



## **SCLA Board Retreat Minutes**

**APPROVED APRIL 24, 2024**

**FINAL**

January 24<sup>th</sup>, 2024

10:00 AM-4:00

Keith Summey North Charleston Library  
3503 Rivers Avenue  
North Charleston, SC 29405

**9 am** Coffee and networking (provided by CCPL)

**In attendance:** VBF (virtual); Christy Allen (virtual); Shamella Cromartie (virtual), McKenzie Lemhouse (virtual); Randy Heath, Kelly Jones, Tucky Taylor, Jonathan Newton, Sarah Schroeder, Angela Craig, Melanie Huggins, Matthew Smith, Kristin Hare, Amanda Myers, Stacy Winchester, Leigh Ramey, Lisa Gieskes, Tiffany Hayes, Sonaite Debebe-Kumssa, Jana Stevenson

### **10:00 am Welcome and Introductions**

Welcoming remarks from Angela Craig, SCLA President-

- Keep positive
- How can SCLA connect and support librarians in the state?
- We are stronger together

### **10:10 am Board Meeting Start**

- Adopt Agenda/Approve Minutes - **Agenda for 1/24 and minutes from December 2023 meeting were approved**
- Budget update/ adoption - Treasurer update shared with board; no updates have been received since conference in October 2023. Board did not approve the budget at this meeting. **Motion to table adoption of budget until the next meeting (or for electronic voting) passed.**
- Other conversation during Budget update -

- Past-President, Melanie Huggins suggests revisiting Operations budget/restructuring - thinking about what we call line items? Suggestion - Board Support (for items like hotel rooms for board meetings); Roundtable Support, etc.
- In the past, joint conferences with SELA were popular. When SCLA hosted conference with SELA, SCLA did have additional money - now the association does not make a profit with conferences - membership funds, etc. are all spent from year to year.
- Discussion about reimbursement and the need to update that information/forms.

### **10:30 am Transition Committee Presentation**

- Recap of management company switch and Transition Committee Charge. Melanie Huggins is Chair of the Transition Committee.
- New Management Company Info - Aimee Hiers [ahiers@pmpamc.com](mailto:ahiers@pmpamc.com) is the SCLA Executive Director. New management company is <https://www.pmpamc.com/>
- The board may email Aimee with questions about committee lists, etc. If you do email a question, please CC Melanie Huggins for now.

### **Transition Team will work on:**

- Communications
- Record Keeping
- Volunteer/leader training
- Budget/finance
- Better approach to fundraising / awards
- Organizational norms and procedures
- Code of Conduct for meetings/conference
  
- Breakout groups—collect questions for management company and notes for the Transition Committee to consider:
  - Group feedback -
    - Lack of SCLA.org emails
    - Lack of communication
    - Need responsiveness
    - Updated lists of committees online
    - Need knowledge about and access to accounts like Memberclicks
    - Emails - when someone joins a section - the member should get an email as well as the committee chair
    - Committee Chairs need to make sure they reviewing member/committee lists
    - There needs to be a review process of Executive Direction in place
    - Consider training for Memberclicks (for Aimee)
    - Consider taking website down until it is updated
    - Make forms easy to locate

- Need - organizational norms
- Need a clear procedure for what happens when someone joins the association?
- Have a FAQ or “contact us” page
- Institutional memberships - have a beta test/pilot (more information below)
- Know the difference between a committee (gets work done) and a roundtable/section (similar to affinity group)?
- When someone becomes a member; they should be added to section listserv
- Should there be a student member on SCLA board?
- Get LISSA/USC involved
- Student help at the conference for free registration?
- Collect demographics information
- Collect pronouns and other personal information of members to better understand who our members are and what their needs are

### **President’s Report**

- Executive Board met January 17 to plan retreat
- Angela attended an advocacy call on Monday, 1/22 to discuss legislation and how SCLA can support colleagues around the state.

