

## Meeting Minutes

July 20, 2016

10:30 A.M.

Meeting Called by: Michelle Wimbish, Council Chair, (DCCS)

Type of Meeting: Business

Secretary: Tamara Dean, Secretary (APLS)

### Attendees:

John-Bauer Graham (ACHE)  
Bryce Thornton (APLS)  
Gina Frady (ASA)  
Janice Franklin (ACHE/NAAL)  
Melvin Davis (ACHE)  
Michelle Wilson (ALSDE)

Michelle Wimbish (DCCS)  
Nancy Pack (APLS)  
Ron Leonard (NAAL)  
Becky Goodson (ASA)  
Dede Coe (ALSDE)

### **AGENDA TOPICS**

Call to order	9: 30 am	Michelle Wimbish
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Welcome and Introductions: Michelle Wimbish/Council Chair  
Michelle Wimbish welcomed the Council.  
She introduced Dede Coe (ALSDE) who is taking the place of Earlene Patton.  
Michelle Wimbish passed around a member list for the Alabama Secretary of State's Office; all Council members were asked to review their information and correct as needed.

### **REVIEW OF MINUTES**

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Minutes from the May, 2016, meetings were reviewed. Gina asked for the following corrections to be made: correct the spelling of Nakia's name, from Nikia to Nakia; page 3, strike the cost of databases from the minutes since the notes will be posted on the website; correction of Earlene Patton's name to add an extra "e" at the end.  
A motion was made by Michelle Wilson and seconded by Gina Frady to accept the minutes as approved.

### **RFP REVIEW**

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Michelle Wimbish has been contacted for review of new contracts and proposed a consideration for due date for RFP's and proposals from new vendors/products. Gina seconded the need for a formal process. Michelle Wilson suggested developing a formal process for considerations to be posted on our website. Michelle Wimbish and the Council decided to charge the Database Review Committee with the task of coming up with procedures. The DRBC will discuss a procedure and present that to

the Council for formal review/permissions for posting to the website in September. Additionally, Dede Coe will invite Jackie Todd to the September meeting to discuss accounting procedures for ALSDE so that Council members can better understand how that process works.

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#### COMMITTEE UPDATES

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##### **A. By-Laws**

- Michelle Wimbish reported no updates.

##### **B. Technology**

- Gina Frady provided reports, and shared issue about private schools using ebooks within their own OPACS and geoauthentication (vendor is trying to contact Britannica to ask if they will provide MARC records to private schools). The Council conceded that vendors cannot approach Britannica about this issue; Dede will speak to Suzanne Burton with Atrium about this issue.

##### **C. Legislative**

- Michelle Wimbish reported a plan in April to have a Legislative Day in conjunction with ALLA 2017 (ALLA convention will be in Montgomery for 2017). Michelle Wimbish suggested we have representatives schedule visits on that Legislative Day to meet with legislators and present a unified message.

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##### **D. Training**

- Michelle Wilson and Gina Frady reported that they continue to develop the e-course and hope to have that published by this fall. There is a need to follow up with the existing list of trainers and establish accountability measures for trainers.

##### **E. Database Review**

- Michelle Wilson reported that the DBR committee continues working on a Google document to analyze all of the databases we have. Michelle Wilson will send that document out to the entire council for comments. The DBRC has invited and will continue to solicit input from our patrons.
- Ron Leonard has also provided cost analysis information for each database. Nancy Pack provided everyone with a copy of the initial legislation originating the AVL and reminded the Council that every member should be responsible for training.

##### **F. Publicity**

- Bryce Thornton reported that he had talked with Sondra Cunningham at the ALSDE to order several items for marketing. Bryce relayed to the Council that he was unaware of the accounting issues; however, he will touch base with Sondra to work through that process. Dede Coe has been working with Sondra in keeping that process moving as well.

##### **G. Treasurer's Report**

- Melvin Davis indicated that no further information had been provided to him regarding budget other than what he had compiled. There was a discussion of marketing purchases.

- Dede reported that no money had been spent on marketing supplies. Currently we have around \$19,000 left. There is concern that we will not be able to spend that. Dede is working on that issue, with direction from Michelle Wimbish and the publicity committee.

#### **H. Budget**

- Melvin Davis provided a report to Council about current fiscal status and the need to establish a current budget. The Council discussed the need to streamline communication between ALSDE accounting and the AVL Council treasurer.
- There was concern about a discrepancy in the amount left unencumbered at the end of the 2015-2016 fiscal year. However, through discussion it was determined that the original amount allotted was slightly off. Michelle Wimbish provided the corrected amount, and the Council will retain approximately \$19,000 left unencumbered (see item "G" for plans for that money.)

#### **I. Website Design**

- John Graham reported that Nancy Pack will replace Gina Frady. As an Alabama Supercomputer representative, Nancy volunteered to shift to a different committee in order to avoid conflicts of interest as we work through the process of website redesign.

#### **J. Nominating Committee**

- John Graham presented the slate of officers for 2016-2017.
- Chair-Elect – Bryce Thornton  
Treasurer – Melvin Davis  
Secretary – Becky Goodson
- John will send an official slate to the Nominating Committee for approval and then the entire Council will vote in September.

#### **K. Alabama Ahead Oversight Committee Representative Report**

- Michelle Wilson attended the first meeting on May 24<sup>th</sup>, in which the committee discussed the legislation itself as well as the application process for schools and districts applying for funds. The next meeting is in July.

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#### **NEW BUSINESS**

- A. Open vendor dates (this was discussed (see RFP review above.)
- B. Members of the Council who attended the American Library Association Convention gave reports.
- C. Kelly Griffiths resigned (Community College.) Michelle Wimbish will work on securing a replacement.
- D. Michelle Wimbish indicated that all ACHE representatives have rolled off the Council. She asked for Ron's help in securing replacements for those three positions. Gina reminded the Council to stagger the appointment terms to preserve the representative rotation.
- E. Michelle Wimbish asked about the status of a new superintendent for the ALSDE. The State Board of Education will interview candidates in August. A new superintendent will

be selected soon thereafter. Michelle Wimbish will visit the newly appointed state superintendent in order to discuss the role of the ALSDE as the fiscal agent for the AVL.

#### **ADJOURNMENT**

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The next meeting will be held on September 21, 2016, at the Center for Commerce. A parking code will be shared closer to the meeting date.

The meeting was adjourned at 12:37 pm.

Respectfully Submitted by: Tamara Dean and Michelle Wilson