

Tennessee Library Association Advisory Council Meeting

GoToMeeting

October 19, 2018

Meeting Minutes

<p>Meeting called to order by Acting President Jeffie Nicolson at 10:05 AM on Friday, October 19th, 2018 via GoToMeeting.</p>
<p>Jeffie Nicolson called for the Minutes for June 8, 2018 Board of Directors and Executive Councils meeting to be approved. Susie Ries seconded the motion. Minutes were approved.</p>
<p>Annelle Huggins presented the Financial Report and General Report. Both reports were published on the TLA reports website (https://www.tnla.org/page/boardreports). Jeffie Nicolson asked if the attendees knew where to find these reports and that information was conveyed to attendees.</p>
<p>Jeffie asked if there were any questions for Annelle and her reports and hearing none, she opened to discuss action items from committees and round tables. The voting of such action items would occur in the Executive Council meeting with those Council members casting the votes.</p>
<p>Action item: The Intellectual Freedom Committee submitted a new description of their committee for the Manual of Procedures.</p>
<p>Action item: The appointment of a vice co-chair of the College and University Libraries (CULS) roundtable. The vice co-chair proposed is Ashley Roach-Frieman (The action item was originally labeled as “co-chair” of the CULS but Annelle Huggins clarified it would be “vice co-chair”)</p>
<p>Dwight Hunter representing <u>ByLaws & Procedures Committee</u>: proposed an additional Action item: The Bylaws & Procedures Committee had received the bylaws from Access & Patron Services roundtable and the Bylaws & Procedures had reviewed these bylaws and they were in agreement and was asking that these bylaws be approved by the Executive Council.</p>
<p>Questions on Action items?</p> <p>None asked</p>
<p>Discussion:</p>
<p>Jeffie stated, as this is the first meeting of the new board, we are still learning our way. Annelle did note in the agenda those who did not submit reports to committees.</p>
<p>Jeffie: I can see why there were not any because they had not had a membership co-chair to submit a report. At the last executive board meeting, when they discussed the strategic planning, actually it was at the board meeting at the conference, they talked about postponing work on the strategic plan for this year because the strategic plan did end in 2017, but with the restructuring, we wanted that to be the focus. We will put the strategic planning in high gear in the next year.</p>

Jeffie: Richard (Groves) and Christina (Chester-Fangman) are on that committee and if there is any planning that they are doing they will post it as a report, but right now, there is no report from them.

Jeffie: There are three round tables. Currently the Childrens and Young Adults Roundtable does not know who is in charge of that roundtable. Jeffie is hoping to hear back regarding that. Jeffie asks if anyone attending knows who is serving as the chair and vice chair

Anthony Price asked a question about board reports: should each Division submit one report that includes each of their committees?

Jeffie: Each committee should submit one report and then the Division and At-Large representatives would bring any Action items forward. The Division and At-Large representatives should also encourage the chairs and co-chairs of their committees to come to Advisory Council meetings so they can speak to their action items and answer any questions.

Annelle: That idea would be the same for the Roundtables. The Representatives bring the Action items and the Roundtables come to speak and answer questions.

Amy Kimani asked for clarification when you say that the at-large members should bring actionable items forward, do you mean action items that are pertinent to the at-large members? Is that what you mean?

Jeffie: From the constitutes you are representing.

Suresh Ponnappa (Technology Roundtable) is working on their bylaws. Is there a template of the language that has to be used so that all roundtables and committees can follow?

Jeffie: Most people are following the previous form of their bylaws and using the same format.

Annelle: We are mainly concerned about adding information to allow option of electronic voting. All the Roundtables need to look at their bylaws so they have the right to have electronic voting.

Suresh: Also some language related to terms of office, different roundtables from different cycles. Should those be in the bylaws?

Annelle: Yes

Suresh: If we could get some sort of common language, we could make our lives easier.

Annelle: Jeffie, you might want to ask Dwight and Margaret from Bylaws and Procedures to look into that.

Dwight: We can look into that. That is a good idea.