### **Membership Report**

- Discussion of institutional memberships

### **Treasurer’s Report**

- No new information to report

### **ALA Councilor Report**

- Attended Advocacy Training with ALA (SCASL and SCLA) in December.
- Talked about social media, talking points, etc.
- Mentioned that teen and YA groups are very impactful for advocacy.
- Sarah has documents that she will share with the board from the training.
- ALA core values have been condensed.

### **Conference Update**

- Contract with the convention center has been signed.
- Kelly will be sending out a conference survey to membership
- Conference Planning Committee will be put together soon
- Conference 2024 - deposit has been paid.

### **Committee, Roundtable, Section Reports**

#### **Rainbow Roundtable -**

- Developing a vision
- Looking ahead to conference
- Discussion of current legislation

### **Advocacy Roundtable**

- Discussion of legislation - particularly what is going on in the legislature in regards to school librarians.

### **Bylaws**

- There are now more members on the committee
- Working on draft of Bylaws for the board
- Tucky will make sure to help leadership stay in line in regards to posting 30 days in advance for evotes, etc.
- Suggestion for training on Robert's Rules of Order.

### **College and University Section**

- There has been a lot of turnover of the committee
- New committee has met and trying to figure out how to get more interest

### **New Members**

- Committee planning to meet soon

### **Youth Services**

- Excited for the new year

### **Librarian Management Section**

- Planning to host webinars and panels

### **Continuing Education**

- Regional Workshops with SCASL and SCLA
- Lunch and learns

### **Marketing**

- Updating website

### **Public Library**

- Discord server coming soon

### **South Carolina Journal**

- New members on committee
- Will be beta testing a new interface.
- Wants to move to a new publication schedule. One issue per year.

### **Awards**

- Chair is new/no updates

### **Roundtable for African American Concerns**

- First meeting coming soon

### **12:30 Working lunch**

### **Presentations and Discussion Topics**

#### **State of SC Libraries**

- Discussion of digitization of resources; state library budget; new development person starting soon

## **Bylaw Revisions/Review/Handbook Revision Update**

- Clarification about who can vote (Liaisons are not voting members)
- Need to update information about the terms of officers and committees - make it consistent that all new chairs begin in January.
- Bylaw Chair will train incoming officers about meeting procedures/share a meeting template

## **Josh Malkin**

- Malkin from ACLU shared the following as bills to watch for public, school, and academic libraries
  - [H. 3826](#)- Mark Smith
  - [H. 3706](#) – Beach
  - [S. 506](#) – Adams
  - [H. 4654](#) – Cromer
  - [H. 4701](#) – Caskey
  - [H. 3284](#) – Calhoon
  - [H. 4707](#) – Pace
  - [S. 833](#) – Verdin
  - [H. 4290](#)- Freedom Caucus
  - [H. 4663](#) – Beach +
  - If you have questions or you are interested in a presentation about advocacy, Josh can be reached by email at [jmalkin@aclusc.org](mailto:jmalkin@aclusc.org)
- Discussion about members from the board and SCLA assisting with SCASL Hill Day on 2/13.
- Information from [SCASL Legislative Chair can be found here.](#)
- Information that [Josh Malkin shared with FreedomtoReadSC members can be found here.](#)
- Discussion of bringing back the advocacy alerts (email list does not currently work)

## **Hill Day Discussion**

- **Motion - SCLA board can inform SCLA members on how to assist SCASL on 2/13 - all in favor to share information**
- SCLA Executive board will work on an email draft to send to membership about 2/13

## **Institutional membership**

- Beta test in May; will send out price points for budgets to start July 1

## **SCASL/SCLA/USC Regional Workshops**

- VBF shared working document for Regional Workshops in October - <https://docs.google.com/document/d/1moM96rUv5vep0Td20ApNjfQ3Tc9kzDwwIv7MHSLN0h4/edit?usp=sharing>

## **MISC**

- Randy Heath - ALA Emerging Leader
- Work on SCLA and mentorship opportunities with USC
- Cancel GotoMeeting

- Discussion about how we can be more welcoming to our librarians of color. BIPOC librarians are leaving the profession.
- Nominations Committee - If anyone has ideas of people who may want to be on SCLA Board or people who want to run for office, let Melanie Huggins know. Especially in need of diversity, special librarians, school librarians, etc.
- Transition Committee - MH requested that Randy Heath, Sonaite Debebe-Kumssa, Virginia Cononie and/or Jonathan Newton assist with the committee. Most work will be done via email.

