

**DRAFT**  
STATE LIBRARY COUNCIL  
MINUTES  
March 22 – 23, 2011 – Tallahassee

**Present 3/22/11:**

Council Members:

Cherry Alexander, Chair  
Steve Benetz  
Bonnie Brinson  
Gloria Colvin  
Melinda Crowley  
Sharon Hartman  
Carolyn McClendon  
Carla Summers

Staff:

Judith A. Ring, Secretary  
Jennifer Womble  
Loretta L. Flowers  
Sandy Newell  
Jill Canono

**Call to Order and Roll Call**

The meeting of the State Library Council was called to order at 1:00 p.m. on Tuesday, March 22, 2011, in Tallahassee. Chair Cherry Alexander and Council Secretary Judith A. Ring were present. Introductions were made and a quorum was announced.

**Adoption of the Agenda**

A motion to adopt the March 22 – 23, 2011 agenda was made by Sharon Hartman. The motion was seconded and approved unanimously.

**Welcome**

Judith A. Ring welcomed members and introduced them to meeting facilitators Jill Canono and Sandy Newell.

**Overview of the Day**

Members were provided an outline of the meeting's purpose, objectives, schedule, and desired outcomes.

Members were informed that the meeting would provide an opportunity to hear about member roles and responsibilities and supply a means for members to develop and identify priorities and initiatives to create an action plan.

**Introductions**

Members shared information on their memberships in organizations, backgrounds, areas of interest, skill sets, and the reasons they agreed to serve on the Council.

**Define Roles and Responsibilities**

Members were provided an overview of Council members' roles and responsibilities as well as the roles of the Division Director and staff.

Role of the Division Director:

- Act as the Council's Secretary.
- Provide legislative and budget information.
- Inform Council members about Department and Division priorities.
- Provide learning experiences (e.g., online training, quarterly report, newsletter, monthly report).

Role of the Council:

- Learn about the Division.
- Advocate for the Division's programs.
- Advise on policies.
- Participate in strategic planning.
- Take part in other initiatives, programs, and partnerships.
- Act as liaison to Florida Library Association, Florida Records Management Association, and Society of Florida Archivists.

Members were also educated on Florida's Government-in-the-Sunshine law, which provides a right of access to governmental proceedings (open meetings) at both the state and local levels.

### **Discuss and Identify Council's Priorities**

Members identified trends and discussed Council priorities.

Trends identified:

- Mobile devices for access to information
- Digitizing resources
- Less people, more work
- Reduced funding/need for alternative funding sources
- Consolidation/collaboration
- Retention, retrieval, readability – how to accomplish changes
- Advocacy – public/legislature – marketing/promotion at every level
- Expanding networks
- Mobilizing base
- Social networking
- Virtualization
- Expectation of cutting-edge technology
- Archivist – parity with public library
- Generational – library leaders change
- E-government services
- Smaller and aging spaces/facilities
- Library as third place – gathering place for programs and activities
- Open access publishing
- Patron-driven acquisitions

Priorities identified:

- Staff readiness

- Resources/Funding
- Accountability
- Community services

### **Development of Two-Year Action Plan**

Members identified possible goals and initiatives, based on trends, and began to create a two-year action plan (August 2011 – July 2013). See Tables I, II, and III below.

### **Next Day Overview**

Members were provided a brief summary of the day’s accomplishments and highlights. An outline of activities for the March 23 meeting was also provided.

The meeting adjourned at 4:45 p.m.

### **Present 3/23/11:**

#### **Council Members:**

Cherry Alexander, Chair  
 Steve Benetz  
 Bonnie Brinson  
 Welton Cadwell  
 Gloria Colvin  
 Melinda Crowley  
 Sharon Hartman  
 Carolyn McClendon  
 Carla Summers

#### **Staff:**

Judith A. Ring, Secretary  
 Jennifer Womble  
 Loretta L. Flowers  
 Sandy Newell  
 Jill Canono

### **Call to Order and Roll Call**

The meeting of the State Library Council was called to order at 8:30 a.m. on Wednesday, March 23, 2011, in Tallahassee. Chair Cherry Alexander and Council Secretary Judith A. Ring were present. A quorum was announced.

### **Division Tour**

Council members were provided a guided tour of the Division’s facilities and met with key staff members.

### **Business Items/Reports/Other**

#### **Approval of Minutes**

A motion to approve the minutes from the December 13, 2010 meeting was made by Melinda Crowley. The motion was seconded and they were approved unanimously.

## Governmental Affairs Subcommittee Report – Chair, Cherry Alexander

Council members were provided with an advocacy tool paper developed at the request of the Subcommittee by the Florida Library Association designed to illustrate what federal Library Services and Technology Act (LSTA) funding does for Florida's communities.

