



ALABAMA VIRTUAL LIBRARY

Connecting You to a World of Knowledge

Meeting Minutes

July 19, 2017

10:30 a.m.

Meeting Called by: Bryce Thornton, Chair-Elect (APLS)
Type of Meeting: Regular
Secretary: Becky Goodson (ASA) - Secretary

Attendees:

Denise Oliver (ASA)	Charlotte Ford (ACHE)
Rocky Milliman (ASA)	Steven Yates (ALSDE)
Bryce Thornton (APLS)	Melvin Davis (ACHE)
Nancy Pack (APLS)	Michelle Wimbish (SUSCC)
John-Bauer Graham (ACHE)	Becky Goodson (ASA)
Rick Freemon (TPL)	Paul Blackmon (TSCC)
Dede Coe (ALSDE)	

Agenda Topics

III. Welcome and Introductions: Michelle Wilson/Council Chair

Welcome/Introductions: Bryce welcomed Denise Oliver (ASA) back to the Council.

II. Review of Minutes

A. June 21, 2017

B. Rick Freemon made a motion to accept the minutes and Nancy Pack seconded the motion and the minutes were approved.

IV. Financial Report

A. Melvin Davis, Treasurer's Report– ASA for FY18 is flat funded, Access Science was negotiated by Ron for less than \$80,000 and ended up costing \$63,724. After checking with ASA, \$20,000 cannot be added to the ASA contract for marketing materials.

B. Dede Coe, Fiscal Agent- reported that Serial Solutions/ProQuest 360 for \$3654 turned in info late and she was unsure whether this purchase would go thru before year end. Dede discussed

the need for licensing agreements to be turned in, reviewed and approved by the licensing committee prior to paying the bill or accepting a quote. Dede also suggested that the Council take a look at all of the licensing agreements to understand the products the Council is receiving. Access Science did not send in the licensing agreement until after Dede's process had been completed. The process includes: Quote form; Sole source letter; justification letter and A2 which is a request for Purchase Order. Dede suggested we look at licenses and that licenses should go with all purchase orders. ALSDE does not need the license to process the quote.

Denise Oliver stated that all licensing agreements had been reviewed in the past. Denise also suggested that the Council hold a specially called meeting in order to review all of the licenses of current databases. Also, a contact or representative list for each database needs to be established. The license agreement cleanup process needs to obtain and hold the agreements.

Ron Leonard negotiates the quotes not the agreements.

John-Bauer Graham commented that the Database Review Committee should be responsible for the review and approval of licensing agreements.

Paul Blackmon suggested that we add this process to the AVL policy manual and send vendors a packet of info so that they understand the Council's financial process.

Melvin Davis discussed that licenses are not renewed every year and therefore are not reviewed every year.

Michelle Wimbish will request copies of signed licenses from companies/vendors and in the future, copies will be kept with the Council secretary. Please let her know if anyone has a list of contacts. Michelle also suggested that the Council be informed on decisions and outcomes regarding the negotiation process in order for the Council to be knowledgeable about issues.

Rocky Milliman suggested the licensing committee create a policy and procedures for others to use and to include in the Council policy manual.

Melvin Davis suggested posting all licensing agreements online for the whole Council to review.

Steven Yates mentioned that he did know some contact's names and numbers but not all of them.

The need for the Council to be transparent, for audit purposes, was mentioned and the recording of expenditures of funds be transparent and in writing for review when the need arises.

John-Bauer Graham suggested the licensing committee draw up a procedures manual for the Council.

Nancy Pack made a motion to engage the licensing committee to draw up a policies and procedures section for review at our next Council meeting on September 20th.

Discussion: Denise Oliver mentioned that in the past, the Council had retreats to discuss and come up with a Strategic Plan to have a clear vision for what the Council wanted to

accomplish in the next 3-5 years. Bryce Thornton suggested that each committee should create a policy and procedures section to be compiled together into one policy and procedures manual. He also suggested an all-day retreat to discuss a strategic plan and any other issues that needed to be cleared up by the Council to be held on September 20, 2017 immediately following the Council meeting.

