



Meeting Minutes
January 15, 2020
10:30 AM

The January 15, 2020 meeting of the Alabama Virtual Library Council was called to order at 10:32 AM by Council Chair, Renee Marty.

Minutes were prepared by Cristin Dillard, Council Secretary.

Minutes approved as official: May 20, 2020.

Members in Attendance

Elizabeth Dill, ACHE
Phill Johnson, ACHE
Ron Leonard, ACHE
Cristin Dillard, ALSDE
Renee Marty, ACCS
Brad Fricks, ACCS

Nancy Pack, APLS
Holly Flores, APLS
Amy Henderson, APLS
Bill Paine, ASA
Ashley Cook, ASA
LaKesha Chappell, ASA

Observer in Attendance

Sheila Snow-Croft, NAAL, guest of Ron Leonard

1. **Welcome / Introductions:** At the request of Council Chair, Renee Marty, Council members introduced themselves.

2. **Approval of Minutes:** Phill Johnson made the motion to approve the November 20, 2019 minutes be approved with the corrections of "Jessica Avery" to "Jessica Everingham" under the **Observer in Attendance** section and to read "Financial Report: The financial report was given by Ron Leonard, Treasurer." Brad Fricks seconded the motion. Council Chair, Renee Marty, called for a vote and the motion was carried (none opposed).

3. **Financial Report:**

- **FY19 Budget Discussion:** Ron had asked Cristin Dillard in previous email contact if the last known budget for the AVL funds for FY 19 was the latest, and she answered yes it was the most up-to-date report to her knowledge. Nancy Pack stated she had hand-delivered an invoice for Sybil Bullock's services to Jacky Todd, Education Specialist in the Operations Section at Alabama State Department of Education, and Cristin Dillard. Renee asked who the Council could contact for an audit of the FY19 funds. Ron asked for clarification from Nancy Pack if she had documentation of her contact with Dr. Mackey, State Superintendent of Education, concerning the payment of Ms. Bullock for services rendered. Nancy admits she went over the fiscal agent's heads (ALSDE) by contacting the head of state purchasing to get the "go-ahead" for the strategic planning contact with Ms. Bullock. Nancy said she had spoken with Dr. Mackey to make him aware of the outstanding invoice and for him to push for payment of the invoice. Nancy did not provide documentation of this conversation with Dr. Mackey. Nancy's questions concerning non-payment of the invoice for Ms. Bullock: (1) Did ALSDE return the remaining AVL funds (estimated to be close to \$1500.00), and (2) how were the remaining funds spent? Cristin and Nancy were told by Jacky Todd that Ms. Bullock would have to go through the process of submitting to the Board of **Adjustments**



(Adjustors?) in order to be paid. Renee asked Nancy to contact Dr. Mackey on behalf of the Council to find out information on the non-payment of the invoice. Ron volunteered to reach out to Sybil Bullock to apologize on behalf of the Council concerning the delay in payment for her services to the Council.

- **Motion:** Holly Flores made a motion in favor of Nancy Pack contacting Dr. Eric Makey, ALSDE, about the non-payment of Sybil Bullock's invoice. Phil Johnson seconded the motion. Council Chair called for a vote, and the motion carried (none opposed).
- **Motion:** Ron Leonard made a motion in the event a resolution with the ALSDE is not reached, Alabama Public Library Service (APLS) will pay Ms. Bullock's invoice in the amount of \$900.00.
 - **Discussion:** Renee will be responsible for notifying APLS if a resolution is not reached and APLS will need to make the payment.
 - Brad Fricks seconded the motion. Council Chair called for a vote, and the motion carried (none opposed).
- Ron stated there were no changes to the budget since the November 20, 2019 meeting. He is still trying to figure out what happened to the consultation payment for Sybil.

