**PBCLA Board Meeting Minutes**

**South University**

**September 28, 2017 – 12:00pm**

**Present**:

Elizabeth Braunworth, Graham Brunk, Dawn Frood, Russell Gift, Chris Jankow, Michelle Keba (phone), Alyse McKeal, Elaine Minor, Josh Stone, Chandra Thornton, and Amanda Woolf.

**Absent**:

Clifton Barefoot and Jenifer Webb.

**Call to Order**:

The meeting was called to order at 12:03 pm. by the President, Dawn Frood.

**Approval of Minutes:**

* **Motion: To approve the minutes from the July PBCLA Board Meeting (8/29/17). Motion made by A. Woolf and seconded by C. Thornton. Unanimously approved.**

**Treasurer’s Report**:

* Treasurer reported that as of August we have a balance of $5,782.09.

**President’s Report**:

* PBCLA Quarterly Meeting
  + October 18, 2017 2-4pm at the Mandel Public Library in the Clematis Room.
* FLA Donation
  + A $300 donation was made to FLA by PBCLA to fund hurricane relief efforts.
* Donation Button on PBCLA Website
  + D. Frood proposed an idea of a donation icon be made available to members and non members alike to donate to PBCLA. Proposal of recognizing individuals who donated to the organization was discussed.

**COMMITTEE REPORTS**

**Advocacy and Outreach**

* Chair – M. Keba
  + - November 17th at 1:30pm at the St. Vincent de Paul Seminary Library.
      * RSVP on website
      * Facebook event titled: PBCLA Library Tour Series, needs to be created.
    - Spring – Boca Raton City Library
    - Summer – Palm Beach State College

**Bylaws**

* Chair **– A. McKeal**
  + **Meeting on Sept 12 at 6pm was cancelled due to Hurricane Irma.**
  + **Next meeting sometime next October.**
  + **Five official committee members.**

**Marketing & Communication Committee:**

* **Chair – C. Barefoot**
  + **D. Frood spoke on behalf of C. Barefoot**
    - **Presidential Statement**
      * **D. Frood mentioned Job Exchange per D. Scott’s request we promote it.**
    - **Newsletter** 
      * **Currently being complied.**
    - **Next Quarterly Meeting**
      * **Riviera Beach – January meeting**

**Membership Committee**:

* Chair - C. Jankow
  + 65 members.
  + Google Groups are now operational.
  + Incentive for joining PBCLA ideas
    - Meeting to discuss incentive plan took place September 28, 2017
      * Begin drive from January to April
      * Unsure of name for drive or prize to be given
      * Should be finalized by next January Quarterly Meeting
        + C. Jankow asked if there was room in budget for incentive prize and whether a vote was needed by the board to approve it.
        + A. Woolf stated that there was probably a line item in the budget for promotional expenses.
        + A. McKeal checked fiscal procedures within the bylaws and discovered that the board may have to vote on the spending.
        + D. Frood tabled the issue for a vote next meeting.
  + Promotional giveaways
    - A. Woolf handed out ideas for PBCLA bags
      * Roughly a $1.00 a bag with a minimum of 300 to be purchased.
      * $100.00 for pens with 300 being the minimum.

**Nominating Committee:**

* **Chair – M. Barry**
  + **N/A**

**Professional Development Committee:**

* Chair – J. Webb
  + **D. Frood spoke on behalf of J. Webb**
  + Professional Development Committee met to discuss the Professional Development Award due to concerns brought up by board members to prevent double dipping.
    - Committee concluded that they did not want to include in application ‘supervisor’s approval needed.’
    - Further action to review the Professional Development Award application is ongoing.

**Fundraising Committee**:

* Chair – E. Minor
  + E. Minor is investigating BLAZE Pizza for a fundraiser for November in Royal Palm Beach.
    - Must bring flier similar to that of California Pizza.
  + Raffle Gift Basket for next Quarterly Meeting

**Programming Committee:**

* Chair – J. Stone
  + October 18, 2017 2-4pm at the Mandel Public Library in the Clematis Room. The theme is Innovative Library Programming.
    - However the Library Director’s meeting is taking place that same day
    - No confirmed speakers for event
      * A. McKeal will speak about initiatives at Palm Beach State College
        + Therapy dog program
      * Zachariah, the director of the North Palm Beach Library, will possibly send someone from their children’s department. Though not confirmed.
      * M. Keba suggested Bob from Palm Beach Atlantic University that could speak about work/life balance.

**Technology Committee:**

* Chair - G. Brunk 
  + Will add button for donations.

**Next Meeting:**

* To be determined.

**Adjournment:**  1:04 pm. by D. Frood. Unanimously approved.

Respectfully submitted,

Elizabeth Braunworth

PBCLA Secretary