

AVL Executive Council Meeting Minutes
September 20th, 10:30 am -12:00pm

In attendance

Cristin Dillard
Susanne Estes
Amy Henderson
Kimmetha Herndon
A.P. Hoffman
Phill Johnson
Nancy Pack
Bill Paine

Guests

Mary Aquila
Jessica Everingham

Call to Order and Welcome

Phill called the meeting to order at 10:35 a.m.

Minutes

A.P. made a motion to approve the July 19th minutes and Cristin seconded. Minutes approved.
Cristin made a motion to approve the July 24th minutes and A.P. seconded. Minutes approved.
Cristin made a motion to approve the July 27th minutes and A.P. seconded. Minutes approved.

Financial Report

Phill reported the 2023 total for supplies/materials/operating expenses was \$3,387,481, and that our professional fees and services was \$180,282. This left an available balance of \$256.43 at the end of the year. Phill thanked everyone for their hard work in making all this happen in a short period of time. For the 2024 budget, Phill reported we have \$187,043 for ASA. For professional fees and services, we will have \$240,168 this year. For supplies/materials/operating expenses, we will have \$3,371,469. Part of this is because EBSCO had notified us of an increase this year, which turned out to be 3.5% for the AVL. With the increase, that subscription will be \$1,550,629 for this year. That will leave a balance of \$8,392.42.

Unfinished Business

Database List: Phill informed the Council that Bill posted a PDF listing of our holdings for academic institutions to use when they are undergoing the accreditation process. This was done at the request of one of our colleagues at Snead State Community College.

AVL Director: Cristin noted that the position description is ready to be posted and distributed to listservs. The application itself is also ready. She asked if a committee should be formed to review the applicants. Nancy suggested the officers review the initial applicants. Amy pointed out the only time we would need a quorum is when the Council voted on the candidates. Phill noted the need to find an institution to develop the services contract with. Cristin has sample MOUs we can use. Nancy discussed how APLS would provide the money to the institution, which would then pay the Director based upon the hours that person worked. The AVL would facilitate the services contract with the institution we work with. It was agreed that Bill would go ahead and post the position while the Council worked out the services contract details with an institution. Cristin suggested using ALLA because they would keep the indirect costs to a

minimum. Nancy suggested speaking to Matt Layne, the Chair of ALLA. An updated timeline was discussed and agreement made to proceed based upon the new timeline. It was also agreed that A.P., Cristin, Nancy, and Kim would serve on the committee.

AVL Secretary: Cristin agreed to act as secretary so long as she was not chair-elect.

AVL Marketing Subcommittee: Phill introduced guest speaker Mary Aquila. Mary's time as chair is coming to an end and Teisha Robertson will soon take over. The committee made an AVL flier for education librarians to use, and the response was very good. Mary pointed out that they targeted the pre-service teachers at academic institutions.

Intern: Phill asked the Council if we should proceed with filling the internship or wait for the new director to do so. There was widespread agreement that this should be filled by the new director once they are hired. Nancy moved we table the discussion and Cristin seconded the motion. The motion passed.

New Business

Legislative Committee: Nancy has asked to step down from the Legislative Committee for the coming year. She will continue on all other committees for the foreseeable future.

SWAG: Amy would like a count of the number of library computers from each agency so that we can get some mousepads distributed. This will help clear some of the space in her library. Amy also encouraged anyone traveling near Oxford to come by and pick up materials to deliver to other parts of the state. This will help the AVL save money on postage. Amy said she would send the entire list of promotional materials out to the Council.

New AVL Council Appointees: John-Bauer Graham, Dean of the JSU Library, and Dr. Stephanie Rollins, Director of Library Services at Air University have volunteered to serve on the AVL Council. Nancy questioned whether Dr. Rollins is able to serve because AIR University is not considered a university within the ACHE system. Phill said he would discuss this with Dr. Purcell and Nancy would check the bylaws.

Committee Reports

Budget (Phill Johnson, committee chair) – Nothing further to report.

Database Review (A.P. Hoffman, committee chair) – A.P. said the committee was caught up at this time.

Selection & Licensing (A.P. Hoffman & Phill Johnson, committee co-chairs) – A.P. said the committee was caught up at this time.

Bylaws (Nancy Pack, committee chair) – Nancy said she would work to verify if AIR University can be appointed by ACHE. There was some discussion about ensuring we have policies in place and that they are current. Phill provided background about the discussions revolving around who would be responsible for approving postings. ASCA had previously asked that someone be appointed with the authority to approve posts for the AVL. It was agreed that the new director would be responsible for that task. Amy suggested setting up a one-drive for the new director so everything is kept in one place, and then all the old materials can be scanned in and then we could make it OCR rather easily. Cristin believes their new scanner automatically makes it OCR.

Legislative and Advocacy (Nancy Pack, committee chair) – Nancy noted that there are threats to defund libraries. She detailed the letter she received from the Governor and said that her response to the 9-questions ended up being 87-pages long.

OER Commons (Kim Herndon, committee chair) – Kim and Phill discussed how Kim was finally provided access but that it

is not completely taken care of yet.

Publicity (Cristin Dillard, committee chair) – Nothing further to report.

Training (Cristin Dillard, committee chair) – Cristin noted that there have been no new requests for training. She would like to post more training opportunities on the website, such as how we can present at conferences. Jessica provided information about how APLS is expanding their range in terms of training.

Announcements/Reminders

Bill said a Drupal security update would be completed this afternoon between 2:30 and 3:00 p.m. Bill indicated he had placed a notice on the website.

Phill thanked everyone who helped him throughout the previous year.

Nancy moved to adjourn and Cristin seconded. The motion passed and the meeting adjourned.