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Meeting Minutes
November 20, 2019
10:30 AM

The November 20, 2019 meeting of the Alabama Virtual Library Council was called to order at 10:30 AM by Chair, Renee Marty.

Minutes were prepared by Cristin Dillard, secretary.

Minutes approved as official: January 15, 2020

Members in Attendance

Elizabeth Dill, ACHE
Ron Leonard, ACHE
Susan Zana, ALSDE
Cristin Dillard, ALSDE
Renee Marty, ACCS

Brad Fricks, ACCS
Nancy Pack, APLS
Bill Paine, ASA
Ashley Cook, ASA
LaKesha Chappell, ASA

Observers in Attendance

Jessica Everingham, Guest

Welcome / Introductions: Renee Marty, Council Chair, reported the new member orientation that was provided/offered to all new AVL Council members went very well. Four new members of the Council were in attendance. Renee and Cristin Dillard, Council Secretary/Chair-Elect, helped to present the orientation virtually. Renee and Cristin both noted the orientation was well received and allowed the new Council members to have questions answered as well as convey expectations and important information.

Approval of September 20, 2019 Minutes: The Council reviewed the minutes from the September 2019 meeting. Ron Leonard requested a change be made to reflect he suggested the database review committee to look at databases to support statewide initiatives. Nancy Pack made a motion to approve the minutes with the amendment to Ron's statement; Susan Zana seconded the motion. All members voted to accept the September 20, 2019 minutes were approved with the changes noted above, and the motion carried.

Financial report: Ron Leonard provided the Council with the Financial Report and the FY2020 AVL Budget. Ron noted Jennifer at APLS is great to work with. The process of receiving sole source letters, quotes, and all information for the purchasing process was going smoothly as Ron and she worked together. Ron reviewed the FY2020 AVL Budget to include the cost of all current databases, postage, and \$20,000.00 for community programming grants to help promote and celebrate the 20th anniversary of the AVL; after these expenditures the total expenditures would be \$362,349.46 and would include the AVL having a reserve and therefore allowing the purchasing of additional databases to expand

resources. Renee Marty expressed her gratitude for the partnership that helped to get the purchasing of databases done quickly and provided her and the Council with a clearer financial picture of AVL.

UNFINISHED BUSINESS

Strategic Planning: Renee distributed information packets from the strategic planning and training workshop facilitated by Sybil Bullock on September 20, 2019. After reviewing the packet and information provided, the Council felt the packet and information was more of a summary rather than a synthesis/product of the strategic planning; the Council expected the strategic plan to include action steps and next steps to help with the strategic planning process. Charlotte Ford, immediate-past Chair, and Renee, Council Chair, both provided additional documents from the strategic planning workshop. (These handouts are included in the AVL archives.) Renee would like to charge the Strategic Planning Committee with the task of producing a concise, one-page document or pamphlet to synthesize the strategic planning process and provide goals, action steps, and short-/long-term planning. Renee volunteered to contact Ms. Bullock to request a different report from the strategic planning workshop. Nancy agreed the Council could request a different report depending on the original contract stipulations. The Council agreed for Renee to contact Ms. Bullock to request a different report based on the original contact and outlined expectations communicated by Charlotte and Renee in emails to Ms. Bullock. Ron suggested that we give examples of the final product the Council would like to see and reiterate the expectations in the emails. Susan made a motion for Renee on behalf of the Council request request a different report from Ms. Bullock for the strategic planning workshop. All members voted in favor and the motion carried.

