**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