

LAB Executive Board Meeting Agenda & Minutes

Thursday, July 30, 2026. 3:30pm - Online

Webpage: brevardlib.org

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

Board Members (2025-2026) - Deborah Anderson (DA), President; Shawn Thomas (ST), Vice President; Holly Bentley (HB), Treasurer; Valerie Gallucci (VG), Secretary; Jocelyn Crim, Membership Chair; Marketing Chair, vacant .

Present: DA, HB, JC, ST

Notetaker– DA (Start time: 3:30)

Call for additions/corrections to today's agenda. No edits

6.17.2026 Board Meeting minutes review by Board. ST posted final minutes to the LAB webpage.

1) 2026-2027 Executive Board Update:

- a) **Appreciations! DA expressed her heartfelt appreciation to Holly, Jocelyn, Shawn, and Valerie for their hard work and dedication on the Board during their tenures. Holly, Shawn, and Valerie are stepping down and will be missed.**
- b) Open – President, Vice President, Secretary Treasurer, Marketing Chair.
- c) Renewed - Jocelyn Crim, Membership Chair. Thank you, Jocelyn
- d) DA has volunteered to remain on the 2026-2027 Board as Interim President as we again work to build the Board. DA said L.A.B. has come too far in the last three years to not continue the organization's momentum, but stated this is a temporary commitment. DA desired to step into the Marketing Chair position after a President is found. The health and growth of the organization depends on bringing in other Brevard libraries.
- e) DA sent out a call to the membership for volunteers on 05.21.2026 and 06.7.2026, and solicited volunteers at the 07.18.2026 Banquet. Reported no one has volunteered. Have a member interested in either Secretary or Treasurer. DA has a conference call with a member on 7.31.2026 and is hopeful they will volunteer for one of the vacant seats. DA will notify the Board if there is a positive outcome. ST is considering volunteering another position on the Board (TBD). Everyone – solicit individuals for these positions. The responsibilities are not difficult or time consuming.

- f) Current Vice President, Secretary, and Treasurer terms end July 31, 2026. Discuss transitions.
 - i) DA continues working on and wrapping up the President's pending work (referenced throughout this document).
 - ii) Transition strategies. *DA will meet with HB next week to discuss Treasurer transition and establish new NEFLIN contact.*

2) Membership update -

- a) JC and DA continue to finalize 2026 membership renewals:
 - i) DA resolved the “undeliverable” email issue. JC sent these 2 members the renewal email. 1 renewed . *One new undeliverable address. DA to investigate.*
 - ii) DA wrapped up snail mail for 2025 and 2026 cycles (letters sent to 3 no email, 6 non-renewals) Outcome - two responses (22%): *one sent updated email address and other renewed.* Do we continue this step in the Membership renewal process? Board decided *to table the decision until the 2027 Membership renewal cycle.*
 - iii) Membership Directory - Before distribution, JC & DA will reconcile with spreadsheet & email distribution list for accuracy.
 - iv) DA completed updates *(in red)* to 2026 By-Laws and sent the draft to the Board today for review. Revised, approved By-Laws will replace the 2025 Bylaws in 2026 Directory. After approval, 2026 By-laws will also be posted on the webpage. Board review deadline Friday, August 7, 2026.

3) Treasurer’s report – (06.17.2026 HB reported balance \$554.62)

- a) *Deposit of June qtr. NEFLIN check \$150.00. Current Balance: \$704.62*
- b) Pending reimbursements: Banquet - (DA) appetizers & nametags \$78. *Banquet donations included two door prizes, papergoods, and cookies. HB donated the two gift cards, \$25.00 ea.*

4) Programming, 2025–2026

- a) Community involvement
 - i) 2026 NAACP Road Clean-up dates: October 17th. Marketing Chair or President need to post reminder *DA will post reminder*
 - ii) Other suggestions welcome (will need coordinators)

b) **Museum Passport Activity (ongoing)** - This activity is ongoing through Summer and Fall 2026. As participants visit sites included on the Passport, they are encouraged to send photos to the L.A.B. Board email. HB volunteered to create a photo

collage. A few photos have been sent to the L.A.B. Board email and saved to an email folder.

- ST posted Passport Activity on the webpage and FB Group page.
- Distributed Passport at Summer Banquet - Activity. 2 prizes.
Winners Joan Molozaiy & Sam Kozaitis
- Passport and description of activity emailed to membership.
- Conclusion of Passport Activity at Winter L.A.B. social event:
M.O.B. President supportive of hosting the social at a M.O.B. site.
- The Board suggested we have a donation for a cause at the event.
- DA volunteers to work with LAB Board & M.O.B to finalize and organize the Winter social event. *DA will reach out to Pres. of M.O.B. to confirm related M.O.B. events, and discuss best steps to move forward with the Winter social.*
- HB volunteered at a previous meeting to create collage of photos:
HB confirmed she is willing to complete.

c) Annual Banquet Summer: 17 attendees

- Niki Rainbow Restaurant
- Date & Time: Sat. 7/18/2026 @ 4:00PM
- Activities: - (1) IceBreaker Bingo - Developed by JC and HB. Facilitated by HB. Fun & successful – it got people moving around the room and talking to each other. Prize winners, Suzy Kozaitis and Kathy Turner. (2) M.O.B. Passport - Prize winners, Sam Kozaitis and Joan Molozaiy.
- DA delivered 2025/2026 Business and Treasurers report to attendees. DA will distribute the report to the membership.
- DA posted Banquet update and photos on FB page.
Information about M.O.B. and FI Tech events were posted on the Banquet registration table.

d) Professional Development/Continuing Education event - normally scheduled in the Fall, tabled for the new Board to organize.

4) Marketing:

- a) Grow Membership document: Board review completed Jan. 2026.
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. Pending
- d) LAB-branded wearable items: (1) Buttonmaker: HB - **Update: button maker is broken. (Remove from agenda)**
(2) T-shirts: DA. Michaels has t-shirts for \$3.00 (10% disc.). Investigating vendors. Suggest we get orders before purchasing. -Pending

5) Website and Social Media (For reference, keep a-d in this section on Agenda.)

- a) WordPress – LAB’s Webpage. Who will update? **DA**
- b) FB Group Page - Who will update? **DA**
- c) Subscriptions for domain and Wordpress due at end of year. 2026 paid.
- d) Group FB Page is connected to the organization FB page. Must keep both to maintain the Group page.

Due to last month's outside hack of L.A.B.'s email distribution, it was suggested to change the password. DA Completed.

Meeting ended: **4:10 PM EST**

Next Meeting: **TBD**