

**Georgia Library Association
Executive Board Meeting
December 13, 2019, 10:00am, Georgia State University, Clarkston Campus
Minutes recorded by Amy Eklund**

Present (*=online): Laura Burtle, Mack Freeman, Janice Shipp, Tamika Barnes, Karen Doster Greenleaf, Oscar Gittemeier, Scott Pieper, Amy Eklund, Chris Sharpe, Virginia Feher, Mary Ann Cullen, Ashley Dupuy, Mary Young, Emily Thornton, Kimberly Boyd, Ben Bryson*, Fred Smith*, Holly Hampton*, Jacqueline Radebaugh*, Michelle Jones*, Ernie Evangelista*, Stephanie Irvin*

I. Call to Order, Welcome **Laura Burtle**

Laura Burtle called the transitional meeting of 2019/2020 GLA Executive Board to order and asked for introductions. Laura passed around a list of 2020 officers, which will be posted to the GLA website.

II. Approval of Minutes **Amy Eklund**

Amy Eklund asked for approval of the Email voting record of the Board since the last meeting, which follow in the Board packet.

MOTION: A motion to approve the Email voting record was made by Emily Thornton, seconded by Tamika Barnes, 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. The reports are accurate through the end of November, and year-end income will be reflected in the next report. Midwinter expenses will be charged to the 2020 budget. Miscellaneous donations includes the prints for the legislators. The board discussed comparison of financial outlook in 2019 to 2020, which is on par except for the conference. The conference numbers are not fully reconciled but the organization is looking to break even on the conference rather than make income as in past years, due to an almost double conference center fee from the Macon Marriott. Ben will provide a breakdown of conference expenditures for the next Board meeting in January.

MOTION: A motion to acknowledge the treasurer's report was made by Amy Eklund, and seconded by Mack Freeman.

IV. Administrative Services **Ashley Dupuy**

Ashley Dupuy is acting as the administrative services liaison through 2020 to Impact staffing, which took over administrative functions in April, 2019. Three income reports for September, October, and November were provided and follow in the Board packet – they are slightly inaccurate but future reports will become more accurate as bugs in membership registration and ongoing transition issues are addressed. Over 1,200 membership records from 2017 onward were transferred into the new Wild Apricot membership management system. Renewal dates for some members were set as join dates in the new system, so that will need to be reconciled. Corporate and organizational members will need to register with a separate email address from their personal membership email address, since email address is the unique identifier in the system.

Wild Apricot is functional on the GLA website, and members can log in to set their membership preferences.

Interest Group elections were held using the polling function of the software and did not go as planned, so future elections will need to use a different tool. Midwinter Registration function is working well in Wild Apricot, with 83 registrants to date. The GLA Listserv will be purged in January and notices have gone out to members to renew or activate membership in order to remain on the listserv. Membership lists for all GLA sub-groups will be sent to sub-group chairs on a quarterly basis in 2020. Credit card charges for fees involved to process membership dues were discussed and Ashley will work with Impact and the Board to finalize how this will be displayed on the renewal form in Wild Apricot.

Ashley is also working on changes to the donation page on the GLA website. Currently scholarship donations are accepted online, which go to the general fund to be used toward scholarships. Moving forward, the Board would like to see general donations accepted with a list of projects and functions that GLA uses donations for, which include, but are not limited to, scholarships, paraprofessional grants, and other GLA functions.

Ashley asked the Board to consider a recurring membership renewal option in Wild Apricot – Board decided against it, because it does not provide an additional benefit beyond acting as a reminder, which will happen anyway. The 2020 Board will be considering changes to the membership dues structure, including streamlining categories of membership and changing dues amounts. Laura Burtle called for a task force to work on this project, and Oscar Gittemeier and Janice Shipp volunteered. Any changes made to dues structure will need to be changed in the Constitution and will require vote from the Board and the membership.

V. Membership Report

Oscar Gittemeier

Oscar Gittemeier reported that membership numbers are looking better after the email reminders to the listserv post-transition to Impact staffing, and the membership numbers are included in the board packet which follows.

There was a sexual harassment incident reported at Georgia Libraries Conference. Oscar will be asking Public Library Association for their conference community agreement to use as a model in drafting something similar for the next conference, and will bring a draft for the Board to approve at the January meeting.

