**PBCLA Board Meeting Minutes**

**Main Library**

**October 27, 2017 – 10:45am**

**Present**:

Elizabeth Braunworth, Graham Brunk, Dawn Frood, Russell Gift, Chris Jankow, Michelle Keba , Alyse McKeal (phone), Josh Stone, Chandra Thornton, and Amanda Woolf.

**Absent**:

Clifton Barefoot

**Call to Order**:

The meeting was called to order at 10:52 am. by the President, Dawn Frood.

**Approval of Minutes:**

* **Motion: To approve the minutes from the September PBCLA Board Meeting (9/28/17) with amendments. Motion made by A. Woolf and seconded by C. Thornton. Unanimously approved.**

**Treasurer’s Report**:

* Treasurer reported that as of August we have a balance of $5,822.59.

**President’s Report**:

* PBCLA Quarterly Meeting
  + October 18, 2017 2-4pm at the Mandel Public Library in the Clematis Room.
  + 27 attended
* Institutional Membership
  + Dade County does it with their association.
  + C. Jankow will look further into it.
    - Contact other institutions to see if interested.
      * M. Keba suggested that rates should be set in place before contacting.
        + A. McKeal noted that institutional membership rates will be needed to be added to bylaws.
* Professional Development
  + Jennifer Webb the current chair is leaving.
  + Karen Crisco will step in as the new chair.
  + G. Brunk suggested changing the name of the committee to add scholarship.
    - The new name will be: Scholarship and Professional Development Award Committee.
      * Motion made by D. Frood and seconded by A. McKeal. Unanimously approved.
        + A. McKeal noted that bylaws, website, and scholarship form will need to be changed to reflect new verbiage.
* Budget for Membership and Incentive Prize
  + Items discussed:
    - Gift card
    - Free membership for a year
    - Cash amount
    - Professional development award money
      * R. Gift and other board members noted dismay regarding incentive ideas feeling it was unfair and perhaps unethical.
        + M. Keba suggested focusing on new hires within the library systems.

A. McKeal wondered why people are not joining PBCLA. Suggested a survey to find out what members want from the organization.

D. Frood wants more meetings to be held in libraries where membership is low or nonexistent.

C. Jankow suggested concentrating on outreach to libraries.

Establishing an institutional membership is key.

Will email board with proposals and pricing.

D. Frood, A. Woolf, M. Keba, and C. Jankow volunteered to meet face to face with libraries.

* PBCLA Shirts
  + Polo vs. T-shirts
    - C. Jankow suggested a logo and t-shirt

**COMMITTEE REPORTS**

**Advocacy and Outreach**

* Chair – M. Keba
  + - November 17th at 1:30pm at the St. Vincent de Paul Seminary Library.
      * RSVP on website. 2 people have RSVP.
      * Flier will be available at the November 3 fundraiser to promote tour.

**Bylaws**

* Chair **– A. McKeal**
  + **Committee meeting last week.**
  + **Committee discussed and voted on not associating with marketing corporations or other nonprofits for monetary funds.**

**Marketing & Communication Committee:**

* **Chair – C. Barefoot**
  + **D. Frood spoke on behalf of C. Barefoot**
    - **If you are hosting any events please cc C. Barefoot.**
    - **Currently working on winter newsletter.**
    - **All fliers have been made for fall.**

**Membership Committee**:

* Chair - C. Jankow
  + 65 members.
  + Google Groups are now operational.
  + Incentive for joining PBCLA ideas
    - Meeting to discuss incentive plan took place September 28, 2017
      * Begin drive from January to April
      * Unsure of name for drive or prize to be given
      * Should be finalized by next January Quarterly Meeting
        + C. Jankow asked if there was room in budget for incentive prize and whether a vote was needed by the board to approve it.
        + A. Woolf stated that there was probably a line item in the budget for promotional expenses.
        + A. McKeal checked fiscal procedures within the bylaws and discovered that the board may have to vote on the spending.
        + D. Frood tabled the issue for a vote next meeting.
  + Promotional giveaways
    - A. Woolf handed out ideas for PBCLA bags
      * Roughly a $1.00 a bag with a minimum of 300 to be purchased.
      * $100.00 for pens with 300 being the minimum.

**Nominating Committee:**

* **Chair – M. Barry**
  + **N/A**

**Professional Development Committee:**

* Chair – J. Webb
  + **D. Frood spoke on behalf of J. Webb**
  + Professional Development Committee met to discuss the Professional Development Award due to concerns brought up by board members to prevent double dipping.
    - Committee concluded that they did not want to include in application ‘supervisor’s approval needed.’
    - Further action to review the Professional Development Award application is ongoing.

**Fundraising Committee**:

* Chair – E. Minor
  + **D. Frood spoke on behalf of E. Minor**
  + BLAZE Pizza fundraiser November 3 all-day event.

**Programming Committee:**

* Chair – J. Stone
  + Committee meeting on November 3 at BLAZE Pizza.

**Technology Committee:**

* Chair - G. Brunk 
  + Sponsor a Facebook event to raise awareness for the fundraiser at BLAZE Pizza.
  + Charge of $15 for 7 days that would reach 1,000 to 3,000 people.
    - Motion made by G. Brunk and seconded by J. Stone . Unanimously approved.

**Next Meeting:**

* To be determined.

**Adjournment:**  12:06 pm. by D. Frood. Unanimously approved.

Respectfully submitted,

Elizabeth Braunworth

PBCLA Secretary