

North Carolina Library Association Executive Board Meeting

Friday, January 29, 2016 Rowan Public Library, Salisbury, NC

Attending:

Alan Bailey (Director), Paul Birkhead (Finance), Phil Barton (Trustees, Advocates, and Friends), Jane Blackburn (Literacy), Jenny Boneno (Women's Issues in Libraries), Amy Brake (College and University), Stephanie Brown (Marketing), Wanda Brown (SELA Representative), Robert Burgin (Finance), Anthony Chow (Legislative and Advocacy), Dale Cousins (Past President, Development, Nominating), Anna Craft (Resources and Technical Services), Michael Crumpton (Leadership Institute, VP Elect), Jenny Dale (Technology and Trends), Laura Davidson (Constitution, Codes, and Handbook), Denelle Eads (Archives), Dana Eure (ALA Council), Nina Exner (STEM motion), Karen Grigg (STEM motion), Brandy Hamilton (Continuing Education Liaison), Amy Harris (Director), Michele Hayslett (Government Resources Section), Erin Holmes (Website), Jeanne Hoover (Reference and Adult Services), Julie Humphrey (Secretary), Priscilla Lewis, Rodney Lippard (President), Sandra Lovely (Operations), Siobhan Loendorf (Treasurer Elect), Beth Lyles (NC Library Paraprofessional Association), Sarah Lyon (New Members Round Table), Marian Lytle (Intellectual Freedom), Anne Masters, Tanika Martin (Youth Services) Jennifer Motszko (Special Collections), Kim Parrott (Executive Assistant), LaJuan Pringle (Legislative and Advocacy), Lorrie Russell (Treasurer), Mark Sanders (Library Administration and Management Section), Cal Shepard (State Librarian), Decca Slaughter (Public Library), Libby Stone (Scholarships), Jennifer Taft (Librarians Build Communities), Lydia Towery (Business Librarianship), MJ Wilkerson (Past Treasurer), Staci Wilson (Community and Junior College Libraries), Alan Unsworth (Director)

The Meeting was called to order at 10:32 am by Rodney Lippard

Marian Lytle welcomed us to the Rowan Public Library. She encouraged us to walk around the community and historic sites.

Agenda adopted by consensus.

Minutes of July and Oct. 2015 meeting approved by all.

Kim Parrott, Executive Assistant cell phone 919-771-3995

Kim can assist with adding events to the online system and can assist with mailings. Call Kim anytime with questions. There are check order forms for reimbursement and an organizational credit card that can be used. The website has travel reimbursement form for SELA and ALA reps. Speaker contract form is online and needs to be completed for any speakers. Our conference call vendor is Ready Talk. Kim can send the form and information to you. Sections are welcome to do conference calls. Please make sure all your information is listed correctly on the Exc. Board website. Email Kim to make updates by next week. Erin Holmes will get section reports online soon.

Sandra Lovely, Operations Chair 919-560-0168 (work) slovely@dconc.gov

MJ Wilkerson, Treasurer's Report

White handout (NCLA 2015 Budget Statement and Expenses)

Blue handout (NCLA 4th Quarter Financial Report 2015)

Yellow handout (NCLA 4th Quarter Fund Accounts 2015)

The organization is now using Quickbooks. MJ and Lorrie are looking at how to organize and present reports to make them transparent and clear. Raffle tickets sales are not reflected in reports.

Lorrie Russell, Treasurer's Report

Fund accounts are now reported more accurately. Every section has money going into the new biennium. We did not get the projected amount of memberships that we were hoping for in 2015. Membership builds revenue and funding for the association. It's harder in an off-conference year to get members but it is up to each of us to generate new membership.

Paul Birkhead and Robert Burgin, Finance

Committee's charge is to balance the budget in a responsible manner. Projected revenues are under.

Conference 2015 profits were highly successful over \$70k

The biggest expenditure is Executive Assistant and he is proposing a 2% salary increase and one time \$500 bonus for excellent work at the conference.

They funded committee requests as best as they could and funded the Leadership Institute.

Motion made to give Executive Assistant, Kim Parrott a raise.

