

**FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.**

**MINUTES**

**April 23 and 24, 2020**

**Via Webinar/Conference Call**

**Present:**

**Board of Directors**

Gloria Colvin  
Gene Coppola  
Matt Daugherty  
Claire Dygert  
Kathleen Malloy  
Elizabeth Uchimura  
Mark Vargas  
Rachel Walton

**Division Staff**

Alison Davidson  
Lindsey Harrington  
Amy Johnson  
Kymberly Keaton-Emmert

**Absent:** Ava Ehde

**Call to order**

The meeting was called to order at 1:03 p.m. Eastern on April 23, 2020. A quorum was noted.

**Adoption of agenda**

Gloria Colvin moved to adopt the draft agenda. The motion was seconded and the agenda was unanimously adopted.

**Approval of minutes from the November 21-22, 2019 meeting**

Claire Dygert moved to approve the draft minutes; the motion was seconded and the draft minutes of the November 21-22, 2019 meeting were unanimously approved.

**Introduction of board members, staff and guests**

Board members and Division staff introduced themselves.

**Financial Report**

Director's office staff presented the most recent financial report to the board. The board discussed whether or not to renew its CD, due to mature in May. Board President Gene Coppola called for a motion to not renew the CD upon maturing; Elizabeth Uchimura so moved and the motion was unanimously approved.

**Director comments**

Division Director Amy Johnson offered thanks to the board on behalf of the Division for their support. The director provided a brief update on Division activities.

## **Business items**

The board discussed potential updates to their bylaws and Letter of Agreement and solidified the long-range plan for incorporation into the annual report. Division staff agreed to draft the annual report for the board's review prior to the June meeting.

## **Other business**

The Board gave Division staff feedback on the draft CSO brochure. Staff agreed to incorporate requested edits and submit to the board for further review at the June meeting.

## **Next meeting**

The board will meet virtually via conference call on June 22, 2020.

## **Public comment**

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

## **Adjourn**

Mark Vargas moved to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 11:19 a.m. on April 24, 2020.