

LAB Executive Board Meeting – Agenda & Minutes

Wednesday, September 10, 2025, 5:00pm - Online

Webpage: brevardlib.org

Facebook Group: <https://www.facebook.com/groups/brevlibex>

Board Members - Deborah Anderson (DA), President; Shawn Thomas (ST), Vice President; Holly Bentley (HB), Treasurer; Valerie Gallucci (VG), Secretary; Jocelyn Crim, Membership Chair; Susan Houts (SH), Marketing Chair.

Present: (5:05) Deborah Anderson, Shawn Thomas, Holly Bentley, Valerie Gallucci, Jocelyn Crim, and Susan Houts

Notetaker– VG, Secretary & DA, Pres.

Call for additions/corrections to today's agenda. DA 1)a.) JC sent

Minutes from Aug 5, 2025 distributed by DA to the Board, review completed on Aug. 25, and posted to Webpage. for review. All “Agenda & Minutes” documents are stored on Shared Drive and posted on Webpage. (Note: ST Webpage/Documents & Minutes placeholders created for minutes under review and scheduled meetings, appropriately labeled) ST will upload the minutes when PDF created, ST added labels to minute placeholders on website to reflect the pending status of the minutes.

1) Membership report -

- a) JC sent the remaining second renewal email.
Question for Board: Last step - Send out letters via snail mail to those members whose emails were “undeliverable.” Totalling four.. JC said that there was only one bounceback when she reached out to people. Subsequent communications using the email distribution list created other “undeliverable” messages. DA suggested these members be contacted via snail mail, and the Board approved this. (Note: also send letters to the five members who did not renew for 2025).
- b) DA & JC completed the Membership duties phone meeting. DA created a “Membership Workflow” (saved on Shared Drive) document, specifically outlining Membership responsibilities. JC will test the Workflow outlined. We'll be able to update and distribute the Directory after this is completed.
- c) DA Membership Documents - “Membership Spreadsheet” roster (enhanced), Emaildodo database, and Membership Directory- 2025 (draft) are reconciled and up-to-date. Roster and Directory are stored on Shared Drive. Note: A Non-Renewal worksheet created in roster spreadsheet.

- d) Institutional Memberships (DA)
 - i) EFSC - Ten members added (one member slot remains open). All member data added to all LAB documents.
 - ii) FI Tech Evans Library - Eleven members added DA and JC finalizing all member data in LAB documents. *JC updating data for the remaining members*
- e) Waiting on NEFLIN list of who have paid their dues. *HB confirmed that we have received this information and the check..*
- f) All annual members' data who have not been renewed by completion of this process, will be removed from the spreadsheet roster, email distribution list, and directory. Non-renewal names and emails will be moved/noted on the "Non-Renewal" worksheet.

3) Treasurer's report – HB. September 10, 2025 *Discovered that a 2024 NEFLIN check for \$280. not received through EFSC mail. HB has received this check and the one for the current quarter for \$115.00 = \$395.00 received and deposited. To prevent future delivery issues, HB will ask NEFLIN to change LAB's mailing address to her home address. Current balance = \$768.72.*

4) Board review of By-Laws (Webpage/Documents).

DA. Call for Board vote to Approve. *ST submitted suggested edits. Discussed. DA will make additional edits based on this discussion and the board will review the updated document and vote to approve via an email...*

https://docs.google.com/document/d/1CbWjzi_AAmuwgl2EVJX3aenl2_gRUutV/edit

5) Programming, 2025–2026

- a)Community involvement - 2025 NAACP partnership clean-up
 - ii) **October 18**; 8-9am. DA email membership & ST posted on FB and LAB web page. Send out again at the beginning of October.
- b) **Banned Book event**, (Banned Book Week Oct. 5-11) . HB
 - Board will not meet before the Program- This is the planning session.*
 - i) Title: **Building a Banned Book Library**
 - ii) Date: Saturday, October 4, 1-2:30.
 - Save the date emailed - DA.
 - Flyer - SH. *Will complete by the 13th.*
 - Flyer posted to FB and LAB web page - ST*
 - iii) Venue: Banned Book Library at Unitarian Church
 - iv) Program: HB. Review program outline. *DA will emcee the meeting based on the outline.*
 - v) "Banned Together" clip from shown at event, *Banned Together*

HB- Viewing information. Someone will need to view the film and decide on the timing of the clips to show. PPR has been received to show to the group.

Equipment - DA will locate/test projector, screen, and laptop to connect to projector. (Note: Projector is procured)

vi) "Books Unbanned" information sent to the Board. Discuss (DA)
DA will Integrate into a program

vii) Refreshments, prizes, etc.

Guestbook, nametags, drawing slips DA

Prizes -

Refreshments

Program planning discussion: Event marketed to LAB members. DA will facilitate the event. HB's contact (Leanne) will present about the background of the library. HB will print ALA handout about censorship and distribute them at the event. We will show part of "Books Unbanned" but not the entire documentary. There was a discussion about the logistics of presenting the film. The board decided to offer a bag, a coffee mug, and a \$25 Barnes and Noble gift card as prizes. DA will handle the refreshments, including a veggie tray, cookies, and bottles of water.

c) ST - Report on Public Library Fall events investigation - ST reported no Banned Book events are on the Brevard public libraries events calendars.

d) Theater night - JC emailed local production options.

i) Board Consensus - Jan/Feb. 2026. There was a consensus from the board to aim for this time frame.

ii) A few Board members emailed suggested titles

ii) Poll membership - Discussion There was a discussion about how to best survey membership about interest. Survey Monkey was mentioned, and DA will use the LAB board emails with show preferences to build the survey.

6) Marketing report. 2025 Goal - Grow membership initiative

a) Review membership survey results - posted on Webpage/Documents...
<chrome-extension://efaidnbmnnnibpcajpcqlclefindmkaj/https://brevardlib.org/wp-content/uploads/2022/06/lab-membership-survey-results-spring-2022-1.pdf>

b) Future ideas - SH encouraged us all to think of the "why" behind LAB—elevator pitch messaging. Focus on the benefits of membership.

i) DA - sound bites may come from the beginning of ByLaws, Homepage, Application Form, LAB History.

d) Brevard Public Schools – Brevard Association of Media Educators (BAME) and BPS County level Media Center supervisor.

DA's reported on the linked 2022 Member Survey document. She gave an update and opened the discussion for the Board's comments:

- DA said that gift memberships and word of mouth have been more successful than when LAB incentivized membership referrals.
- Board suggestion: Offer free dual membership to BAME members may be a good way to get more members. DA must find out the current BAME President.
- Suggestion on document - Welcome package sent to new members. Board response: A physical package mailing not feasible. DA suggested creative postcards be mailed to new members. A welcome email is customary—DA is currently sending “Welcome” emails to all new members.
- A welcome event for new members. Board response: not enough new members for this to work. New members will be welcomed at scheduled events.
- Suggestion on document - Spotlight new members on LAB's social media. Due to privacy issues, the Board did not approve.

Remainder of the Survey will be reviewed at a future meeting, and the Board will develop meaningful action items.

7) Website and Social Media –

a)WordPress – LAB's Webpage. DA coordinates with ST.

i) ST- Successful in removing random email from Events page

ii) ST - Homepage is one image: Decided not to attempt linking from individual library photos. Too much work.

b) FB Page - ST updates with events postings

(Keep Note on Agenda as reminder.:Group Page is connected to the organization page. Must keep both.)

Meeting ended: 6:07

Next meeting: Online (Afterwards DA suggested Wednesday, Nov. 12. 2025 5:00)