Discussion: Operations says Kim does a fabulous job, she provides assistance, answers questions, goes above and beyond during conference time. She is very deserving. LaJuan Pringle: I have nothing but kudos for Kim, she uses personal time to do things, find answers. Salary should be kept in line with other state employees. MJ: Kim took on additional responsibilities with implementing Quickbooks, and working closely with Treasurer and with the credit card. Dale: Kim also serves as defacto admin to the president. She works closely with president, helps with Legislative Day events, and Leadership Institute. Kim is very pleasant and efficient to work with. Mike Crumpton: Kim is always reliable and available.

Motion to accept – approved by all

Motion made for Kim Parrott's salary increase to start Feb. 1 – approved.

Rodney announced Kim's raise when she returned to the conference room.

Motion made to approve budget.

Discussion: How is \$900 shortfall covered from last year's budget? NCLA budget is very tight. Unrestricted reserve of 25k is required.

Robert Burgin: Last two conferences had the best revenue ever generated. We have to get members, it's everyone's job.

Motion to approve budget – approved.

Rodney Lippard, President's Report:

Conference:

860 attendees, many LIS students also attended.

Initiatives for biennium:

- Increasing membership

When Robert was president we had 1,800 members, we're now just over 1,000. It's surprising and worrisome that we were down during a conference year. Rodney is interested in using IPEDs to find out number of Academic Librarians in the state and asking Cal Shepard to determine how many public librarians in the state.

- Focus on diversity, making sure there is a place at the table for everyone

Potential task force, create committee- Involve REMCO and WILR. If you're interested, contact Rodney

- Succession Planning: Lots of new folks which is great
- Directors: Alan Unsworth, Mary Sizemore, Amy Harris, and Alan Bailey will serve as Membership committee and will steer membership. This is a new way to approach membership, no longer have a membership committee and chair. These directors will work with you to establish membership drives if sections or roundtables have events. Recruitment and retention are both important.
- Librarian's Build Communities initiative: Piloted during conference. Doing things in communities throughout the year will make libraries more visible, serve as a PR tool, show that librarians get outside of their libraries, lead to advocacy, help build us professionally, and help with membership. New Members roundtable meet and greet and social events might be a way to do something in the community.

- VA Library Association did a presentation academy to help presenters build presentation skills. We may do something similar in conjunction with LI but also include others. Rodney has talked with Mike, also wants to work with LAMS, RASS, CUS, CJCLS.
- Retreat in Black Mt. in April – what does the future librarian look like? What will that person need to be? Books: *Race for Relevance*, *Road to Relevance* – ebrary ebooks. *The End of Membership as We Know It* is another possible title. These books will shape curriculum for our retreat.

STEM Motion, Karen Grigg and Nina Exner

Motion from STEM Librarians to create a STEM roundtable for STEM academic, K-12, public, special, and government librarians.

Discussion: Makerspaces, compliance with Federal regulations, have started a mailing list, (White handout with goals, events)

STEM has specialized resources, unique perspective, like BLINC and Government documents. Science and Technology needs the same niche and support.

ACRL and SLA have specialized groups for STEM.

K-12 media specialists would need to join NCLA which could be a boost for membership. In the survey, lots of cross interest – CC's, teen librarians, etc...

Youth Services does STEM programming and could benefit from this group.

Would like to develop support for programming, resources, education. Patron STEM support.

This group would not overlap with TNT but they could collaborate. This group would bode well for the organization. Demonstrates leadership on our part to embrace it, it's a strong professional trend.

Motion to create STEM roundtable - approved.

Karen and Nina will work with Laura Davidson to create bylaws.

Denelle Eads, Archives

Jean Rick from Meredith has joined their group.

Mike Crumpton, Conference

Save the Date: Oct. 17-20, 2017 in Winston Salem

As you're having section meetings, identify a representative that can serve on programming committee for the conference.

When the call comes out to serve, please join us.

Laura Davidson, Constitution

Bylaws process: run changes by Laura, Laura's committee then discusses, then returns to your committee.

Dale Cousins, Development

Dale and Susan will meet next month to discuss endowment, talk about marketing, special events, ticketed events. No more sandwich boards. More news later.

Marian Lytle, Intellectual Freedom

Choose Privacy Week is upcoming, there are good resources on ALA website

Mike Crumpton, Leadership Institute

Planning committee already meeting, LI is scheduled for Sept. in Black Mt.