### **Action Items**

1. Budget
2. SCLA statement to board and members about attending Hill Day on 2/13 with SCASL
3. Committee to create Code of Conduct

Meeting Adjourned 3:20pm

### **Future Meeting Dates**

April 24<sup>th</sup> Virtual

July 24<sup>th</sup> Virtual

September 25<sup>th</sup> In person - Columbia

Minutes submitted for review by Valerie Byrd Fort, SCLA Secretary

January 24

### **Freedom to Read SC**

*(information shared by Josh Malkin)*

February 13, 2024

- Where: The basement of 1429 Senate St
- When: Policy subcommittee meeting - 9:00 AM
- Full board meeting - 1:00 PM (I recommend getting there early)
- I encourage folks to wear red or a shirt that indicates your dedicate to fREADom.

Public comments will be taken at each meeting although we cannot be sure what limitations the new chair may impose. I would prepare three minute and two minute versions of your remarks. If you plan to spend the day in Columbia, I'd be happy to walk folks over the statehouse and facilitate meetings with your legislators. We can also grab an early lunch together.

Please use this [poll](#) to indicate your plans for the 13th.

**SCASL- Hill Day Working Plan**  
*(information shared by Katherine Freligh)*

(Subject to change)

- Sign-up Sheet <<https://forms.gle/qnjRfoJjLdebuFWP6>>
- 8:30 am - 9:00 am: 1320 Senate Street: Arrive at the parking lot at Statehouse. Craig will meet us
  
- Parking: The parking lot is split into two parts. Make sure to park in the parking lot with the white lines and white numbers. The daily rate is \$14 or you can pay by the hour. There is also metered parking around the Statehouse Grounds where you can use change or the mobile app to pay for parking. Here is the link to the parking app. <https://www.passportinc.com/>
  
- 9:10 am - 11:00 am: Briefing @ SC Center for Community Literacy Room: 1430 Senate St.
  - Overview of Day:
    - PSTA Director of Teacher Leadership, Craig King
    - Legislative Update from PSTA Director of Governmental Affairs, Patrick Kelly
    - Update from SCASL Representatives

Concurrently: Attend any scheduled meetings with representatives/senators: Use this tool

<[https://www.aclusc.org/sites/default/files/field\\_documents/aclusc\\_digital\\_state\\_house\\_guide\\_.pdf](https://www.aclusc.org/sites/default/files/field_documents/aclusc_digital_state_house_guide_.pdf)> for info and to find your legislator's contact info

Call or email your representatives to request a meeting.

Hill Day participants should be available for meetings between 9:00-11:00. You can use this letter

<[https://docs.google.com/document/d/1P8\\_IgzC5q7B\\_iCk67iNlvQNUSLkrpfykSboHF6gl0DA/edit?usp=sharing](https://docs.google.com/document/d/1P8_IgzC5q7B_iCk67iNlvQNUSLkrpfykSboHF6gl0DA/edit?usp=sharing)> template to craft your appointment request.

And/Or Attend any education subcommittee meetings.

- 11:00 am - 11:30: Boxed Lunch @ SC Center for Community Literacy
- 11:30 pm: Walk to State Board of Education Meeting: Participants are encouraged to consider making a public comment during the meeting regarding R43-170  
<<https://drive.google.com/file/d/1TSU2-2o3X7LQt49JN3tQcEI01GQV-dYT/view>>.
- Talking points and info can be found here.  
<<https://docs.google.com/document/d/1uidfO16N5EcMiJ5b7G6YHXz0MNV3ydB-OdAXTwxeYY/edit?usp=sharing>>

Craig and Toni from PSTA will help us monitor when the public comment sign-up sheets are available.

- 1:00 pm: Attend the Full State Board of Education Meeting: a participant list will be given to the security desk at 1429 Senate St. for easier security clearance/check-in.