Jeffie: : hopes everyone has taken the time to look at their committees, roundtables, and their responsibilities in regards to the new bylaws and see where they need to update their sections in the Manual of Procedures.

Annelle: reminds those doing their bylaws that you redo them, revise them, then send them to me and she will send them onto the members of your roundtable. The members have to vote on the changes. If they approve the revision, then you send the revision to the Bylaws and Procedures committee for them to review and Bylaws and Procedures make a recommendation to the executive board.

Suresh: Do we use Survey Monkey for the voting procedures?

Annelle: Once you send the revised bylaws to me, I will establish a voting site on Survey Monkey for the vote and send that link to all the pertinent members.

Meredith Goins: After the vote, whom do we send to on Bylaws and Procedures?

Jeffie: Dwight Hunter and Margaret Brown

Annelle: When sending out an email to all members of your roundtable or committee, it is the chairs email that it comes from not Annelle's so any replies go directly back to you.

Jeffie: Is everyone getting their committees together? Getting members? If you need help, email Jeffie and we can work together. I noticed in some board reports the listing of committee members in them; going forward that probably is a good idea for the first board report to have committee members listed so we all know who is on every board as the volunteer committee members.

Jeffie asked if there were any more comments.

Meredith Goins asked when the next board reports were due. No date as of yet, that information will be forthcoming.

Next meeting will be December and it will be a GoToMeeting.

Joseph Winberry asked if he would be emailed the results of the Executive Committees vote on vice-chair of CULS. Jeffie responded in the affirmative and said were will be trying to be more transparent with Executive Council discussions.

Jeffie moved to close the meeting. Suresh Ponnappa moved and was seconded by Susie Ries. Advisory Council meeting adjourned at 10:36 AM

ADVISORY COUNCIL REPORTS RECEIVED

Executive Director's report

x

Divisions:

Administration

Archives & History Committee

ByLaws & Procedures Committee:

x

Finance Committee:

x

Strategic Planning Committee:

Membership

<u>Communication</u>	
Public Relations Committee:	
Publications Advisory Committee:	
<u>Advocacy</u>	
Advisory Committee on State Documents:	
Diversity Committee:	x
Intellectual Freedom Committee:	x
Legislation Committee:	x
<u>Continuing Education</u>	
Conference Planning Committee:	x
Honors, Awards, & Scholarship Committee:	x
Staff & Career Development Committee:	x
<u>Roundtables</u>	
Access & Patron Services:	x
Children & Young Adults:	
College and University Libraries:	x
Government Documents:	
Leadership:	x
Library Technology:	x
New Members:	
Public Libraries:	x
School Libraries:	x
Special Libraries:	
Technical Services:	x
<u>Affiliates</u>	
ALA/TLA Student Chapter:	
Friends of Tennessee Libraries:	
Tennessee Association of School Librarians:	
Tennessee Health Sciences Library Association:	
Tenn-Share:	
UTK-SIS Alumni Chapter:	
Boone Tree Library Association:	
Chattanooga Area Library Association:	
East Tennessee Library Association:	
Memphis Area Library Council:	
West Tennessee Academic Library Consortium:	
<u>Representatives</u>	
American Library Association:	x
Southeastern Library Association:	
Tennessee State Library and Archives:	

ATTENDED:
Jeffie Nicolson: Acting President
Annelle Huggins: TLA Executive Director
Suresh Ponnappa: representing Technology Roundtable
Amy Kimani: At Large representative for Public Libraries
Susie Ries: At Large representative for Friends/Retirees/Trustees
Anthony Prince: representing Communications Division
Richard Groves: Past President
Dwight Hunter: representing Administrative Division
Joseph Winberry: College and University Libraries Roundtable vice co-chair
Carl Parham: representing Technical Services Round table
James Gill: representing Honors, Awards, and Scholarship committee
Matthew Jordan: representing Continuing Education division
Meredith Goins: Library Leadership Roundtable chair
Katie Pendleton (representing Recording Secretary Sean Hogan)
Brandon Owens: At Large representative for Academic Libraries