

## **2016 July Executive Board Meeting Agenda** **Teleconference**

Wednesday, July 20th, 6 pm EST

Dial-in info is as follows:

Toll Free Number: 866-801-5789

Participant Passcode: 78965432

### **1. Call to Order and Introductions**

Action: Board members will introduce themselves for benefit of new members.

Item Facilitator: Deb Sica

Minutes: Meeting began at 6:00 pm EST. Members present: Deb Sica, Peter Coyl, Sherry Machones, Matt Cizek, Liz Decoster, David Isaak, Ann Symons, Paul Kelly

Ingrid Abrams was unaware that her term as Director at Large was two years. The Board will reach out to her to gauge interest in continuing for a second year.

Deb Sica requested that her contact number ([281-777-0096](tel:281-777-0096)) and her corrected email, [librariansica@gmail.com](mailto:librariansica@gmail.com), be included in the minutes.

### **2. Approval of Agenda**

Action: Approve agenda for the July 2016 Executive Board meeting

Item Facilitator: Deb Sica

Minutes: Additions to the agenda: fundraising priorities for the next fiscal year added by David Isaak (see agenda item 13).

### **3. Approval of Previous Board Meeting Minutes**

Action: Approve minutes for the June 2016 Executive Board meeting

Item Facilitator: Deb Sica

Supporting Information: Minutes are posted on Connect from the June 2016 Executive Board meeting: <http://connect.ala.org/node/254886>

Minutes: David Isaak moved that the Board table approval of the June 2016 minutes until the next meeting on August 17th. Matt Cizek seconded the motion, and motion was approved unanimously.

### **4. Treasurer's Report and Budget**

Action: Update from the Treasurer

Item Facilitator: Liz DeCoster

Vote: No

Supporting Information:

Minutes: Treasurer presented no updates from the June meeting in Orlando, aside from re-upping Freedom to Read Foundation membership. Ann Symons inquired where we are in the current budget cycle, and at which point is the budget for the following fiscal year due for agenda approval. Liz Decoster confirmed that the budget must be approved by February 2017. Ann Symons inquired if the budget must be prepared in time for a vote at the Midwinter meeting, and Liz Decoster confirmed. It was then agreed that the budget should be discussed in the August or September meetings. Note - ALA will send us more details in the fall; we should then discuss the document and make changes or additions as necessary. Peter Coyl raised the “printing” charge from ALA - did the Board ever find out the specific reason for this charge? Liz Decoster will follow up with John Amundsen for more specifics.

## **5. Overview of Accomplishments**

Action: Information

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: Ann Symons reviewed 3 awards that the Board enacted: the Newlen-Symons Award for Excellence in Serving the GLBT Community, which went to the Jean-Nickolaus Tretter Collection (University of Minnesota); GLBTRT Award for Political Activism, which went to Jack Baker and Mike McConnell; and the Larry Romans Mentorship award, which was recently approved by the awards committee. David Isaak inquired if the Board is tasked with forming juries or committees for these awards; Ann Symons clarified that the Executive Board itself is the jury. Since the Romans award is shared with Government Documents Round Table (GODORT), and they have already selected their representative, we should do the same. Note that if we would like a representative that is not on the Executive Board, that is something we can propose.

Deb Sica raised the Emerging Leader program, which Peter Coyl confirmed that GLBTRT will once again be sponsoring. The Board, however, was not notified that applications had opened for the third year in a row; indeed, we only learned by chance. Since GLBTRT is a sponsor, how do we get ALA to let us know that applications are open in order to publicize it to our membership? Peter Coyl requested that Deb Sica contact Mary Ghikas about this. Ann Symons confirmed that applications for the project are due in October, at which point the Board will receive a list of applicants, and make a selection (likely in the Fall).

The GLBT toolkit, “Open to All: Serving the GLBT Community in Your Library”, was published by the Advocacy Committee.

June is GLBT Book Month. Deb Sica highlighted the work of Peter Coyl and Ann Symons with PLA as something that we should be proud of, and that GLBTRT should continue with.

Deb Sica announced that Jim Neal invited her to be a member of the Presidential Advisory Committee.

## **6. 50th Anniversary/Next Steps**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: It should be noted that many details for the 50th Anniversary should be in the June minutes, which were tabled for review until August. Ann Symons stipulated that we have yet to hear back from Roland Hansen about both the viability of the next annual meeting's social and details about the 50th anniversary of GLBTRT. Peter Coyl said that we have a tentative go-ahead for the social, with security costing around \$150 per hour (\$400 total), and catering costing around \$500 total. He will forward details of this to the Board.

David Isaak is working on the charge for the Ad hoc Committee, which should be ready by December. He will work on this offline, and it will be discussed in the August meeting. A question was also raised about multi-year projects. Since Ana Elisa de Campos Salles could not attend this meeting, discussion was similarly tabled until the August meeting.

## **7. Committee Charges & Board Liaisons**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: David Isaak spoke with Ana Elisa de Campos Salles about improving the handover procedures between outgoing and incoming Chairs. Outgoing Chairs often have too many responsibilities as their terms wind down, and not enough guidance is given to their replacements as they begin their terms. Chair roles should perhaps therefore be better documented. This should be discussed at a future meeting. Ann Symons noted that the Board used to require that Chairs reported in writing twice a year; perhaps this could once again be required.

Deb Sica raised that the Bylaws Committee wishes to update the GLBTRT Google site. Peter Coyl stated that the original plan was to migrate content from the Google site to ALA Connect, but that since ALA Connect may itself be undergoing migration in the near future, that is currently on hold. Ann Symons noted the breadth on content and documentation in the Google site - perhaps it should be made more widely available. Peter Coyl suggested that we create PDFs of high-interest content, and that Bylaws Committee Chair Gina Persichina would be happy to take that on.

