



**Meeting Minutes**  
**November 14, 2023**  
**10:30 AM**

The November 14, 2023, meeting of the Alabama Virtual Library Council was called to order at 10:34 AM by Council Chair, A. P. Hoffman.

Minutes were prepared by Cristin Dillard, Council Secretary.

Minutes approved as official: February 7, 2024.

**Members in Attendance (Quorum established)**

John-Bauer Graham, ACHE  
Kimmetha Herndon, ACHE  
Stephanie Rollins, ACHE  
Cristin Dillard, ALSDE  
A. P. Hoffman, ACCS

Nancy Pack, APLS  
Amy Henderson, APLS  
Ronnie Smith, APLS  
Bill Paine, ASA

**Guests in Attendance**

Jessica Everingham, Alabama Public Library Service and member of AVL Budget Committee

1. **Call to Order:** Council Chair, A. P. Hoffman, called the meeting to order and confirmed a quorum was established by conducting a roll call for attendance.
2. **Welcome:** Council Chair, A. P. Hoffman welcomed two new council members who were present at today's meeting, Dr. Rollins from Air University and John-Bauer Graham from Jacksonville State University.
3. **Approval of Minutes from September 20, 2023, regular meeting and October 18, 2023, special called meeting.**
  - a. The minutes for both the September 20, 2023, regular meeting and October 18, 2023, special called meeting were unanimously approved by the council.
4. **Financial Report:** APLS provided a budget reconciliation report.
5. **Unfinished Business**
  - a. **AVL Executive Director Search**
    - i. Motion: Dr. Nancy Pack made a motion to suspend the need for the committee conducting the AVL Executive Director search to report back to the council for additional approval to move forward hiring an individual in the event the committee finds a suitable candidate. This motion would give the committee the opportunity to offer a suitable candidate the position.
      1. Kimmetha Herndon seconded the motion.
      2. No discussion.
      3. Motion carried unanimously.
  - b. **Nominating Committee:** Dr. Pack reminded the council that a nominating committee is necessary per the AVL by laws so that next year's slate of officers would be selected.
    - i. A. P. Hoffman, Cristin Dillard, Kimmetha Herndon, and Ronnie Smith volunteered to serve on this committee.
6. **New Business:**



- a. **AVL User Accounts:** Bill Paine (ASA) brought before the council the request to discuss the need to address archived accounts from 20 plus years ago; for clarification, these accounts were created through requests from users traveling out of state or issues with geolocation authentication (the old AVL card requests). Bill provided more information by reminding the council that security has changed over the 20 plus years of the AVL's existence and the reason to bring up this before the council is the potential for account information to get into the hands of bad actors -- in addition, it takes more time to secure these archived accounts than is necessary. Alabama Supercomputer Authority (ASA) made the recommendation to sunset these archived user accounts or purge these accounts due to the security risks involved with the account information. Because AVL users access the resources through more effective and efficient means such as authentication based on geolocation but in addition has measures beyond geolocation when that does not work in some situations such as physical location and/or emergency access credentials. Kimmetha Herndon asked how many accounts that would be archived; Bill said he would get that information to the council. Kimmetha Herndon asked about the notification of users whose accounts would be archived; Bill stating the notification part may be tricky due to the age of these accounts meaning the contact information may no longer be valid for these accounts. John-Bauer Graham asked about distance learning students, but Bill reminded the council that in these cases users would be eligible to request temporary access by contacting the AVL Help Desk. Dr. Stephanie Rollins added to the question ensuring that users from military bases in Alabama or attending school in Alabama would also continue to have access; Dr. Rollins stated that in the past, individuals living on military installations were not able to authenticate. Bill stated these individuals would need to contact the AVL Help Desk for temporary credentials. Kimmetha Herndon asked for clarification if this was also to get rid of permanent accounts; Bill responded yes and estimated there to be over 4700 of these archived accounts that were never used. Ronnie Smith asked Bill if he could determine how many of these accounts were inactive; Bill responded that 4700 of these would be considered inactive because there was not data to support the activation or an initial log-in with the credentials. Ronnie Smith was concerned if any of these permanent accounts were to be deleted even if they had saved materials or research; Bill stated he would not be able to find this information out based on the data saved in the database. A. P. Hoffman added that looking from a licensing agreement perspective, what would stop an individual who is not from Alabama to contact the AVL Help Desk for temporary credentials? Bill stated that as of right now when individuals are requesting temporary credentials a proof of residency is not requested. Amy Henderson asked Bill what information did AVL request when the creation of these permanent AVL accounts (cards) were provided by public libraries? Bill did state no private or personal identifiable (PPI) was requested or shared; A. P. asked if any of that information was already deleted, and Bill responded yes that when the AVL website was redesigned and relaunched (January 2019), no PPI was stored or needed. Bill stated he would double check to make sure the data being stored did not include any PPI for security reasons. Until more information can be provided by ASA about information stored and accounts no motion was made.

## **7. Committee Reports**

- a. Budget (Amy Henderson) - No new information to report.
- b. Database Review (A. P. Hoffman) - Combined report for Database Review and the Selection/Licensing committees submitted. Susanne Estes and A. P. Hoffman met to discuss Oxford's questions about the licensing agreement as there were issues with the wording and subscribed information.
- c. Selection and Licensing (A. P. Hoffman) - see above combined report



- d. Bylaws (Nancy Pack) - No new information to report.
  - e. Legislative and Advocacy (John-Bauer Graham) - Stephanie Rollins volunteered to help with this committee. No new information to report.
  - f. OER Commons (Kimmetha Herndon) - No new information to report.
  - g. Publicity (Cristin Dillard) - Cristin Dillard provided the council with a combined report for Publicity and Training committees. The AVL executive director search will continue with the expectation to interview candidates soon.
  - h. Training (Cristin Dillard) - See above report.
8. Announcements/Reminders
- a. Amy Henderson reminded the council that all the AVL swag is in and available for request.
9. Adjournment
- a. Cristin Dillard made a motion to adjourn the meeting. Amy Henderson seconded the motion. All council members voted in favor of adjourning the meeting.
  - b. Meeting was adjourned at 11:18 AM.