**PBCLA Board Meeting Minutes**

**Florida Atlantic University**

**August 29, 2017 – 1:00pm**

**Present**:

Clifton Barefoot ,Elizabeth Braunworth, Graham Brunk, Dawn Frood, Russell Gift, Chris Jankow, Michelle Keba (phone), Alyse McKeal (phone), Elaine Minor, Josh Stone, Chandra Thornton, Jenifer Webb (phone) and Amanda Woolf

**Absent**:

**Call to Order**:

The meeting was called to order at 1:17 pm. by the President, Dawn Frood.

**Approval of Minutes:**

* **Motion: To approve the minutes from the July PBCLA Board Meeting (7/18/17) with amendments. Motion made by A. Woolf and seconded by J. Stone. Unanimously approved.**

**Treasurer’s Report**:

* Treasurer reported that as of June we have a balance of $5,782.09.

**President’s Report**:

* Committee Chairs Update
	+ C. Barefoot is the new Marketing Chair.
	+ E. Minor is the new Fundraising Chair.
* Website Update
	+ Bios of board members were updated.
	+ Typos corrected.
* SEFLIN Conference
	+ July 27, 2017. D. Frood met with the Miami Dade library association President Nora Morales. Interest in collaborating.
	+ Three cookbooks were sold at the event.
* Job Exchange
	+ Year round program. D. Scott would like program to be promoted more.
* Cookbooks for Recruitment
	+ Provide remaining cookbooks and new PBCLA flier to all new hires within various libraries throughout the county.
	+ Motion made by J. Stone and seconded by G. Brunk. Unanimously approved.
* Giveaways
	+ D. Frood interested in purchasing more pens and tote bags.
	+ A. Woolf will investigate and email findings to the board.
* Communication
	+ D. Frood asks that any concerns or questions that are sent to her be sent to G. Brunk as well.
* USF and FSU Representative Event
	+ Andrea Taylor of PBCLS asked PBCLA if we would like to host an event for these schools.
	+ C. Jankow has spoken to USF recently and can provide information if needed.
* PBCLA Theme
	+ D. Frood wants to promote the advocacy of libraries in general.
	+ Highlight what libraries are doing.
		- Examples:
			* Quantum – exercise and nutrition classes at the Mandel
			* Job Readiness for Teens and Young Adults
			* Girls that Code
				+ Quarterly Meetings

October 18, 2017 2-4pm at the Mandel Public Library in the Clematis Room.

**COMMITTEE REPORTS**

**Advocacy and Outreach**

* Chair – M. Keba
	+ Three tentative events have been planned for Fall, Spring, and Summer.
		- Fall - Friday, November 3rd at 1:30pm or Friday, November 17th at 1:30pm for the tour of the of the St. Vincent de Paul Seminary Library
		- Spring – Boca Raton City Library
		- Summer – Palm Beach State College
	+ D. Frood wants to promote the library profession.
		- 1x a quarter through media outlets

**Bylaws**

* Chair **– A. McKeal**
	+ **Meeting Sept 12 at 6pm. Action item will be worked on.**

**Marketing & Communication Committee:**

* **Chair – C. Barefoot**
	+ **Three members down to two**
		- **Liz Locke resigned**
	+ **Quarterly Newsletter**
		- **Time frame?**
			* **Every three months.**
		- **What should be in it?**
			* **Highlight new members, presidents, etc.**

**Membership Committee**:

* Chair - C. Jankow
	+ 72 members.
	+ Google Groups will begin October -December
	+ Incentive for joining PBCLA ideas?

**Nominating Committee:**

* **Chair – M. Barry**
	+ **N/A**

**Professional Development Committee:**

* Chair – J. Webb
	+ To prevent double dipping, J. Webb investigated how other intuitions gave out monetary awards.
	+ FLA Scholarship Committee based some of their criteria on the following two questions:
		- Are you currently receiving other sources of funding for this activity? Y/N
		- If yes, please explain
	+ G. Brunk stated that a note from a supervisor should be included with the application along with the questions.
		- A. Woolf suggested that in lieu of a supervisor’s note, another question should be addedon the application should include “Are you comfortable with us contacting/reaching out to your supervisor?”
	+ D. Frood noted that some of the verbiage should be changed on the Professional Development section of the PBCLA website to make it more inclusive.

**Fundraising Committee**:

* Chair – E. Minor
	+ E. Minor suggested that we have a white elephant sale at the January meeting.
	+ E. Braunworth, E. Minor, and A. Woolf all have experience with white elephants sale and will help with this event.
	+ A. Woolf recommended another fundraiser at California Pizza.

**Programming Committee:**

* Chair – J. Stone
	+ September Fundraising Event will be at Agliolio in Wellington from 7-9 on Thursday, September 21.
	+ A. Woolf stated that do we have to have all these events at restaurants. Maybe a more social activity?
		- Example – bowling
	+ Changing the name of the Talk and Taste was discussed and a motion was made by A. McKeal and seconded by C. Jankow to change the name from Talk and Taste to PBCLA Social. It was unanimously approved

**Technology Committee:**

* Chair - G. Brunk
	+ LinkedIn PBCLA profile will be updated soon.
	+ 708 people viewed our website last month.

**Next Meeting:**

* To be determined.

**Adjournment:**  2:41 pm. by D. Frood. Unanimously approved.

Respectfully submitted,

Elizabeth Braunworth

PBCLA Secretary