

## LAB Executive Board Meeting - Minutes

March 19, 2024. 5:15 – 6:30pm - Online

Board Members - Deborah Anderson (DFA), President; Mauri Baumann (MB) absent, Vice President; Holly Tkaczyk (HT), Treasurer; Denise Ambrosait (DMA), Membership Chair, Secretary – vacant.

Notetaker – DFA

(DFA put out a call to the Membership for volunteer to fill Secretary position – no response) October and November 2023 minutes uploaded to webpage and distributed via listserv (DFA). Quarterly update emails will be sent to Membership with a link to the webpage for their review.

- 1) Treasurer's report – HT
  - a) Bank balance \$770.71
  - b) NEFLIN – March check been received/deposited.
  - c) Total amount donated in memory of Elfriede Raedler - \$350.00
    - i) Upon receipt of donors' names HT and DFA will send acknowledgements to donors and Mrs. Raedler's family.
- 2) Programming, 2024–
  - a) Continuing Education – AI, including Chat GPT, etc. by Dr. Scott Tilly. Planning details discussed and finalized.
    - (1) Location – West Melbourne Public Library. Date/Time – April 5<sup>th</sup>, 2:30-4:30. Save the Date email sent.
    - (2) Discussed promotion, refreshments, prizes, etc.
  - b) Future event planning and place holder –
    - i) Banquet – Summer, July
    - ii) Theater night - Fall
    - iii) Community involvement – NAACP Community clean-up on Florida Ave., Summer date in June.
  - c) Library Tour(s) (member suggestion at December social). Self-guided idea
  - d) Review 2022 membership survey results after AI event.
- 3) Membership
  - a) Directory revisions complete and saved to LAB Board Google Drive. Planned distribution prior to Summer banquet – DMA.
  - b) Bylaws review – Current By-Laws on LAB Board Google drive under Documents. DFA has finished suggested revisions, tracked in Word. Board approved changes. DFA will “accept changes” in Word. Save to LAB Google Drive. The deadline for revision and posting before Summer Banquet.

- c) Updated By-Laws, list of past-presidents, 2024 Membership Directory. Updated Directory distributed via email to LAB distribution list by Summer Banquet.
  - d) Pending items – Outreach to leadership of local library associations (i.e. BAME) and local libraries to increase membership. (DFA)
- 4) Website and Social Media
- a) WordPress – ongoing updates. (Visitors 43, Views 137) DFA
    - i) Google keyword planner – DFA (pending)
  - b) Social Media –
    - i) Brevard Librarians Exchange FB page no longer exists. Reference removed from LAB Homepage.
    - ii) Library Association of Brevard FB Organization page linked from LAB Homepage. DFA can post to LAB FB Group page but not the Organization Page. Must tag from LAB Group page to Org page. Unable to determine Administration on the LAB Organization Page. Update Wordpress LAB homepage with Group page link.
    - iii) Instagram – DMA
- 5) LAB logins and Historical documents
- a) MB picked up the LAB document boxes from Lynn Bennet’s office at Melbourne Public. Contents will be reviewed and transferred to President at a future F2F Board meeting.
  - b) LAB Google Drive – All Board members confirmed they have access.

Next Meeting date: May 21, 2024, 5:15 online