Georgia Library Association
Executive Board Meeting
April 3, 2020, 10:00am via Zoom Video Chat
Minutes recorded by Scott Pieper

Present: Laura Burtle, Kimberly Boyd, Mack Freeman, Janice Shipp, Karen Doster-Greenleaf, Oscar Gittemeier, Scott Pieper, Virginia Feher, Mary Ann Cullen, Ashley Dupuy, Mary Young, Emily Thornton, Rhonda Boozer, Ben Bryson, Jacqueline Radebaugh, Michelle Jones, Ernie Evangelista, Ben Carter, Beth Ratliff, Autumn Johnson, Sofia Slutskaya, Angel Abounader; Guests: Casey Long & Wendy Cornelisen

“Supporting documents can be found in the 2020.04.03 Board Meeting Google Drive folder.

I. Call to Order, Welcome
Laura Burtle called the meeting of the GLA Executive Board to order at 10am.

II. Approval of Minutes
Laura Burtle asked for approval of the 1/10/2020 minutes which were previously distributed via Google Drive.

MOTION to approve the 1/10/2020 minutes was made, seconded, and passed unanimously.

III. Standing Reports

a) Treasurer’s Report
Ben Bryson presented the current P/L statement, balance sheet, and reconciliation report which can be found in the Google Drive folder. Received final payments from the Classic Center & Macon for GLC. Additional monies received for MidWinter. Everything is relatively normal for the year so far. Event cancellations are starting and will affect revenue. Two Morgan Stanley CDs matured and were cashed out into the GLA checking account. A new search to re-invest with a better interest rate is underway. One possibility is a 10 month CD.

b) Administrative Services
Ashley Dupuy
Impact is doing well. Membership numbers are good and accurate. Used all our Impact hours, will probably use fewer hours for the next few months at least. We’re not going over budgeted hours.

c) Membership Report
Janice Shipp
Membership directory is now available in Wild Apricot. Membership campaign is moving forward during National Library Week. The Board is encouraged to participate as much as possible. Referral section will be added to membership form for prize drawings. Many hands helped to promote the campaign. Membership case: Language added to membership case request form to better reflect how it can be used. Case is in Conyers currently. There are currently 690 GLA members. Janice is hoping for a significant increase during the membership campaign.
A new group will be formed to analyze our membership dues structure and will report back to The Board with recommendations. Membership is also working to highlight new members in collaboration with New Members Round Table.

d) ALA Councilor’s Report

Tamika Barnes

Tamika Barnes was absent due to ALA Executive Council meeting.

e) GLQ Update

Virginia Feher

Virginia Feher reported that she is working on the spring issue. GLA ads will be found in news items. Summer issue will most likely focus on librarians’ experiences during the current crisis.

MOTION to approve Kelly Williams as new GLQ Editorial Board member was made, seconded, and approved.

f) VP Marketing Report

Jacqueline Radebaugh

Jacqueline Radebaugh delivered the marketing report. Blog has been very active, often two-three posts per week during Q1. A working group is looking at marketing policies across platforms, including listserv and website; the group is considering one policy to govern all marketing. Instagram working group meeting has been put on hold due to COVID. Social media policy working group has met to develop a more strategic and coordinated social media plan. Possibly creating a statewide network to highlight events and a Google form for submittal of pictures and stories. Also looking into a Buffer account to manage social media accounts.

g) NMRT Report

Autumn Johnson

Autumn Johnson reported for the committee and gave an overview of their written report. Their newsletter was distributed in February. Working with Marketing to highlight new members. ALA Emerging Leaders program up in the air due to ALA cancellation. There may not be a 2021 cohort. Looking to improve participation in GLC Buddy program collaboration with SELA’s NMRT. AEL looking to move Mingle with Admins to Oglethorpe. CGLC is looking for leadership, but that plan has been put on hold due to COVID.

IV. Old Business

None

V. New Business

a) Incorporation of GLA with the State of Georgia (Ashley Dupuy)∗

GLA never incorporated with state of Georgia. Articles of Incorporation drafted with President & Treasurer acting as incorporators and Secretary acting as Registered Agent.

MOTION to approve incorporation and to include instructions for the yearly process in the Handbook was made, seconded, and approved via chat.
b) Membership directory in Wild Apricot (Ashley Dupuy with Janice Shipp)*

Directory is only available to current members with logins. Ashley provided screenshots of web directory. Members can opt-out of displaying profile information in directory.

