



Minutes from Executive Board Meeting
Evans Library
Wednesday, August 23, 2006

Present: Linda Khan, President; Jennifer Morrison, Vice-President; Janice Murray, Treasurer; Jean Sparks, Secretary; Suzy Jones, Past President.

Call to order: 5:35 p.m. by Linda.

Historical records of LAB: An effort will be made to locate, organize and maintain past records of LAB. The bylaws say that "the Secretary shall keep a file of the records of the proceedings of all meetings..." and "shall maintain the Association's archives." Some felt that this should be a duty of the President, but for the moment the Secretary will begin a file. The previous secretary, Elanya Bairefoot, has some records; Suzy has electronic copies of minutes from her tenure as president; Linda has her own and Kathy Turner's copies of minutes. Jean will gather and organize all of these into notebooks.

Linda will maintain a file of past directories and other materials.

Janice has three boxes of financial records which she will weed after Jenny checks the state's records management booklet for guidance on how many years should be kept.

Purpose and content of minutes: The audience for the minutes is the Executive Board. It was agreed to record some of the decision process and the final decision.

Meeting day for Executive Board meetings: A Board meeting is needed before each general meeting. It should be early enough to let the newsletter editor report its highlights in the next newsletter as a way to publicize the upcoming meeting and other events. It was agreed to meet approximately one month after each general meeting on a Wednesday at 5:30 at Evans Library. Linda will email an announcement well in advance.

Visit to Riverside Bank: The president, vice-president, treasurer and secretary will meet at Riverside Bank on September 5 at 9:30 a.m. to sign signature cards, a copy of the last minutes, and a bank resolution, documents required in order to conduct the Association's financial affairs.

Treasurer's report: Janice submitted a report for Fiscal Year 2006-2007 (July 1-June 30), showing a current balance of \$1320.40. Some of this amount came from the raffle of the Highwayman painting and is to be used for a scholarship. Copy attached.

Audit of treasurer's books: Linda will appoint three people to audit the books at Evans Library on the evening of August 28 or 30 and will email Janice the date to meet with them. It was noted that the required annual audit may not have been held in recent years.

List of recurring expenses and calendar of recurring events: Janice volunteered to compile this information to facilitate the future business of the Board.

Fall newsletter: Suzy requested that all news be sent to her as soon as possible, especially about the Fall workshop, so that she can advertise it in a timely manner.

Fall workshop: Linda proposed and the Board accepted the idea of a workshop in focusing on databases. It will be held from 1:00-4:00 p.m. on a Wednesday or Thursday in October or early November, avoiding public school in-service days and holidays. Dates will be coordinated by email; Suzy will provide the in-service date(s). Jenny will investigate having the workshop at the Florida Solar Energy Center's auditorium with BCC's Palm Bay Campus as second choice. It is hoped to begin the program with a speaker on the importance of databases, possibly a person to be contacted by Jenny from the FSU library school, depending on cost and availability. It is hoped to follow this with training on InfoTrac by an InfoTrac representative. Representatives from the libraries present can show the resources available on their web pages and provide handouts of available databases. Simple snacks will be provided during the afternoon. No decision was made on whether to charge a registration fee.

A suggestion was made to consider changing the bylaws from referring to a Workshop to a Professional Development Opportunity.

Theater night: It was agreed to organize a theater night, probably in January, to keep up the tradition. A committee will be formed from volunteers who listed their interest on membership applications. A suggestion was made to go to Surfside Theater since we have never gone there.

Other events: Jenny suggested that LAB might offer more than these usual events in order to attract more people and get them more involved. Her ideas included having coffee at Barnes and Noble where the manager would talk about marketing books and about how they arrange their books on the shelves; museum trips; and trips to movies that feature librarians followed by discussions. She distributed a listing of local museums and volunteered to draw up a calendar of suggested events.

Adjournment: 6:40 p.m.

Minutes submitted by Jean Sparks, 2006/2007 Secretary.