

**SCASL Board of Directors
Meeting Minutes
September 6, 2014**

I. Call to Order

Diana Carr called the meeting to order at 10:35 at North Star Christian Center in Columbia, SC.

II. Roll Call

In Attendance: Irish Anderson, Diana Carr, Jenny Dilworth, Diane Ervin, Andi Fansher, Karen Gavigan, Donna Hagen, , Anne Lemieux, Susan McNair, Kathy Sutusky, Leigh Jordan, Gloria Coleman, Sherry Shewmaker, Pat Wilcox, Heather Thore, Dawn James, Jennifer Falvey, Cathy Jo Nelson, Vashti Summerfield, Lorena Swetnam, Regina Thurmond

Guest: Cindy Symonds, Camellia Harris

Not in Attendance: Samantha McManus, Jennifer Tazerouti, Angie Enlow, Jennifer Lanier, Ida Thompson,

III. Agenda Items

- a. American Income Life Presentation, Rosanna Gill
 - i. American Income Life provides value added benefits for members of organizations.
 - ii. Work with many organizations in South Carolina (Sheriff's Association, Fire Marshall's Association).
 - iii. Benefits include: Accidental Death & Dismemberment Benefit, Family Information Guide, Child Safe Kits, Identity Theft Prevention Brochure, "Partners Plan" Health Services Discount Program, and an opportunity for optional benefits.
 - iv. Jennifer Falvey made a motion to provide the service.
 1. Pat Wilcox seconded the motion.
 2. Kathy Sutusky opposed.
 3. The motion passed.
- b. Secretary, Andi Fansher
 - i. The minutes are posted on the Minutes subpage on the SCASL website and will be posted in the meeting forum in the future.
 - ii. Andi made a motion to approve the July 18, 2014 minutes.
 - iii. The minutes were unanimously approved.
- c. Treasurer, Gloria Coleman
 - i. Gloria presented the treasurer's report.
 1. Current cash balance as of 9/6/2014 is \$56,473.81. Includes the First Citizen's CD that was cashed in.
 2. Market rate account balance is \$9,331.79.
 3. Time account (investment account) balance is \$22314.60.

- d. Audit Report, Camellia Harris
 - i. Audit ending date June 2013.
 - ii. Recommendations:
 - 1. Conference expenses need to be associated with clearly named accounts.
 - 2. Executive Secretary should attend audit committee meeting to discuss deposit of monies in order to verify that the designated monies were spent correctly and to provide the minutes from the executive meetings and general meetings.
 - 3. Discrepancies on Audit Reports
 - a. \$0.30 transposing error
 - b. \$850 missing on statement
 - c. Never received Money Market or CD balances from Steve Reed.
 - iii. The next audits will take place in January 2015 and then again in July 2015.
 - iv. Motion was made by Kathy to approve report.
 - 1. Sherry seconded.
 - 2. Motion was unanimously approved.
- e. Conference Update, Cindy Symonds
 - i. Looking at the possibility of using Sched app instead of Guidebook to reduce costs.
 - ii. All conference committee seats are filled.
 - iii. T-shirt design is being decided.
 - iv. Ovations Catering meeting went well.
 - v. Seven vendors have committed. Encourage members to invite members. Offer to spend time in the vendor's booth to talk up their product.
 - vi. Fourteen illustrators and authors are committed.
 - vii. Preconference sessions and Thursday evening tours are scheduled.
 - viii. Exhibit Hall pre-opening is at 3:30 and grand opening is at 5:30.
- f. Past President, Anne Lemieux
 - i. Elections page is up to date, except for committee members.
 - ii. Elections process will be outlined in the next MCM.
- g. Executive Secretary, Diane Ervin
 - i. Diane reviewed the Executive Secretary Report.
 - 1. Membership is down by 100 members from this time last year.
 - 2. Letters will be mailed to home addresses to encourage membership.
 - 3. Will use Memberclicks blast to communicate with membership more often.
 - 4. Please send committee members to Diane so she can check their membership status.
- h. Keith Curry Lance Study, Kathy Sutusky
 - i. Phase I final report was posted.

