



ALABAMA VIRTUAL LIBRARY

Connecting You to a World of Knowledge

Meeting Minutes
September 20, 2017
9:00 a.m.

Meeting Called by: Michelle Wilson, Council Chair (ALSDE)
Type of Meeting: Regular, followed by
Secretary: Charlotte Ford (ACHE), Acting as Secretary

Attendees:

Michelle Wilson (ALSDE)	Charlotte Ford (ACHE)
Paul Blackmon (ACCS)	Denise Oliver (ASA)
Rocky Milliman (ASA)	Steven Yates (ALSDE)
Bryce Thornton (APLS)	Rick Freeman (APLS)
Dede Coe (ALSDE)	Michelle Wimbish (ACCS)
Nancy Pack (APLS)	Ron Leonard (NAAL)
John-Bauer Graham (ACHE)	

Agenda Topics

- II. **Welcome and Introductions** – Michelle Wilson/Council Chair
Introductions: Handed out materials and noted that Becky Goodson is no longer working with the ASA and the Council is awaiting a decision on a new ASA appointment.
- III. **Review of Minutes**
- A. July 19, 2017
 - B. Corrections: No
 - C. Steven Yates made a motion to accept the minutes and Charlotte Ford seconded the motion. The minutes were approved.
- III. **Financial Report** – Michelle Wilson
- A. Melvin Davis, Treasurer, has accepted a new position out of state, but left information about the projected budget with Ron Leonard before departing. Prices for Oxford need to be checked and \$15,000 was entered as a placeholder for Marketing (actual expenditure

TBD). The figure for Alabama Supercomputer Authority will also be slightly smaller, around \$165,000. The projected budget as presented shows \$38,888.92 unencumbered funds. ProQuest billed late for 360 Core, and so \$3500 was returned to the State. If the Board of Adjustments approves the request it will come out of the FY 2018 budget.

IV. Unfinished Business

- A. MoA with ASA for website support/services - Michelle Wilson
The MoA is finished and waiting to be signed.
- B. RDA - Nancy Pack
Nancy Pack has been working with Kevin Hollis on this. The document should be finished by November and will need to be approved in Spring 2018.
- C. Upcoming conferences - Michelle Wimbish
The Alabama Community College System Conference will be held Nov. 19-21 at the Renaissance Montgomery Hotel. Paul and Michelle Wimbish will attend. It was recommended that Michelle Wilson work with Nakia Robinson to see whether ACCA would waive fees for a table, given that AVL is a state agency. They could also share a table with ASA.
The Alabama Association of School Boards will be meeting Dec. 7-8 at the Wynfrey Hotel in Birmingham. It would be good for AVL to have a table there as well.
- D. Update on status of the policies and procedures manual - Nancy Pack
No recent policy & procedures manual was located. Committees can write up their procedures, beginning at the Strategic Planning session in the afternoon, and put them in a policy manual.
- E. License for Access Science - Michelle Wilson
The license was handled by the Licensing Committee and Access Science is accessible via AVL.
- F. 360 Core - EBSCO Full Text Finder - Ron Leonard, Dede Coe
It has been very difficult to get timely invoices from ProQuest for 360 Core. This resulted in funds being returned to the state this year. EBSCO is willing to offer Full Text Finder for the same price. The question was raised as to whether AVL should switch to EBSCO Full Text Finder for next year.
- G. Contracts for all databases - Michelle Wimbish
Michelle Wimbish has gotten copies of all contracts except from ProQuest, which is working on a new contract for AVL. Some are out of date and some companies are sending new information. All contracts are in the AVL shared folder in google docs under Licenses.

V. New Business

- A. Budget request for the next fiscal year (early legislative session this year) - Michelle Wilson
The legislative session is early this year. We need to come up with a budget request ASAP. Last year we asked for a 5% increase and got a 3% increase. Denise suggested our request should be a dollar amount based on how we wanted AVL to grow – e.g., did we want to enlarge our collection of databases – and how much we would need to do that. AVL could then develop a talking campaign for legislators, asking outright for our needs and advocating for them. This suggested approach was met with general approval.
Michelle Wilson asked for suggestions for specific databases that would benefit

Alabama citizens or particular constituents. Michelle Wimbish suggested an e-book collection of an academic nature would be useful to community college students. Statista and Mango (or another language database) were also mentioned as resources that would benefit a wide range of constituents, including the business community. After some discussion, Mango and Statista emerged as potential favorites. Ron has a quote for Statista and Paul called to get a soft quote for Mango (\$205,000). There was general support for asking for \$500,000 for AVL with the idea that at least one additional database might be funded.

