



ALABAMA VIRTUAL LIBRARY

Connecting You to a World of Knowledge

Meeting Minutes
November 15, 2017
10:30am

Meeting Called by: Bryce Thornton, Chair (APLS)

Type of Meeting: Regular

Secretary: Michelle Wilson (ASLDE)

Attendees

ACHE: Charlotte Ford, Phill Johnson, Ron Leonard

ALSDE: Dede Coe, Michelle Wilson, Susan Zana

ACCS: Renee Marty, Michelle Wimbish

APLS: Rick Freemon, Bryce Thornton

ASA: Rocky Milliman

Agenda

- I. **Welcome and Introductions**
 - A. Introductions - Bryce Thornton/Chair (APLS)
 - B. Welcome to these new members, all in attendance at this meeting: Susan Zana (ALSDE), Phill Johnson (ACHE), and Renee Marty (ACCS).
- II. Review of Minutes - Bryce Thornton/Chair (APLS)
 - A. Corrections - There were no corrections.
 - B. Motion to accept - Rick Freemon
 - C. 2nd - Rocky Milliman
 - D. The minutes were approved.
- III. Financial Report - Dede Coe (ALSDE)
 - A. Treasurer's Report - Dede Coe

Dede provided a current status of databases to which we subscribe and their amounts. Our total allocation for this fiscal year was \$2,897,627. Our total anticipated expenditures will total \$2,844,907.47. After all expenditures, our current balance is estimated at \$52,719.53.
 - B. Fiscal Agent Report - Dede Coe

Dede provided three documents for the Council's review.

Document #1: This included a quarterly breakdown of the dates for the fiscal year (10/1-9/30), and a timeline for when purchase orders can be submitted to the state. This document also included a list of 8 pieces of paperwork needed to start the paperwork for a purchase order.

Document #2: This document was a copy of an email from the ALSDE's legal counsel (James Ward) stating that the state Superintendent does not have to sign off on every licensing agreement.

Document #3: This packet of information includes copies and samples of the purchase order, quote form, sole source letter, STAARS coding form, and invoice.

IV. Unfinished Business - Bryce Thornton/Chair (APLS)

- A. Full Text Finder - EBSCO (This is missing. Ron Leonard said he had contacted EBSCO and was told they were awaiting payment. Dede said that they have the PO. Ron will follow up with contact to make sure they have what they need. Ron and Dede agreed to tag team to make sure that ASA is notified when a database needs to be posted or re-posted in the case of vendors who cut off services due to lack of payment.
- B. Upcoming conferences - Bryce Thornton/Chair (APLS)
Bryce Thornton asked what conferences are coming up where the AVL needs to have a presence. Michelle Wimbish reported that ACCA is in November. Dede Coe reported that she requested for the AVL to have a vendor booth at the Superintendents' Conference but it was not approved. All Council members are to research conferences coming up that serve our agencies and to let Bryce Thornton know so that he can make a list.
- C. Access Science - Charlotte Ford (ACHE)
Charlotte Ford reported that easy proxy access for Access Science is not working for academic libraries. Michelle Wilson asked if easy proxy access affects the circulation statistics but that was not determined.
- D. Challenge Policy/Collection Development Policy - Michelle Wilson (ALSDE)
Because of the EBSCO issue this summer, there is a need for the Council to have an established policy in place for both collection development and potential challenges. Discussion indicated that there may be an existing older document that John-Baur Graham was going to provide. Ron Leonard mentioned that he has a call scheduled with John and will ask about that document. Michelle Wilson will bring that document or a similar resource for the Council's review and discussion at the January meeting.
- E. Vote for Susan Zana - Bryce Thornton/Chair (APLS)
The Council unanimously voted to approve Susan Zana as Treasurer.
- F. Vote for Michelle Wilson - Bryce Thornton/Chair (APLS)
Michelle was approved by the Council at a vote in September and confirmed at this meeting to serve as Secretary.

V. New Business - Bryce Thornton/Chair (APLS)

- A. PO Process and New Payment Option - Dede Coe (ALSDE)
 - 1. Dede Coe reiterated that now licenses do not have to be signed by ALSDE Superintendent according to legal counsel at the ALSDE.
 - 2. The Council discussed voting to approve giving the Chair authority to sign license agreements based on recommendations from licensing committee.
 - 3. Dede provided steps to working through the process of payment. Copies of

documents listed in IIIB were discussed. Dede Coe emphasized that any number of small issues can cause the entire purchasing process with databases to be kicked out of the system and restarted. If vendors fail to register with the state of Alabama and get a STAARS number, change the company name listed on the sole source letter, make errors on the totals listed, etc. that can kick out the packet and cause the entire process to start all over again. Dede reminded everyone that either the vendors provide a sole source letter or we have to bid out the database. A justification letter also has to be provided. The process involves multiple steps which includes the paperwork being transferred at one point to leave the ALSDE building to go "across the street" to the financial office for the state of Alabama. If the quote expires at any point in the process, that kicks the process back to beginning. There are many steps to getting all required signatures.

