



Meeting Minutes
July 17, 2024
10:30 AM

The July 17, 2024, meeting of the Alabama Virtual Library Council was called to order at 10:34 AM by Council Chair, A. P. Hoffman.

Minutes were prepared by Cristin Dillard, Council Secretary.

Minutes approved as official: September 18, 2024

Council Members in Attendance (Quorum established)

John-Bauer Graham, ACHE
 Kimmetha Herndon, ACHE
 Cristin Dillard, ALSDE
 Susanne Estes, ALSDE
 Amy Smith, ACCS
 A. P. Hoffman, ACCS

Amy Henderson, APLS
 Ronnie Smith, APLS
 Nancy Pack, APLS
 Beth Edwards, ASA

Guests in Attendance: Sheila Snow

1. **Welcome:** Council Chair, A. P. Hoffman welcomed council members to the meeting.
2. **Call to Order:** Council Chair, A. P. Hoffman, called the meeting to order and confirmed a quorum was established by conducting a roll call for attendance.
3. **Approval of Meeting Minutes:** The May 15, 2024, meeting minutes were reviewed by the AVL Council. Kimmetha Herndon made a motion to approve the minutes as presented; Susanne Estes seconded the motion. Chair called for a vote; all voted in favor and motion was carried.
4. **Financial Report:** APLS provided a budget reconciliation report.
5. **Unfinished Business**
 - a. **Office of Civil Rights (OCR) Complaint & Resolution:** The Alabama Attorney General’s office made contact with the United State Department of Education (USDOE) / Office of Civil Rights (OCR); AP Hoffman, council chair, has connected and communicated with the OCR point of contact/representative assigned to the AVL resolution. AP expressed to the Council there are two options once the resolution agreement is signed: (1) accept the assistance of the OCR or (2) OCR continues the investigation into the complaint. Susanne Estes asked if there were any costs related to accepting the technical assistance from USDOE/OCR; AP Hoffman explained the technical assistance does not come at a cost. AP Hoffman and Cristin Dillard underscored the need to work towards resolution and compliance to serve all the patrons of the AVL, and steps were made to bring Alabama SuperComputer into the conversation to ensure there is a clear path forward.
 - i. Nancy Pack made a motion to accept and have AP Hoffman sign the OCR Resolution Agreement as provided by USDOE/OCR; Kimmetha Herndon seconded the motion. Roll call vote was requested; motion was carried.

John-Bauer Graham, ACHE	Yes
Kimmetha Herndon, ACHE	Yes
Cristin Dillard, ALSDE	Yes



Susanne Estes, ALSDE	Yes
Amy Smith, ACCS	Yes
A. P. Hoffman, ACCS	Yes
Ronnie Smith, APLS	Yes
Amy Henderson, APLS	Yes
Nancy Pack, APLS	Yes
Beth Edwards, ASA	Yes

6. **New Business**

- a. **Collection and Management Policy:** AP Hoffman informed the Council that AVL received a letter from Alabama Public Library Service (APLS) Director, Dr. Nancy Pack, on behalf of the APLS Executive Board to see how the Council will comply with the new rules attached to the FY25 funding. AP Hoffman moved to appoint an ad hoc committee to revise the collection policy. AP Hoffman will draft a letter in response to ensure the APLS Executive Board that AVL will be in compliance.
- b. **FY2025 Budget Proposal**
 - i. Cristin Dillard provided the FY2025 proposed budget. At this time, we are awaiting two quotes from vendors before the selection and licensing committee can make recommendations for renewals.
 - ii. Susanne Estes made a motion to accept the budget as presented; Amy Henderson seconded the motion. AP Hoffman, chair, requested a roll call vote. Motion was carried.

John-Bauer Graham, ACHE	Yes
Kimmetha Herndon, ACHE	Yes
Cristin Dillard, ALSDE	Yes
Susanne Estes, ALSDE	Yes
Amy Smith, ACCS	Yes
A. P. Hoffman, ACCS	Yes
Ronnie Smith, APLS	Yes
Amy Henderson, APLS	Yes
Nancy Pack, APLS	Yes
Beth Edwards, ASA	Yes

iii.

7. **Committee Reports**

- a. Budget (Amy Henderson) - No new information to report.
- b. Database Review (A. P. Hoffman) - No new information to report.



- c. Nominating Committee (Cristin Dillard) - The nominating committee met again and provide the following updates:
Chair Elect/Secretary: At this time, the committee requested additional time to secure a nomination for Chair Elect/Secretary due to transitions and reappointments that will take place over the next couple months, but will bring a nominee at the September meeting. No nominations from the floor were presented by council members for any of the positions: Chair, Chair Elect/Secretary, and Treasurer. The council voted to accept the committee's recommendation and Susanne Estes will be appointed to serve as Treasurer and Cristin Dillard will serve as Chair.
 - d. Selection and Licensing (A. P. Hoffman) - No new information to report.
 - e. Bylaws (Nancy Pack) - No new information to report.
 - f. Legislative and Advocacy (John-Bauer Graham) - No new information to report.
 - g. OER Commons (Kimmetha Herndon) - No new information to report.
 - h. Publicity (Cristin Dillard) - The executive director search still continues. Amy Henderson reminded Council members if anyone is in need of publicity materials to contact her.
 - i. Training (Cristin Dillard) - No new information to report.
8. Announcements/Reminders: None
 9. Adjournment
 - a. Cristin Dillard made a motion to adjourn the meeting. Susanne Estes seconded the motion. No discussion. Motion was carried.
 - b. Meeting was adjourned at 11:29 AM.