



Arkansas Library Association

**Arkansas Library Association  
Special Board Meeting  
Saturday, February 23, 2019, 11:00 AM  
Laman Library, North Little Rock, AR**

**MINUTES**

- I. Call to Order** – Jill Lana Heard called the meeting to order at 11:00 AM.
- II. Roll Call & Minutes** – The attendance sheet was circulated, and the minutes for the February 8, 2019 meeting were distributed. Carol Coffey made a motion to approve the minutes as corrected. The motion was seconded by Rebecka Virden and unanimously approved.
- III. Overview of the Previous Meeting** – Jill Heard explained that purpose of this meeting was to address the move from third-party management of ArLA to board management. At the previous meeting the Executive Board decided that intervention was necessary due to ArLA's current financial position. This meeting tied up loose ends with Prime Management and instituted new practices moving forward
- IV. Board Management Ad Hoc Committee Report** – Lynn Valetutti reported on the actions of the ad hoc committee formed to determine the immediate board management duties.
  - a. Prime Management is no longer the Admin of Wild Apricot.
  - b. Lynn has requested backup of financial documents from Prime Management.
  - c. A PO Box and an Arvest checking account have been set up.
  - d. A discussion of Prime Management's practices took place, and the changes that the board will need to make were discussed. These items included the management of the PayPal account and the administration of our Wild Apricot account.
  - e. Items still unresolved: We need to retrieve our tax information and boxes of past records from Prime Management.
    - i. A discussion of the permanent storage for the archival boxes took place.
    - ii. Until storage can be determined, the archival records will be stored and sorted at Laman Library
- V. Items of Business**
  - a. Board Management of ArLA  
Based on the decision to not renew a contract with Prime Management, and in light of the findings of the Board Management Ad Hoc Committee, ArLA is now a board-managed organization. For 2019, the full Executive Board of ArLA will be involved in the day-to-day operations of the organization. The following members of the Executive Board will assist with the following duties:
    - i. Membership: Rebecka Virden and John McGraw
      1. Institutional membership: Britt Murphy
    - ii. Correspondence: Carol Coffey and Jessica Riedmueller
    - iii. Updating of forms: Brenda Breezeel and John McGraw
    - iv. Emails and Voicemails: Lynn Valetutti and Dalene Schrier
      1. A Google Voicemail account will be set-up by Rebecka Virden

b. Temporary Separation of Secretary/Treasurer Office

In light of the increased responsibilities of the Secretary/Treasurer office, the decision was made to temporarily reassign secretarial duties. This reassignment will be effective until the next election of officers. Until that time, Jessica Riedmueller will assume responsibility for taking and distributing the minutes of ArLA meetings.

c. Immediate Financial Concerns

As approved at the February 8, 2019 ArLA Executive Board meeting, a checking account has been opened at Arvest Bank. Discussion took place about how to handle a mature CD with Edward Jones

- i. Lynn Valetutti made a motion to leave the CD in a cash account rather than reinvest it, Daniel Fouts seconded the motion. All approved.

d. Updating of Bylaws and Policy Manual

Britt Murphy raised the issue that the bylaws and the policy manual will both need to be updated to reflect the changes made by the decision to become a self-managed organization. A working committee will assist current Bylaws chair, Becky Fischer, with the changes. The committee volunteers are: Dean Covington, Crystal Gates, and Allie Stevens. It was decided that the proposed changes would be released through the Arkansas Libraries journal and by utilizing the Wild Apricot software. Changes will need to be voted on by the full ArLA membership.

**VI. Announcements**

- a. Jessica Riedmueller announced that she is stepping down as chair of the Reference and Instruction Services Division due to the assumption of secretarial duties. Allie Stevens, the current Vice-Chair, will replace her on the Board.

**VII. Adjournment** – Ron Russ made a motion to end the meeting, seconded by Becky Fischer.

Respectfully submitted,

Jessica Riedmueller