We should have draft bylaws ready for review by the November meeting.

David Isaak asked if we should charge the Bylaws Committee with revising documentation on the Google site. Additionally, aside from their main charge, what are the tasks we expect them to complete? Should we task them with documenting the handoff between Chairs? Deb Sica suggested that oversight of the Google site might perhaps be the domain of the Web Commit-

tee; Peter Coyl noted that the perspective of the Web Committee is that their focus is infrastructure, not content (i.e. they do not figure out policy, which is the responsibility of the Executive Board). Ann Symons will raise these issues to the Bylaws Committee.

## **8. Google Site/Web Page/Social Media Schedule**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: Peter Coyl has spoken with News Committee Chair Emily Wagner, who will have a social media schedule for GLBTRT posted shortly. Matt Cizek raised the issue of the GLBT news site that Emily Wagner is also updating; it currently lists the email addresses of each Board member individually. Should we retain that model, or move to simply using the Board contact form? Peter Coyl suggested having an email address posted for the Chair, and a link to the Board contact form. Deb Sica agreed.

Peter Coyl explained the Google site for benefit of new members - that it serves as a procedure manual, but has not been recently updated. Deb Sica will post the link to the Board. Each page has specific permissions; Deb Sica gave access to the Past Chair, Chair & Chair Elect. Ann Symons suggested that Gina Persichina be given access. David Isaak suggested that we update and clean up both the site, but also the permitted users; Ann Symons agreed that those that no longer have an active Committee role be removed.

## **9. Political Speech and ALA Social Media Policy**

Action: Information

Item Facilitator: Deb Sica

Vote: No

Supporting Information: Clarification regarding what can and cannot/should and should not be said by ALA and its constituent divisions, round tables, MIGs, committees, task forces, and offices via official outlets, specifically social media.

Minutes: Matt Cizek is working with Emily Wagner on this, and forwarded her draft policy to the Board. He wants guidelines about not only what is posted, but who the RT Twitter follows. Board members should review the document for discussion during the August meeting. Matt will send the document to John Amundsen for review.

Matt moves to table discussion until next month. Peter Coyl seconds. Motion is approved unanimously.

## **10. Atlanta Social/Gale Funding**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

### Supporting Information:

Minutes: Deb Sica raised the importance of building a relationship with those involved with building the Sexual Identity database for Gale. Carrie Stefanski has been talking with Deb, Peter Coyl, and Ann Symons about this, and has committed to funding the Atlanta social as it is in her budget for next year. Gale's role is to "be there with a checkbook" should we require one. The Board can assist with setting up an event registration page (although that would benefit Gale more than GLBTRT). Deb Sica will consult with ALA Development Director Sheila O'Donnell about these arrangements, and to inform the Development Office of the arrangement between Gale and GLBTRT.

Ann Symons inquired about the funds raised from 3M Bibliotheca, which amounted to over \$3,000. These funds could potentially be put to use for GLBT Book Month.

## **11. Overview of Outstanding Resolutions**

Action: Information

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: Deb Sica noted that the Executive Board passed support for the Spectrum program. Matt Cizek added that he and Ed Garcia were mover and seconder of that resolution. Diversity and Outreach Services staff were concerned that the initiative was not receiving adequate support or staffing, so funding will be provided for administrative functions, and not scholarships. If it turns out that the staff do not receive the funding promised, they will let the Executive Board know, and we will discuss at the Midwinter meeting. Finally, Matt is working with Peter Hepburn on a general resolution regarding transgender benefits, which may be ready for Midwinter.

## **12. Next Year Goals**

Action: Discussion

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: Ann Symons raised that GLBTRT will not have funds to sponsor an Emerging Leader, which totals \$1500, unless we find it in our own budget. Deb Sica highlighted that we should approach ALA's Development office about finding a spokesperson for GLBT Book Month. Deb noted that while Gale is sponsoring the Atlanta social, the GLBTRT Award for Political Activism also needs a sponsor. Matt Cizek stressed that GLBTRT and Fund Raising Committee Chair Erin Berman should coordinate closely with the Development office to avoid any duplication of efforts.

## **13. Fundraising**

Action: Discussion

Item Facilitator: David Isaak

Vote: No

Supporting Information:

Minutes: Deb Sica raised that we need to start fundraising for the 50th anniversary. We also should consider funding Spectrum Scholar (which amounts to \$6,500 per year), and advertising for GLBT Book Month in local newspapers, local Pride organizations, and local GLBT community newspapers with dedicated Pride issues. Matt Cizek will speak with Erin Berman, and pass any information on to her.

Deb then raised the possibility of intersectional work with our ALA minority communities, which was a member request at this year's Annual Meeting. An additional request was for the round table to provide resources about micro aggressions, safe spaces, and gender awareness. Ann Symons suggested that this could perhaps be material for a future toolkit.

The round table once asked retired members to assist with GLBT Book Month, but we never followed up despite the fact that they appointed two liaisons. Peter Coyl noted that we can't approach them again until we actually have work for them to do. Ann Symons raised that this be the responsibility of the Advocacy Committee, part of whose charge is GLBT Book Month. David Isaak agreed to connect with them regarding this subject. Ann then noted that we need to make goals for next year's GLBT Book Month, and this should be an agenda item for our August meeting.

#### **14. Adjournment**

Action: Information

Item Facilitator: Deb Sica

Vote: No

Supporting Information:

Minutes: Meeting adjourned at 7:13 pm EST.