

Meeting Minutes
September 21, 2016
10:30 a.m.

Meeting Called by: Michelle Wimbish, Council Chair (ACCS)
Type of Meeting: Transition
Secretary: Becky Goodson, (ASA) - substituting for Tamara Dean, Secretary (APLS)

Attendees:

Gina Frady (ASA)	Steven Yates (ADE)
Michelle Wilson (ALSDE)	Nancy Pack (APLS)
Ron Leonard (NAAL)	Bryce Thornton (APLS)
Melvin Davis (ACHE)	Michelle Wimbish (ACCS)
Paul Blackmon (ACCS)	Becky Goodson (ASA)
John-Bauer Graham (ACHE)	Janice Franklin (ACHE/NAAL)
Dede Coe (ALSDE)	

Agenda Topics

Call to order	10:30 a.m.	Michelle Wimbish
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Welcome and Introductions: Michelle Wimbish/Council Chair

Michelle Wimbish welcomed the Council and passed out agenda.

Michelle Wimbish presented the Chair's Report:

Paul Blackmon was appointed to serve out Kelly Griffith's term. Mr. Blackmon is a Librarian at Trenholm State and has served on the Council before. Michelle Wimbish welcomed back John-Bauer Graham and Melvin Davis after receiving appointment letters from Dr. Fitch for both. Tamara Dean was unable to attend and this was to be her last meeting. Becky Goodson will take the minutes of the meeting.

Review of Minutes

Minutes from the July 20, 2016 meetings were reviewed. Dede Coe asked that the following corrections be made: Under Publicity the initials ALSED should be ALSDE and under Budget the same initials should be changed accordingly. A motion was made by Paul Blackmon and seconded by Steven Yates to accept the minutes as approved.

RFP Review

AVL Council received the contract from Alabama Supercomputer Authority and there was a contract increase of 4.3%. The Council discussed the ASA Contract... Becky & Gina left the room while the Council had discussion. And Michelle Wilson was charged with obtaining clarity from the ASA CEO. (per Michelle Wimbish 11/8/16)

Officer's Report

Treasurer's Report

- Dede Coe, Fiscal Agent discussed issues related to her position as Treasurer with the Council. Timetables for paying of bills and needing at least 6-8 weeks in order to process bills. There is currently no process for the payment of bills or the requesting of quotes. There must be at least three quotes and those quotes need to be exact. There will be some money left over in AVL's account for the year as there was not enough time to handle since Dede Coe's appointment to the Council. Lyricist has still not been paid as a result of the sole source letter not matching the quote. All the databases need to get on a similar billing cycles so that regular billing can be relied upon. Dede Coe nor anyone on the Council has viewed contracts from vendors. Ms. Coe will review the files and submit all contracts to the Council. From this day forward an agreement and/or contract will be required to do business in the State of Alabama. Agreements and/or contracts should be housed with the person who pays the bills. Dede Coe and Melvin Davis will gather all available documentation for Pebble Go.
 - A motion by Janice Franklin to create a Policy and Procedures Manual was made and Michelle Wilson seconded the motion. The following Council members will serve on the Policy and Procedures Committee: Nancy Pack – Chair; Dede Coe; Paul Blackmon; Janice Franklin
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Unfinished Business

None

New Business

Alabama Library Association (ALA) asked the Council if it wants to be a vendor for April 18-22, 2017 conference with a cost of \$250.00. Michelle Wimbish offered to ask if they would waive the fee. Also, there is a cost for ads from \$25.00 - \$200.00. The Council does not want to pay for an ad for the conference but will have a presence there.

Committee Updates

Technology

- Gina reported the GeoIP database was recently updated. PebbleGo and training materials were recently added. EBSCO added some webinars. Procedures were drafted (a list) for a form for vendors to place information for the Council to review a product on the AVL website. First page has process, then information that would be needed in order to review a product. Any additions or subtractions are requested from the Council. Generic favorable and unfavorable review letter samples for Council to view and make suggestions on were presented.
- Also, Committee wanted to post the Collection Management and Development Policy onto the website, this policy was developed a few years ago. Nancy Pack stated that she could not find where the policy had been approved in the minutes. Michelle Wimbish asked the Council if everyone had a chance to review the Database Vendor Policy and the Collection Management and Development Policy.

Janice Franklin had comments related to the Collection Management and Development Policy and asked that a statement be added that attempts to reflect the diversity of the population of the state that can tie into one of the goals for equity in the policy. Janice made a motion to accept the Collection Management and Development Policy as amended and Paul Blackmon seconded the motion. Opposer : Nancy Pack (offered to check legislation on the Collection Management and Development Policy and will bring any revisions that are necessary to the Council.)

Steven Yates made a motion to approve the framework for the Database Vendor Policy and Nancy seconded the motion.

Training

- Michelle Wilson reported that she and Gina are continuing to work on the e-Course and are nearing completion. Michelle Wilson asked if Council would be interested in having vendors come in and make presentations to the Council on their respective databases. The Council will discuss this topic in the future.

Database Review

- Michelle Wilson reported that the Database Review Committee has received comments on databases to be renewed.
 - Britannica – keep
 - Britannica Learning Zone –cut

- SIRS Discoverer – cut
- Ethnic NewsWatch – keep
- EBSCO – keep
- Gale – keep
- Oxford - keep
- Serial Solutions – keep
- Pebble Go – keep

The Council would like to create a deselection letter and add it to the Policy and Procedures Manual. Ron Leonard and Melvin Davis will try to negotiate pricing with database vendors for the upcoming year. The Council will not renew SIRS Discoverer database.

Publicity

- Bryce asked Melvin to budget \$15,000.00 for promotional items for FY17.

Budget

- Melvin handed out the Budget and reported that he figured in a 3% increase for FY17 budget. The Council is currently upside-down \$25,238.92 if all prices go up the 3% reflected. Ron suggested that if certain databases were cut then others may go up as a result. Melvin will reconfigure the budget and send out to Council.

Website Design

- No report

Nominating Committee

- John-Bauer Graham asked the Council for an official vote on the following officers:
 - Bryce Thornton (APLS) as Chair elect
 - Melvin Davis (ACHE) as Treasurer
 - Becky Goodson (ASA) as Secretary

Motion was made by Steven Yates and seconded by Michelle Wilson to accept the nominations as presented. Motion was accepted.

There were no announcements.

Adjournment

Next meeting is scheduled for November 16, 2016 @ 10:00, AT THE Center for Commerce. The parking code will be shared closer to the meeting date. The following is the FY17 meeting schedule:

- January 18, 2017

- March 15, 2017
- May 17, 2017
- July 19, 2017
- September 20, 2017 (tentative)

Executive Session was entered into at 12:43.

Executive Session was ended at 12:44.

The meeting was adjourned at 12:45 p.m.

Respectfully submitted by: Becky Goodson