There was discussion of the need to submit budget requests early (in September), and to have a ready justification for requested increases. Nancy Pack agreed to share the budget request form her office receives, as the AVL budget request form has gotten lost in the past.

B. Selection Policy – Michelle Wilson

Michelle pointed out the importance of having a strong selection policy. It was determined that this was covered by the Collection Development Policy. John-Bauer Graham located the policy and shared it with the Council.

C. Challenge Policy (EBSCO issue) – Michelle Wilson

If the Collection Development Policy does not already include a Challenge Policy, we need to create one.

The Challenge Policy subcommittee will consist of Dede (Chair), Michelle Wilson, Rocky, and a couple of new members (TBD).

D. Vote on new slate of officers – Michelle Wilson

The following officers were unanimously elected:

Position	Name
Chair	Bryce Thornton (APLS)
Chair Elect	Charlotte Ford (ACHE)
Secretary	Michelle Wilson (ALSDE)

A delayed vote will be held in November for:

Treasurer Susan Zana (newly appointed ALSDE member)

Rick proposed holding a virtual orientation meeting for new members in October. The suggestion was well received.

VI. **Committee Updates**

Committee updates were deferred to the Strategic Planning Session

VII. **Announcements**

Send any items for the next AVL meeting to Bryce, incoming Chair.

VIII. **Next Meeting**

November 15, 2017
Alabama Center for Commerce
401 Adams Street, Suite 764
Montgomery, Alabama 36130

IX. Transition into Strategic Planning Meeting for 2017-2018 Year

- A. Lunch provided by Britannica
- B. Eric Dorr and Noelle (sorry, didn't catch last names) from ASA updated the Council on the plan for the new AVL website. The site will be a responsive Drupal site. ASA will work closely with AVL Council at the outset of the project (do surveys, make sure they understand requirements) to plan the website, then will do mockups and submit them for approval before implementing the website. The process will take approximately one year. The logo will be one of the first things determined. If AVL Council wants to push it out in summer ASA will work with us to make that happen. We need to determine the edit workflow for the site (i.e., how much freedom we want to make changes to the content within the design). It was mentioned that since Gina Frady's retirement, there is no-one within ASA dedicated to AVL matters. AVL is trying to diversify and various people are answering AVL-related questions at the Help Desk and have taken on other duties that Gina previously performed.
- C. Set the Stage
Denise introduced the Strategic Planning process (See Handout)
- D. Small Groups
Members broke out by committee to discuss their committee's task, 5-year timeline, 3-year plan, 1-year plan, and actions to implement. Committees included Publicity, Nominating / Bylaws, Database Review, Licensing, Budget, Legislative, Website, Training.
- E. Reporting/Discussion
Committees posted their task definitions and near, mid, and longer-range plans to the Google shared folder and briefly reported back to the Council on these plans.
- F. Next steps
Points of discussion and decisions included the following:
 - 1. Leadership: Does AVL need an Executive Director? Pros: This would alleviate pressure on the Chair and Fiscal Agent, who devote large percentages of their work weeks to AVL-related matters. Cons: The duties probably do not justify a full-time position, which would mean not just salary but also benefits and office space. Conclusion: It might not hurt to look at models in other states. Some pressure can be taken off fiscal agent by distributing marketing materials and supplies to points across the state for further distribution. Also, we need to work the committees better in order to spread the responsibilities more.
 - 2. Communication: We need more ways to involve our constituents with AVL – better communication, more surveys of end users. Possible mechanisms: Invite people to opt in to mailing list on new website; do periodic surveys to elicit input on desired databases; elicit input at presentations on AVL; elicit input at meetings of public, school, community college, and higher ed librarians.
 - 3. Licensing: Ron said that we should ask vendors 6 months in advance for renewal pricing, create a boilerplate license that we can edit as needed, and re-examine licenses each year to be sure they are current. Dede said that licenses that require the ALSDE Superintendent's signature must be approved by the AVL Council. This includes some of the recently received licenses. Steve made a motion to authorize the licensing committee to edit and make necessary changes to recently received licenses by October 15 to send them to ALSDE. The motion was seconded by whom and unanimously approved.

X. Adjourned at 2:15 p.m.

Respectfully submitted by: Charlotte Ford