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AVL Council Meeting

July 17, 2019, 10:30 a.m.
Alabama Center for Commerce
401 Adams Street, Suite 764
Montgomery, Alabama

Minutes for July 17, 2019

Meeting Called to order at 10:31 am
Meeting Adjourned at 12:05 pm
Minutes approved:9/20/19

Call to Order_____ Roll Call_____

ACHE (Alabama Commission on Higher Education)

Charlotte Ford (Chair)
Phill Johnson
Ron Leonard

ALSDE (Alabama State Department of Education)

Dede Coe
Cristin Dillard
Susan Zana (Treasurer)

ACCS (Alabama Community College System)

Renee Marty (Co-secretary, Chair-elect)
Amy Smith (Co-secretary)
Vicky Ohlson

APLS (Alabama Public Library System)

Rick Freemon
Nancy Pack
Bryce Thornton

ASA (Alabama Supercomputer Authority)

LaKesha Chappell
Nichole Gipson
William Paine

July 17, 2019 meeting

1. Welcome / Introductions
 - Nancy introduced Jennifer Holman, the accountant for APLS.
 - Charlotte praised the efforts of the Council in securing a nearly 3.4 million dollar budget for FY2020.
2. Review of Minutes from May 2019 meeting
 - Charlotte asked that Council review the minutes. Susan made a motion to approve, and Nancy seconded the motion, and all agreed.
3. Financial Report (Susan Zana)
 - Susan informed the Council that \$21141.12 remained in the budget. She indicated this would be the total left after \$1500.00 will spend for training in September.
4. Unfinished Business
 - a. Reports on our three-pronged plan:
 - Strategic planning session (Renee Marty, Charlotte Ford)
Renee presented the dates that were available for the planning meeting. Those dates are September 20th and 27th. The date of the September AVL Council meeting was discussed. Charlotte questioned if the bi-monthly meeting could be held in conjunction with the planning meeting. Rick and Nancy informed the Council if the change was announced ten days before the scheduled meeting, it could be changed to coincide with the planning meeting. There were several individuals not present at the meeting. The Council asked Renee to take a survey via email asking for input on dates and rescheduling of the September meeting. Renee agreed.
 - AVL anniversary celebration (Cristin Dillard, Nancy Pack)
Cristin distributed a handout with the following information and discussed how the Publicity Committee would approach each of these issues.

AVL 20th Anniversary

1. Governor's Proclamation
2. Social Media Campaign
 - a. #AVL20
 - b. Post throwback images of the AVL website and database subscriptions through the years
 - c. Have users share images or videos of AVL use or favorite tools
 - d. Feature a new database, resource, etc. each month
3. Library Expo exhibit table
 - a. Locations/Dates
 - i. Daphne - Monday, September 23
 - ii. Montgomery - Tuesday, September 24

- iii. Bessemer - Wednesday, September 25
- iv. Decatur - Thursday, September 26
- b. Will need 1-2 people to staff the exhibit table
 - i. Promote AVL
 - ii. Promote social media campaign
- 4. Provide grants to community partners (public, school, academic libraries) to promote and celebrate the AVL 20th anniversary.
 - a. An example grant application was provided
 - b. The purpose is to provide community organizations with funding to be more creative with the promotion of AVL and celebration of the AVL 20th anniversary

- E-book options for AVL (Phill Johnson, Ron Leonard)

Ron presented findings on what E-books he and Phill found that were available. EBSCO declined to offer any options for E-books. Other options discussed were ProQuest e-books, Gale's Novels for Students and Drama for Students and Business Plan Handbooks. Renee asked about additional E-books from Capstone. Charlotte asked if the Council would like to let the Database Review committee recommend E-books or take a vote now. Bryce noted that he used the Gale Business Plan Handbooks. The ABC-CLIO database will be discussed next budget year. Renee addressed the fact that the Business department at her school had reviewed offering business planning options to the technical programs. Ron distributed information on the new initiative for building job opportunities in Alabama and credentialing. Renee indicated that these handbooks would work well with the jobs initiative and any business class offered and the Alabama Two-Year Colleges. Susan moved to purchase the Gale Business Plan Handbooks, Rick seconded, and all approved. Ron indicated he would negotiate the price with the vendor.

- b. AVL challenge form: now on the website! (Bill Paine)

Bill explained that the challenge form was now on the website under the collection policy section.

5. New Business

- a. AVL website changes (Bill Paine) Bill discussed the development of a *For Librarians* link on the main page of the AVL website. This link provides access for the libraries to issue cards and user ID and passwords, download MARC record information and request promotional materials. He informed the Council that the patrons of the AVL would longer have access to General Reference Center Gold. It is being rebranded to Gale in Context Middle School. He asked if we needed this new information on the homepage and volunteered to develop a statement and place it on the homepage.

b. New AVL fiscal agent for FY2020: APLS Charlotte discussed the timeline developed by Nancy. Nancy indicated that July 31 would be the deadline to submit the FY2020 budget to APLS and the budget request for FY 2021 is due October 1, 2019.

- Charlotte questioned the change in bi-monthly meetings to begin in October instead of November.
- Nancy indicated that this would be discussed at the by-laws meeting immediately after this AVL Council meeting. Nancy informed the Council that the accountant could enter the 2020 PO's starting next month.
- Committee assignments were discussed. It was noted that in August, members could be assigned or volunteer to be placed on a specific committee. It was also pointed out that no one could leave the Council until someone was appointed in their place. Bryce stated that himself, Nichole, Dede, Charlotte, Renee, and Rick were set to rotate off of the Council. Renee will need to stay on in order to serve as Chair. Vicky indicated that Brad Fricks might be appointed to take her place.
 - Timeline and other implications (Nancy Pack et al.)
 - Charlotte asked if the Council need to know anything about the transfer of the fiscal agent from ALSDE to APLS. Nancy reiterated the deadlines for specific budgets and PO requests.
 - Ron asked about policy and procedure information. The accountant (Jennifer Hollman) discussed what specifics she would need from each vendor.

c. Proposed FY2020 budget (Susan Zana)

- The Council discussed varying questions about the budget with APLS's accountant, Jennifer Holman. She indicated that many accounts could be paid upfront instead of quarterly, and an explanation of the utility line item was explained.
- Jennifer explained the difference between hiring a part-time individual and a contract individual.
- Jennifer will be provided with a list of how vendors who are paid, and all necessary documentation to the vendors will be sent to Jennifer.

6. Committee Reports not covered above

- a. Budget (Zana) Discussed previously
- b. Database Review (Johnson) Discussed previously
- c. Selection & Licensing (Smith) Discussed previously
- d. By-Laws (Pack) Meeting after bi-monthly meeting
- e. Legislative (Johnson) Discussed previously
- f. OER Commons (Ford) Cristin and Ron presented at AETC in Mobile
- g. Publicity (Dillard) Discussed Previously
- h. Training (Coe) No Report

- i. Nominating (Marty) Renee explained that she and Phill had discussed the number of members who would be rotating off of the Council and this was discussed earlier

7. Announcements

- Charlotte asked if the Council could have a virtual meeting in September, and Nancy explained why we could not.
- Ron asked if he could obtain a reduced price for the Business Plan Handbooks could he spend the extra funds on American Decades. The Council agreed.
- Ron asked if vendors could present at a bi-monthly meeting. Charlotte suggested that the Council discuss this along with training at the planning meeting in September.
- Susan moved to adjourn at 12:05