



Alabama Virtual Library
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AVL Council Meeting minutes

November 16 @ 10:00

1. Call to order. Roll call:

ACHE (Alabama Commission on Higher Education)

Phill Jonson

Kim Herndon

Ron Leonard

ACCS (Alabama Community College System)

A.P. Hoffman

Chantae Calhoun

APLS (Alabama Public Library System)

Nancy Pack

Amy Henderson

ALSDE (Alabama State Department of Education)

Cristin Dillard

ASA (Alabama Supercomputer Authority)

Bill Paine

2. Welcome:

-- Thank you to Amy for her leadership over the last year.

-- Julie Kennedy is not here today, but she is the new representative for ACCS.

3. Review and approval of minutes from September 21st meeting. Minutes were approved after a motion by Amy and seconded by A.P. All other members agreed.

4. Financial report

-- Ron: We have a healthy budget this year. \$294,417.24 is the available balance.

-- Ron: Thanks to ASA for keeping their costs low.

-- Phill: We need to keep the hiring of an Executive Director in mind when we are discussing the budget. When is the next budget meeting?

-- Ron: We need to know what the upper limit costs will be for the position, and whether we will be paying benefits, etc.

-- Cristin: If it's a retired person or if the person is on contract, there will be no benefits. \$37,000 for a retired state employee for the upcoming fiscal year. That is the limit for a retired specialist. That would make a good budget number.

-- Ron/Phill/Nancy: We need to have a budget meeting to discuss all of this, but the committee members have to be named first. Phill has a plan for that.

--Amy: When the budget committee meets next, we need to also discuss the purchase of more marketing materials.

5. Unfinished business

-- Deborah Morrow is here with us today. She is going to give a short presentation about a possible internship.

-- Ms. Morrow is a retired teacher of 26 years. Retired in 2020. Taught high school Spanish and English. Took a one-year stint with a private school. Finishing her Master's at University of South Alabama, after which she will have credentials for instructional design and development. The last thing to do to complete her Master's is an internship. She has been searching for an appropriate internship. In order to continue professional development, she did two six-week courses, one with Google, and one with the AVL. The AVL course should be more patron-friendly, and so she would like to do an internship with the AVL to create a more patron-friendly course for the AVL.

-- Cristin: Was the course that you took one of the e-learning course from Noodle? Ms. Morrow answered yes, through PowerSchool.

-- There was some discussion on where a course would live. Website? Different platform?

--Cristin: Through the ALSDE, we could utilize the e-learning course and push to have it updated or in a different format. This would be ideal for school librarians, but other librarians, as well, will benefit.

-- Ms. Morrow would like to create the course to be interactive and encourage independent learning, especially to engage patrons, specifically the kids, but also for all ages.

-- Cristin: Would this course be written in such a way that could be implemented by other platforms or institutions, such as higher ed, public libraries, etc.? Or if we removed sections of it (to place on the website or elsewhere) but still make sense.

-- Nancy: The Public Libraries do have an LMS called Niche Academy that can be utilized for this, as well. Will there be a professor that you will be working with on this project?

-- Ms. Morrow: Yes, Dr. Zha is my advisor, and I have to write a proposal and submit it to the Council for approval before the semester I start.

-- Nancy motions that the AVL accepts her internship with the Chair, Phill Johnson, writing a letter to her and to her school that the AVL is willing to accept her and her internship. Ron seconds.

-- Discussion from Cristin: As far as a statement of work, expectations, etc., is that something that you want the Training Committee to develop?

-- Phill: That makes perfect sense.

Roll call vote unanimously passed.

-- Next order of business is the Executive Director. Phill asked Cristin to update the Council.

-- Cristin: In honesty, we haven't had much time to devote to this, but I plan to go back through the previous RFP and update it to include our requirements. The Committee will meet soon to move forward. There are some other questions to consider: Does APLS have an opening for a retired specialist? Do we want to release as an RFP and go to contract? Do we want to solicit proposals? Do we want to create a MOA with a university or public library? Sometimes, some agencies have a finite number of retired specialists that they are allowed to have.

-- Nancy: Who is this person going to be accountable to? That is my biggest concern.