- ii. Will work with Dawn and Sherry to set up a GotoMeeting with their committees before the end of September to plan for the release of the study in November.
 - iii. Dawn is recruiting volunteers to create a video and infographic for publicity.
- i. Information Technology, Heather Thore
 - i. Contest to promote website:
 - 1. Monthly (September through February) the five most active users will be entered into a drawing at conference for a \$25 Amazon gift card.
 - ii. Information Technology page highlights the most popular articles.
 - iii. Working on Google Analytics to get more detailed reports on usage.
 - iv. Board Reports:
 - 1. Be sure to post reports on board forums page a week before the board meetings.
 - 2. Go to the meeting date folder that is created with the meeting date to post your report in “post reply” so that you can upload an attachment.
 - 3. Properly format your reports according to instructions on page 54 of the board handbook (D3 C. Board Reports).
 - v. E-lists are exclusively for SCASL members
 - 1. E-list was created for board members boardmembers@scasl.memberclicks.net
 - 2. E-list was created for all active members members@scasl.memberclicks.net
- j. Regional News, Cathy Jo Nelson
 - i. FAQ page topics on SCASL.net
 - 1. Membership
 - 2. Book Awards
 - 3. Conference
 - 4. Organization Participation
 - 5. Grants
 - 6. Contests
- k. Book Award Committee, Pat Wilcox
 - i. Book Award Committee would like to add a contest for book trailers in addition to the banner contest.
 - 1. Guidelines and a draft rubric were circulated among board members.
 - 2. Pat made a motion to approve the contest.
 - a. Dawn seconded
 - b. Cathy Jo asked about awards and levels. Trailer contest will be comparable to the banner contest.
 - c. Motion was unanimously approved.
 - ii. Committee would like to add to the Book Award guidelines to eliminate all ALA award winners from the SC Book Award nominee lists.
 - 1. Pat made a motion to remove the ALA winners from the SC Book Award nominees list.

2. Jennifer Falvey seconded the motion.
 3. Leigh opposed.
 4. Motion was approved.
- I. Awards Committee, Vashti Summerfield
- i. Vashti asked for ideas for formats and locations for awards applications.
 - ii. Awards luncheon speaker has been booked.
 - iii. Committee recommends that the Paraprofessional of the Year receives a \$250 award.
 1. Discussion:
 - a. Kathy disagreed that the Paraprofessional should receive an equal amount as an award.
 - b. Cathy Jo made the point that such an award shows value of the position.
 - c. Jennifer F. made the point that we may give the impression that the paraprofessional could replace the librarian if they are awarded equally.
 2. Vashti made a motion to offer a cash prize of \$250 to the Paraprofessional of the Year.
 - a. Jennifer seconded the motion.
 - b. Nays: Diana, Donna, Kathy, Irish
 - c. Motion passed.
 - iv. Cindy recommended that award plaques are all the same.
- m. State Department Representative, Regina Thurmond
- i. Looking forward to working with Donna this year.
 - ii. Anita Parker worked in the past on the Media Specialist portion of ADEPT at the state level. It is believed that someone has been selected to fill that position.
- n. Public Awareness, Dawn James
- i. Follow SCASL on social media and repost.
- o. Supervisors Committee, Donna Hagen
- i. Supervisor's meeting scheduled on Wednesday, September 10.
- p. President, Diana Carr
- i. MCM proof was passed around.
 - ii. Committee pages will be highlighted by Diana in the next MCM so make sure that your pages are engaging.
- q. SLIS Representative, Karen Gavigan
- i. They are happy to visit school districts to promote the program and there is a webinar available.

IV. **Meeting Adjourned**

- a. Diana moved that we adjourn.
- b. The motion was seconded.
- c. Diana adjourned the meeting at 12:00 p.m.

Minutes submitted by: Andi Fansher, Secretary