



**Meeting Minutes**

**June 17, 2020**

**10:00 AM**

The June 17, 2020 meeting of the Alabama Virtual Library Council was called to order at 10:05 AM by Council Chair, Renee Marty.

Minutes were prepared by Cristin Dillard, Council Secretary.

Minutes approved as official: July 15, 2020

**Members in Attendance**

Phill Johnson, ACHE  
Ron Leonard, ACHE  
Cristin Dillard, ALSDE  
Susan Zana, ALSDE  
Renee Marty, ACCS  
Brad Fricks, ACCS

A. P. Hoffman, ACCS  
Holly Flores, APLS  
Amy Henderson, APLS  
Bill Paine, ASA

**Guests in Attendance**

Jennifer Holman, Alabama Public Library Service

1. **Welcome / Introductions:** Council Chair, Renee Marty, called the meeting to order and confirmed a quorum was established.
2. **Approval of Minutes:** Cristin Dillard made a motion to table the approval of the May 20, 2020 minutes due to connectivity during the meeting and not having access to the recording of the meeting to finish the **Unfinished Business** portion. Brad Fricks seconded the motion; Council Chair asked for a roll call vote (Attachment A) and all voted in favor of tabling the approval of the minutes; motion passed.
3. **Financial Report:** Ron Leonard respectfully submitted the financial report. He emailed all Council members the budget report as of May 31, 2020, (Attachment B) from Jennifer Holman, Alabama Public Library Service (APLS).
4. **Unfinished Business:** No unfinished business was discussed.
5. **New Business**
  - a. **Report of Joint Committee Meeting (Budget, Publicity, Training, Database Review, and Selecting/Licensing committees):** The chairs of these committees met prior to the June 17th meeting to discuss the \$381,949.46 balance in the FY2020 budget and prioritize expenditures for the remainder of the fiscal year. The joint committee report ([Attachment C](#)) was submitted by Brad Fricks.
    - i. **Motion:** Brad Fricks made a comprehensive motion to include all three points to be considered together: (1) The line item "AVL Community Promotion Grants" should be rolled into the overall budget; (2) Any unspent monies at the end of FY19-20 will roll over into the FY20-21 budget; and (3) The current balance of the FY19-20 funds (\$381,949.46) should be allocated for the following items:



Item	FY19-20 Budget	Ongoing annual cost after FY19-20
Visible Body	\$275,000	\$15,000
Big Universe (or other comparable K-12 literacy eBook package)	\$55,949.46	\$58,746.93 (5% increase)
Zoom Account and Training	\$1,000	\$5,000
Publicist/Marketer	\$50,000	determined after RFP
<b>TOTAL</b>	<b>381,949.46</b>	

Susan Zana seconded the motion.

ii. **Discussion:** With the COVID-19 pandemic, there is no expectation that libraries or organizations will host any kind of 20<sup>th</sup> year celebration/party to promote the AVL. Ron reports Gale and EBSCO have agreed to not raise prices for FY2021. Council chair called for a roll call vote ([Attachment D](#)) and all voted in favor of the motion; motion passed.

b. **Marketing and Promotion Request for Proposal (RFP):** A Marketing and Promotion Request for Proposal (RFP) was presented by Amy Henderson, Publicity chair. Amy requested input from council members on a proposed timeline for the RFP. Cristin suggested the following timeline options: (1) Open the RFP on July 15, 2020, close the RFP on August 12, 2020, and send the RFPs to Council members on August 13, 2020 to begin review. Council members review the proposals September 16-23. All contract negotiations, documentation, and contract review packet is completed by AVL and APLS before October 22, 2020 for the November 5, 2020 Contract Review committee meeting to be placed on the agenda; or (2) Accelerated timeline: Review RFPs submitted August 13 - August 20, 2020 (Council Members), August 21, 2020 - Council Review of RFPs meeting, contract negotiations with selected vendor August 24-28, prepare for contract review August 28 - September 16, 2020, submit Contract review packet on/before September 17, 2020, get placed on October 1 Contract Review agenda, and contract can start in October with FY21 funds. Renee and Amy will adjust the dates on the RFP. Ron asked if the Council did not find a satisfactory vendor what would be the next steps? Clarification on the process will be needed.

i. **Motion:** Brad Fricks made a motion to move forward with the Marketing and Promotion FRP with an amended timeline with the goal of awarding a contract in October. Susan Zana seconded the motion; Council chair called for a roll call vote; the motion passed.

6. **Committee Reports:** The following reports were submitted to the Council:

- a. **Budget:** Report was included in the joint committee report in New Business. See Attachment B for the budget as of May 31, 2020.
- b. **Database Review:** Report was included in the joint committee report in New Business.
- c. **Selection & Licensing:** Report was included in the joint committee report in New Business.
- d. **By-Laws:** No report.



- e. **Legislative:** Phil Johnson reports the committee is in information gathering mode with the upcoming legislative session for FY2022. Renee wants to reach out to ask the governor to spend a port of the CARES Act funds on AVL resources. Legislative committee can work on a proposal.
  - f. **OER Commons:** Phill Johnson, reported the IMPLS grant funds for OER commons (if awarded) would provide training for using and submitting to the OER Commons and awards for the development of OER materials to be hosted in the OER Commons.
  - g. **Publicity:**Report was included in the joint committee report in New Business.
  - h. **Training:** Susan Zana, Training Committee chair, noted a shift to the Virtual Training Model that would include the payment of stipends for trainers to help with the quality and time committee required; \$50.00/per hour was a suggested stipend rate. The training committee would use the Zoom platform to deliver virtual training. Susan noted the committee will be planning in conjunction with the Publicity committee to recruit trainers and publicize the training.
  - i. **Nominating:** No report.
  - j. **Strategic Plan:** No report.
7. **Announcements:** No announcements.
8. **Adjournment**
- a. **Motion:** Cristin Dillard made a motion to adjourn the Council meeting. Phill Johnson seconded the motion. Motion carried. Meeting was adjourned at 10:52 AM.



