

## **CJCLS Called Executive Committee Meeting**

**Tuesday, May 5, 2015** *(with updates)*

**Online Via WebEx**

### **Attendance:**

Angela Davis, Chair  
Deanna Lewis, Secretary  
Amy Gustavson, Director at Large  
Staci Wilson, Director at Large  
Alisha Webb, Nominations  
Julie Humphrey, Programs

### **Vice-Chair Resignation**

Catherine Tingelstad stepped down as the current Vice-Chair. Angela Davis (Chair) made a motion that the committee appoint Staci Wilson (Director-at-Large) to take Catherine's place and that she move up as Chair in October. Motion passed.

Catherine will still serve as the CJCLS Section Editor for *NC Libraries*.

### **Nominations for Officers**

Deanna Lewis (Secretary) made a motion to send an email seeking officer nominations for the upcoming biennium to CJCLS members as soon as possible and leave it open at least two weeks. Motion passed.

Angela will get the latest membership list from Kim P. (NCLA Secretary) and post it to the CJCLS Google Drive. Alisha Webb (Nominations) will handle sending the email and gathering nominations.

It was decided that the dates for the election, which is to be carried out online using a form, will be August 24 - September 4, 2015. Alisha will take care of creating the form using Google Docs.

### **NCLA Pre-Conference Workshop**

NCCCLA has agreed to co-sponsor the pre-conference workshop. It was decided between the two groups that any profits made off of the workshop would be split between the two groups.

Proposed Date: Tuesday, October 20, 2015 Time: 1:30 p.m. - 4:30 p.m.

#### Submitted Proposal:

The Community and Junior College Libraries Section (CJCLS) of NCLA and the North Carolina Community College Library Association (NCCCLA) invite library staff from all types of libraries to learn how to develop accessible library web content for their patrons. Realizing that some libraries may not have anyone on their campus or at their institution with expertise in the area of creating accessible web content, we will provide participants an opportunity to work with Morgan Steele, Marketing Coordinator/Web Developer at Central Carolina Community College, in a half-day pre-conference workshop. This workshop will offer practical tools and hands-on experience in evaluating library web content. Library staff attending this session should gain the confidence to face challenges as they strive to meet campus, state, and federal accessibility standards. In this hands-on workshop participants will:

- Learn to recognize the basic features of accessible web content.
- Evaluate a portion of their library's web content for accessibility using freely available tools.
- Acquire best practices for creating accessible LibGuides (version 2) and various types of library tutorials.
- Review the Web Accessibility Checklist and begin developing a library accessibility plan.
- By the end of this session, participants will gain new skills in order to help provide accessible library web content to their patrons.

#### Presenter Info:

Morgan Steele is Marketing Coordinator and Web Developer for Central Carolina Community College (CCCC). He has spent over ten years in the web industry with more than seven years embedded in the NC education system. His innovative creation of a CCCC multi-platform website, mobile application, and an award-winning logo, earned him recognition as the 2014-2015 CCCC "Staff Person of the Year." Morgan is committed to simplicity and passionate about crafting clear, engaging, effective communications both online and off.

## Proposed Budget for Preconference Workshop Discussion

### **Honorarium for Morgan Steele: \$300**

- From the NCLA Conference Handbook: "Speakers who are librarians and educators usually require the reimbursement of travel and lodging expense. In cases where there is no set speaker's fee, a modest honorarium of \$300 - \$500 is appropriate, particularly for non-NCLA members."

Mr. Steele asked that we donate the honorarium to a charity of our choice. We asked him would he consider having his honorarium used to fund three registration fee "scholarships" for the conference and he approved. It was decided that CJCLS would offer scholarships that would cover two early registrations for CJCLS members and one student registration.

### **Conference Registration Fee for Morgan Steele: \$150?**

There was considerable discussion on exactly what registration fees would be required of a non-NCLA, non-librarian that is presenting a pre-conference workshop at the request of a section of NCLA. Julie Humphrey (Programs) made a motion that we write a letter to the conference committee asking to waive any registration fees for Morgan Steele since he is not a librarian nor a member of NCLA. The motion passed.

**UPDATE as of May 13, 2015:** In an email sent to the NCLA Executive Board on May 13, 2015 from Kim Parrott, conference speaker registration rules were addressed. A file attachment to the email titled Conference Memo for Speaker Rules.doc, a paragraph addressed speaker registration as follows:

#### REGISTRATION

*All conference attendees are expected to pay the appropriate registration fee, except for out-of-state presenters and in-state non-library presenters. All conference attendees, including presenters, are expected to register for the conference. Presenters who are not required to pay the registration fee should note "Presenter" on the registration form.*

Angela will follow up with the conference committee to make sure that that attached document is in fact the procedure that will be followed for this year's conference as the memo/document is dated 2009.

### **Hotel accommodations: ~\$135**

CJCLS will pay for one night at the conference hotel (<http://nclaonline.org/conferences/hotel-information>). Amy Gustavson (Director at Large) consulted with Mr. Steele and confirmed that he will need accommodations for the evening of Tuesday, October 20, 2015. Angela will contact Kim Parrott to have the room reserved.

### **Mileage & Meals:**

- ~\$72.00 Mileage (124 miles x \$.575 = \$71.30) Round trip - Sanford Campus (CCCC) to Koury Center
- \$26.60 (state rate for 1 dinner and 1 breakfast)

### **Snacks/Beverages during break: \$50**

### **Printing costs for handouts/materials: TBA**

**Total: \$583.60** (This does not include the registration fee per the May 13 update.)

### **Pre-Conference Workshop Fees**

We are not sure what the conference committee will approve, or if they are to set the cost, but our preliminary discussions resulted in the following fee schedule for the workshop:

CJCLS/NCCCLA: \$30

NCLA Only: \$35

Non-NCLA: \$50

## **Other Conference Activities Discussed**

### **CJCLS Sponsored Session Proposals**

Crumpton/Bird: Keeping the Library Relevant: Emerging Trends in Academic Libraries

Coltraine/Coyle: Copyright in Online Education

Kincaid/Stith: Effective Part-Time Librarianship: Making the Most of the Opportunities and Realities at Community Colleges

Fesz: Developmental Pathways: Collaboration Between English Faculty and Librarians at Community Colleges

### **Conference Section Table**

CJCLS will have a table at the conference this year. Angela emailed a table request to Lisa Shores on May 4, 2015. In a continued effort to increase cooperation between NCCCLA and CJCLS, officers from both groups along with the CJCLS Executive Committee decided that both groups will just share a table as this would provide an excellent opportunity for members of each group to mingle and make connections. It would also eliminate confusion between the two groups, as there often is - especially with new community college librarians. This would allow library staff/librarians from community colleges to learn about both groups at once.

### **CJCLS / NCCCLA Social**

We would like to plan an off-site social event for community college librarians. Melanie Gnau, current president of NCCCLA offered to help with planning if needed. Alisha W. (Nominations) is a member of the local arrangements committee and would also be willing to help plan the social.

### **Section Business Meeting**

Date/Time: Thursday, October 22, from 5:15-6:30

Angela submitted the request for a CJCLS Business Meeting to the conference website on May 4, 2015.

This submission was sent under the CJCLS conference account.

### **Raffle Basket**

Members of the executive committee also decided to provide a raffle basket. Half of the money raised from the raffle goes back to the section. Amy Gustavson (Director at Large) volunteered to head up this endeavor.

Submitted by Angela Davis, CJCLS Chair

June 29, 2015