

**SCASL Board of Directors
Meeting Minutes
September 19, 2015**

I. Call to Order

Jennifer Tazerouti called the meeting to order at 10:00am

II. Roll Call

In Attendance: Kathy Sutusky, Jennifer Tazerouti, Diane Ervin, Heather Thore, Gloria Coleman, Cindy Symonds, Jennifer Falvey, Donna Hagen, Julie Hornick, Leigh Jordan, Anne Lemieux, Kitt Lisenby, Heather Loy, Linda Waskow, Jenny Dilworth, Karen Gavigan, Camellia Harris, Cathy Jo Nelson, Julianne Kaye, Jennifer Lanier

III. Agenda Items

- a. President, Jennifer Tazerouti
 - i. Welcome
 - ii. SCASL Board of Directors Rules of Conduct
 1. Sign and submit to Jennifer
 - iii. She is working on forming a committee to change the name of the Media Center Messenger
- b. Secretary, Heather Thore
 - i. Cindy moved that the minutes be approved with suggested changes. Kathy seconded. Motion passed unanimously.
- c. Treasurer's Report, Gloria Coleman
 - i. Expenditure from Line 2101 (Advocacy) moved to Line 2238 (Support for Libraries)
 - ii. Funds are on track
- d. Audit Report, Camellia Harris
 - i. No big discrepancies
 - ii. Camellia recommended that credit card holders not be required to submit vouchers since they have already been authorized to make purchases (monthly credit card statements are records of expenditures)
 1. Kathy stated that vouchers are necessary so people have copies
 2. Heather Loy confirmed that vouchers are a backup for the statements; a form of checks-and-balances
 3. Kathy said that in the past, vouchers have proved purchases that were not previously approved
 4. No changes to credit card purchase procedures will be changed
 - iii. Audits are all caught up!
- e. Conference Updates, Cindy Symonds
 - i. Headliners are confirmed

1. Jennifer LaGarde is our keynote
 2. Only 1 keynote presentation
 - ii. Cindy met with people from Horry County and had 10 volunteers step up
 - iii. Working on bus tours for Thursday evening
 - iv. T-shirts will have SCASL logo on front left and large guitar logo on back
- f. Executive Secretary, Diane Ervin
- i. Membership is up 80 members from last year (about at 570)
 - ii. Book Award materials
 - iii. 3 confirmed vendors for conference so far
 - iv. Made about \$490 from the Books-a-Million booth at conference (less than the cost of the booking of a double-booth, which is what they had)
 - v. Make sure you logout when editing your web page
- g. State Department Update, Karen Gavigan
- i. 1,900 school librarians in SC; many are not participating in conferences and PDs
 - ii. Regina Thurmond is spearheading a new workshop program around the state to stimulate participation
 - iii. Workshops will take place January-June and be full-day sessions
 1. Follett is paying for lunches
 2. SCASL is paying for a snack break
 3. SCASL will have a booth (hope to gain members)
 - a. Diane Ervin will attend each workshop to complete membership paperwork
 - b. 2 Board members will help man the booth
 - c. Jennifer Tazerouti is going to ask Public Awareness to create a table display
 4. 4 concurrent sessions with 5 choices at each time
 5. Workshops are free
 - iv. Main roadblocks thus far are booking locations
- h. SC Impact Study Update, Karen Gavigan and Kathy Sutusky
- i. Composing articles to publish study results
 - ii. Session proposal for AASL was turned down
- i. Legislative Committee/Read In, Anne Lemieux
- i. Thursday, April 14th is Read In
 1. Need itemized list/timeline for next Chair
 2. There are many behind-the-scenes responsibilities that are not documented and shared from year-to-year
 3. Need State Library to help with funding since their name is promoted with the Read In
 - ii. May 2nd - 3rd is Legislative Day
- j. Awards Committee, Kitt Lisenby
- i. If the committee only has 1 applicant, do they have to give the award?

1. Kathy said no. There is nothing in the handbook stating that awards must be given each year.
- k. Editorial, Linda Waskow
- i. Moving article submission dates up so the MCM can be published on time
 - ii. Front cover is a stock photo. Efforts have been made to use real photos from SC libraries, but none submitted were front-page quality.
 1. Cathy Jo stated that the SCASL Flickr account is no longer Pro (down to basic). Not sure who is in charge of paying for that account.
- l. Book Awards, Julie Hornick
- i. Camellia Harris volunteered to be the Vice-Chair of the committee
 - ii. Discussed the logistics of having virtual committee meetings - likely to take place next year
 - iii. The big question: Material availability online
 1. Majority of the Chairs wanted all materials to be publicly available
 2. Jennifer Tazerouti displayed the Board results of the poll, which showed split opinions
 3. Many Board members state some materials should be a 'perk' of membership
 - a. Heather Loy stated that Book Award materials do not seem to have any effect (positive or negative) on membership
 4. Each committee is mandated to create a brochure and a presentation which is available to the public. Other materials are optional and vary year to year.
 5. Members can choose to post their materials to the forum and/or the listserv; that is their prerogative
 6. Some committees choose to go above and beyond what is mandated
 - a. It is believed that some people think if 1 committee has a resource, that all other committees should have it as well (but that is not true)
 - b. Kathy recommended a disclaimer to be added to the website so everyone knows that some resources may be extras made from particular committees.
 7. Webpages will be reorganized to make resources more easily available
 8. Deadlines for material submission will be added to the Book Award Handbook
 - a. Kathy moved that by March 1st all mandated Book Award materials be submitted to the Book Award Chair, and no committee members be given travel money until the materials are posted by the IT Chair. Jennifer Falvey seconded. Julie Hornick confirmed that this would go into effect this year. Motion passed unanimously.

9. Heather Loy asked if a Book Award Archives page could be created to “clean up” the pages.
- m. Supervisors, Donna Hagen
 - i. Meeting on Monday will discuss revising the State Collection Standards.
- n. Information Technology, Julianne Kaye
 - i. The website is experiencing issues and she is working to fix them as quickly as possible.

IV. Meeting Adjourned

- a. Jennifer asked for a motion that we adjourn.
- b. The motion was made and seconded.
- c. Jennifer adjourned the meeting at 12:06 p.m.

Minutes submitted by: Heather Thore, Secretary