Committee Volunteers: Renee thanked the Council members for volunteering to steer or serve on the AVL committees. Nancy Pack reminded the Council that committee volunteers can be recommended by AVL Councilors for outside individuals to serve on the committee. The Council discussed the possibility of recruiting individuals not serving on the Council to fill vacancies on committees and to get a wider participation. Ron reminds the Council the bylaws do not exclude having outside volunteers. Nancy states her reasoning for proposing the possibly expanding is to foster leadership. One of Ms. Bullock's outcomes of the strategic planning process was to recruit and grow leadership. Ron also suggested that Council members ask for input from professionals outside AVL Council membership. Renee and Ron agree the committee member who is not an appointed AVL Council member should be non-voting member (observes to offer comments, but cannot vote). Renee points out she has consulted librarians in her service on AVL committees. Nancy pointed out the database review committee states: "This committee may further include up to four non-members (one representative from each agency's constituent group, including representatives from colleges/universities, community colleges, K12 schools or public libraries) as recommended by that agency's Council member." Renee agrees this committee does need outside help. Nancy agrees the committee chair should be able to recruit committee volunteers who are not appointed AVL Council members. The Council also pointed out the Legislative Committee was an example of having outside help as well. The Council discussed drafting members for the committees, but we do ask members of the council first to try and fill committee positions. Brad Fricks made a motion that chairs of each committee have the ability to ask colleagues or anyone helpful (ask for recommendations from the committee members for equally distributed representation among agencies); Susan Zana seconded the motion. All Council members voted in favor, and the motion carried.

NEW BUSINESS

Committee Chair Announcements: Renee asked each committee chair to provide a concise committee report for each meeting outlining committee activities to the Council Chair and Secretary.

Proposed Bylaws Changes: Bylaws had not been changed by Nancy and the bylaws committee due to the suggested bylaws changes discussed at the September 20, 2019 AVL Council Meeting. Those proposed changes were tabled at the September 20, 2019 meeting and further discussed today:

- Two-year terms for officers rather than one-year terms
- Addition of parliamentarian for streamlining meetings.
- Revising the start date for the beginning of the council term and to reflect verbiage of “bi-monthly meetings” set by the Council
- Legislators designating the fiscal agent rather than designating the fiscal agent in the baylaws.

Change of term from one-year to two-years discussion:

Nancy proposed changing officers to serve two-year terms or provide an officer orientation -- or possibly leave the orientation statement out of the bylaws but to provide a mechanism for orientation for officers to make the current one-year term more effective and productive.

Susan asked what would become of the chair elect position if the term was extended to two-years? The unproductiveness of a two-year term and not changing the three-year term of service of the council members.

Renee called for vote of the bylaws committee’s recommendations:

- to provide orientation at the beginning of each year for incoming officers. (all in favor; the motion was carried)
- To change the term of officers from one- to two-years: (all opposed; the motion was lost)
- Addition of Parliamentarian:
 - Discussion of the recommendation to add a parliamentarian: Renee would like to see a parliamentarian for the Council, Susan agrees with Renee’s statement. Renee and Susan reiterated the Chair is not always the expert of Robert's rules of order. Renee calls for further discussion of the recommendation for the addition of a parliamentarian. Renee asked if the parliamentarian would be appointed? Nancy responded the Council can elect, appoint someone to serve outside the Council to serve the position, or create an additional Council officer who would serve in the position.
 - Susan makes a motion for the office of Parliamentarian to be created.
 - Discussion: Renee says there is a lot on the chair and the person who will potentially serving as parliamentarian. Nancy informs the Council APLS has purchased 5 short-versions of Robert’s Rules of Order. Nancy offers that someone from the APLS could serve as the parliamentarian. Renee asks do we open this position to individuals outside of the Council members? Susan considered rescinding or amending her motion. Nancy offers a suggestion for the amendment of Susan’s motion to state the parliamentarian will be appointed by the chairman and will not be an officer.

- Susan amended her motion to state the chairman will appoint a parliamentarian. If no one on the Council wanted to be parliamentarian, then someone outside will be recommended in the absence of a council member and the recommendation will be made by council member(s). (all in favor; motion is carried)

As a result of the recommendations and the carried motions from the bylaws committee recommendations:

- Nancy, bylaws chair, and the committee will make the changes will make the following changes to the bylaws:
 - create a new section in the bylaws to reflect the appointment of a parliamentarian.
 - add the statement of “providing orientation at the beginning of each year for incoming officers.”