**MOTION** to activate (“turn on”) membership directory was made, seconded, and approved via chat.

c) G Suite for non-profits and new URL (Ashley Dupuy)

GPLS had offered to help us implement G Suite for Nonprofits which could act as our Intranet and would allow us to have generic e-mail addresses for officers. This will offer consistency among group documentation and improve communication as committee leadership changes yearly. Impact can do the administration piece. Daniel Z. at GPLS is the super-administrator. We will need our own URL. Ashley presented options.

**MOTION** to approve using G Suite for Nonprofits and to approve georgialibraryassociation.org as our new URL was made, seconded, and approved via chat.

d) COVID-19 Implications: Prepare for GLC virtual conference (Oscar Gittemeier)

Oscar presented research into a virtual conference. Oscar met with Dorcas Davis (GPLS) to discuss virtual conferences which she has organized previously. Dorcas recommends Zoom. GPLS is hoping to purchase Zoom and make it available. Zoom is an excellent tool, but not much tech assistance from Zoom. Oscar recommends building a tech team.

Oscar presented community agreement revised with some feedback after sharing them on the listserv. GLA contact information needed for community agreements so any attendees can communicate issues experienced at a conference. membership.gla@gmail.com recommended as contact e-mail. There will also be a mandatory check box to accept the agreement for new members and in conference registration forms. Should also be posted to GLA website and in Handbook.

**MOTION** to adopt community agreements as presented made, seconded, and approved via chat.

e) GLA affiliate group documentation draft (Michelle Jones)*

Michelle Jones provided overview of draft documentation for affiliate groups including rationale, goals, application, and financial matters. The Board discussed integrated vs affiliate status. AABIG’s situation was outlined. Ben Bryson provided clarifications of financial piece of AABIG merger. Deadline established for remaining finances to be turned over to GLA. Three types of groups articulated: 1) entity affiliated with own identity, i.e. CGLC, 2) entity merges with GLA and loses independent identity without own bank account, members would join GLA, i.e. AABIG, and 3) co-host of conferences/partnerships, i.e. SELA. Conference partnerships were dealt with previously. Work will continue on
language for affiliate groups and mergers. GLA asks that representatives from GLA and AABIG sign agreement.

**MOTION** to approve merger of AABIG into GLA RISIG made, seconded, and approved via chat.

f) **Handbook Changes (Mary Young)**

Mary Young presented Handbook changes submitted to Board.

Global change from “COMO” to “GLC” where appropriate.
Black Caucus Interest Group Constitution and Bylaws added.
RISIG changes to their constitution.

**MOTION** to approve Handbook changes as submitted to Board made, seconded, and approved via chat.

For future consideration: changing Handbook language to be gender neutral

g) **Bylaws discussion – Admin Services and Conference Committee (Laura Burtle)**

Laura led a discussion of Article III, Administrative Services. Could VP/President-Elect fulfill this role? One year term limit could be problematic and it must be a knowledgeable person. Appointed vs elected position should be considered. Restructure roles of 1st VP / President-Elect, especially conference planning. Conference coordinator/chair who has experience running a conference suggested with two to three year term. Stipend for administrative liaison with Impact? Would any new position have a seat on the Board, a non-voting member, perhaps? Parliamentarian role could be expanded. Impact could help with running conference. Ashley will get quote from Impact. Would there be someone willing to be an appointed conference chair? Based on feedback, Laura will draft a proposal for bylaws amendments for further Board consideration.

h) **Proposed GLA Community Agreements (Oscar Gittemeier)**

Oscar discussed this item and The Board acted, see agenda item d.

i) **Nominating & Elections Committee (Casey Long; Wendy Cornelisen, reporting)**

i. 2020 Executive Board elections slate of nominees*

   **MOTION** to approve slate of 2020 Executive Board nominees as presented made, seconded, and approved.

ii. Recommended Changes to Constitution and Bylaws - GLA Nominating and Elections Committee*

   New language to clarify committee’s name change which was previously approved and new language to establish process when an elected officer withdraws before taking office.
MOTION to approve changes to Constitution and Bylaws as presented made, seconded, and approved via chat.

iii. Recommended GLA Division Handbook Changes*

Proposed changes were previously approved in 2018. Changes will be sent to Handbook committee for inclusion. Handbook committee will come back to Board for approval.

j) Interest Group Council Report (Mary Ann Cullen)*

Mary Ann provided summary of written report. Gender and sexual diversity interest group will make ribbons for GLC and wanted estimate of how many to make. Suggested hundreds, but not to print them too soon.

VI. Executive Board upcoming meeting
Next meeting is scheduled for July 10, 2020 at 10am. Kim Boyd will host again via Zoom.

VII. Meeting Adjourned at 12:30pm
Laura Burtle