profit.

For example,

Suzanna is a member of GLA
Roberta is a member of GLA
Tanisha is a member of GLA, co-host A, and co-host B
Conference profit is \$300

For profit sharing, GLA would receive 2.33 shares of the profit (Suzanna, Roberta, and $\frac{1}{3}$ of Tanisha). Co-hosts A and B would each receive .33 shares of profit (each co-host receiving $\frac{1}{3}$ of Tanisha). With 3 total shares, the value of each share is \$100. Thus, GLA would receive \$233.33, co-host A would receive \$33.33, and co-host B would receive \$33.33.

All co-hosts will participate in reconciliation regarding conference costs. Any costs directly related to a particular co-host will come out of that co-hosts share of the proceeds after expenses. In the event a co-hosts cost exceed their share of the proceeds after expenses, they will be liable to pay those costs to GLA. Failure to pay these costs will block this co-host from co-hosting GLC in the future until accounts are balanced.

Any disputes related to profit-sharing or expenses should immediately be brought to the attention of the conference treasurer who will adjudicate the matter.

Expectations for Conference Partners

Provide programs for a set block of time (3 on Wednesday, 6 on Thursday, and/or 3 on Friday)

12 months out notification (October of preceding year) of intent to partner

- Must include total number of days/blocks participating
- Must include contact person from Executive Board/leading group from upcoming year
 - Must be approved by the GLA Executive Board who may cap partners based on space or other logistical concerns

Inform Conference Program chair no later than May 31st of the names of programs, presenters, and confirmation that programming blocks have been filled. Must include all information that is typically on the GLA Program Submission Form.

Inform Conference committee of any other events that need space at conference (board meetings, meals, etc.). Tickets to meals will be on general conference registration. GLC co-hosts will keep the money from ticketed events to offset costs.

Conference representative from group should plan to attend Tuesday walkthrough of conference space (may be a delegate if needed).

Attend programming meetings of the Georgia Libraries Conference throughout the year as required by the programming chair.

Encourage members to attend conference. Encourage members to provide feedback after conference.

Benefits for Conference Partners

Exposure for organization

Availability of programming for members of the conference partner

Members get to attend entire GLC at member rate

Ability to work with GLC team for members only events (meals, exhibit hall space, board meeting sessions, etc.) *note: would carry charges that partner would be responsible for paying
Notate room's programming in program as being from your organization.

Options for programming:

- Book a room at the conference and you do the programming
- Have your organization submit programs to the general pool

GLA Post-Conference Responsibilities

Evaluate partners and co-hosts and provide recommendations to incoming Board about future partnerships and co-hosts. These recommendations should provide feedback on the effectiveness of co-hosts in providing support for the conference and whether based on that support, they should be considered for co-hosting in the future.

Assume Responsibility as Primary Host

Conference Purpose

- The Georgia Libraries Conference is the annual conference of the Georgia Library Association.
- The conference goals are:
 - Adding value to association membership
 - Generating revenue for the association
 - Promoting libraries and related professions
 - Providing a forum for discussing issues relevant to the profession
 - Providing professional growth opportunities

- Providing a space for GLA's constituent parts to meet and work on behalf of the Association
- GLA may involve co-hosts or conference partners that may be of interest to the Georgia library community.

Fiscal Responsibility

- GLA will have the primary fiscal responsibility for the Georgia Libraries Conference.
 - GLA will provide the seed money for the conference
- The currently existing COMO bank account will be closed
 - Discuss with GAIT about what the process for this might look like
 - Do any documents exist for what the dissolution of COMO looks like?
- A new bank account for GLC with GLA access only will be established by the GLA Treasurer.

Organizational Responsibility

- GLA will bear primary responsibility for ensuring the conference occurs.
 - Co-hosts will bear responsibility for conference planning based on agreements made between them and GLA.