Conversation with Nick Moore: Renee Marty had a phone conversation with Nick Moore, the Education Policy Advisor & Coordinator with the Governor’s Office of Education & Workforce Transformation. The mention of the Governor’s workforce project was mentioned at the September 20, 2019 Council meeting, the phone conversation was a follow up of this discussion. Renee reached out to Mr. Moore and spoken with him while he was visiting the Wallace State campus. The Wallace President facilitated the meeting and the Wallace State President has been involved in the AVL’s initiatives. The phone conversation occurred on Tuesday November phone conversation went great; Renee reported to the committee Nick Moore wants AVL to be a big part of the “Asset Tool.” The Council was unsure exactly what the “Asset Tool” will be and how AVL will fit into the “Asset Tool.” Renee asked him for information on any initiatives of priority to himself and the Governor’s office. Priority topics included but not limited to are:

- apprenticeship,
- develop pathways for the sixteen career clusters for Department of Labor, highlighting the following as priorities:
 - Computer Science/Cybersecurity,
 - Advanced Manufacturing,
 - and Healthcare.

Renee asked Moore if he wanted representation to serve on the database review committee; in response he wanted us to connect with the P21 Council. Mr. Moore also wants AVL to continue to support initiatives with databases.

Mr. Moore requested information to highlight AVL and librarians across the state to include information such as:

- How librarians and libraries use technology,
- How librarians and libraries partner with other institutions,
- Number of people served by the AVL How libraries are one-stop shop for information,
- List of helpful resources

Moore requested an AVL document with the above information. Bill says number of hits each month on website is best stats from AVL at this time. Renee wants the Council to find ways AVL can be promoted and highlighted. Renee says she is evaluating this information and then consulting with Bill on accessing

the data requested. Bill says vendors break numbers down based on searches not necessarily per individual/unique user (person). At this time, AVL analytics cannot track an individual user for the site. Renee asked Jessica Avery, observer and guest of Nancy Pack, for input. Jessica suggested the Council reach out to Galleio in Georgia because they have gone through this same process they may be willing to share. Jessica will send information to Renee. Brad Fricks has more questions than ideas about the request from Mr. Moore. Renee circled back to briefly explain the "Asset Tool;" the purpose, from what she understands is: (1) employers could go to the tool to view competencies on the individual under consideration for hiring, and/or human capital development - the "Asset Tool" would be a place for all individuals seeking a job to use the tool to see what skills they currently possess and which skills they need to acquire for specific careers. Nancy suggests using the databases we have to help individuals acquire credentials and discuss further how our databases create learning pathways. Renee proposed the aligning information about each database and how it fits into the "Asset Tool." Use the "Asset Tool" as a way to plan pathways for credentials for advancement and future pathways for individuals. Renee asked Mr. Moore how the AVL can help, and he responded the Council can:

- explore ways to develop human capital in Alabama,
- provide access to special populations,
- Provide access to databases helpful for workforce development, credentialing, and apprenticeship

Ron says Occupational Outlook Handbook sounds like would meet these needs; Susan says Occupational Outlook Handbook is free tool available. Bill will add tile linking to Occupational Outlook Handbook (free resource) on AVL website, but he reported the resource was already on AVL site. Ron asked how can the Council incorporate what AVL already makes available and then once the "Asset Tool" solidifies the Council can then look at the database selection. Nancy suggests the publicity committee should work closely with this task and the Alabama Public Library Service (APLS) can create a LibGuide based on the discussion. Moore wants to speak to the Council; Renee suggests to invite Nick Moore to a Council meeting. The Council agrees this is a good idea and Renee should move forward with extending the invitation.

Nancy reported the APLS is working with West Alabama Community Development. These libraries were asked to work with the "Asset Tool," and Joblink is included in the asset tool incorporation in the West Alabama Community Development. Nancy also suggested the Council asking Nick Moore to help the Council to tap into federal funds to support the expansion in resources offered to support workforce development. Ron asked for the database review consult professionals outside of the Council membership to help database review to suggest databases and ask for funding support as well if AVL cannot afford. Brad says the Asset Tool will be built into what the Alabama Community College System (ACCS) already has set up with pathways. Brad will send link for public comment on the State Plan for Perkins V funds; the 2020 State Plan for Perkins V is out for public comment. Ron suggests that Renee provide upcoming dates of Council meetings in her invitation to Mr. Moore.

