

2016 August Executive Board Meeting Agenda **Teleconference**

Wednesday, August 17th, 6 pm EST

Dial-in info is as follows:

Toll Free Number: 866-801-5789

Participant Passcode: 78965432

1. Call to Order

Action: None

Item Facilitator: Deb Sica

Minutes: Board members present: Deb Sica (Chair, July 1, 2016, to June 30, 2017), Jenn R. Maguire-Wright (Chair-Elect, July 1, 2016, to June 30, 2017), Peter D. Coyl (Past-Chairperson, July 1, 2016, to June 30, 2017), Paul Kelly (Secretary, July 1, 2016, to June 30, 2018), Liz De-Coster (Treasurer, July 1, 2015, to June 30, 2017), Matt P. Cizek (Director-at-Large, July 1, 2016, to June 30, 2018), Ana Elisa De Campos Salles (Director-at-Large, July 1, 2016, to June 30, 2018), David Conners Isaak (Director-at-Large, July 1, 2015, to June 30, 2017), Sherry Machones (Director-at-Large, July 1, 2016, to June 30, 2018), Ann K. Symons (Round Table Councilor, July 1, 2016, to June 30, 2019).

Round Table Members present: Nik Dragovic, Midwinter Social Planning.

2. Approval of Agenda

Action: Approve agenda for the August 2016 Executive Board meeting

Item Facilitator: Deb Sica

Minutes: The Agenda was accepted.

3. Approval of Previous Board Meeting Minutes

Action: Approve minutes for the June and July 2016 Executive Board meetings

Item Facilitator: Deb Sica

Supporting Information: Minutes are posted on Connect from the June 2016 Executive Board meeting (<http://connect.ala.org/node/254886>), as are minutes from the July Executive Board meeting (<http://connect.ala.org/node/256072>).

Minutes: June Member Meeting Minutes – Accepted to the Record. June Executive Board Minutes – Approved & Accepted with the following corrections: David Isaak was not listed as being in attendance, but was. David will be added. Ana Elisa de Campos Salles moved that the minutes be approved. Motion was seconded by David Isaak, and minutes were approved unimamously. July Executive Board Minutes – Approved & Accepted. Sherry Machones moved to approve the July Executive Board meeting minutes with no corrections. Matt Cizek seconded the motion, and minutes were approved unanimously.

4. Treasurer's Report and Budget

Action: Update from the Treasurer

Item Facilitator: Liz DeCoster

Vote: No

Supporting Information: Our budget must be submitted for Board approval by February 2017; preliminary budget discussion will take place during this meeting for potential approval in the fall. GLBTRT Financials: http://connect.ala.org/files/GLBTRT_financials_July2016.xlsx. For the July financials, the \$100 Freedom to Read Foundation membership hasn't shown up yet. The printing expenses include reimbursement for toolkit printing, Stonewall program/bookmark printing, ribbons, and seals. GLBTRT Endowment: http://connect.ala.org/files/GLBTRT_endowment_July2016.xlsx. The main points for the endowment report have been highlighted in red, specifically, the donations section and the ending balance.

Minutes: Liz DeCoster drew the Board's attention to two files linked in the agenda including updated financials and a report on the status of the endowment. Highlights for the endowment include the fact that GLBTRT is still waiting to be billed by the Freedom to Read Foundation, and that Peter Coyl was reimbursed for Toolkit printing. Peter Coyl asked about the endowment spreadsheet, and how it relates to the book awards project (which falls under the 5306 series on the spreadsheet). Is the spreadsheet referring to the whole book awards project? Liz DeCoster clarified that those items were moved. The book awards were initially budgeted as ongoing endowment spending, but additional lines were then created for Stonewall.

