AVL Executive Council
Meeting Minutes / May 20, 2026 / 10:30 a.m. / Virtual and in-person at APLS

Participants: Toni Carter, Sheila Limerick, Susanne Estes, Dr. Mary Alice Pouliot, Amy Henderson, Kevin Pearcey (Chair), Alex Perry, Matt Sponsler, and Noelle Morin.

1. **Call to Order and 2. Welcome**
   Chairperson Kevin Pearcey called the meeting to order at 10:30 a.m.
3. **Review and approval of minutes from the meeting on May 20, 2026**
   Susanne made a motion to approve the minutes with a second from Alex. The motion carried unanimously.
4. **Financial Report**
   The FY2027 Budget of $3,611,637 is level as expected. There were no questions posed about the budget report.
5. **Unfinished business: RDA for AVL**
   The Council discussed some items of concern regarding the RDA, which has records broken down into temporary and permanent records. Temporary records will be records like vendor product proposals, which are retained one year after an audit. Susanne said that unless we have an audit, we don't need to take the time to create drives and folders. Kevin and members agree. The Council discussed source code. Noelle said it's the website code (code behind the website itself) and that we need to come up with a plan for turnover of AVL for keeping legal case files, which are currently held in emails. Noelle said we could probably house them on the same server as theirs. Susanne said all her records would be in emails. She will schedule a call with Noelle and Brad and email everyone in case anyone wants to join in. A question was asked as to who would be in control of an audit, and Amy Henderson and Kevin said APLS is audited yearly. The next section discussed was permanent records. There was some confusion about the final product wording under "circulation statistics." Alex pointed out that for the guidelines on published tables, the items published on the website would be the final product. Committee meeting minutes, agendas and packets have not been shared as a group so going forward if there are committee meetings that have these elements, we will have to start collecting them. The wording doesn't specify that these elements have to be provided for committees, but if they are provided, they must be collected and retained. The RDA also specifies that if we provide training for any stakeholders, we must retain training program files. A question was asked as to the AVL's database request policy; the standard response is that we will report it to the database review committee and the committee reports to the council on response. Amy Henderson said she gets a lot of these requests and sometimes it's a spam ad for particular resources – but it comes in the same way that a patron request comes in; we need to document it and refer it to committee but it doesn't mean the committee has to recommend it. We only need documentation and a response, even a standard response. The last question posed was whether it matters that members use different platforms when communicating or storing information; Susanne said she and Noelle and Brad can discuss that element in their upcoming meeting and that possibly we could designate a particular platform that the Council will use.
6. **Committee reports**
   a. Budget: Chantae Calhoun, Chair – no report
   b. Database Review: Alex Perry, Chair – no report
   c. Committee Spreadsheet: Amy Henderson, Chair – no report
   d. Selection & Licensing: vacant, Chair – no report
   e. Bylaws: Alex Perry, Chair – no report
   f. OER Commons: Alicia Johnson, Chair – no report
   g. Publicity, Alicia Johnson, Chair – Marketing Plan & input

Amy Henderson and Alicia met this morning, and Amy reported on their meeting. The Council is low on swag and not able to fill many requests. She said it's probably a good time to take the request off the website. Materials left include a half box of pens, a full box of pencils, 4 boxes of mouse pads (about 400 per box), and glass wipe cleaners. She has boxes of sticky note pads but they aren't at her library anymore. Amy has to go to Montgomery and intends to fill her van with what is left and drop it off at APLS (week of June 9). Susanne said she will be able to help. Amy said she and Alicia feel we should decrease the amount of swag we purchase. Alex suggested we create digital materials that the libraries could print on demand; it's cost effective for AVL and there wouldn't be shipping costs. Members voiced some concern that smaller libraries' budgets wouldn't allow them to print the resources. It was suggested we create items like flyers, bookmarks, and social media shareables. Alex said vendors don't send as much out anymore but instruct you to print what they've provided digitally instead. Amy said a there is a marketing folder that has a lot of the material in it, which she could present at the July board meeting for approval; we could have them finalized and ready for distribution for the new school year. Discussion moved to social media. The Council needs to regain access to our accounts. Amy suggested removing the ability for comments and messaging because our accounts aren't closely monitored for inappropriate comments, etc. Kevin asked if Amy and Alicia talked about investing in new swag. Amy said it depends on our budget. If we have to cut a database, then if there is money left over in a fragment, it could be spent as a one-time purchase of additional swag but the council would have to decide whether to buy swag or additional eBooks or other one-time purchase resources. It was suggested that swag be reserved more for trade shows, exhibition halls, etc. because time and shipping costs in filling requests for physical swag is a lot. Kevin said our available balance is $50k after everything is paid.

h. Training: vacant, Chair – no report
i. Strategic Planning: vacant, Chair – no report

7. New business

a. 2027 deadlines/budget/renewals + response form – Council should reach out to Brad and Noelle for each vendor and ask for information from Jennifer.
b. Current databases & solicitations (input from council regarding current offerings). Council should make decisions on these by January 1st to be considered. Members can forward these to Alex as well.
c. Open records request – the records requested pertained to a particular case that was turned over to the Board of Adjustments.

8. Announcements/reminders/discussion

a. Next meeting: July 15, 2026. Date corrected from erroneous date of July 22, 2026, listed.

9. Adjournment

With no other business on the floor, Susanne made a motion to adjourn, and Alex seconded. The meeting was adjourned at 11:46 a.m.