

LAB EXECUTIVE BOARD

MINUTES: Nov. 13, 2023, **APPROVED**

Notetaker: Holly Tkaczyk

Meeting at 5:15 p.m. Zoom

Present: Debbie Anderson (DFA) Pres.; Mauri Baumann (MB), Vice Pres.; Holly Tkaczyk (HT), Treas.; Denise Ambrosait (DMA), Membership.

The October 16, 2023, meeting minutes were approved by the Board (after one change that the current membership will expire for members in December 2024).

Discussions:

Denise suggested that we use Neflin's virtual meeting space, GoToMeeting platform, as we won't have time the restrictions that we have with Zoom.

Treasurer's report – the account presently has \$645.

Holly is going to the bank to deposit a \$5 membership payment and send \$67 check to LAB President for payments of \$48 to Word Press and \$19 for Domain Registration.

The account will be at \$593 after she conducts bank transactions. Holly is going to go to the bank to deposit new members donation and will ask about changing the primary phone number.

Literacy for Adults in Brevard donation made, and acknowledgement sent to membership,

Holly contacted Brad Ward and he changed the LAB Donation form so individual donations can be made in \$1 increments.

Membership

Denise is working on the Directory revisions and will send a draft to the board soon.

The board will review the bylaws and discuss any needed changes at the next meeting.

Holly will add a line to the Membership form for Referrals.

Tabled the Increase Membership drive discussion until the Jan. meeting.

We need one person to add new members to the listserv. We didn't get a chance to finish the discussion due to the short meeting time.

Programming

The social event, Kick Off the Holidays, will be held from 4:40-6:30 p.m. on Friday, Dec. 1 as a "stop in" event at Tuscan Grill. Debbie Anderson reserved the room and TG is not charging us for the room.

A \$100 budget was set to start for purchasing appetizers at Tuscan Grill for attendees. Most appetizers are in the \$10-\$12 range. We will allow up to \$150 for appetizers and tip for our server, depending on attendance. Debbie is going to check to see if we could bring cookies to have a sweet option for the attendees.

We are going to ask members who attend the event to consider bringing an unwrapped toy for the Salvation Army in the memory of Lynn Bennett. Anyone who brings a gift will get a ticket for a drawing to win a \$25 Amazon gift card. Holly will purchase the \$25 gift card with LAB funds.

Denise is going to create a flyer to promote the event to be sent out to the membership by Nov. 17. She is going to find tickets or create some for the prize.

The idea of marketing materials was tabled until the new year.

Website and Social Media

WordPress

Debbie paid renewal to WordPress. Holly will send her a check to reimburse funds. Notes above in Treasurer's report.

Social Media

Brevard Librarians Exchange FB page vs. Library Association of Brevard FB page. – DFA contact Kellie Gerson Sparks, past president and will report at the next meeting

Denise is going to investigate creating an Instagram account for LAB.

LAB logins and Historical documents

The archival documents are still in question as no reply was received to emails sent to Past President, Marian Smith. Mauri is going to check for the LAB archival documents at the Melbourne Library.

LAB Google Drive – Suzy changed Debbie to admin. Debbie will add members and send link.

Programming

Scott Tilly was contacted, and he is willing to provide a presentation on AI for the LAB membership at no cost. Denise is going to contact him to try and secure a date of Friday, April 12th.

Next Meeting date: Jan. 2024 (Note – Meeting scheduled for Feb. 5, 2024)

The meeting ended promptly at 6 p.m.