5. Social Update: Atlanta

Action: Information/Discussion

Item Facilitator: Deb Sica and Nik Dragovic

Minutes: Nik Dragovic has had some very productive pre-meetings pertaining to the Midwinter social. He focused on the Center for Civil and Human Rights, at which he has previously attended events. It seems like a good venue candidate due to its proximity to the conference center, and also because it hosts the LGBT institute. The building is beautiful, and its staff are accommodating. He met with the Executive Director, who then put him in touch with the facility booking representative. In terms of policies - the Center has a section of their website that details which parts of the facility can be rented for events, with specific information about capacity and pricing. We should compare their pricing with the Gale funds. They do have catering options, and beverage services. Peter Coyl asked about potential for a cash bar situation? Nik replied that the Center is working on updating its portfolio of offerings. Juan has an incomplete draft that he's going to share with Nik which can then be shared with the Executive Board. Pricing includes security. The Center is also very flexible in terms of scheduling, which means that Sunday night could be an option. They're flexible, so the event can extend beyond business hours and as late as necessary, with security provided. The only extra cost would be booking beverage and AV services. Nik also floated bars and libraries as potential venues, such as Auburn Avenue Research Library (which just reopened after renovation), and Emory University. Deb Sica said that the Executive Board seems very excited about the Human Rights Center. Ann Symons requested more detail regarding cost. Do we know how much Gale is giving us? Deb Sica said that Carrie from Gale asked the Board to give them a figure. In return they would like to be mentioned on the listserv, receive a thank you during announcements at Midwinter, and our blessing to leave literature at some of our events and be able to leave literature. ALA are also fine with the relationship, and will support us if we need it. Liz DeCoster agreed that the

Center is the best candidate. Perhaps we can refer to them on the Facebook invite. David Isaak inquired as to whether we can carry in drinks if we want. Nik Dragovic said that currently the answer is no, but we could potentially talk to them about it. Pricing on the website starts at \$1,250, for 100 people. They can also add on cost to open the museum, or attendees can purchase their own admission. If we bundled both together, there could be a group discount. Ann Symons noted that at PLA, she, Peter Coyl, and Deb Sica discussed a partnership ALSC. Deb Sica said that they talked about having 100-150 people in attendance. Peter Coyl said that for a normal social, that number would need to be changed. Nik then confirmed that the Center's web prices are only for space, and do not include catering. Those amounts usually reflect our total budget for the social, so we should keep in mind what we're spending even if Gale is providing the funds. Ann Symons proposed that Deb Sica should ask Gale for a ballpark figure. Deb, alternatively, would like to propose a figure to Gale. Ana Elisa de Campos Salles then proposed having a joint social with ALSC. Ann Symons said that we should decide if we want to co-sponsor and who we want to co-sponsor with. Nik Dragovic noted that he spoke with Deb Sica about potential Spectrum co-sponsorship, and said that if we chose not to have the social at the Center, the our co-sponsor could perhaps help nail down other venues, such as other libraries around Atlanta. Deb Sica noted that a joint social with Spectrum at the Center would represent a wonderful joining of our purposes, and would be a perfect fit. Peter Coyl proposed emailing ALSC to get details about their social and typical attendance levels, as well as their thoughts on partnering with us. What dollar amount would they be looking to spend? Then we get Nik to come back with quotes for the Center, including catering and drinks (which could amount to \$2,000 or \$3,000). We could then approach Gale, and tell them they only have to offer so much because we're partnering with Spectrum. Ann Symons noted that she doesn't think ALSC has a social at Midwinter, and that anything they do will incur zero space costs because they tend to only hold ticketed events. Peter Coyl will email Amy Koester about this. Ann Symons asked if we invite Spectrum, how many from that group would be expected to attend. Nik Dragovic said we could expect somewhere between 50 and 70 additional people. Deb Sica suggested that with around 50 Spectrum, 100 GLBTRT, and 70 ALSC, we could round it up to 250, and request pricing for that headcount. David Isaak inquired whether the center requires a minimum attendance for a cash bar. Nik Dragovic will find out. Deb Sica noted that Ryan Roemerman from LGBT Institute would be a great partner from a programming perspective. Nik Dragovic can obtain information about that as well.

6. GLBTRT Draft Social Media Policy

Action: Discussion

Item Facilitator: Matt Cizek

Vote: No

Supporting Information: Board Members worked with Emily Wagner on a social media/Twitter policy for GLBTRT, and forwarded the draft to both the Board and John Amundsen for review. The document will be discussed and edits suggested at this meeting. The draft policy can be found here: <http://connect.ala.org/files/GLBTRT%20Social%20Media%20Guidelines.docx>.