Call for cohort applications will launch Mar. 1 and will be due back on May 2.

Raised tuition - \$300 tuition and asking that participant's institutions support them

Under discussion is how many people per institution will be allowed to attend.

New model: Previous institute becomes the next institute's planning group.

State Library covers LI and Board retreat. We thank the State Library for their support of these. We have budgeted for LI this year as well.

Stephanie Brown, Marketing

Stephanie can advertise events for you on the NCLA Facebook and twitter pages. She needs to find out who is currently and actively doing Fb and twitter for the organization. She wants to share conference statistics with the membership.

Alan Bailey, Membership

This group hasn't met yet but will meet soon and will be calling on us to work with them to grow the organization. Alan Baily –Eastern part of the state, Alan Unsworth– West, Amy Harris – Triangle/Triad, Mary Sizemore – Piedmont region.

Dale Cousins, Nominating Dale is starting to fish for interested members to serve in the next biennium. Please send ideas to Dale and let her know if you are interested in serving in a new leadership role.

Sandra Lovely, Operations

Kim worked really hard with registration for the conference.

LaJuan Pringle and Anthony Chow, Legislative and Advocacy

36 folks visited all legislative offices and this group included LIS students. They are working with new software to contact representatives and would like to implement an advocate of the year award for counties, universities, community college, etc..

Jennifer Taft, Librarians Build Communities**Libby Stone, Scholarships**

Presented awards for LIS students who won scholarships at the conference. She will mentor and train person to serve as her replacement in the future. We had 40 applications so it was a big challenge for 6 people on committee to make decisions about the awards. She has recruited a new member, a graduate of the LI.

Erin Holmes, Website

Upgrading Drupal 7, adding mobile friendly functionality to the NCLA pages, making changes for more user friendly website

Brandy Hamilton, Cont. Ed. Liason

Serves on State Library Continuing. Ed board

Train Station LibGuide lists all Continuing Education opportunities.

She wants to investigate what libraries are doing for staff development.

Kelly Brannock, State Library Consultant is retiring at the end of February.

Upcoming training for librarians: RDA training, NC LIVE ebooks, survey workshops, LibGuides 2,

They want to use more social media – Where in the world is NCLA? She will work with Stephanie to post pictures.

State Librarian, Cal Shepherd

NC has a high profile in terms of advocacy. Day in the District yielded an extra million in state coffers this year.

Updates:

E-rate program subsidy is available for technology for schools and public libraries. More money is on table and it's easier for libraries to access it. They may form a small consortium of 11 library systems.

International Evergreen Conf. in Raleigh, Development Hackfest, 35 sessions, catalogers may be interested. You don't have to be a Cardinal member to attend.

Kelly Brannock retiring and State Lib will be hiring her replacement and hiring 2 section chiefs.

LSTA grant applications are due Feb. 26. The State Library funds 90-95% of grants. Chances are really good for funding. It's not too late to get an application together. Innovation grants for cool idea are welcome and encouraged.

Dana Eure -ALA

Midwinter conference was held in Boston in January but she could not attend. Her report is on NCLA website for us to read. Biggest topic at Midwinter was insuring civil liberties and privacy for patrons.

Wanda Brown, SELA

SELA board meeting will be held next month.

She will contact all library schools to introduce herself for SELA and can also represent NCLA at the same time.

SELA might join us for the conference in 2017 or 2019. There are currently 267 members in SELA.

Dale approached the School Media Association for 2019 joint conference. She is in conversations with them currently.

Lorrie Russell, SRT Responsibilities and Goals

Pink handout (Sections and Roundtables from the NCLA Handbook)

New chairs need to read bylaws and handbook and govern your section, committee, or roundtable accordingly. Grow membership, hold meetings, inform your membership of what is going on in the larger group. Plan at least one event during the off-conference

year. Form partnerships among sections and roundtables. Submit biennial report in the next two years. Work with Laura if you want to change bylaws. Quarterly reports go on the website and need to be there 2 weeks prior to meeting.

Rodney: For programming on off-year, the budget is tight. Rodney encourages you to charge at least minimal fees for programming. Dale suggested separate fees or rates according to members, non-members.

