

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

MINUTES

March 29, 2019

Room 307

R.A. Gray Building, 500 S. Bronough Street, Tallahassee, FL 32399

Present:	<u>Board of Directors</u>	<u>Division Staff</u>	<u>Secretary of State's Office</u>
	Gloria Colvin	Amy Johnson	Christie Fitz-Patrick
	Gene Coppola	Beth Golding	
	Claire Dygert	Cathy Moloney	
	Ava Ehde	Lindsey Harrington	
	Brittney Farley	Kymerly Keaton-Emmert	
	Mark Vargas	Jennifer Womble	

Call to order and roll call

The meeting was called to order at 9:00 a.m. Eastern. Roll was called by Board Secretary, Ava Ehde, and all directors were present.

Adoption of agenda

Mark Vargas made a motion to approve the agenda; it was seconded. Board President Gene Coppola moved that the agenda be amended to place consideration of the bylaws before consideration of the letter of agreement and make discussion of the division's monthly report to the board the first item of business. Mark Vargas then moved to approve the agenda as changed. The motion was seconded and unanimously approved.

Approval of minutes from the December 19, 2018 meeting

Mark Vargas moved to approve the draft minutes; the motion was seconded. Discussion followed with Board President Gene Coppola requesting that persons making motions and persons seconding motions be noted in the minutes. Discussion followed. Mark Vargas moved that persons making a motion in the meeting be included in the minutes; the motion was seconded and unanimously approved. The draft minutes of the December 19, 2018 meeting were then unanimously approved.

Director comments

The director spoke to the board about housekeeping items related to the current meeting and answered questions regarding the State Library Council. Deputy Secretary of State Christie Fitz-Patrick spoke to the board about the other Department of State CSOs and their various functions, giving a brief overview of their operations, as well.

Business items

Approval of documents

Bylaws: The board discussed several additions and changes to the bylaws. A motion was made by Gloria Colvin to approve the proposed changes to the bylaws with the understanding that Article V (Membership) and Article XI, Section 1 (Liability) will be revisited at a later date. The motion was seconded and unanimously approved.

Letter of Agreement: The board discussed several additions and changes to the Letter of Agreement for 2018-2019. A motion was made by Ava Ehde to approve the proposed changes to the Letter of Agreement for 2018-2019; the motion was seconded and unanimously approved.

Budget

The board discussed and voted on specific budget items as follows:

Gloria Colvin moved that the board approve funds up to \$800 for the provision of drinking water to the State Records Center, to be reviewed in one year. The motion was seconded and unanimously approved.

Brittney Farley moved that the board approve funds up to \$65 for the payment of annual corporate filing fees (due May 1). The motion was seconded and unanimously approved.

Gloria Colvin moved that the board approve \$700 for expenditure on the remaining Department of State employee recognition event for this fiscal year (2018-2019). The motion was seconded and unanimously approved.

Other business

Monthly report

The board discussed their content desires for a monthly report from the division.

Board membership

The board discussed expanding its membership in future to include members of the school media specialist community and the Master of Library and Information Science (MLIS) student community.

Friends' presence at statewide meetings

The board discussed their desire to attend or maintain a presence at relevant statewide meetings. Amy Johnson extended an invitation to the board to attend the 2019 Public Library Directors Meeting.

Suggestions from Deputy-Secretary Fitz-Patrick

Deputy Secretary Christie Fitz-Patrick offered the board (at their request) some suggestions for fundraising opportunities. The board requested that these be specifically listed in the minutes of the March 29, 2019 meeting, along with their own ideas, as follows:

- Showcasing the Mozert collection.
- Promotional events.
- Document restoration.
- Florida Memory.
- Updates to physical space.
- Statewide Digital Initiative.

Agenda items for next board meeting

The board discussed items for the agenda of the next board meeting including the long-range plan, budget review and approval of the next annual report.

Next meeting

Plans were discussed for another face-to-face meeting in June 2019 in Manatee County.

Public comment

A call was made for public comment and there was none.

Adjourn

Mark Vargas moved to adjourn the meeting at 2:40 p.m. Eastern; the motion was seconded and the meeting was unanimously adjourned.