E. **OER Commons Subscription Changes:** Ron worked with OER Commons to bridge the gap between the end of subscription and the end of the fiscal year. Ron mentioned the Council needed to get all subscriptions on the 10/1 - 9/30 state fiscal year timeline. ISKME/OER Commons charged a nominal amount on the new subscription/quote to cover the gap between the original contract dates and the new contract dates to match the fiscal year.

F. Access for Distant Learning Educators: Bill has been contacted by K-12 distance learning educators residing in Florida and Iowa who are teaching K-12 students who reside in Alabama, but often the distance learning educators are not residents of Alabama. Bill is asking for input concerning providing login credentials and access to the distant learning educators. Currently, if post-secondary students are attending a college in Alabama but attending online, the college library will issue an AVL account. Susan wanted clarification if the teacher wants access to use the resources in lessons with distance students. Bill asked if the K-12 distance learning educators teaching through the ACCESS programs have VPN access back to the college they work for/are affiliated with? Would they have VPN access to get them onto a state network? Ron agrees if the educator is affiliated with an Alabama-based education institution access could be provided. Ron will contact vendors to see if this is in compliance. The Council is opposed to expanding access outside of state. The discussion and issue is tabled; the Council cited more research is needed before making a decision.

G. AVL Authentication Methods: Bill states there is an increase in users accessing the AVL via mobile devices via a cellular network and typically not using wireless access points or wired connections to a network. The increase in the use of cellular data networks to access AVL has led to an increase in AVL cards issued. The issue being that mobile hotspots and cellular devices are not always assigned an Alabama IP address and therefore is not authenticated with the AVL site. Bill and ASA are trying to get ahead of the trend by researching additional technology to add into the authentication method to narrow down to see if the device is physically in Alabama for authentication purposes. There is still research to be done and there is not a definitive answer at this point in the process. ASA is looking into the issue. Satellite network users are affected as well and this is a harder issue to solve, but AVL accounts/cards alleviate this issue. At this moment there is not a foreseeable solution other than issuing the AVL accounts/cards.

COMMITTEE REPORTS

- A. **Budget:** Holley Flores, committee chair, was not present to provide a committee report. See FY2020 Alabama Virtual Library Budget sheet as provided by APLS.
- B. **Database Review:** Brad Fricks, committee chair, has not started convening the committee. Brad referenced Phil Johnson's documents from September 20, 2019 meeting listing databases under consideration or requested.
- C. **Selection and Licensing:** Ron had nothing to report to the Council.
- D. **By-Laws:** Nancy, committee chair, reported changes approved from September 20, 2019 and the revisions from today will be reflected in the bylaws and sent to Bill for posting on the website.
- E. **Legislative:** Phil Johnson, committee chair, was not present to provide a committee report.
- F. **OER Commons:** Elizabeth Dill, committee co-chair, provided information about the grant application from IMLS and through OER Commons. She reports Phil's hopes the proposal is under submission and to move ahead with drafting the grant. This will be an on-going process to promote the AVL OER Commons.
- G. **Publicity:** Amy Henderson, committee chair, was not present to provide a committee report.
- H. **Training:** Susan Zana, committee chair, reported during the strategic planning discussion, Rick recommended the committee research the training currently available from all vendors and ensure the information is posted on the AVL website. It was reported that some of this

information is already posted on the website under training for the major vendors. Then the committee evaluate requests and needs to plan training and delivery.

- a. Discussion: Ron suggested when the Council, or Council representatives, meet with Nick Moore to obtain the Governor's Office and State's priorities. The goal would be to identify one to two priorities and align subject/topical areas for AVL training committee to reach out to vendors for specialized training webinars to be crafted and promoted.
- I. **Nominating:** Susan Zana, committee chair, had nothing to report.
- J. **Strategic Planning:** Brad Fricks, committee chair, had nothing to report, but as soon as Renee obtains a different report or information from Sybil Bullock, the committee will move forward.

No announcements were made.

Renee is thankful for the Council's support and help.

Susan Zana made a motion to adjourn the meeting. Brad Fricks seconded the motion. The motion was carried and the November 20, 2019 AVL Council meeting was adjourned at 11:54 AM CST.