

DRAFT
STATE LIBRARY COUNCIL
MINUTES
November 28, 2012 – Conference Call

Present 11/28/2012:

Council Members:

Cherry Alexander, Chair
Sharon Hartman
Steven Benetz
Melinda Crowley
Gladys Roberts

Staff:

Judith Ring, Secretary
Jennifer Womble
Jessica Shiver
Gerard Clark
Amy L. Johnson
Cathy Moloney

Call to Order and Roll Call

The meeting of the State Library Council was called to order at 3:34 p.m. 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 November 28, 2012 agenda was made. The motion was seconded and approved unanimously.

Appointment of Chair and Vice Chair

Ms. Ring noted that the chair's and vice chair's terms had expired and asked the committee to nominate new appointees to those positions. Chair Alexander nominated Ms. Melinda Crowley as chair and the motion was seconded and approved. Ms. Gladys Roberts was nominated as vice chair and this motion was also seconded and approved. Ms. Alexander continued to lead the meeting at the request of Chair Crowley.

Business Items/Reports/Other

Approval of Minutes

A motion to approve the minutes from the March 21, 2012 meeting was made by. The motion was seconded and the minutes were approved unanimously.

Division Update and Director's Comments

Ms. Ring presented the Division's new organizational charts and provided an update on Division activities, including the restructure of the Division and the elimination of some positions as a result of the Inspector General's report filed earlier in 2011. She also asked each bureau chief to give an update on their current projects and activities.

Archives and Records Management(ARM)

Gerard Clark gave an overview of current ARM activities and recently completed projects, including the revision of records schedules for universities, community colleges and public schools. Another project consisted of ensuring agency compliance with retention schedules and reporting the number of records destroyed. He also reported that the State Archives had received a National Historical Publications and Records Commission (NHPRC) grant to process the Koreshan Unity Papers Collection. Mr. Clark also updated the Council on Florida Memory activities and training being offered to librarians on how to utilize the Florida Memory website.

Library and Network Services

Cathy Moloney described the main functions of the State Library and the kinds of collections it holds. These collections are relevant not only to state employees but to the citizens and elected officials of Florida. The State Library also manages the Florida Library Information Network (FLIN), a resource-sharing database.

Library Development

Amy Johnson updated the Council on recent Library Development projects, including the *Common Threads* newsletter which highlights events and resources from across the Department. The Bureau of Library Development supports the establishment, expansion, and improvement of the library community in Florida. Service areas include grants, leadership, technical assistance, continuing education and advocacy. The Florida Electronic Library is a new program to the Bureau (but not to the Division) and Stephanie Race has been selected as the coordinator.

Review Two-Year Action Plan

The Council reviewed the plan and agreed it had been effective. They recommended a couple of minor changes.

Old Business

No old business was brought forth.

New Business

No new business was brought forth.

Next Meeting

No date was proposed for the next meeting.

Adjournment

Mr. Benetz moved to adjourn the meeting. The motion was seconded and passed unanimously. The meeting adjourned at 4:30 p.m.

Cherry Alexander, Chair

Judith A. Ring, Secretary

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.

Activity	Lead Person Responsible	Date
1. Governmental Affairs Subcommittee reviews the actions of the legislature, attends committee meetings, and informs the Council and the broader audience.	Lead Barbara Back-up Cherry	Ongoing/As Needed
2. Identify legislative members, develop a plan to meet and maintain contact with leaders.	Govt. Affairs Subcommittee	6/1/12
3. Meet with the Governor.	Welton	Hold for March Meeting
4. Meet with the Secretary of State.	Welton	Hold for March Meeting
5. Monitor electronic lists and distribute information to others broadly.	Melinda will provide to Amy.	Completed by 7/2012

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.

Activity	Lead Person Responsible	Date
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.

Activity	Lead Person Responsible	Date
1. Council members will educate themselves and others about new technologies (social media, hardware, software) and available services. <u>*Must adhere to the Sunshine Law.</u>	Carolyn, Bonnie, 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. <u>*Must adhere to the Sunshine Law.</u>	Carolyn, Bonnie, Sharon	8/1/11 - Ongoing

Resources or Training Needed?

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