Minutes: Matt Ciszek suggested that if we have any corrections or changes to the social media policy draft, we should make them now and then send the document to John Amundsen. Ana Elisa de Campos Salles agreed. She made some small edits to reword and rephrase some things, and plans on more. She asked whether or not she should send those edits to the Board. Matt Ciszek says yes. Deb Sica inquired as to whether Peter Coyl had any correction. He did. Peter wanted to suggest that we address who the Round Table follows and what it “likes” on Facebook. We also have lots of members who tweet, so we should clarify whether we follow individuals, or just organizations. Peter Coyl suggested that we follow national GLBT groups, national news organizations, and not individual librarians unless they happen to be thought leaders. Deb Sica pointed out that perhaps thought leaders should not be followed in case they end up one day running for GLBTRT office. Matt Ciszek noted that he’s willing to work further with Emily Wagner on that. Deb Sica said that we’ll let everybody work on it and then send it to the list, at which point we will forward the draft to John Amundsen, and then discuss at our next meeting. David Isaak noted that the language in the Monitoring section requires some work to emphasize that we’re monitoring content and not functionality. Liz DeCoster asked if the Facebook page was hacked, would the Web Committee or News Committee handle that. Peter Coyl confirmed that the ALA staffer would handle it, and that John Amundsen has access to ALA social media pages because he’s on the social media committee. Liz DeCoster noted that the draft does not really refer to ALA’s policies. Does ALA have those? Matt Ciszek said that Emily Wagner could not find any specific ALA policy around this. Liz DeCoster then asked whether we should be following people at all, since we’re not actually reading the posts, and following can be interpreted as endorsement. Ana Elisa de Campos Salles said that, yes, we should be endorsing and retweeting worthy things from within ALA. For example, JCLC is having a conference and we could help them promote it as a professional courtesy.

Peter Coyl moved that we enter closed session. Ana Elisa de Campos Salles seconded the motion.

7. Goals for GLBT Book Month 2017

Action: Discussion

Item Facilitator: Ann Symons

Vote: No

Supporting Information: The Board must set goals for next year’s GLBT Book Month; preliminary discussion will take place at this meeting. Anne’s document containing suggestions for GLBT Book Month can be found here: <http://connect.ala.org/files/June%20is%20GLBT%20Book%20Month%20suggestions.docx>.

Minutes: Discussion postponed until September Executive Board Meeting.

8. Website Additions/Adjustments

Action: Discussion

Item Facilitators: David Isaak/Jen McGuire-Wright

Vote: No

Supporting Information: David spoke with the Web Committee about adding and/or adjusting content to the GLBTRT website, specifically content related to the various awards that the

Round Table gives out. David will present the proposed changes, and discussion will follow.

Please see wireframe here: http://connect.ala.org/files/AwardsPage_wireframe.pptx.

Minutes: David Isaak pointed everyone towards the PowerPoint attachment to the August agenda. There has been an increase in the number of awards we give out that our website doesn't reflect. David has spoken with the Web Committee about this issue in the past, but no action was ever taken. Should we pick this up again? Our awards page is currently just Stonewall, which comprises five pages total. How do we promote the new awards? Perhaps we shouldn't drop the user right into Stonewall when they click on Awards. He suggested that we have five slides - three for Stonewall, one for Political Activism, and one for Excellence in Serving the GLBT Community. Clicking these would take you to specific subpages. It should be noted that the Round Table paid ALA graphics to create our existing featured slides. We could do that again and then the new content would fit aesthetically with what we already have. Ana Elisa de Campos Salles initially suggested changing links in the sidebar, but now prefers this idea, noting that it looks more dynamic. Ana Elisa suggested that, if ALA design doesn't charge for drafts, we could request that they send us some, or that we could have a graphic design contest. Ann Symons suggested that we take care of the website problem quickly, and that a contest would perhaps take too long. Liz DeCoster asked for details regarding how much ALA charges us for the existing slides (for GLBT Book Month). Peter Coyl said that they cost around \$100 per slide, which means that six slides would be \$600. Deb Sica said that anything that clarifies information on our site is important, and if we maintain aesthetic consistency, then we should simply pay ALA design to design the slides. Peter Coyl motioned that we authorize David to talk with ALA graphics to design the slides, and to move ahead if the cost does not exceed \$400. Matt Ciszek seconded the motion. Motion passed unanimously.

