

AVL Executive Council Meeting

Meeting Minutes

November 19, 2025

Participants: Amy Smith, Chantae Calhoun, Sheila Limerick, Matt Sponsler, Nacole Adams, Alicia Johnson, Dr. Mary Alice Pouliot, Brad Watts (ASA), Liz Burgess, Amy Henderson, Noelle Morin, Toni Carter, Kevin Pearcey (Chair), Katie Bailey, and Alex Perry.

I. Call to Order

Chairperson Kevin Pearcey opened the meeting with a review of safety guidelines including those for Covid-19 and evacuation procedures as required by APLS. It was established that Sheila Limerick, who is the chair-elect, also serves as secretary for the current year. Next, roll was then taken. Kevin noted that the meeting lacks a quorum without three physical members present; as a result, we can discuss items, but we cannot bring motions to the floor or bring them to a vote. Minutes using notes and AI assistance have been sent out and Kevin asked that anyone let him know of concerns or discrepancies before the next meeting when they can be approved. Toni Carter asked about our discussion of the Palace Project at the last meeting and asked that the discussion be included in the minutes. Kevin agreed to add them to the minutes to approve at next meeting.

II. Financial Report

Kevin notified the council that the financial report was attached to minutes sent out for review.

III. Unfinished Business

He then asked Brad Watts to address OCR Compliance. Brad said ASA has taken care of the 200% zoom issue, and tab navigation for the search and resource forms is almost corrected.

Kevin announced that he put in our agency budget request based on our discussions with a 10% increase to account for database costs and promotional swag, on which we are running low.

IV. Committee Reports

The council then heard committee reports. There was no update from the Budget Committee or Database Review Committee. Amy Henderson, chair of the Nominating Committee, asked everyone to review what is currently listed as committee membership and contact her about questions, changes and how to serve. Alicia Johnson joined the meeting physically, giving us a quorum. There was no update from the Bylaws Committee or the OER Commons Committee. Though there were no updates from the Publicity Committee, Alicia reviewed points from previous discussions about shipping swag, attending face to face meetings and promotion of events and programs at our various meetings and conferences we attend. Kevin agreed that Publicity is a big thing for this year. There were no reports from Training and Strategic Planning committees because we don't have a chair for those yet.

V. New Business

Kevin asked Brad to address the update on statistics; Brad said they are being reviewed and Kevin said he had included a link for statistics up to last September in his previous email to the council. Brad plans to fill the ASA vacancy on the AVL Council and assist Noelle in some of the work.

VI. Announcements & Discussion

Kevin made everyone aware that he received an email asking for AVL records and researched the company, which was out of state. He said he did not send the records. Katie Bailey gave insight on companies that request such data and then sell it. Amy Henderson pointed out that the request would need to be forwarded to the fiscal agent, which is now the APLS and was ALSDE previously, so that the request can be handled in accordance with our guidelines from the Freedom of Information Act and so that appropriate financial costs could be charged if applicable.

Amy reviewed what we have left in swag, mainly sticky note notebooks; we are out of everything else. The council discussed high shipping costs and it was decided to explore better distribution methods. APLS will still warehouse the promotional materials and discussion ensued as to whether APLS consultants could take some of the materials when they visit libraries to cut down on shipping. Kevin asked that council members give input on which promotional items are more popular before we reorder. The council discussed the role and outreach of school libraries compared to public and university libraries. It was decided that reviewing the list of libraries requesting materials might be helpful. Alicia said she will call a Publicity Committee meeting to work on some of the issues.

Kevin asked for any other discussion before closing the meeting. Toni Carter asked if the meeting calendar could be updated on the AVL website. Dr. Pouliot asked for a brief review of what various committees do. Amy Henderson said the descriptions can be found on the website and acknowledged varying time commitments for committee involvement based on specific projects.

VII. Adjournment

With no further business to discuss, Kevin asked for a motion to adjourn. Alex made the motion, seconded by Alicia, and the meeting was adjourned.

Respectfully submitted,
Sheila Limerick