



SCASL Board Minutes
Board Retreat & Business Meeting
South Carolina Center for Community Literacy (SCCCL)
July 21, 2021

Board Retreat

- I. Welcome and Call to Order** - Katherine Malmquist- 9:50 am
- A. Order of proceedings for the meeting-Bylaws
 - B. Robert's Rules of Order cheat sheet
 - C. Heather Loy will help with following motions
 - D. Will be doing Zoom and GoTo meetings-gave procedures
 - E. Procedures for accessing, updating the website, getting to the forum, and changing webpages
 - F. Delineation of Executive Board Members, Standing Committee, Special Committee
 - G. Missing a liaison for the Department of Education and SCLA liaison will update when those are named

II. Roll Call Introduction

A. In Attendance: Katherine Malmquist, President; Heather Loy, Past President; Tamara Cox, President-Elect; Gloria Coleman, Secretary; Camellia Harris, Treasurer; Elizabeth Graham, Regional Network, Tandra Pingle, Archives; Melanie Starks, Book Awards; Amanda Cox, Bylaws; Jill Burel, Pre-Service; Mike Leroy, Standards; Tammy Jo Welch, Paraprofessional; Elizabeth Ervin, Executive Secretary.

In attendance (virtual) Michelle Spires, Advocacy; Edie Crook, Editorial; Jenna Spiering, USC-SLIS, Martha Taylor, Presidential Advisor; Lonni Lewis, Diversity, Equity, & Inclusion

Not in Attendance: Jennifer Nix, Awards; Kim Mistler, Non-Public;

III. Voucher Presentation-Camellia Harris

IV. Board Focus-Katherine Malmquist, President

- A. You are the face of SCASL-Watch what we say on social media and out in public
- B. All committees should have a co-chair for each committee just in case
- C. The chairman should have expectations for the committee members
- D. Show members how to be a leader so that they can be prepared when it is their turn to lead
- E. Keep pages updated

- F. Keep calendar updated
- G. Heather Loy added that the calendar should be robust and not limited. Include district events as well.
- H. Board Reports due dates- Sept 1, Nov 3, Dec 29, Feb 27, April 27
- I. Post reports as pdfs.
- J. Include the president on emails to committee members at President at scasl.net
- K. A reminder will be sent
- L. Respond to emails within two business days
- M. Discussed template for committee member report
- N. Send names of committee members to Diane for verification of membership
- O. Time was allowed to send committee members to Diane and to work on the goals of the committee

V. Handbook Review-Heather Loy

- A. Everyone should review the handbook
- B. Give Heather any dates that need to be added to the handbook
- C. Everyone should check their email to make sure it is accurate.
- D. Dates page needed a correction from 2021
- E. Every committee needs to check their section
- F. Most committees are 3yrs for consistency and for diversity on the board
- G. Suggested to have a vice-chairman for each committee for purposes of replacement
- H. Should have 3 to 5 members in a committee/ Have an odd number.
- I. Archives should receive items at the end of the year. Read to see what committees are required to submit to archives.
- J. Suggested that everyone look over bylaws. Members are required to attend at least 3 meetings.
- K. Post board reports 10 days ahead
- L. Pointed out account numbers
- M. If you need to mail a voucher you must mail it to Katherine first, to be approved.
- N. Gave instructions on vouchers.
- O. Correction needed for Katherine's address in the handbook.
- P. Travel reimbursement-\$15 one way. Applies to the board and committees.
- Q. A reminder was given of SCASL policy of discrimination policy
- R. Keep up your section of the website.
- S. Social Media tips- please read
- T. It is expected that everyone attends the conference, the general sessions, and the business meeting at the conference
- U. Look to see if your committee can work with other committees
- V. Check to see if your committee needs to give something to editorial

Board Business Meeting

I. Called to order-12:30pm- Katherine Malmquist, President-Elect

Goals and Important Items:

- A. Membership-Increase membership, membership involvement, support membership
- B. Post-Covid-How to serve members post-Covid 19
- C. How to support library programs?
- D. New Evaluation Method-Adept session at the Conference is on the website. What else can be done to support the new evaluation method to make it successful?
- E. Standards-Address standards in library lessons. What are we doing that addresses the standards?
- F. Additional Idea: Look at providing lesson plans or other members submit lesson plans that members can provide for free along with a disclaimer. ACSL is providing the lesson plans along with a disclaimer. Do not sell for profit. Something to look at.
- G. SCETV has a database system set up for lesson plan submission.
- H. Suggestions for lesson plan database-scope and sequence
- I. Had to pay Spartanburg for the cancellation of the contract due to Covid-19.
- J. Elizabeth Gregory commented-Remembers our past in order to build for the future
- K. Make sure we have certified librarians
- L. Dept.of Ed requirements for library certification is available-can contact, Tamara Cox.
- M. Committees need to have 1 or 2 goals that would support the President's focus of membership. Goals should be turned in by September 1st. Subsequent reports should address the progress toward the goals.

II. Minutes

- A. Change- remove Kathy Sutusky from the May meeting minutes since she wasn't there.
- B. Motioned by Camellia Harris to accept the minutes with the change.
- C. Second, by Elizabeth Gregory, approved unanimously

III. Treasurer's Report - Camellia Harris

- A. Motion to remove the ALA annual travel option from the Book Awards chair.
- B. Second, Discussed and approved unanimously.
- C. Be aware of spending. Offer the option not to put in for a travel voucher. Opt for a tax right-off
- D. Lost \$14,000 last year largely due to the \$23000 payout to the Marriott
- E. Budget based on 2019 conference
- F. ALA helped with the virtual conference.
- G. Elizabeth Gregory suggested we promote ALA since we are a part of the affiliate

- H. Katherine commented to make sure the ALA events are on the calendar
- I. Moved to accept budget by Camellia Harris, Second-Mike Leroy. It was approved unanimously

IV. Executive Secretary's Report-Diane Irvin

- A. Membership-313 which is a little behind from last year.
- B. Insurance was paid
- C. Reminder to send her the names of the committee members
- D. Received a \$50 check from "Network for Good." Supporting non-profit organizations affected by COVID.
- E. Comments on getting non-profit monies.
- F. Elizabeth will talk with the treasurer of the railroad non-profit to discover how monies were secured for organizations affected by COVID

VI. Past President's Report-Heather Loy

- A. The supervisor's letter will go out
- B. Summer Institute broke even. Sixty people attended the Institute.
- C. Opened second chance only for ASLA members. Will try again
- D. I will be thanking the speakers and giving them their feedback
- E. Emerging leaders met. All of the cohorts attended. One applicant dropped out
In need of mentors for Emerging Leaders or someone in the district. All levels are needed
Send an email. The next meeting is on August 10th. Areas of focus are schools, districts, regions, and state leadership. Topic-What it means to be a school leader? Email if you want to be a guest speaker. They are doing a book study on maximizing school leadership.
Looking for copies of *Maximized School Librarian Leadership: Building Connections for Learning and Efficacy* by Judi Moreillon. It is currently out of stock.
- F. I will put an article in the Messenger for Slate of Officers that we need
- G. I will be looking for the 2024 Conference Venue search is on. Please send suggestions.

VII. Conference Update-Tamara Cox

- A. Social Media Contest
- B. March 9-11th 2022 Doubletree Conference, All rooms have OceanViews, Myrtle Beach
- C. The theme is: Discover the Treasure
- D. The graphic will have the SCASL name on it. On the treasure chest.
- E. General Session Keynote: K.C.Boyd
- F. Presented scheduled names of authors and speakers (Refer to report for details)
- G. Focused on authors in the area so that we could get more people and diversity.
- H. Promotion of authors: Masked authors, show one author a day, and a reading challenge to encourage people to read the books before the authors come.
- I. Entertainment: DJ Alana Lewis for Exhibit Hall opening, Myrtle Beach High drumline and ROTC, Socastee Middle chorus, Socastee High jazz band
- J. Dianne Getting is Vendor chair worked on vendor prospectus, other levels of sponsorship, and letter of author sponsorship

