



**Arkansas Library Association
Executive Board Meeting
Friday, January 8, 2021, 9:00 AM
Virtual Meeting via Zoom**

Executive Board in attendance: Carol Coffey, Kristen Cooke, Crystal Gates, Nithin Lakshmana, Emily Rozario, Ron Russ, President Philip Shackelford, Rachel Shankles, Lynn Valettuti, Jennifer Wann, Secretary Janice Weddle, Lacy Wolfe

Committee, Community of Interest, Members, and Guests in attendance: Dan Boice, Jodie Borgerding, Becky Fischer, Chance Griebel, Stewart Fuell, Ruth Hyatt, Judi King, Susie Kirk, Britt Murphy, Jessica Riedmueller, Tonya Ryals, Alissa Turner, Rebecka Virden, Matthew Windsor

- I. **Call to Order** – President Philip Shackelford called the meeting to order at 9:02 AM.
- II. **Roll Call & Minutes** – Attendance was recorded via presence on Zoom. Minutes of the 12/11/2020 meeting were read out by Jessica Riedmueller. Vote to approve the minutes was postponed to the following week, when the minutes could be distributed electronically.
- III. **Financial Report** – Lynn Valettuti delivered the financial report. ArLA has \$85,066.63 in our checking account, \$40,681 in Edward Jones, \$39,550 of which is scholarship money and \$12,215 of which is LEAF funding. The operating cash balance is \$33,301. A budget projection of expenses for 2021 has been uploaded to Dropbox. According to projections, ArLA needs \$17,800 to operate for the year. Financial statements from the last quarter of 2020 have been audited by an accountant and will be uploaded to Dropbox. The accountant has also begun preparing ArLA’s 2020 taxes. The IRS bill of \$3,200 has been cleared, and ArLA will not be charged.
- IV. **ALA Councilor’s Report** – ALA released a statement 1/7 regarding the events at the U.S. Capitol on 1/6. Similar statements are being released by other state associations, including New Jersey. Jennifer Wann made a motion for the Executive Board to release a statement on behalf of ArLA “condemning the violence on Capitol Hill and emphasizing the importance that libraries of all types play in combating disinformation”; seconded by Carol Coffey. Motion carried. A statement will be drafted and approved via electronic voting.
- V. **Committee Reports**

Awards, Bylaws, Emerging Leader, Intellectual Freedom, Scholarship, Strategic Planning – No report

Conference – Rachel Shankles reported the committee had 10 members in attendance at their meeting 1/7. They are investigating the use of Whova to facilitate the virtual ArLA conference this year. The committee intends to bring the proposed conference budget to the next Board meeting.

Marketing – Susie Kirk reported that the committee is planning to hold a meeting 1/13 at 10 AM. The Social Media and Marketing CI application will be voted on in New Business.

Membership – Tonya Ryals will be the Chair this year.

Nominating & Elections – Crystal Gates reported that the committee has sufficient members and plans to hold their first meeting in February.

Pandemic Response – Britt Murphy reported that the committee is considering ways to support library staff with discussions of mental health, etc.

Web Services – Ron Russ asked attendees to verify and update contact information on the website. The committee is working on updating forms and other content on the website, and they welcome the input and assistance of other committees and responsible parties.

VI. **Business Items**

- a. **ArLA Zoom Account** – President Shackelford shared the pricing model for ArLA to purchase a Business account for Zoom, quoted at \$199.90/year per license. Discussion about the optimal number of licenses needed for ArLA to conduct usual business throughout the year and during the annual conference. The suggestion was made that pre-recorded sessions, webinar and meeting options in the Whova conference software, potential one-time event rates, and institutional licenses for libraries around the state may negate the need for ArLA to purchase multiple licenses. Lynn Valettuti made a motion that ArLA purchase one business license, and consider adding additional licenses as needed throughout the year; seconded by Ron Russ. Motion carried.
- b. **Communities of Interest** – Two Community of Interest applications came before the Board.
 - i. **Membership Involvement** – Becky Fischer voiced concern that the original proposed name of “New Membership” could be confused with the Membership Committee and welcomed suggestions from the floor for alternate names. Discussion followed. Rachel Shankles made a motion to approve the CI under the name “Membership Involvement”; seconded by Crystal Gates. Motion carried.
 - ii. **Social Media and Marketing** – Jennifer Wann made a motion to approve the CI; seconded by Kristen Cooke. Motion carried.
- c. **Presidential Initiatives** – President Shackelford brought before the Board a set of initiatives he wishes ArLA to focus on throughout the coming year. Those initiatives are: Reinvigorate Membership; Organizational Health; Positive Visibility; Innovation; and Strategic Planning for the Future. Lacy Wolfe made a motion that the Board endorse the Presidential Initiatives as distributed. Motion carried.

- ## VII. **Announcements**
- President Shackelford announced that committee chair training will take place 1/12. An open forum/hangout will take place 1/14. The first Lunch & Learn webinar on Bitmoji Classrooms will take place 1/20.

Jennifer Wann announced that the Arkansas State Library will have a webinar on pandemic-fatigued customers 1/21. The Association of Rural and Small Libraries received an IMLS grant for leadership development and training.

Susie Kirk announced that the order form for the Pets of ArLA Calendar was available on the website.

Attendees were reminded that the full Membership Directory is available to all ArLA members by logging into the website.

President Shackelford announced that ArLA was working hard to create a welcoming atmosphere and encouraged any members who have had negative experiences to contact him or Becky Fischer to discuss it.

The next meeting will be held February 12, 2021 via Zoom at 9:00 AM.

- VIII. Public Comments** – Discussion continued regarding the importance of open communication, especially given the substantial changes ArLA has undergone in the past few years.
- IX. Adjournment** – Meeting adjourned at 10:01 AM.
- X. Actions Taken via Email** – These are actions taken by the Board, outside of regularly scheduled meetings, due to exigent circumstances.
- a. Statement on the U.S. Capitol Breach** – President Shackelford distributed a draft statement to the Executive Board on 1/8. Discussion ensued, with feedback from a majority of Board members. Statement released and posted to the website 1/8/2021. Available from <https://arlib.org/9765669>.
 - b. Committee Appointments** – President Shackelford distributed a list of 8 committee chair appointees for confirmation on 1/13. Appointees approved 1/13/2021.
 - c. Records Management Committee** – President Shackelford made a motion for the creation of a Records Management Committee, to be chaired by Brian George on 1/13. Discussion ensued, with a request for more information about the purpose of the committee. President Shackelford stated, “This would be a standing committee with the responsibility of developing records management policies/procedures for ArLA and managing the retention of important ArLA records from reports to web content to Dropbox, etc.” Motion carried 1/13/2021.
 - d. Minutes** – Crystal Gates made a motion to approve the 12/11/2020 minutes via email on 1/19; seconded by Ron Russ. Minutes approved 1/19/2021.
 - e. Executive Board Meetings calendar** – President Shackelford distributed a revised calendar for upcoming Executive Board meetings on 1/19. The Board will meet monthly, rather than bi-monthly, in 2021. The next full Board meeting will be 2/12.
 - f. Advocacy Form Letter for the inclusion of library employees in group 1B of Arkansas’s COVID-19 vaccination plan** – President Shackelford distributed a form letter, based on one drafted by the Missouri Library Association, on 1/21. Form letter approved 1/21/2021 and distributed to members.

Respectfully submitted,

Janice Weddle