Update the GLA Handbook to reflect current practices

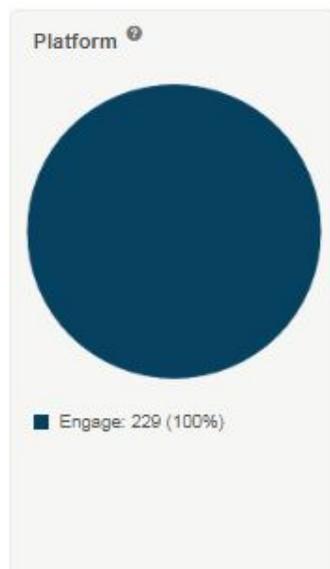
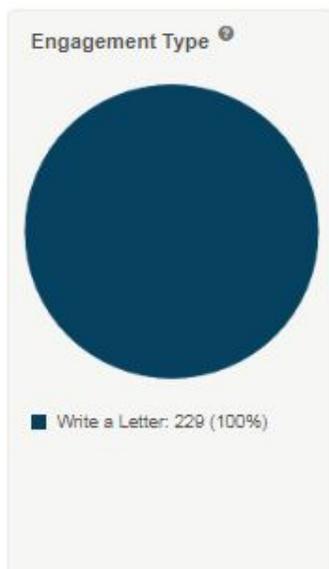
Contact Handbook Committee to update what is in the GLA Handbook based on current practice. In the interim, strike the entire section that is inaccurate to current practice.

The Advocacy Committee activities for 2019 includes:

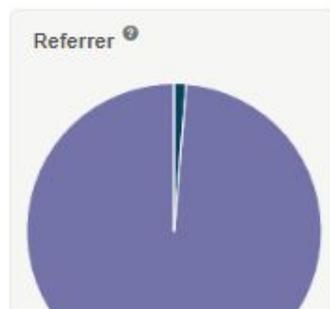
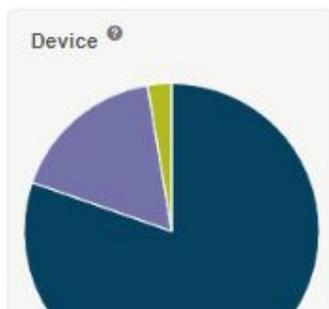
Supported the Georgia Council of Public Libraries annual Public Library Day at the Capitol with dessert and great conversations with Georgia's legislators. Hot dogs included!

Distributed the 2019 Debi Davis print at GLA's annual Library Day at the Capitol on Thursday, February 28th. With the help of 14 dedicated library supporters who braved the rain, every office received this gift from Georgia's libraries, and heard more of our talking points, before budgets were finalized. Thanks to Baker & Taylor and the Georgia Council of Public Libraries for sponsoring the prints!

On that same day, we hosted our first Virtual Library Day via ALA's Engage. The turnout was fantastic! There were 74 GLA members that responded to the call to action and reached out to our Governor and their state representatives on state funding requests.



All Engagements	
Support Funding for Librar...	229



In March, GLA sent letters asking each of Georgia's Congressmen to sign the **two** Dear Appropriator letters: one for Library Services Technology Act funding thru IMLS, and one for Innovative Approaches to Literacy, some of the only federal funding that's available to school libraries.

GLA members were asked to share their own messages of support thru the Engage website, and other literacy-focused groups (Literacy for All) were asked to sign letters of support as well. Similar requests went out in April for letters to Georgia's Senators.

Stayed informed on funding issues at Twin Lakes library system.

Shared news on the ALA #ebooksforall campaign with the GLA listserv.

As requested, submitted a report on the 2019 legislative session was submitted to the ALA Chapter Relations Office:

FY 2020 Legislative Session

The bulk of the funds added through legislative action go towards Library Planning & Construction.

Major Repair and Renovation (MRR) Grants

MRR is a matching-funds program that assists library facilities with deferred maintenance projects and improvements. Typical projects range from structural issues to roof repair and HVAC replacement. It also assists with upgrades needed to help libraries meet the Americans with Disabilities Act's Standards for Accessible Design. For FY2020, the legislature approved:

- \$3 million - major repair & renovation projects across the state
- \$1,490,000 - repurposing projects across the state

Capital Outlay Grants

This is a matching-funds program primarily for new library construction that also provides financial aid for full-facility renovations and large additions to existing facilities. Funding is allocated by state legislation and funded by General Obligation bonds through the Georgia State Financing and Investment Commission. These libraries have been approved for the FY2020 budget:

- \$415,000 Auburn Library
- \$1,040,000 Quitman County Library
- \$1,900,000 Watkinsville Library
- \$900,000 Appling County Library
- \$1,810,000 Cusseta-Chattahoochee Library

Additionally, the Georgia General Assembly approved:

- \$.35 per capita - library materials
- \$2,630,000 - technology enhancement/census support

and also approved Governor Kemp's amended FY19 budget to include \$326,000 for a kids ebook platform. GPLS launched [eRead Kids on August 1](#).

Respectfully submitted,

Wendy Cornelisen
Advocacy Chair