

## LAB Executive Board Meeting – Agenda

Tuesday, April 28, 2026. 4:30pm - Online

Webpage: [brevardlib.org](http://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, Shawn Thomas, Jocelyn Crim, Valerie Gallucci

Notetaker– VG, Secretary (Start time: 4:45 due to technical difficulties)

Call for additions/corrections to today's agenda.

Minutes from 3.31..2026 meeting distributed on 4.26.2026 to the Board with review and edits due by 05.05.2026 Following Board's review deadline, ST will post to LAB webpage,

**1) 2026-2027 Executive Board: President Debbie will resign as president but is open to staying on the board in another capacity, Vice President Shawn will resign as VP, Treasurer Holly will resign as treasurer, Secretary Valerie will stay on as secretary, Membership Chair Jocelyn is interested in staying on, Marketing Chair**

### 2) 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) Renewals:
  - i) 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. DA said she did not hear back from those members.
  - ii) 2026 Membership renewal and Donation drive email sent 01.10.2026 DA. JC sent a 2nd reminder email 04.08.2026 to delinquent members - JC update. Jocelyn said that she reached out to roughly 8 members who

haven't renewed and that 2 of the emails bounced back. One person responded and became a lifetime member. DA suggested sending out a third reminder before going for snail mail. JC asked about sending snail mail to the two undeliverable members and DA agreed.

d) New Members:

- i) At CE on 04.10.2026, three attendees joined: the new memberships are being processed by DA and JC. 15 Membership Applications were picked up from the Welcome table.
- ii) Need NEFLIN report to send out last reminder email. DA will ask HB for another NEFLIN report with a list of names.

e) Institutional Memberships:

- i) Evans Library renewed their Institutional Membership - April 2026. Library employee membership data will be updated when confirmed by Evans Lib. Admin Assistant.
- ii) Membership year: Both EFSC and Evans Library previously paid in July 2025. Membership is a calendar year. Board decision: IM term ends? EFSC's IM will expire 12/26, FIT's will expire in 7/27. Someone at EFSC will need to apply for PLAF for another institutional membership.. Jocelyn is open to giving institutions a full year from when they paid, which would require updating the spreadsheet. DA usually sends out renewal notice in January. DA suggested for IM, going by fiscal year would be a good idea. There would be a by-law change in order for IMs to expire on 7/31 each year. The board voted unanimously to set the expiration dates for institutional members on 7/31 each year. This means that EFSC's IM will expire 7/31/26 and FIT's IM will expire 7/31/27.
- iii) Institutional Membership - Discuss new category for non-library. M.O.B. asked to join. Change to 2026 By-Laws. Board Approve/not Approve? DA suggested allowing for non-library institutions, approved by the board, to join LAB as long as the organizations have an educational/preservational aspect. DA made a motion to allow for non-library organizations to join LAB with board approval, for \$50, given that the organization has an educational or preservational purpose. The board unanimously approved this motion. DA told JC to update the membership form to add the category of non-library institutional membership. ST suggested that JC change the membership form from "membership application" to "membership form." JC will send the document to the board to review for additional changes.

f) Membership Application - edit suggestion. Change name to Membership **Form** Board Approved/not Approve?

**3) Treasurer's report** – HB. (03.31.2026 reported balance \$\$569.62) **Current balance: \$534.62, still needs to deposit \$100 check. Will also need to deposit the NEFLIN check with FIT's institutional membership. The honorarium check hasn't been cashed yet, so \$100 will be leaving the account eventually.**

- a) Nefflin 1st quarter check and report received and deposited \$130.00.
- b) Any other NEFLIN update. When will the next one be received?

#### **4) Programming, 2025–2026**

##### a )Community involvement

- i) 2026 NAACP Road Clean-up dates April 11, June 27,, and October 17. ST developed and posted flyer and DA sent membership. 3 L.A.B. members participated
- 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.
- iii) 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 - “Connecting Cultures:Brevard Libraries Meet Brevard Museums”. Collaboration with Evans Lib and Museums of Brevard (M.O.B).  
April 10, 2026 2pm-4pm, Evans Library, DSL

i.) Very successful. Feedback is positive. 40 attendees.

##### ii) **Museum Passport Activity (ongoing)**

- In collaboration with M.O.B., DA developed a passport activity checklist as part of the Spring event. Two attendees and L.A.B. members (Kathy Turner and, new member, Joan Molozaui) won door prize gift cards for the most sites visited in the past.. Tied at 6 sites out of 22..
- This activity is ongoing through Summer and Fall 2026. As participants visit sites (via form), they are encouraged to send photos to the L.A.B. Board email. HB volunteered to create a photo collage.
- ST will post Passport Activity on the webpage [under events and posts](#) and on Facebook. DA to email an announcement (including

the Passport) to the membership. Distribute Passport at Summer Banquet.

- Conclusion of Passport activity at future L.A.B. social event: M.O.B. President was supportive of hosting the social at a M.O.B. site. Learned at the CE event, M.O.B 's historic house tours traditionally start at the beginning of December, it is suggested that this social event be held Winter instead of Fall.
  - Board Approve/Not Approve **The board unanimously approved this activity for LAB.**

iii) Refreshments - Must be catered by FI Tech Panther Dining. Nancy Garmer informed L.A.B. will be invoiced \$170,00 and L.A.B. A very nice food selection was presented for the attendees. To date, the invoice has yet to be received. Discuss. **DA will contact Amicis about their new party room. She encouraged other board members to look around for other venues with party spaces. She also suggested River Rocks. VG suggested The Mansion.**

**e) Annual Banquet Summer: Planning begins now. venues, dates, etc. Suggestions:**

f) Professional Development event - Fall. Tabled to next meeting

#### **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. - Pending
- 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. - Pending
- c. Continue to market to Brevard Public Libraries.
- d. Enhance website's SEO (Search Engine Optimizer), ST will add more tags.

- e. LAB-branded wearable items: (1) Buttonmaker HB. pending  
 (2) T-shirts - update:. DA. Michaels has t-shirts for \$3.00 (10% disc.).  
 Investigating vendors. Suggest we get orders before purchasing.

**5) Website and Social Media – ST posts are awesome!**

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

Usage data: Jan - April 2026 (Could you access the link I emailed?)

	<u>Visitors</u>	<u>Views</u>
Jan.	109	256
Feb.	54	137
Mar.	62	144
<u>Apr.</u>	<u>64</u>	<u>214</u>
Total	309	751 (% is ST traffic for editing)

Pages visited most often: Homepage and Membership/Donations

- b) FB Page - ST updates with flyers and 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: 5:52 PM.

Next Meeting: Wednesday 5/20 at 4:00