**Attachments:**

**Attachment A**

**Roll Call Vote**

**Motion:** Table the approval of the May 20, 2020 minutes.

**Motion passed.**

<b>AVL Council Member/Affiliated Organization</b>	<b>Vote</b>
<b>ACHE (Alabama Commission on Higher Education)</b>	
Elizabeth Dill	Absent
Phil Johnson	Yea
Ron Leonard (Treasurer)	Yea
<b>ALSDE (Alabama State Department of Education)</b>	
Cristin Dillard (Chair-Elect and Secretary)	Yea
Debbie Turner	Absent
Susan Zana	Yea
<b>ACCS (Alabama Community College System)</b>	
Renee Marty (Chairman)	Yea
A.P. Hoffman	Yea
Brad Fricks	Yea
<b>APLS (Alabama Public Library System)</b>	
Holly Flores	Yea
Nancy Pack	Absent
Amy Henderson	Yea



**Attachment B**

**FY2020 Alabama Virtual Library Budget Committee Report for June 17, 2020**

<b>FY2020 Alabama Virtual Library Budget</b>		
<b>As of May 31, 2020</b>		
<b>Alabama Public Library Service</b>		
<b>173-0131 Virtual Library Project</b>		
<b>Total Allocation: \$3,397,627</b>		
<b>0700 - Utilities and Communication</b>		<b>500</b>
	Postage	
<b>Available Balance Sub-Total</b>		<b>500</b>
<b>0800 - Professional Fees and Services</b>		<b>162,801.00</b>
	Alabama Supercomputer Authority	162,801.00
<b>Available Balance Sub-Total</b>		<b>-</b>
<b>0900 - Supplies, Materials, and Operating Expenses</b>		<b>3,214,326.00</b>
	Gale-Cengage Learning - E-Book Online Resources	728,797.37
	Capstone - PebbleGo	158,100.00
	EBSCO - Packaged Subscription	1,432,038.50
	Encyclopedia Britannica	232,637.67
	Proquest - Ethnic Newswatch	83,436.00
	Oxford Univ Press - English Dictionary & Reference Subscriptions	64,118.00
	McGraw Hill - Access Science	63,724.00
	Pronunciator	87,500.00
	OER Commons	1,625.00
	Sybil H Bullock	900
<b>Available Balance Sub-Total</b>		<b>361,449.46</b>
<b>1100 - Grants and Benefits</b>		<b>20,000.00</b>
	AVL Community Promotion Grants	
<b>Available Balance Sub-Total</b>		<b>20,000.00</b>
<b>TOTAL AVAILABLE BALANCE</b>		<b>381,949.46</b>



**Attachment C**

**Roll Call Vote**

**Motion:** Brad Fricks made a comprehensive motion to include all three points to be considered together: (1) The line item “AVL Community Promotion Grants” should be rolled into the overall budget; (2) Any unspent monies at the end of FY19-20 will roll over into the FY20-21 budget; and (3) The current balance of the FY19-20 funds (\$381,949.46) should be allocated for the following items:

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Publicist/Marketer	\$50,000	determined after RFP
<b>TOTAL</b>	<b>381,949.46</b>	

**Motion passed.**

AVL Council Member/Affiliated Organization	Vote
<b>ACHE (Alabama Commission on Higher Education)</b>	
Elizabeth Dill	Absent
Phil Johnson	Yea
Ron Leonard (Treasurer)	Yea
<b>ALSDE (Alabama State Department of Education)</b>	
Cristin Dillard (Chair-Elect and Secretary)	Yea
Debbie Turner	Absent
Susan Zana	Yea
<b>ACCS (Alabama Community College System)</b>	
Renee Marty (Chairman)	Yea
A.P. Hoffman	Nay
Brad Fricks	Yea
<b>APLS (Alabama Public Library System)</b>	
Holly Flores	Yea
Nancy Pack	Absent
Amy Henderson	Yea



**Attachment D**

**Roll Call Vote**

**Motion:**

Move forward with the Marketing and Promotion FRP with an amended timeline with the goal of awarding a contract in October 2020 for FY2021.

***Motion passed.***

<b>AVL Council Member/Affiliated Organization</b>	<b>Vote</b>
<b>ACHE (Alabama Commission on Higher Education)</b>	
Elizabeth Dill	Absent
Phil Johnson	Yea
Ron Leonard (Treasurer)	Yea
<b>ALSDE (Alabama State Department of Education)</b>	
Cristin Dillard (Chair-Elect and Secretary)	Yea
Debbie Turner	Absent
Susan Zana	Yea
<b>ACCS (Alabama Community College System)</b>	
Renee Marty (Chairman)	Yea
A.P. Hoffman	Yea
Brad Fricks	Yea
<b>APLS (Alabama Public Library System)</b>	
Holly Flores	Yea
Nancy Pack	Absent
Amy Henderson	Yea