-- Phill: In our previous meeting, it was discussed that the person would report to the Chair and reviewed by the Council.

-- Cristin: Also, there would be some type of performance appraisal or evaluation from the Council.

-- Nancy: Going through MOU with an agency or organization might be the easiest way.

-- Cristin: We would put the position as a consultant, which means that the candidate doesn't have to be an employee of the university. The university would have the contract for the person, but the AVL Council would have control over the statement of work.

--Phill: In our previous meeting, we decided to have a discussion this meeting about the social media style guide. Any updates on this?

--Cristin confirmed that she had the style guidelines from ASA. The Publicity Committee will continue to work to make an AVL social media styleguide.

6. New Business:

Phill: The next order of business is to confirm the meeting dates for the rest of this year. The third Wednesday of every other month [10:30-12:00] turns into this schedule:

January 18

March 15

May 17

July 19

September 20

November 15

--Bill is posting the meeting dates on the Secretary of State's website, and he will update the website to include these dates.

--Phill: The next order of business is committee appointments.

--Budget Committee: Ron Leonard is the Chair as Treasurer, Cristin Dillard, Jessica Everingham [from APLS], Phill Johnson, and Julie Kennedy.

--Database Review: Ron Leonard (Chair), Cristin Dillard, Amy Henderson, A.P. Hoffman, and Bill Paine.

--Nominating: Amy Henderson (Chair), Cristin Dillard, Nancy Pack.

-- Publicity: Cristin Dillard (Chair), Amy Henderson, Kim Herndon, Ronnie Smith.

--Training: Cristin Dillard (Chair), Chantae Calhoun, Amy Henderson, Nancy Pack, APLS Reference staff.

--Bylaws: Nancy Pack (Chair), Cary Hill, Phill Johnson, Julie Kennedy

--Legislative and Advocacy: Nancy Pack (Chair), Chantae Calhoun, Kim Herndon, Cary Hill

--OER Commons: Kim Herndon (Chair), Chantae Calhoun, Phill Johnson

--Selection and Licensing: Ron Leonard (Co-Chair), A.P. Hoffman (Co-Chair), Chantae Calhoun, Phill Johnson, and Nancy Pack.

--ACCS/ALSDE appointments: Julie Kennedy's appointment satisfied ACCS's vacancy; Dr. Mackey is in the process of appointing the two ALSDE vacancies.

--Reappointments: Some people need to be reappointed. Nancy confirmed that her appointment dates have been updated.

--Alabama Secretary of Boards and Commissions require an annual report detailing who the EC members are, their appointment terms, contact information, and who initially appointed each member.

-- Phill: I see this as something the Chair should do (or the Executive Director when that position is filled). Currently, it has fallen into Bill Paine's lap.

--Ron and A.P. verbally agreed. No other discussion.

--The last thing under new business is the Racial and Demographics form. Phill asked Amy to update the Council on that.

--Amy: The Council has to provide racial and demographics information for each of its members. Amy will send out an email at the conclusion of the meeting, and everyone please respond.

7. Committee Reports

-- Budget Committee: Ron Leonard – Even with subtracting the projected amount for the Executive Director, we still have a very healthy budget.

-- Database Review: Ron Leonard – We are not reviewing any databases right now. We did have good usage on the two Springer trials, so that information will be reviewed by the Database Committee when it meets.

--Selection and Licensing: Nothing to report.

--Bylaws: Nancy Pack – Committee Chairs, please read the bylaws.

--Legislative: Phill – The session begins on the first Tuesday of March.

--OER Commons: Phill – Nothing new to report.

--Publicity: Cristin – Nothing further.

--Training: Cristin – As soon as Ms. Morrow comes on as an intern, we need to add her to the Training Committee, and to the OER Commons Committee. (Note: The training modules could also live on the OER Commons.)

8. Announcements/Reminders

--Bill – We need to do some scheduled server maintenance before the first of the year. December 19th is the date that this will be completed. AVL's website will be unavailable during the migration. Bill will add a notice on the website this week.

--The Chair-Elect is Julie Kennedy.

9. Ron Leonard motions to adjourn. Cristin Dillard seconds. All agree. Meeting is adjourned at 11:34.