Because of this lengthy process, Dede Coe's recommendation to the Council is that our target date to have all funds spent be the end of May. Michelle Wimbish questioned being able to spend a large amount of money at once (such as EBSCO for \$1.3 million). Michelle Wilson asked Dede Coe to secure approval to pay vendors in one lump sum in writing from the ALSDE, which Dede Coe reported that she did via email within the meeting. Dede Coe said she could still do quarterly paperwork if she needs to but that the process is simplified if she could pay them all at once. Michelle Wimbish recommended that the licensing committee and negotiating be done well in advance so that Dede Coe can have the paperwork ready for submission by beginning of the next fiscal year. Dede Coe will verify in writing with the Council that vendors can be paid in one lump sum.

4. Licensing Committee Update - Ron Leonard (ACHE)

We still have licenses to review. The licensing committee will work to get those completed as quickly as possible using the new template license to which we are converting all of our vendor agreements.

B. Pebble Go Benefits and Stats - Michelle Wilson (ALSDE)

Michelle Wilson shared the benefits of Pebble Go and why it is a strong resource for young children, children's librarians, teachers, and school librarians. She explained for the sake of new members the issue of why the usage statistics are off, and sought Council recommendations for handling that with the vendor. Bryce Thornton, Michelle Wilson, and Michelle Wimbish will schedule a meeting with Eric at Capstone to discuss Alabama procedures, stats, and prerequisites for doing business with the Alabama Virtual Library.

C. Budget - Bryce Thornton/Chair (APLS) and Michelle Wilson (ALSDE)

Michelle Wilson provided email documentation dating back to August 2017 where - despite following proper protocol to submit our budget request - our increase to \$3.3 mill has not been reflected in the proposed budget sent in by the ALSDE. The Council was disturbed that this is the third year the ALSDE has not honored the Council's request to include the proper amount. The Council discussed the

need to contact the ALSDE to meet with Andy Craig (ALSDE CFO) and Dr. Richardson (Interim Superintendent) about ALSDE not honoring the AVL Council's budget requests. The Council also discussed the need to meet with Representative Bill Poole about this issue. During the meeting, Michelle Wilson shared an email to the AVL Council group that included the budget request form which will need to be submitted to Emily Nichols. Michelle Wilson also shared an email with a copy of the form and letter that she submitted last year when the same issue occurred with the ALSDE failing to submit the AVL Council's requested amount. Bryce Thornton, Charlotte Ford, and Michelle Wilson will attend the meeting with Representative Poole.

D. Committees - Bryce Thornton/Chair (APLS)

Bryce Thornton established committees and their respective chairs for this year. Committee members are listed, and committee chairs are denoted in bold.

1. Database review - **Charlotte Ford**, Phill Johnson, Ron Leonard, Susan Zana, Rick Freemon, and Renee Marty
2. Publicity - **Renee Marty**, Michelle Wilson, and Dede Coe
3. Budget - **Susan Zana** and Dede Coe
4. Training - **Dede Coe**
5. Licensing - **Ron Leonard**, Michelle Wilson, Denise Oliver, Phill Johnson, and Dede Coe
6. Bylaws - **Nancy Pack**
7. Nominating - **Michelle Wilson**, Renee Marty, and Charlotte Ford
8. Legislative - **Bryce Thornton** and Denise Oliver
9. Website Redesign - **Michelle Wilson**, Rick Freemon, Rocky Milliman, and Renee Marty

E. Website redesign update - Rocky Milliman (ASA)

1. Eric Dorr is still waiting for survey input from some committee members.
2. Eric Dorr will host a planning meeting sometime around the first week of December. A specific date will be coming from Eric Dorr to committee members.

F. AVL Marketing Materials - Dede Coe (ALSDE)

Dede Coe brought an inventory list and samples of each of the new items for Council members to take.

The meeting was adjourned at 12:24pm.

Respectfully submitted by Michelle Wilson on November 16, 2017.