

LAB Executive Board Meeting – Agenda & Minutes

Tuesday, January 13, 2026, 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: Deborah Anderson, Holly Bentley, Jocelyn Crim, Valerie Gallucci, , Shawn Thomas

Notetaker– VG, Secretary (Start time: 5:00)

Call for additions/corrections to today's agenda.

Minutes from 11.12.2025 meeting distributed to the Board with review and edits due 01.16.2026. Following Board's review, ST posts Minutes to LAB's Webpage after 01.16..

1) Membership update -

- a) Membership Documents - Completed by JC and stored by Google Drive. DA will check the membership list and spreadsheet to ensure correct information. 2024 vs 2025 membership has increased 13%! Twelve annual members removed from roster due to attrition, and non-renewal or inability to contact.
- b) Distribute The 2025 Membership Directory following final review of membership documents and integration of 2025 By-Laws.. DA DA is almost done updating the membership directory.
- c) Letters will be mailed to the few members yet to renew whose emails are "undeliverable" or who do not have email addresses on file. Coordinated by DA and JC. Request JC Draft letter and send it to DA for mailing. 7 people are reachable by snail mail, which is a good way to update their email addresses. 4 members did not renew.
- d) 2026 Membership renewal and Donation drive email sent 01.10.2026. ST updated NEFLIN link on website.

2) Treasurer's report – HB. (11.12.2025 reported balance \$668.72) Current balance is \$598.72 NEFLIN will send a check with membership dues in March.

- a) DA paid year-end subscription renewals. Request reimbursement from HB. Balance will be roughly \$500, after DA reimbursed for annual subscriptions (domain, Wordpress, and email platform) and Theater ticket drawing. DA will send HB the appropriate information for reimbursement.
- b) DA purchased two theater tickets for member drawing, totalling \$80.00. Request reimbursement from HB.

3) Programming, 2025–2026

a)Community involvement

- i) 2026 NAACP Road Clean-up dates April 11, June 27, and October 17. ST developing flyer.
- ii) Beach Cleanup: Dates were when HB was unavailable, so she did not pursue this option.
- iii) VG to contact volunteer coordinator at Florida Wildlife Hospital. VG The hospital is transitioning between coordinators at the moment; VG will keep trying.
- iv) LAB-branded wearable items: Buttonmaker - HB. T-shirts printed on a Cricut. DA to investigate. Both pending. HB will do a cost estimate for materials for buttonmaker; DA looking into t- shirts costs.

v) Other suggestions, coordinators?

- b) “The Librarians” movie - Continue distributing information to membership and consider hosting a viewing event. The date did not work for members; DA will keep an eye out so that LAB may eventually host a screening. HB suggested that this might be a good idea for next year, especially if availability falls during Banned Book Week.

c) Theater event - “Gypsy”, Cocoa Village, Feb. 8,2026 2pm

- i) Promotion: DA sent a “save the date” email in early Dec.with the offer of two free tickets. Kathy Turner won the drawing. A reminder email sent early Jan. 2026.
- ii) Flyer completed by ST.
- iii) FB event created and webpage updated: ST Shawn added the theatre event to Facebook just before the meeting.
- iv) RSVP’s slow. Firmly at 5, estimated at 11. HB and VG are attending, so are JC and Amy from EFSC. DA will follow up with FIT members. 10 people have RSVP’d.
- v) **Dinner afterwards - Need to decide on a restaurant and make a reservation** (Note: this is also Superbowl Sunday- can’t be a sports bar).

Decided to go to Milpa Tacos y Tortillas, DA will call Cocoa Village Playhouse to ask about production runtime, then call Milpa for reservation.

d) Spring event 2026 - Collaboration with FL Tech

i) DA to schedule a meeting with Nancy Garmer, Fl. Tech. They will share ideas. VG suggested exploring AI, perhaps in a practical way, more approachable for members. "Demystifying" DA will approach with Nancy Garmer to see what she thinks

ii) Preliminary topic ideas - Museums of Brevard, Other ideas? Nancy Garmer previously suggested this as an idea. DA also suggested bringing in the public libraries by exploring doing something at the River House, which is a new addition to Catherine Rood library. This could be a good event space.

4) Marketing report. 2025 Goal - Grow membership

a) Develop sound bites (i.e. elevator pitch) outlining the "why" behind LAB, focusing on the benefits of membership. References - Introduction in ByLaws, Homepage, Application Form, LAB History.

Need a volunteer to draft a short bulleted list. VG will use ChatGPT to create the bulleted list.

Start with 2022 Membership Survey section "LAB-Value to Members"

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://brevardlib.org/wp-content/uploads/2022/06/lab-membership-survey-results-spring-2022-1.pdf>

LAB's **Benefits of Membership (change in bylaws document)**: LAB provides opportunities within the Brevard County library community to form connections and network; to learn about county-wide resources; to attend educational workshops and social events; and to develop professional relationships and career opportunities. In order to increase LAB's value, respondents suggested increasing communication, learning opportunities, partnerships, collaborations, membership, and diversity; providing scholarships; and engaging in community service events. LAB supports Brevard county libraries by supporting resource sharing; professional development; and professional relationships.

LAB's Benefits of Membership:

- Provides opportunities within the Brevard County library community to form connections and network
- Enables learning about county-wide resources

- Offers educational workshops and social events
- Supports the development of professional relationships and career opportunities

b) “Ways to Increase Membership” (2022) document reviewed and discussed at 09.10.2025 Board meeting, .

<https://docs.google.com/document/d/1SAWpnF6EPIL8NtLKnXyqUpC1evilSutC/edit>

2. Brevard Public Schools – Contact Brevard Association of Media Educators (BAME) and BPS County level Media Center supervisor. Offer free dual membership to BAME (Brevard Association Media Educators) members, the local chapter of FAME.

6: Focus on enhancing your site’s SEO (Search Engine Optimizer), ST. *ST added more tags to LAB web pages.*

Board review of document complete.

Action: Integrate outcomes and suggested meaningful action items. Board review, implement feasible action items, distribute to membership, post on webpage. DA.

5) Website and Social Media –

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

b) FB Page - ST updates with events postings

c) Subscriptions for domain and Wordpress due at end of year. *DA paid, HB will reimburse.*

d) Keep this Note on Agenda as an ongoing reminder.

Group FB Page is connected to the organization FB page. Must keep both to maintain the Group page.

Meeting ended: *Time: 5:53 Next meeting: Tuesday, 3/31 at 5 PM*