

# Library Association of Brevard (LAB) Executive Board Meeting Minutes

[brevardlib.org](http://brevardlib.org)

**September 18, 2023**

West Melbourne Public Library, 10:00-11:45am

Attendees: Deborah Anderson (Notetaker 09.18.2023), Mauri Baumann, Holly Tkaczyk, Denise Ambrosait

1. Officer Installation: Online voting concluded on August 25, 2023 resulting in the approval and installation of the following members as LAB's 2023-2024 Executive Board.

Deborah Anderson – President

Mauri Baumann – Vice President

Holly Tkaczyk – Treasurer

Denise Ambrosait – Membership

- a. Secretary duties – Board members agreed to rotate the taking of the minutes.
- b. Not-for-profit status 501.3c – M. Baumann will investigate this change involves.

2. Treasurer and TD Bank Account

- a. D. Anderson, H. Tkaczyk, and past Treasurer, Suzy Kozaitis, have an appointment at TD Bank on Friday, Sept. 22, 1:30pm to set up new 2023-24 signers (President and Treasurer) on account. It was agreed that future best practice is to have two signers on the account.
- b. History of recent bank fees reviewed.
- c. Board agreed to follow through with the donation with the majority of the votes from the membership: Literacy for Adults in Brevard, as reported by LAB's previous Board (5.23.2023). The amount will be decided at the next LAB Board meeting in October.
- d. Investigate online payment options:
  - i. NEFLIN – H. Tkaczyk will investigate with NEFLIN so that payment link may be reinstalled on the LAB website.
  - ii. Venmo and/or Zelle payment options will be discussed at the bank meeting.

3. Membership

- a. Directory update – D. Ambrosait will begin the updates by merging the documents on hand. All members on the rosters will be retained and their terms will run to January 1, 2025, unless listed as a lifetime member.

- b. Current Membership Form was reviewed and edited for continuity and clarity. H. Tkaczyk to complete edits and convert to a fillable PDF. Upon completion, HT will upload the revised form under the Membership tab on LAB's webpage.
  - c. Term length – The Board approved that all existing and new memberships will run to January 1, 2025. Lifetime members will retain this status.
  - d. Current annual and lifetime members may donate to LAB during this transition year and anytime in the future.
  - e. Membership drive – Tabled to future meeting.
- 4. Website update (Wordpress) – D. Anderson has begun edits to reflect LAB's active status. Additional edits are ongoing.
  - a. Facebook – D. Ambrosait to investigate.
    - i. Brevard Librarians Exchange – why is this linked from LAB's homepage? FB users may only tag to LAB's page.
    - ii. Library Association of Brevard – can't post to this page and cannot see the Administrators of the page.
- 5. Programming – Discussed past programming formats and events. Open to all new ideas.
  - a. Theater night, Library tours, computer/technology continuing education.
  - b. Community volunteering as a group will continue to be an option.
  - c. Due to the amount of housekeeping required to reestablish LAB's accounts and forward-facing content, the Board agreed not to attempt organizing an event this Fall.
  - d. 2024 programming will be revisited at the October 2023 Board meeting.
- 6. LAB accounts, gmail, etc. logins will be tested, and login information updated – all members.
- 7. Historical documents will be retrieved – D. Anderson contact past president. All current Board members will review documents.

Next Meeting: Monday, October 16, 2023, 10:00 at West Melbourne Public Library