Chairs are expected to attend board meetings and you may want to invite vice-chair to attend with you so they can see what happens at our meetings for succession planning.

Lydia Towery, Business Librarianship

They currently have 33 paid members and host workshops 3 times per year. Their last meeting was in December.

Feb. 11 Simply Map vendor training in Charlotte

May 11 Kings Mt.

They are hopeful for BLINC and STEM partnerships

Amy Brake, College and University Section

They are planning a one day mini conference with CJCLS, they are interested in the Presentation Academy, and currently have over 100 members.

Staci Wilson, CJCLS

Building partnerships with other sections and roundtables is a priority along with professional development opportunities about ADA compliance for libraries and scholarly publishing for librarians. They will have a table at the North Carolina Community College Association conference in March to promote NCLA and CJCLS.

Michele Hayslett, Government

Webinars have been their focus. Look for "Help I'm An Accidental Government Librarian!" sessions to continue in the future. If you have ideas for webinars or presenters, please contact Michele.

Mark Sanders, LAMS

Mentor/Mentee collaboration opportunities will be coming. They are interested in helping with the presentation academy.

Jane Blackburn, Literacy

She wants more members and wants to be an active and vital group.

Sarah Lyon, New Members

Happy Hour Raleigh Feb. 25

They hope for collaboration with LAMS and Librarians Build Communities.

Beth Lyles (for Cathy Wright), NC Library Paraprofessional Association

65 attendees at conference luncheon

Strong presence in Western NC

Snack and chat in Wilmington coming soon

Phil Barton, Trustees/Advocates/Friends

This section only has 16 members from 2 library systems.

Motion: Section will be dissolved, members will be invited to join another Section or RT – may be encouraged to migrate to Public Library Section. Phil will follow up with a letter to those members.

Most of this role is filled by State Library.

Library Friends groups have their own active statewide organization, and operates on a regional basis.

Discussion: Where will money from this section be sent? Their fee will most likely go to the new section they join.

\$582 in the budget for this section—Finance committee will make a recommendation for the dispersal of the funds at the Apr. meeting.

How will the State Library Commission fill that vacant spot? Fill with an ex-officio person. This commission meets 4 times per year at the State Library.

Motion carries, effective immediately.

Decca Slaughter, Public Libraries Section

Successful sessions at conference, sponsored 8-10 programs

Will plan Fabulous Fridays mini-conferences for fall in different areas of the state for off-conference year.

Jeanne Hoover, RASS

Spring webinars – Mar. or Apr.

Would like LI sponsored participants to present on their projects

Alan Bailey (for Shamella Cromartie), REMCO

Membership has risen, 33 members

Events and program ideas have been discussed

Membership goal – 15 members by end of the year

Working to revive newsletter and send it out 3 times per year

Anna Craft, Resources and Tech Services

They would like to hold a workshop this year and may partner with another section.

Jennifer Motszko, Special Collections

Jenny Dale, TNT

TNT sponsored many conference sessions and has 100 current members.

They have been using google groups but are investigating a new communications portal.

Feb. 18 Advocating for Usability webinar

Jenny Boneno, WILR

They may change their name to Women in Libraries

They are brainstorming ideas for programming

Tanika Martin, Youth Services

Half of their board is new and are very excited about serving.

They are planning a retreat Oct. 20-21 at the YMCA in Black Mt.

They are looking for partnerships with other sections and roundtables.

Closing comments and remarks:

Lorrie Russell tries to take care of NCLA business on Fridays. Please use this new email address: ncla.treasurer@gmail.com

All groups can use that formula for creating email accounts.

Executive Board Retreat- Black Mt. YMCA

Thurs. Apr. 21 – dinner, activities

Fri. 22- breakfast, activities

More information to follow. NCLA and the State Library will provide lodging and some meals

Upcoming meeting schedule:

July 22 – UNCG

Oct. 28 –Durham Technical Community College

Jan. 27, 2017 High Point University

Apr. 28, 2017 Wake County (not yet confirmed)

July 28 2017 Winston Salem, conference site

Oct. 17-20, 2017 62nd Biennial Conference, Winston-Salem, NC

2:00 Meeting adjourned by Rodney Lippard.

Minutes respectfully submitted by Julie Humphrey 2/8/2016