4. Unfinished Business

A. AVL Project 2020-2022 Strategic Plan Revision

- a. Discussion: Brad Fricks, Strategic Planning Committee chair, felt the revision of the strategic plan from Sybil Bullock is a better product with pages 6-8 being the focus. Renee stated she especially liked goals numbered 2 and 3 as they provide a road map and SMART objectives for AVL. Ron asked the Council if we wanted to set aside funds for publicity and if the Publicity Committee wanted to investigate a publicity campaign. Amy Henderson, Publicity Committee chair, cited the Strategic Plan that outlines the need for use of social media for promotion of AVL. Renee asked if Jennifer Holman (?) needed a line item on the AVL budget for publicity. Nancy suggested we hire someone to manage social media platforms for AVL and asked the Publicity Committee to draft a promotion/publicity plan. Renee cited during the Strategic Planning Sybil expressed interest in helping to provide interns for tasks such as publicity campaigns and/or managing social media. Phill clarified the University of Alabama School of Library and Information Science interns can be paid a stipend, but not hourly wages during the internship. Ron and Renee stated some vendors will pay for advertising such as billboards and asked the Publicity Committee to further explore these avenues with vendors. Renee will resend the committee volunteer list to all committee chairs and encourage them to recruit other non-Council members to serve on the committees as necessary. The Strategic Planning and Publicity committees will work together to make recommendations and hold discussions.
- b. Discussion: Nancy asked what committee or individual was overseeing the Community Grants process.

Additional information?

- B. Meeting with EBSCO: AVL Council members, Ron Leonard, Renee Marty, and Shelia Snow-Croft (NAAL) met with EBSCO to overview the future of EBSCO. The following report was provided to the Council:

EBSCO plans to work with presenting different resources and materials visually, extended an offer to AVL for promotion and advertising of AVL, and asked for input on the needs of AVL users. The Council members present expressed to EBSCO the need for workforce development with the possibility of developing a database or workforce related collection and general population use databases of information. They expressed the following areas of concern: (1) the amount of full-text content available, (2) Alabama Literacy Bill and the need



for K-3 literacy materials, (3) Perkins V funds shifting to be used with elementary grades for career exploration and the need for age appropriate materials to support these endeavors. EBSCO would like to speak with the Council and provide a presentation to the Council.

As a result of the request from EBSCO to meet with the Council, Ron will offer this same option to speak to the Council after the regularly scheduled Council meetings as an option for Council members to attend. The purpose of these optional meetings with the vendors will facilitate the best uses of existing products and content; demonstrate new features, products, and functionality; provide materials to inform the public; and to develop training materials for all AVL stakeholders.

Motion: Ron made a motion to reach out to all current vendors and invite them to speak to the Council over the course of the next year that would follow the regularly scheduled Council meeting. Brad seconded the motion made by Ron. The Council chair called for a vote, and the motion carried (none opposed).

C. *PebbleGo*

- a. Discussion: Ron suggested entering a multi-year agreement with Capstone, who provides PebbleGo, and possibly purchasing an additional module. The contract would need to stipulate gradual increases to the cost of the modules so we know future pricing to make it simpler for the budgeting process. Kentucky's Virtual Library Consortium inquired from Ron about the pricing of PebbleGo; while many vendors have non-disclosure agreements built into their contracts, the information is public record and accessible. The pricing information will not be shared with Kentucky Virtual Library as it is accessible publicly.

D. *AVL Accounts Policies and Procedures for Distance Learning Students and Educators*

- a. Bill summarized the tabled discussion from the November 20, 2019 meeting.
- b. Discussion: Ron voiced concern opening access to distance educators who do not reside in Alabama might violate some vendor's licensing agreements and will need further review. Renee asked if we needed to develop a policy and/or procedure to address future issues with access by distance learners and educators for Alabama educational institutions who may not reside in the state. Bill expressed the issue is with an out of state virtual teacher who cannot use geo-authentication and will not have access to AVL resources or able to promote the use of these resources to students. Renee asked if the partnering educational institution (K-12 or postsecondary) would be able to facilitate access. Nancy said most virtual library consortia have similar policies and may need legal consultation if we explore the writing of policies and/or procedures for access. Ron volunteered to contact vendors to explore license agreements.

E. **One Sign-on:** Renee reported that EBSCO is working with one sign-on with an email address. Bill Paine along with the Alabama Super Computer is working on some additional authentication methods for mobile and cellular users.

F. **Outside Committee Members:** Renee asked if it was approved that outside committee members will be allowed to volunteer on the AVL committees. Nancy said yes, traditionally, the database review committee had outside member volunteers to help with recommendations. The recruitment of outside volunteers was included in the most recent, approved update to the AVL By-laws. Renee specially mentioned asking if legislators could help on committees.

At this time, Ron recognized Shelia Snow-Croft, Network of Alabama Academic Libraries (NAAL) Director. Ron and Brad had extended an invitation to Mrs. Snow-Croft to attend the AVL Council meeting to provide insight to



the Council on ways NAAL and AVL Council can collaborate. Ron felt NAAL's Online Content Committee and other committees would be able to provide help with the AVL committees. Mrs. Snow-Croft asked the chair of the NAAL Online Content Committee about the potential collaborative relationship, and she received favorable reviews for helping with promoting and training on AVL resources. Everyone agreed this would be a beneficial relationship. In addition, NAAL committees could help with aligning and providing descriptions of databases. The goal is to invite NAAL members to volunteer on AVL committees and would be especially helpful in the identification of current and potential resources/subscriptions to align to state initiatives and focus areas.

