

LAB Executive Board Meeting – Agenda and Minutes

Tuesday, March 31, 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; .

Present: Deborah Anderson, Holly Bentley, Jocelyn Crim, Valerie Gallucci,

Notetaker– VG, Secretary (Start time: 5:22)

Call for additions/corrections to today's agenda. Due to a late start, only covered Agenda 2.then 3.d.

Minutes from 1.13.2026 meeting distributed on 3.31.2026 to the Board with review and edits due by 04.06.2026 Following Board's review deadline, ST will post to LAB webpage,

1) Membership update -

- a) Membership data update - After DA's final check of membership documents, there is a correction to data previously reported (i.e. 13%) : 14.5% increase in membership from 2024 vs.2025,
- b) Following DA's final review of membership documents and integration of 2025 By-Laws, the 2025 L.A.B. Membership Directory was distributed on 01.24.2026
- c) JC drafted two letter templates for members yet to renew in 2025 whose emails are "undeliverable" or who do not have email addresses on file. DA mailed six letters: three to past members who did not renew in 2025 and three lifetime members from whom we need email addresses.
- d) 2026 Membership renewal and Donation drive email sent 01.10.2026. Renewals are slow. Need reminder email and to focus on membership drive. Ideas

2) Treasurer's report – HB. (01.13.2026 reported balance \$598.72) Current balance: \$569.62.

- a) Neflin 1st quarter check and report.

3) Programming, 2025–2026

a)Community involvement

- i) 2026 NAACP Road Clean-up dates April 11, June 27,, and October 17. ST developed flyer and DA sent to membership
- ii) Florida Wildlife Hospital - ST developed flyer and DA sent to membership. Sunday, March 1 , 2026, 9:00-Noon.. 4 LAB members volunteered. Organized by VG.
- iv) LAB-branded wearable items: Buttonmaker - HB. T-shirts printed on a Cricut. DA to investigate. Pending.

v) Other suggestions welcome - need coordinators

b) “The Librarians” movie - Continue distributing information to membership and consider hosting a viewing event. DA will keep an eye out so that LAB may eventually host a watch party.

c) Theater event - “Gypsy”, Cocoa Village, Feb. 8,2026 2pm.
Report: 15 RSVPed, 11 attended theater and 9 dinner afterwards.

d) Spring CE event - Collaboration with Evans Lib and Museums of Brev. April 10, 2026 2pm-4pm, Evans Library, DSL

- i.) Organization: DA met with Nancy Garmer (02.11.2026), followed by introductory emails and a Zoom meeting (03.03.2026) with Nancy and Museums of Brevard (M.O.B.) President & Secretary. Event details were worked out.
- ii.) Marketing: Save the date and preliminary announcement emails sent. Initial flyer created by ST & DA, completely reworked by FI Tech marketing. Late March sent to LAB members, posted on LAB FB page and created an event, shared on DA FB page, posted to LAB webpage, distributed by FI Tech and M.O.B. Additionally DA sent to BPL and FI Historical Society. BPL has emailed Library Directors. Encouraged to share widely, this event is open and free to the public. Registration. **Debbie encouraged EFSC LAB Board members to further share the invitation. Wendi Bost shared the flyer to public library personnel and encouraged staff to attend. DA is looking for an appropriate contact for Brevard Public Schools to send the announcement to. BPS has a connection to MOB because students are encouraged to visit MOB sites for free during school breaks.**
- iii.) **Passport activity (under development) - Update and discuss. Connection to future social? In collaboration with M.O.B., DA will**

develop a passport activity based on an honor system with the intention of handing the passports out at the beginning of the Spring CE event. Plans to have attendees check off which sites they've been, and do an activity to show how many locations they've visited. A door prize will be awarded to two attendees who have been to the most locations.

iv) Door prizes - Discuss Suggested one door prize for activity and other for an attendee. HB suggested both door prizes go to the people who have been to the most sites, Board agreed. \$25 Barnes and Noble gift cards as prizes.

iv) Honorarium checks and thank you cards - (1) FI Tech Evans Lib DA suggested an honorarium check to FIT Library for using the space (possible via a donation link on the website). DA will ask Nancy Garmer if it's possible for FIT to accept a check as a donation. Board agreed donation at \$50. (2) M.O.B. honorarium. Since the speaker is the president of MOB, the Board agreed a \$100 donation of \$100 will be given to M.O.B. .

HB will procure the gift cards, and will include the donation checks in Thank You cards. Bring all to the event.

v) Refreshments - Must be supplied by FI Tech Panther Dining. Nancy G. checking to see if they can bill LAB. Currently unsure how much LAB would be billed for the refreshments.

vi) Sign-in table - DA supplies guestbook, membership forms, nametags, etc. Need Board members to staff the table as greeters. JC and VG will not attend the event. HB will be at the table. (later note: ST was the greeter).

vii) Schedule Preliminary: :

2:00:-2:15, Sign-in/ Networking

2:15-3:30, Introduction

G. Rothblatt's Presentation, Q & A

3:30-4:00, M.O.B. Passport activity, door prizes
Mingling

e) Annual Banquet - Explore venues, dates, etc. at the next meeting.

f) Fall social - Conclusion of M.O.B. passport activity VG suggested having an event at a MOB site. HB suggested that members take photos at MOB sites and email them to the LAB email address. HB will make a collage presentation of the photos. DA recommended that members bring the forms to the fall social. Suggested verbiage for passports: "Save your passport for the fall social - stay tuned for more information!" and

“Share the fun! Share a photo with [LAB Board email address]” (later note: at the 04.10.2026, due to M.O.B.’s historic house tours initiative, Winter social would be better)

4) Marketing:

- a. 2025 Goal - Grow membership – Achieved
 - i. Added two institutional memberships and increased membership by 14.5%.
 - ii. Grow Membership document: Board completed review at Jan. 2026 meeting. DA action item: Integrate outcomes and suggest meaningful action items. Board review final document, implement feasible action items, distribute to membership, post on webpage.
- b. 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.
- c. Continue to market to Brevard Public Libraries.
- d. Enhance website’s SEO (Search Engine Optimizer), ST will add more tags.

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. 2026 paid.
(Keep this section and note on Agenda.:Group FB Page is connected to the organization FB page. Must keep both to maintain the Group page.)

Meeting ended: 6 PM.

Next Meeting: 4/28 at 4:30