

Executive Committee  
Federal and Armed Forces Libraries Interest Group  
Reference and User Services Association  
American Library Association

Meeting Minutes  
July 28, 2021

Location: Virtual (on Zoom)

Attendees: Joan Blaylock (Chair), Ashley Evans (Chair-Elect), Adria Olmi (Armed Forces Representative), Ben Leubsdorf (Secretary), Ebony McDonald (Communications Committee chair), Thomas Moss (Programming Committee chair), Heather Keiger, Lance Wiscamb.

*The meeting began at 7:00 p.m. EDT.*

## Chair's Report -- Joan Blaylock

Joan welcomed everyone to the meeting, and thanked everyone for their work on the annual meeting. She said she plans to thank Michael Steinmacher for all his hard work over the past year, but he's not here tonight, so she'll wait until next time.

She introduced Thomas Moss, who will be the new Chair of the Programming Committee. He is a librarian at the Army War College.

Joan said she wants to continue having guest speakers at our meetings. She reached out to Julie Arrighetti, who is the director of the State Department's Ralph J. Bunche Library and is also involved in FEDLINK. She'll speak at our September meeting about FEDLINK's new "Top 10 Reasons Federal Agencies Need Libraries" flyer and related topics.

Joan asked Ebony about how our meeting announcements go out on ALA Connect and whether non-RUSA members can see them. Adria noted that when you post on ALA Connect, you can select to cross-post to all ALA members. Ben said we can also post our announcements to other listservs, such as FEDLIB. Joan suggested Ebony start an email exchange to figure out the best way to send around those announcements.

## Secretary's Report -- Ben Leubsdorf

Ben said, just for the record, the Executive Committee voted by email on June 15 to update the Communications section of the FAFLIG Manual as recommended by Heather. This assisted the handoff to Ebony, Heather's successor as Chair of the Communications Committee.

Ben then suggested another tweak to the Manual that should make it easier to keep track of our online accounts, which are listed in Section VI, and when the document was last updated, which is noted in the preamble. He made a motion to amend the FAFLIG Manual, Section VII, Clause 3 by appending the following sentence: The Preamble and Section VI can be updated by the Secretary with notification to the Executive Committee. The motion was seconded by Joan and approved without objection.

Ben said he recently provided copies of our Manual, the 2021 annual report, and Executive Committee minutes from our first three meetings this year to RUSA for their archives. Lance is involved in leading that effort on the RUSA end.

Just as a reminder, new terms for FAFLIG officers began on July 1. Two officer slots will be on the ballot next summer: Federal Representative (two-year term) and Chair-Elect (three-year commitment).

## Other Business

Ben said Michael had suggested, over email, some changes to the FAFLIG Manual to bring the written procedure for elections in line with our actual practice this past summer. He made a motion to adopt a number of strikeouts and additions in Section V, which he presented on screen. Ashley seconded the motion and it was adopted without opposition.

Ebony said she has put together a Member Engagement Survey to assess what our members, or potential members, want in terms of content and events and such. She shared the survey on her screen.

Ben suggested that we break down federal libraries by branch (executive, legislative, judicial). There was a discussion of how to break down the different kinds of military libraries, and whether to break down federal libraries further by agency. Lance suggested making it simple and just asking for federal, military, or other. Joan said Ebony can decide on the exact wording for this question based on this feedback.

Ebony then went through the remaining questions on the draft survey which include asking how you get information from FAFLIG, how FAFLIG has benefited you professionally, and whether you'd be interested in getting a quarterly FAFLIG newsletter. If the respondent expresses interest in a newsletter, there are additional questions about potential content for that newsletter.

Joan and Lance said it might be difficult to get enough content for a newsletter. Ebony said she's envisioning a one-page PDF every quarter, and this survey will give her a sense of whether it's worth the effort. There was additional discussion about potential content for a newsletter.

Ebony said she will work on a next draft of the survey and circulate it by email.

Joan said she got an email from Vicky Crone that she would like to step down as Federal Representative. Joan said we'll want to get the word out that we're looking for a replacement. Ben said the Manual says the Executive Committee can appoint a replacement to fill the vacancy for the remainder of the term. There followed a discussion about ALA and RUSA membership, and how to recruit a new officer. Joan said she'll write an announcement and make some calls.

Meeting attendees then went around the 'room' and introduced themselves. Joan said she may create a FAFLIG leadership directory with contact and professional information. Ebony suggested keeping it on the FAFLIG Google Drive.

*The meeting adjourned at 8:04 p.m. EDT. The Executive Committee's next meeting will be on September 22 at 5 p.m. EDT.*