New Business - No new business was presented to the Council.

Committee Reports: The following reports were submitted to the Council:

- A. **Budget:** The budget report was provided by Ron Leonard, Treasurer, during the Financial Report. See [Attachment D](#) to minutes for the budget sheet as of December 31, 2019. Holly Flores, Budget Committee chair, had no other information to add to the committee report.
- B. **Database Review:** The database review report was provided by Brad Fricks, committee chair. See [Attachment A](#) for the full report provided.
 - a. **Discussion:** Other suggestions were provided by Council members for the database review committee to consider: (1) résumé builder for workforce development and (2) scholarship information and resources. Brad is seeking committee members who are not Council members to help with the Database Review Committee.
- C. **Selection & Licensing:** No committee report was submitted.
- D. **By-Laws:** Nancy Pack, By-laws Committee chair, submitted the newly revised and approved by-laws. Nancy will send the new bylaws to Bill Paine to be posted to the AVL website.
- E. **Legislative:** Phill Johnson, Legislative Committee chair submitted the following report: AVL is requesting a 5% increase for FY2021 funding. A fact sheet is needed for publication on the website and to provide for the Alabama legislators. (An AVL Fact Sheet was developed in 2019 by Charlotte Ford, past Council Chair.) Phill said AVL will partner with Alabama Library Association (ALLA) and Jessica Ross is the ALLA Legislative Committee chair. The Legislative Day is March 25 or 26, 2020 and more information will be provided. Ron suggested the AVL Council meet separately with Alabama legislative budget and finance committees to advocate for funding increase. Ron asked the database and review committee to review databases for purchase in FY21 and emphasized the AVL Council's intention to get outside information and help as needed with the database review process. See [Attachment C](#) for the full committee report submitted.
- F. **OER Commons:** The OER Commons Committee report was submitted by Phill Johnson & Elizabeth Dill, OER Commons Committee co-chairs; see [Attachment B](#) for the full committee report and data provided.
- G. **Publicity:** The report was provided by Amy Henderson in the discussion of the 4a. Strategic Plan portion of the Council meeting.
- H. **Training:** No committee report was submitted.



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- I. **Nominating:** No committee report was submitted.
- J. **Strategic Plan:** The information in the committee report was discussed during the 4a. Strategic Plan portion of the Council meeting. Brad Fricks and Holly Flores, Strategic Plan Committee co-chairs, did not have any additional information to add during the **Committee Reports** portion of the meeting.

Announcements

- The Affordable Learning Conference will be hosted by Alabama Commission of Higher Education (ACHE) on March 20, 2020 at Troy University Montgomery campus.



Attachments:

Attachment A

Database Review Committee Report for January 15, 2020

Description of Database Review Committee (AVL Council Bylaws)

The Database Review committee shall review, compare, and make recommendations to Council about new products, subscriptions, and services to add to the AVL. The committee may also make recommendations to Council on the content and the relevance of resources in order to meet the needs of AVL users. The Database Review Committee shall be composed of a minimum of five members with one member representing each agency. 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.

- Membership-We need more members from the AVL Council, and we would like to include four non-members on the committee. We need volunteers from the Council and recommendations from colleges/universities, community colleges, K12 schools, and public libraries.
- We have solicited the help of Sheila Snow-Croft and NAAL's Online Content Committee and Digital Content Committee to help us identify and evaluate all types of e-resources.
- We have reached out to SUS to see if they can provide some assistance with evaluating new and existing databases.
 - Is there a possibility of securing an intern to search and evaluate databases in order to help the committee?
 - Is there a possibility of SUS faculty creating assignments related to database review in their classes?
- Brad is working to find a comprehensive rubric to evaluate potential and existing resources.
- Database/Resource ideas
 - PrepStep (for Colleges and Universities, for Community Colleges, for High Schools)- Are there other resources that serve the same purpose?
 - O'Reilly e-books (formerly Safari e-books)-From ProQuest in an unlimited user and content model. The database includes tech and business content.
 - Statista-The platform consolidates statistical data on over 80,000 topics from more than 22,500 sources.
 - Films on Demand and other video streaming services (Kanopy , Swank, Alexander Street Press)
 - Visible Body (Wolters Kluwer/OVID)-who is the actual producer/owner?
 - We should try to find resources that match the State's education/workforce priorities.
 - ARI
 - Apprenticeships/Workforce Development
 - Others?
 - Re-evaluate Oxford UP resources
 - Oxford English Dictionary
 - Oxford Reference
 - Oxford Scholarship Online
 - What can we find through OER?



