



Minutes from Executive Board Meeting  
Evans Library  
Monday, September 22, 2008

Present: Jack Newcombe, President; Nate Hosburgh, Vice-President; Debbie Anderson, Treasurer; Jean Sparks, Secretary.

Call to order: 5:35 p.m.

Minutes and treasurer's report: Neither report was given but both will be emailed to the Board.

Discussion of membership recruitment: Suzy Kozaitis, who publishes the LAB newsletter and membership directory, and has also been acting as membership chair, sent a report to the Board that membership has fallen somewhat from 79 in 2006 to 66 in 2008. It was agreed that membership recruitment should be a focus this year. Jack will ask Suzy if she wants to continue as membership chair or would prefer to be replaced.

The advantages of having representatives of all types of libraries on the Board to increase interest in LAB were mentioned. There are only three media specialists listed in the directory at present, two of whom live out of town. Debbie will contact Sharon Reynolds, head media specialist for Brevard County schools and a former LAB member, and encourage her to join and to get others to do so.

Jack will publicize the organization and invite people to join at the county library training day this month. He will have handouts with the web address where people can print a membership form.

People who join now will get two months free membership this year plus all of next year.

It was agreed that, during membership renewal, the membership chair should look back through several years of directories and contact those who used to belong but no longer do.

Each year there should be personal follow-up with members who fail to renew by the deadline. This was done last year by email with good results.

Nate volunteered to develop an Access database to help keep track of membership records. The treasurer could use it to enter dues information as well.

LAB website and listserv: Kathy Turner maintains both of these. The website is at <http://www.fit.edu/pubs/lab> and contains the bylaws, members and membership form.

Fall workshop: Nate Hosburgh has arranged for a workshop to be held Wednesday, November 12, 2-5 p.m., in the Link Multimedia Room at Evans Library. Suzi Holler of CFLC will present "The Invisible Web." Admission is free for LAB members or one may attend by joining and paying \$10.00 dues which will cover the rest of 2008 and all of 2009. Name tags and refreshments will be provided. Information about the event will be sent to Sharon Reynolds who will publicize it to Brevard County media specialists who may be able to receive continuing education credit for it. The workshop will also be announced in the Newsletter and on the listserv.

A possible subject for a future workshop is Office 2007 as more people upgrade to it.

Newsletter: The possibility of giving people a choice of receiving the Newsletter electronically or in print was discussed. Debbie wondered how paying for mail delivery is handled.

Annual audit of treasurer's books: Jack will appoint a committee of at least three people in accordance with the by-laws to review the previous treasurer's books from July 2007-June 2008. The committee will meet at Debbie's convenience.

Theater night: Jack will ask Suzy to be in charge of Theater Night and to recommend some possible plays. It was suggested that Tori Smith might be asked to help.

Spring membership meeting: Debbie agreed to host the April meeting, giving a tour of the BCC Palm Bay library and demonstrating the new catalog.

E-mail survey: Jack will develop questions for a survey of the membership to solicit information about their interests, what training they desire, etc. He will submit the questions to the Board.

Adjournment: 7:15 p.m.

Minutes submitted by Jean Sparks, Secretary