

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

DRAFT MINUTES

June 22, 2020

Via GoToMeeting

Present:

Board of Directors

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

Division Staff

Alison Davidson  
Josh Goodman  
Lindsey Harrington  
Amy Johnson  
Kymberly Keaton-Emmert

Call to order

The meeting was called to order at 1:00 p.m. Eastern on June 22, 2020. A quorum was noted.

Adoption of agenda

Claire Dygert moved to adopt the draft agenda. The motion was seconded and the agenda was unanimously adopted.

Approval of minutes from the April 23-24, 2020 meeting

Gloria Colvin moved to approve the draft minutes. The motion was seconded and the minutes from the April 23-24, 2020 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 year-to-date budget to the board; Mark Vargas moved to approve the year-to-date budget as presented. The motion was seconded and the year-to-date budget was approved.

Division staff presented a proposed budget for FY2020/2021 to the board. The board made the decision to replace individual line items from FY2019/2020 for the Mozart Exhibition opening reception and beautification of the Capitol Branch with a single line item in the amount of \$1,000 for programming and staff support needs. The board also agreed to fund another year's subscription to Quickbooks via TechSoup at the increased price of \$75/year. Kathleen Malloy made a motion to approve the proposed budget for FY2020/2021 with the above amendments. The motion was seconded and the proposed budget for FY2020/2021, as amended, was approved.

### Director's comments

Division Director Amy Johnson provided a brief update of Division activities to the board. On behalf of the Secretary of State, she asked board members to help gather information from their library and institutional contacts on how they are celebrating this year's 100th anniversary of the passing of the 19<sup>th</sup> amendment, granting women's suffrage.

Archives Historian Josh Goodman answered questions from the board regarding the State Archives proposed research stipend program. Following the conversation, Elizabeth Uchimura moved that the board approve the proposed research stipend with changes in the language to reserve one of the two stipends for a Florida resident and to remove time limits for previous stipend recipients to reapply. The motion was seconded and the research stipend program, as amended, was unanimously approved by the board.

### Business items

The board reviewed the draft annual report. Rachel Walton moved to approve the annual report as presented. The motion was seconded and the annual report for FY2020/2021 was unanimously approved.

The board reviewed the updated board member job description and board president Gene Coppola requested that the contact information included in the description be changed from his email address to a more generic Division contact. Claire Dygert moved to approve the job description, with the requested change in contact information. The motion was seconded and the job description, as amended, was unanimously approved.

The board reviewed the updated CSO brochure. Kathleen Malloy moved to approve the brochure as presented. The motion was seconded and the brochure was unanimously approved. It will move forward for Department review and approval.

### Other business

The board discussed the resignation of board member and secretary Ava Ehde and the process of nominating a replacement candidate. The board also discussed the upcoming term expiration of other members.

### Next meeting

The board will meet virtually on October 5, 2020 from 12:30 to 4:30 p.m. Eastern.

### 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 2:44 p.m. Eastern.