

**Tampa Bay Library Consortium
Board of Directors' Meeting
Minutes
July 9, 2004**

Present:

- Kathy Arsenault - USF/St. Petersburg Campus Library, President
- Gary Albarelli - Florida Institute of Phosphate Research Library, Secretary
- Phyllis Ruscella - University of South Florida, Tampa Campus
Judy Born - Manatee Community College Library
- John Szabo - Clearwater Public Library System, Past President
- Linda Gillon - Tampa-Hillsborough County Public Library, Treasurer
- Grace Veach - Southeastern College, Steelman Media Center
- Nancy Pike - Sarasota County Library Director, Vice President
- Diana Akins - Bay Pines VA Medical Library
- Mary Gaines - St. Petersburg Public Library

Ex Officio:

- Charlie Parker - TBLC
- Beth Watson - TBLC

Absent:

- Bill Foster - MacDill Air Force Base Library
- Flossie Benton-Rogers - Citrus County Public Library
- Marlyn Pethe – University of Tampa, Merle Kelce Library, Planning Committee Chair

I. Call to Order - The meeting was called to order at 1:30 pm by Kathy Arsenault.

II. Approval of Minutes

- a. January Minutes Addendum for addition of wording on discussion on Kathleen McCook request for Board Action
 - Reference to discussion of a request by Dr. Kathleen de la Pena McCook was inadvertently omitted from the January minutes. This was brought to the Board's attention and action to correct that error is recorded below.
 - Proposed addendum to January 2004 Minutes:
New Business: Kathleen McCook asked that TBLC endorse a resolution for the City of Tampa to adopt that opposed portions of the Patriot Act. Some members expressed concern that they would need approval from their administrations and county and city commissions. TBLC is a service organization whose members whose members are libraries, not a professional organization with personal memberships. It was suggested that Kathleen should work through the library community.

- b. In text of addendum: Change “library community” to “individual libraries”
Motion: Gary Albarelli
2nd -- Phyllis Ruscella
Motion approved
- c. Kathy Arsenault wrote Dr. McCook and explained the Board’s position.

III. March Meeting Minutes – Gary Albarelli, Secretary

- a. The Minutes were approved as distributed.

IV. Treasurer's Report - Linda Gillon, Treasurer

- a. The Financial Statement was reviewed.
- b. A report entitled “Balance Sheet Reconciliation: In a nutshell” provides a clear description of TBLC finances and will be included in future reports.
- c. TBLC unrestricted assets: \$562,357 TBLC
- d. It is estimated that \$70,000 will be added to TBLC unrestricted assets at the end of the fiscal year.
- e. Draft proposed FY 2004-2005 budget was presented. This will be adjusted to reflect grant awards when award notification is received. The budget reflects a \$50,000 increase in the State Cooperative Grant.
- f. FY 2004-2005 budget adoption will be on September Board agenda
- g. DLLI payment for administration of DLLI from state library may be lowered for one year because the reserve is more than sufficient. John Szabo asked why not reduce library contributions instead. Charlie is looking at business model where TBLC administers statewide programs with substantial local buy-in and a 25% state subsidy. Charlie thinks library payments are fair and wants to position TBLC as a good steward of state funds.

V. President’s Report - Kathy Arsenault

- a. Kathy thanked those participating in the planning process.
- b. Kathy described how evaluations of TBLC staff and the Executive Director would be conducted at the September meeting. The Executive Director evaluates staff and the President evaluates Executive Director.
- c. The Nominating Committee for this year was announced: Current President (Kathy), President-elect (Nancy), Gary Albarelli
- d. Carol DeBlieck, Pasco County School Board, Media Services has retired, vacating an At-Large seat on the Board. The vacant position will be filled through the nomination process at the Annual Meeting.
- e. 25th TBLC annual meeting will be at USF St. Pete Campus Tuesday Nov 9. Joan Frye Williams will be the keynote speaker. Kathy is working on coming up with afternoon options.

VI. Executive Director's Report - Charlie Parker

- a. Update of Activities
- b. The TBLC bus trip to ALA in Orlando went well.