Attachment B
AVL OER Commons Committee Report for January 15, 2020

Background:

1. The Alabama OER Commons was envisioned as a place where educators and students in Alabama, as well as the public, could go to find and share free educational resources.
2. OER Commons went live on the AVL website on April 1st, 2019.

Status:

3. We currently have 77 members who have joined the hub from our two- and four-year institutions.
4. Thanks to Bill, we have the usage stats on the AVL website (see handout) .
5. Activity was good during the summer .
 - a. This was mostly from participants completing the grant requirements.
 - b. Activity has dropped over the past few months.

Moving Forward:

6. Three ways we can build the OER Commons: Marketing, Education, and Motivation.
7. Marketing:
 - a. People are developing content but may not be aware of the hub.
 - b. We should routinely call, visit, or email major players in the state.
 - c. Ask leaders to spread the word at their institutions.
8. Education:
 - a. Workshops that focus on how to use the hub to both create new and post existing content.
 - b. If people understand how the hub works and how it is organized, it will help them become comfortable with posting content.
9. Motivation:
 - a. To motivate people, we need to find a way to either financially encourage creation, get guarantees that OER production counts toward T&P, or hold recognition ceremonies for the champions in our state.

OER Commons

Reporting Period	Shared Resources	Saved Resources	Downloaded Resources	Aligned Resources	Evaluated Resources	Submitted Resources	Authored Resources	Remixed Resources	Total Resource Activity
January 2019	-	-	-	-	-	-	-	-	-
February 2019	-	-	-	-	-	-	-	-	-
March 2019	-	-	-	-	-	-	-	-	-
April 2019	6	10	1	0	0	4	2	0	23
May 2019	17	14	1	0	0	5	4	0	41
June 2019	96	26	1	2	0	14	29	0	168
July 2019	8	58	0	3	0	3	2	8	82
August 2019	85	88	1	5	0	17	32	11	239
September 2019	81	88	1	5	0	18	33	13	239
October 2019	81	90	1	4	0	18	33	24	251
November 2019	80	88	1	4	0	18	33	24	248
December 2019	77	93	0	3	0	18	33	24	248

OER Commons was launched on the AVL website on April 1, 2019. Usage statistics for OER Commons are not available prior to April 1, 2019.



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Attachment C

Legislative Committee Report for January 15, 2020

1. Nancy Pack is requesting a 5% increase for AVL
2. Need a fact sheet to post on the website and to hand out to legislators .
 - a. Cristin put together a fantastic legislative packet last year.
 - b. We can update it and give out again this year.
3. Jessica Ross is handling things for the Alabama Library Association.
 - a. We will stay in touch with her so she is aware of what we are doing.
4. The date has not been set yet.
 - a. Could be either Wednesday, March 25th , or Thursday, March 26th
 - i. Spring Break may be an issue.
5. The Alabama Library Association Legislative Committee is meeting again today so we should have more info shortly.



Attachment D

FY2020 Alabama Virtual Library Budget Committee Report for January 15, 2020

FY2020 Alabama Virtual Library Budget

As of December 31, 2019

Alabama Public Library Service
 173-0131 Virtual Library Project
 Total Allocation: \$3,397,627

0700 - Utilities and Communication	500.00
Postage	
Available Balance Sub-Total	500.00

0900 - Supplies, Materials, and Operating Expenses	3,377,127.00
Gale-Cengage Learning - E-Book Online Resources	728,797.37
Capstone - PebbleGo	158,100.00
EBSCO - Packaged Subscription	1,432,038.50
Encyclopedia Britannica	232,637.67
Proquest - Ethnic Newswatch	83,436.00
Oxford Univ Press - English Dictionary & Reference Subscriptions	64,118.00
McGraw Hill - Access Science	63,724.00
Alabama Supercomputer Authority	162,801.00
Pronunciator	87,500.00
OER Commons	1,625.00
Available Balance Sub-Total	362,349.46

1100 - Grants and Benefits	20,000.00
AVL Community Promotion Grants	
Available Balance Sub-Total	20,000.00

TOTAL AVAILABLE BALANCE	382,849.46
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