Michael Holt and the Research and Assessment Interest Group conducted a membership survey and the results are included in the board packet which follows. Participation in the survey was good. Information will be used to determine future decision-making.

Oscar delivered a presentation on GLA membership at the Adult Programming Palooza event. Oscar encouraged all GLA sub-groups to continue to request the membership case and materials for display and recruiting at events, and asked for feedback on swag for the kit for Janice Shipp to order in 2020. Personal connection with potential members

will be a focus for recruitment in 2020, with a “who inspired you” email campaign to launch after Midwinter meeting.

VI. ALA Councilor’s Report

Tamika Barnes

Tamika Barnes reported that the ALA Executive Director has been chosen and will be announced after the holidays.

VII. GLQ Update

Virginia Feher

Virginia Feher reported that the fall GLQ issue was published. GLQ has seen over 150,000 downloads since going online. News items from divisions and interest groups should be submitted including a record of what was accomplished, not promotion of future events.

VIII. VP Marketing Report

Jacqueline Radebaugh

Jacqueline Radebaugh delivered the marketing report, and a written version follows in the board packet. Jacqueline and the Marketing and Branding committee are working on using Facebook Business Manager and/or Hootsuite to manage social media platforms. Two blog posts will be written per month in 2020 on topics including scholarship winners and interest group, division, and committee happenings. A GLA listserv posting policy and a best practices document for social media will be presented to the board for approval in 2020. GLA Board members can continue to post on the GLA Facebook page as needed.

IX. NMRT Report

Holly Hampton

Holly Hampton highlighted activities of the New Members Round Table Division, Atlanta Emerging Librarians, and Coastal Georgia Library Collective, and a full report follows in the Board packet, which includes a list of 2020 officers. The recent NMRT newsletter was also posted to the GLA Listserv. Oscar encouraged AEL to use the membership case at their events.

X. Conference Recommendation Implementation

John Mack Freeman

The Conference recommendations were approved by the Board, and the approved recommendations follow in the board packet. A soft launch of the recommendations will commence in 2020. Mack Freeman and Kimberly Boyd will present a plan at the January 2020 meeting to implement the recommendations using small groups to pilot the new responsibilities. Mack will be staying on the GLA Board as Parliamentarian in 2020, and will be able to also report on the Conference Recommendation task group’s progress.

XI. Handbook Committee

Mary Young

Mary Young presented an update to the GLA Handbook, including the new description for the Gender and Sexuality Diversities Interest Group to be added to the table of contents. The changes follow in the board packet. Note: Proposed RISIG handbook changes were withdrawn pending additional revisions coming from that group.

MOTION: A motion to approve the changes as a presented was made by Mack Freeman, seconded by Kimberly Boyd, and passed with a unanimous vote.

- XII. Executive Board meeting dates in 2020** **Laura Burtle**
Laura presented possible dates for meetings in 2020, and board acknowledged January 10, April 3, July 10, and October 7. Kimberly Boyd asked to consider 10am start for October 7 meeting, and Laura Burtle will consider meeting times as the dates approach.
- XIII. RFP for Conference Host in 2021-2022** **Laura Burtle**
Laura Burtle asked for volunteers to assist with the RFP for the conference host site in 2021 and 2022. Ben Bryson will serve, and others are encouraged to contact her after the meeting.
- XIV. Committee Appointments for 2020** **Laura Burtle**
Laura Burtle presented the committee chairs for 2020 and asked for volunteers to contact the chairs if they wish to serve. Members can also join at Midwinter.
Awards: Mack Freeman
Budget: Ben Bryson
Constitution and Bylaws: Michelle Jones
GLQ: Virginia Feher
Georgia Student Media Festival: Gordon Baker
Advocacy: Angela Glowcheski
Handbook: Mary Young
Membership: Janice Shipp
Nominations & Elections: Casey Long
Marketing and Branding: Jacquie Radebaugh
Scholarship: Stephanie Miranda
Student Assistants: Andrea Stanfield
- XV. Meeting Adjourned**
Next meeting will be January 10th at Middle Georgia State University.