9. Committee Status Reports

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information: Returning to Liaison model for the Exec Board to support of the Committee Work. Consider reporting structures between the Committees and the Executive Board as part of the monthly meeting.

Minutes: Deb Sica reminded the board of the liaison roles for each other the GLBTRT Committees.

- David Isaak and Jenn Maguire-Wright are liaisons for Advocacy;
- Ann Symons is liaison for Bylaws;
- Matt Ciszek is liaison for Fundraising;
- Deb Sica is liaison for Membership;
- Peter Coyl is liaison for Programming;
- Matt Ciszek is liaison for News;
- Ana Elisa de Campos Salles is liaison for Resources and Reviews; and
- David Isaak and Jenn Maguire-Wright are liaisons for Web.

Some committees have people to help them bridge, others don't. Ana Elisa de Campos Salles noted that she worked with David Isaak when he chaired the Web Committee, and emailed them once every six months to check in and see if she could be of any assistance. Most didn't really need any help, except for a single issue with Web involving a non-responsive committee member. She suggested that we remain low key, and merely send introductory liaison emails and keep channels of communication open. Deb Sica asked whether we require a formalized structure. David Isaak replied that formality is important because with Web, handover between outgoing and incoming Chair was a little rocky because responsibilities are not clear. Jenn Maguire-Wright noted that we just want to make the committees feel linked to and part of the Round Table. Peter Coyl said that the current method is working well, and that some Chairs are more self-sufficient than others. We want them to know that we trust them to do their jobs, but that they're not forgotten, and we're interested in their work and want to support them however we can. Deb, Peter and Jenn will liaison for Over the Rainbow. Rainbow Booklist and Stonewall Book Awards. Deb suggested that we let committees know before we stop in on them at Midwinter to avoid any confusion and minimize disruption. Deb Sica asked how we let the membership know what's going on with the committees as there is lots of work done people do not know about. Ana Elisa de Campos Salles suggested that we simply invite the committees to attend the membership meeting to talk about their work.

10. Outgoing/Incoming Chair Handover Procedures

Action: Discussion

Item Facilitator: Ann Symons

Vote: No

Supporting Information: Outgoing Chairs often have too many responsibilities as their terms wind down, and not enough guidance is provided for their replacements as they begin their terms. Chair roles should perhaps therefore be better documented. Discussion will take place at this meeting.

Minutes: Discussion postponed until September Executive Board Meeting.

11. Ruth Gordon Memorial Resolution Proposal

Action: Discussion

Item Facilitator: Ann Symons

Vote: No

Supporting Information: The Board will discuss the signing of a memorial resolution in honor of Ruth Gordon, civil rights pioneer, advocate, and former ALA councilor who recently passed.

Minutes: Discussion postponed until September Executive Board Meeting.

12. Board Vacancy - Appointment Options

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information: The Board will discuss options for filling the now-vacant Director at Large position.

13. Closed Session - At Large Position Selection

Action: Discussion

Item Facilitator: Deb Sica

Vote: Yes

Supporting Information: The Board will select a replacement Director at Large.

Minutes: The Board made a selection for the vacant Director at Large position in closed session.

14. Closed Session - Emerging Leader Applicant Selection

Action: Discussion

Item Facilitator: Deb Sica

Vote: Yes

Supporting Information: The Board will select a candidate to sponsor for the Emerging Leader program.

Minutes: The Board selected top three candidates for Emerging Leader sponsorship in closed session.

Deb Sica moved that we delay agenda items 7 and 11 until the September Executive Board meeting in the interest of time. The motion passed unanimously.

15. Adjournment

Action: Information

Item Facilitator: Deb Sica

Vote: No

Minutes: Meeting adjourned at 7:57 pm EST.