Members were apprised of upcoming Legislative budget and budget subcommittee meetings, and that the Subcommittee might become involved by speaking in regards to its objectives at these meetings.

Members were also informed that there were no substantive bills which would impact the Division and/or the services it provides.

### Division Director's Comments

Members were provided with an overview of the Division's Florida Administrative Code, Weekly, and Laws section. This section is responsible for filing rules made public by state regulatory agencies; publishing the *Florida Administrative Code* and the *Florida Administrative Weekly*; and for the recording and filing of various official records.

Members were supplied State Aid funding estimates based on current legislative budget recommendations.

A Legislative budget comparison report overview for SFY11-12 was provided:

- The consolidation and relocation of the Capitol Branch located on the seventh floor of the Capitol with the State Library in the R.A. Gray Building – Governor recommended, House and Senate did not pick up issue.
- The elimination of Computer Output Microfilming in the Records Management Program – Governor recommended, Senate picked up issue, but House did not.
- A fund shift from General Revenue to Federal Grants Trust Fund for database resources relating to history, genealogy, and American culture – Senate picked up issue, but Governor and House did not.
- The reduction of funding for commercial databases that the State Library offers to state employees throughout the state to conduct work-related research – Governor recommended but with a shift to LSTA funding, House picked up without the fund shift, Senate did not pick up issue.
- The consolidation of the State Library of Florida with the State Archives of Florida – Governor, House, and Senate picked up issue.
- The elimination of the Flag Collection and Audio Visual Collection Programs – Governor and Senate picked up issue, but not House.
- The Governor and Senate did not recommend funding for the Multitype Library Cooperatives; \$1 million recommended by House.
- State Aid to Libraries – Governor recommended \$21 million, Senate no funding, and House 17.7 million.

## **Finalize Two-Year Action Plan and Identify Resources Needed**

Members identified a timeline, resources necessary, and person responsible. See Tables I, II and III below.

### **Summary and Next Steps**

Members were asked to continue to think about what can be accomplished to move forward. It was additionally requested that they reach out to legislators and follow *Online Sunshine*, the official site of the Florida legislature.

### **Meeting Evaluation**

Members provided information on what was good about the meeting and what could be done differently.

What was good?

- Face to Face – allows fluid discussion
- Liked introductions
- Meeting room/parking/facilities
- Transportation provided
- Meeting structure
- Accomplished a lot in time allotted
- Exceptional facilitators

What could be done differently?

- Send information/content to members prior to meeting
- Ability for members to provide input/information prior to meeting

### **Adjournment**

The meeting adjourned at 10:59 a.m.

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Cherry Alexander, Chair

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Judith A. Ring, Secretary

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Date Approved

**Table I**

**Goal One:** Advocate on behalf of the Division of Library and Information Services, in part through partnerships, to improve services for the citizens of Florida.

<b>Activity</b>	<b>Lead Person Responsible</b>	<b>Date</b>
1. Government Affairs Committee reviews the actions of the legislature, attends committee meetings, and informs the Council and the broader audience.	Lead-Gloria Back-up Cherry	6/1/11-ongoing
2. Develop consistent, relevant message about Division of Library and Information Services, libraries, archives and records management.	Carla	6/1/11
3. Identify legislative members, develop a plan to meet, and maintain contact with leaders.	Govt. Affairs Committee	6/1/11
4. Meet with the Governor.	Welton	TBD - Judi
5. Meet with the Secretary of State.	Welton	TBD - Judi
6. Monitor electronic lists and distribute information to others broadly.	Melinda	By July

**Resources or Training Needed?**

- Create a communication system – open for anyone to sign up (post on DLIS website) and receive information (email listserv).
- Use Google docs.
- List of pertinent organizations’ Listservs.

**Table II**

**Goal Two:** Advise the Division of Library and Information Services on internal and external policies and plans.

<b>Activity</b>	<b>Lead Person Responsible</b>	<b>Date</b>
1. Provide advice on and support Division of Library and Information Services policies as needed.	Judi	Ongoing
2. Advise and provide input for the new LSTA Long-Range Plan on technology.	Melinda	Completed by 6/2012

**Resources or Training Needed?**

**Table III**

**Goal Three:** Promote the awareness of the roles of libraries, archives and records management in modern Florida.

<b>Activity</b>	<b>Lead Person Responsible</b>	<b>Date</b>
1. Council members will educate themselves and others about new technologies (social media, hardware, software) and available services.	Carolyn, Bonnie, Carla, Sharon	8/1/11 - ongoing
2. Council members will promote the <u>value</u> of libraries, archives and records management (today and the future) to decision-makers and broad audiences.	Carolyn, Bonnie, Carla, Sharon	8/1/11 - ongoing

**Resources or Training Needed?**

- Use DLIS library
- Friends of the State Library and Archives of Florida