- c. TBLC expects notification on two grant proposals by 8/1/04. Karen Wilber did the principle work on a Training proposal. Beth Watson and Ellen Cannon did the principle work on the Bay Area Resource Sharing proposal that deals with bibliographic services, resource sharing, cultural heritage and digitization. TBLC staff has worked closely with USF to learn about digitization and develop related services.
- d. Planning Issues - TBLC has collected information from the planning meetings and a draft plan will be distributed to the Planning Committee shortly.
- e. One of Sondra Taylor-Furbee's focus groups had some negative comments relating to insufficient SunLine staff and TBLC advocacy.
- f. Responses:
- g. SunLine: Grace suggested that we complete the SunLine Horizon migration and then see where we are with staffing.
- h. Advocacy: Suggestions that TBLC Board should take positions. (see notes above on addendum to January minutes). Charlie will come back to the Board with suggestions on how to present this position/explanation.
- i. There was also a focus group suggestion that paying an MLC lobbyist is not appropriate use of TBLC member dues. It was reported that the State Librarian has stated (and Charlie got other MLCs to give direction to Dale) that MLC funding will not be at expense of library funding. She also said Dale was responsible for the increase in MLC funding.
- j. Concern was also expressed in one of the focus groups sessions about Charlie's serving on FLA legislative committee contributing to disproportionate FLA influence in TBLC area.
- k. Staff reorganization status: Changes Board approved are being implemented and going well.
Horizon migration is moving ahead. John asked for TBLC organizational chart. Charlie provided them.
- l. Leadership Training: 81 applications have been received for 40 spots. 45 applications were received were for the Plant City sessions.
- m. 2004-2005 CE Survey: The new survey was just placed on the web. New software developed specifically for TBLC is being used that tabulates web responses and generates reports and statistics immediately. It is expected to save 2 – 3 weeks of staff work.
- n. Gates Training: TBLC is receiving \$20,000 in Gates grant funds from the State Library. Karen is organizing training. Looking at training for the elderly.
- o. TBLC is developing a new name for AlleyCat. Jim Scilligo is testing ideas.
- p. TBLC will be migrating to URSA 4 this fall. TBLC will be a Beta site. Dynix is promoting it as an integrated part of Horizon. Participating library staff will need retraining. URSA 4 is scalable and could serve as a statewide ILL system.
- q. Ask a Librarian: Statistical report was provided in the Board packet.
- r. Brian Jones has completed web design for New Jersey's virtual reference program.

- s. Brian and Ellen attended school for scanning in preparation for digitization activity.
- t. Internet Services: Filtering implementation for 5 libraries went smoothly. TBLC is using the least intrusive settings.
- u. Presentations ahead: September 28 - Mary Minow (attorney/librarian) will make a presentation on library legal issues on September 28. She will also make a presentation to USF Library School students while here. Judy Krug will make a presentation on Intellectual Freedom on February 17th.
- v. Charlie will provide members with information on candidates for the region's Legislative seats.
- w. MLC Directors put out information sheet about their appropriations request that was included in the board packet. It includes a literacy component, which adds a new dimension to what MLC's do.
- x. Planning issues: A summary of automation issues from Pat McClintock's sessions was provided. There doesn't appear to be immediate interest in development of a large-scale regional library automation system. There is keen interest in cross-platform system. TBLC could provide a host an array of different library automation systems as well as other technology services.
- y. TBLC staff was very involved at ALA.
- z. Vikki McLean is expected back in October.
- aa. Charlie is working with area medical libraries to see how TBLC can support their needs.

VII. SUNLINE Report - Grace Veach

- a. Development of the Debt Collect feature is progressing.
- b. Charlie is in discussion with Heritage Village (Largo) and Pinellas Park about possibility of joining SunLine and the SunLine Directors passed a motion supporting SunLine expansion.

VIII. Storage Committee - Phyllis Ruscella – Will report at the September meeting

IX. Old Business

- a. Reorganization: Beth is coordinating the SunLine and URSA migrations and some of her responsibilities have been reassigned.

X. New Business

- a. Need approval for DebtCollect and licensing module \$3,500 for SunLine (SunLine libraries paid for this). Unique Management is collection agency for fines.
- b. Nancy moved, John 2nd - Approved.
- c. Need approval for WebReporter Reporting module for SunLine. \$200 + \$2700 for a required Dell server. Grace moves, Diana 2nd. - Approved.
- d. Personnel:
- e. Charlie asked Board authorization to create and fill a member services coordinator position. This person will handle group purchase, member outreach, and communications.

- f. Grace asked if the proposal would provide sufficient staffing to meet SunLine needs. Charlie responded by describing the recent TBLC reorganization that put Ms. Watson in charge of TBLC technology; by pointing out that SunLine's staff FTE is unchanged since before Ms. Stokes' departure and that the SunLine directors approved current staff configuration. Grace suggested surveying SunLine members one year from now after migration is complete. Charlie agreed.
- g. Kathy suggested adding assessment of services to job description. Charlie agreed.
- h. Nancy motion. Mary seconded amended motion. Job description approved with addition of assessment in duties.

XI. Meeting Adjourned - by Kathy Arsenault 4:30pm