- K. Started collecting door prizes
- L. Offering more merchandise -logo hats, bags, and t-shirts
- M. Something new to offer: with every library registration you get one free administrator registration. To try to bring additional people in.
- N. The session proposal form is done
- O. Working on free google tool-A free conference app -*Glide* will help costs
- P. Scholastic is not attending conferences anywhere
- Q. Bedford falls book fair to provide books for authors
- R. Discussion-Scholastic attendance virtual
- S. Discussion-Follet-Will print bookmarks-No additional funds for sponsorship
- T. Hybrid-virtual and in-person time slot for the popular general session, professional awards to record. Possible live streams.
- U. Surprising award winners at their school a possibility
- V. Discussion- Getting other vendors or sponsors. Send suggestions to Tamara.
- W. Discussion-Door prizes & Games

VIII. Bylaws' Report-Amanda Cox

- A. Diversity, Equity, and Inclusion-Next year needs to become a standing committee
- B. Motion to add, Diversity, Equity, and Inclusion Committee to Article VI The Board of Directors, Section 3 Standing Committees a table. Motion by K. Malmquist, Second, Discussion, voted unanimously and approved..
- C. Make a motion to add, Diversity, Equity, and Inclusion Committee to Article VIII Committees, Sections and Regional Network, Section 1 Standing Committees, Part h. Will wait for the Sept. meeting to create a definition for the bylaws. Lonnie and the committee will create a definition for the bylaws that will be voted on at the next meeting.
- D. Make a motion to add, Diversity, Equity, and Inclusion Committee to Article VIII, Committees, Sections and Regional Network, Section 2 Selection of Standing Committee Chairpersons. A motion to add the name of the committee to article 8, section two was done. Motioned by K. Malmquist. It was second and approved unanimously.
- E. May need to adjust the wording on Budget and Audit.
- F. Discussion on Budget and Audit as an ad hoc committee.
- G. Suggestion-Add a line that Auditing is required

IX. Other Committee Reports

Regional Network--Elizabeth Graham

- A. Social media ideas
- B. Ideas for increasing membership- Regional socials, recognition of years of SCASL membership, 100% membership district, google form with membership, increase awareness besides conference, opt in to see summer institute, work with USC, share resources with others, kick-off with a short video
- C. Will streamline social media and make consistent for social media on all platforms
- D. Suggestion-have committed to designate committees with specific jobs

- E. Discussion on what to post on social media. Can schedule tweets through Canva. Regularly put contacts in during the year.
- F. Lonni -Bookface Friday.
- G. Use member clicks to push out content for members.
- H. Someone designated to check for messages.
- I. Suggestion to change passwords with a few people in control
- J. Keep SCASL social media sites interactive. Sometimes it is a lull.
- K. Discussion-Ideas for posts on the website-Book Awards

----- **--SCASL Messenger--Edie Crook**

- A. Messenger report-Goals-Increase articles and content submitted. • Promote The Messenger on social media
- B. Shooting for a mid-September date to mail-out of Messenger
- C. Committee reports due for Fall-July 30, 2021
- D. Include contact information and headshot, goals, and how people can be involved
- E. Discussion and question about Flipsnack
- F. Flipsnack--- too much to move content

_____ **Archives-Tambra Pingle**

- A. Discussion on the importance of archives and order
- B. Suggestions for cleaning out the archives
- C. Review of archives
- D. Suggestion -create questions to ask about what goes into archives
- E. Google storage organization
- F. Add as a responsibility to a board member and create a yearly folder

X. Next Meeting- Date-9/11/2021. Motion to adjourn and second by Heather Loy. Unanimously approved.

XI. Adjourned - 2:26 pm