**PBCLA Board Meeting Minutes**

**PBCLS Main Branch**

**August 9, 2016**

**Present**:

# Josh Stone, Dawn Frood, Amanda Woolf, Elizabeth Braunworth, Clifton Barefoot, Michelle Keba, Chris Jankow and Angelic Cortez (phone).

**Absent**:

Graham Brunk, Cheryl Fishman, David Scott, and Janet DeVries

**Call to Order**:

The meeting was called to order at 3:05 p.m. by the President, Josh Stone.

**Approval of Minutes:**

* **Motion: To approve the minutes with correction noted regarding Fundraising Chair from the July PBCLA Board Meeting (7/18/16). Motion made by A. Woolf and seconded by C. Jankow. Unanimously approved.**

**Treasurer’s Report**:

* 2016 PBCLA Quarterly Treasury Report for July - June Submitted by A. Woolf
  + Following items noted by purple font were adjusted for the July-June Budget
    - Professional Development (+)
    - Supplies (-)
    - Palm Con (new entry)
    - Promotional (-)
    - Quarterly Meetings
    - Annual Meetings
* 2016 Monthly Treasurer’s Report for July Submitted by A. Woolf
  + Renewal for Post Office Box
  + Petty Change needed ($30 about) to make change for cookbooks

**President’s Report**:

* Policies and Procedures
  + D. Frood spoke on the update regarding Policies and Procedures.
    - Within Board of Directors, Section B. Committees is the following format:
      * Statement of Purpose
      * Responsibilities of Advocacy Committee Chairperson
      * Responsibilities of Advocacy Committee
        + D. Frood suggested that this format should be applied to the following committees who are missing this format (Membership and Nominating).
        + M. Keba noted that formatting and font issues be addressed.
        + C. Barefoot suggested the removal of the line within Officers under Section F, Letter G which states that the webmaster posts a complete list of all members on the website.
        + C. Barefoot also recommended a Table of Contents be added.
        + A. Woolf that Budget Committee was no longer relevant and that many of the duties can be defined under the treasurer’s duties.
        + D. Frood suggested the removal of all green/yellow/red colors except for the items that need further attention.

Motion made by J. Stone and seconded by C. Jankow to approve of the following changes. Unanimously approved.

* Advocacy Chair
  + Still need of a chair. Currently advocacy has two members. J. Stone was hoping to have this committee prepare something for Palm Con in which it would showcase all libraries and what they offer to Palm Beach County residents.
* Stripe/Paypal
  + No longer using Paypal but instead Stripe. Integrates well with Squarespace.
* Palm Con
  + September 24 (10-6) and 25 (10-5). J. Stone secured a free booth at the event for PBCLA. Raffle prize needed (Bags/Cookbooks/Membership). Volunteers needed.
* Tablecloth with New Logo
  + A. Woolf will order new tablecloth with new label for the Palm Con event. Motion made by J. Stone and seconded by C. Barefoot.
* RSVP System for Talk and Taste
  + C. Barefoot said the system is going well. D. Frood wondered whether system could be used to sign up volunteers for Palm Con.

**COMMITTEE REPORTS**

**Advocacy and Outreach**

* N/A

**Bylaws**

* N/A

**Fundraising Committee**:

* Chair – A. Cortez
* Trivia Contest
  + Possible to register online and charge a fee for trivia event if held at public library. PBCLA Board said that would not be feasible.
  + Okeeheelee Nature Center offers two rooms (Large – 80 max/$25 an hour) (Small – 30 max/$15 an hour). 2 hour event held in the afternoon on October 15, 2016 with J. Stone leading the event.
* Art House
  + $40 per person with $20 going towards the organization/nonprofit. Painting class.
* California Pizza
  + Flier 20% off of the bill. Specific location?

**Marketing & Communication Committee:**

* N/A

**Membership Committee**:

* Chair - C. Jankow
* C. Jankow reported that we have 73 active members within PBCLA. 2 new members. 1 renewal. 4 dropped. 36-41 potential renewals within the next month.
* Membership Drive
  + C. Jankow suggested a referral incentive for getting people to sign others up such as a drink/meal at a Talk and Taste or free membership renewal for themselves.

**Nominating Committee:**

* N/A

**Professional Development Committee:**

* J. Stone stated that the committee is taking applications. PBCLA members can receive up to $250 for anything that will improve their knowledge in their field of interest.

**Programming Committee:**

* Chair – C. Barefoot
* PBCLA Programming Committee Meeting was held on August 3 at 6:30 at Moorings at Lantana
  + Agenda discussed the Quarterly Meetings
    - Library and Tragedy (Focus), Orlando/FSU/Ferguson(possible speaker), Lynn University (location) = Fall Meeting
      * Other ideas/locations discussed:
        + LGBTQ/Compass
        + Little Free Libraries/Doug Crane
        + Prison Libraries
        + Toastmasters
        + Palm Beach County Government Center – Law Library
        + Jupiter Lighthouse
* Talk and Taste
  + August 26, 2016 from 7-10 Frigates, Topic – Library Conference
* RSVP
  + The format is going better than expected.

**Technology Committee:**

* Chair - G. Brunk
* Suggested that a tablet be bought on behalf of PBCLA to be taken to events to help register potential members. J. Stone and A. Woolf thought the idea had merit but was unsure of the expense as well as the fact that many individuals have smart phones. C. Barefoot suggested maybe a refurbished laptop.

**Other Business**

* A. Cortez asked if 501c3 was available. J. Stone recommended Sunbiz to obtain documentation.

**Next Meeting:**

* Doodle Poll will be sent out by J. Stone next week for next meeting date. In comments please add a location you wish it to be held.

**Adjournment:**

* Meeting adjourned at 4:20 p.m. (No motion cast.)

Respectfully submitted,

Elizabeth Braunworth

PBCLA Secretary