

FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.

MINUTES

October 7, 2024

In person and via webinar

**Present:**

**Board of Directors**

David Benjamin  
Gloria Colvin  
Claire Dygert  
Kathleen Malloy  
Susan Swiatosz

**Division Staff**

Amy Johnson  
Weston Funcheon  
Lindsey Harrington  
Robin Martin  
Cathy Seeds

**Visitors**

Andrea (Andi) Figart  
Nancy Cote  
Bonnie Martin  
Mary Russo  
Florida Channel

Mark Nicolou  
Phenessa Gray  
Rebecca Thomas

**Absent:**

Ramona La Roche

**Call to order**

The meeting was called to order by President Claire Dygert at 9:31 a.m. Eastern on October 7, 2024. Roll was called and a quorum was noted.

**Adoption of agenda**

Susan Swiatosz moved to adopt the draft agenda. The motion was seconded, and the agenda was unanimously adopted.

**Approval of minutes from the June 14, 2024 meeting**

Treasurer David Benjamin moved to approve the draft minutes. The motion was seconded, and the minutes were approved.

**Financial report**

David Benjamin, with Division staff assistance, presented the year-to-date budget and an update of the current account balance via the profit and loss worksheet.

**Division Director comments**

Division Director Amy Johnson introduced Phenessa Gray, the new Continuing Education Administrator. She provided updates on Board membership appointments and stipend applications. Actions completed since the last Board meeting to keep the organization in good standing included renewal of the Quickbooks subscription, stipend payments, filing of the annual report to the Department of State, and monthly budget updates.

In regard to the Let's Be Friends project discussed at the June 2024 meeting, staff have extracted and edited the Friends presentations from Broward and Martin counties for posting to the web. Media release forms for the speakers have been received from one set of the presentations, but not from the other. Media release forms have been filled out by members of the Friends of the New Port Richey Library for the presentation they will provide today, which will also be extracted for posting to the web. Lindsey Harrington, as the Division's Friends Group Consultant, discussed her ideas on ways to integrate the Let's Be Friends conversations with the Division's Friends group. Ways to support the upcoming Public Library Director's meeting were discussed. A move to continue the discussion was made by Secretary Kathleen Malloy. The move was seconded and unanimously approved.

### **New business**

A presentation was made by members of the Friends of the New Port Richey Public Library on ways to help gain members and volunteers, in addition to giving ideas on ways to fundraise.

Mark Nicolou, Program Director for the Florida Memory Program in the Division's Bureau of Archives and Records Management provided an overview of his position.

### **Unfinished business**

There was a call to discuss revisions to the bylaws based on the March 2024 and June 2024 board meetings. David Benjamin moved to approve the changes to the bylaws. The motion was seconded, and the changes were unanimously approved.

### **Next meeting**

The Executive Committee will meet December 16, 2024, 11:00 a.m. to 12 noon Eastern. The board will meet January 13, 2025, 9:30 a.m. Eastern until conclusion.

### **Public comment**

A call was made for public comment and there was none.

### **Adjourn**

Gloria Colvin moved to adjourn the meeting. The motion was seconded and unanimously approved. The meeting adjourned at 11:20 a.m. Eastern on October 7, 2024.