Denise Oliver commented that the AVL's funding could go away at any time.

John-Bauer Graham suggested that we discuss (1.) Rules of Engagement and (2.) Proper etiquette for Council responses at the retreat.

Dede Coe pointed out that the Council should be cautious about properly following the laws of the Open Meetings Act.

Paul Blackmon made a motion to refer the license agreement reviews to the licensing committee due back by July 27, 2017. John 2nd the motion and all were in favor and the motion passed.

Rick suggested that the Policy and Procedures manual be drawn up before the next Council meeting and that we create a calendar and new Council members be provided an orientation packet upon arriving on the Council.

Confirmation for the Conference Room at ASA was made for September 20, 2017 from 9-5 for the Council Retreat.

IV. Unfinished Business

- A. Update on expenditures based on June 20th emergency meeting
- B. It was suggested that we triple our order with AIDB in order to spend the remaining \$39,800 without requiring a quote.
 - a. Michelle Wimbish will increase the marketing materials order.
- C. RDA – Nancy Pack
 - a. Nancy has set up an appointment with Kervin at the RDA and will have the policy written by September, 2017.
- D. AETC, ASLA and ALA updates
 - a. ASLA & AETC: Michelle Wilson and Steven Yates presented sessions on the AVL at AETC and ASLA. Both were well attended and appreciated by teachers, K-12 tech specialists, and school librarians.
 - b. ALA: Ron Leonard (requested prizes from Gale for fall video contest; need to receive by August per May meeting minutes; Council's list of brainstormed requests can be found on May meeting minutes) Steven mentioned that the audiences continued to show love for Pebble Go.
- E. Update on status of the policies and procedures manual – Nancy Pack
 - a. Nothing to report at this time
- F. Update on ASA MOA for website redesign from June emergency meeting – ASA cannot include a marketing package, so we are using the original MOA and have some additional

funds for promotional items for this fiscal year (Dede Coe and Michelle Wimbish). The MOA is in Dede's office and has been going back and forth on correcting issues and/or wording.

- G. EBSCO issues – report expected from EBSCO by June 18th and will be forwarded to the Council for review
 - a. Add a disclaimer to our website to be careful about responding to media on behalf of the AVL.
 - b. Dede suggested the Council creating Crisis Communication procedures for the Council.

V. New Business

- A. COPPA and CIPA compliance – Dede Coe
 - a. What are our requirements? If it is on ASA's Network, the schools can get ASA's Content Filtering
- B. Agreement for Access Science – Dede Code, Ron Leonard
 - a.
- C. Vote of new slate of officers

<u>Position</u>	<u>Name</u>
Chair	Bryce Thornton
Chair Elect	Melvin Davis
Secretary	Charlotte Ford
Treasurer	Michelle Wilson

Paul Blackmon nominated Michelle Wilson to serve as Treasurer and Dede Coe 2nd the motion.

John-Bauer Graham made a motion to accept the new slate of officers as listed, and Paul Blackmon 2nd the motion and the motion passed.

Michelle Wimbish asked if level pricing had been determined yet and if so we need a plan to spend the extra monies.

VI. Committee Updates

- A. Budget – see earlier comments
- B. Training – no update
- C. Database Review – no update
- D. Publicity – spend more money
- E. Nominating – nominations voted on
- F. Website Design – see June 21st meeting minutes; ASA cannot include a marketing package, which gives us some extra funds for promotional items for this fiscal year – Dede Coe/Michelle Wimbish
- G. Legislative – we have money

VII. Announcements

VIII. Next Meeting

September 20, 2017 (9 a.m. – 5 p.m.)
Alabama Center for Commerce
401 Adams Street, Suite 764
Montgomery, Alabama 36130

IX. Adjourned at 12:26 p.m.

Respectfully submitted by: Becky Goodson