

**North Carolina Library Association Executive Board Meeting
Friday, April 24th, 2020**

ZOOM Online Conferencing Platform

Attending:

Siobhan Loendorf (ALA Council), Summer Krstevska (Business Librarianship in NC), Dawn Behrend (College and University), Jennifer Seagraves (Community and Junior College Libraries), Laura Davidson (Constitution, Codes and Handbook), Rebecca Freeman (Government Resources), Juli Moore (Leadership Institute, Regional Director [Piedmont] / Membership), Anthony Chow (Legislative and Advocacy), Nora Bird for Rase McCray (Librarians Build Communities), Brandy Hamilton (Leadership, Administration and Management), Breanne Crumpton (Literacy), Rachel Olsen (Marketing), Marcellaus Joiner (Minority & Ethnic Concerns), La'Nita Williams (NC Library Paraprofessionals), Donna Phillips (NC Public Library Directors Association), Sedley Abercrombie (NC School Library Media Association), Amanda Glenn-Bradley (New Members), Mike Crumpton (Past President, Nominating), Lorrie Russell (President), Sandra Lovely (Public Library), Susana Goldman (Reference and Adult Services), Jeanne Hoover (Regional Director [Eastern] / Membership), Catherine Tinglestad (Regional Director [Central/Triangle] / Membership), Alan Unsworth (Regional Director [Western] / Membership), Kristin Calvert (Resources and Technical Services), Amy Funderburk (Scholarships), Julie Raynor (Secretary), Gerald Holmes (SELA), Jennifer Daugherty (Special Collections), Timothy Owens (State Librarian [Ex Officio]), Sarah Jeong (STEM-LINC), Chad Haefele (Technology and Trends), Amy Harris Houk (Treasurer), Lara Luck (Treasurer-Elect), Libby Stone (Vice President, President-Elect, 2021 Conference), Erin Holmes (Web and Technologies Support), Michelle Hildreth (Women in Libraries), Lisa Donaldson (Youth Services), Morgan Pruitt (NCLA Administrative Assistant)

The meeting was called to order by Lorrie Russell at 10:03 a.m.

President, Lorrie Russell welcomed everyone and thanked them for being flexible with the Zoom meeting format. She also mentioned that the July meeting would also be held via Zoom.

Motion to adopt the Agenda. Second and Motion carried.

Motion to approve the Minutes of January 31 meeting. Second and Motion carried.

Treasurer's Report—Amy Harris Houk

Association Budget

Amy shared that the association's income figures are good right now. Our Membership Dues (*Income-Line 6*) are on track for the year so far. The 2019 Conference profits are not included in the total income, just what income we've take in so far this year (*Income-Line 8*). **First Quarter 2020 Income Total: \$8901.79** (*Income-Line 12*).

The association's expenses are also on track for the first quarter. The Executive Assistant compensation will be reflected under contract work (*Expenses-Line 19*). The Association Management software expense (*Expenses-Line 31*) will be posted in the 2nd quarter. There will be an amendment to the budget from the Finance Committee related to the Zoom licenses. **First Quarter Expenses Total: \$8674.73** (*Expenses-Line 76*).

Fund Accounts

Amy sent a Fund Account report to all of the section chairs for the first quarter at the beginning of last week (around the 13th). You are welcome to send the report on to your section Treasurer if that's what you prefer. If you didn't see the report, please email Amy (treasurer@nclaonline.org). The email message came from Quickbooks (Intuit eCommerce) was the sender.

The reporting of the funds in the Community Foundation is always a quarter behind, so the numbers reflected are from fourth quarter 2019 (*Fund Account-Line 33*).

Financial Report

We did pretty well financially last quarter, but this quarter will probably be different. The Endowment was up for the fourth quarter. The figure for Net Worth (*Financial Report-Line 31*) is down because the 2019 Conference profits are being held and hasn't been added into the budget.

Funds/Liabilities (*Financial Report-Line 29*) includes the section balances and conference profits. Amy can send these reports out to everyone and they are on the website as well.

Finance Committee—Paul Birkhead

Need to increase the expenses in the approved budget to accommodate additional Zoom licenses. We had initially planned on having one license, but decided to increase that to 10 licenses (from \$150 to \$2000). That would mean a shortfall in the budget of \$1850. This requires amending the budget to increase expected expenses by \$1850 (*Expenses-Line 31*). In order to balance, we need to increase the amount of revenue that we expect. So, for Memberships/Dues (Income-Line 6) we are going to project that we will take in \$1850 more in membership dues this year. The Finance Committee was conservative in its initial membership projections.

Motion: The Finance Committee makes a motion to recommend the proposed budget amendment for the 2020 NCLA budget ([motion document](#) & [financial document](#)). The motion passed.

President's Remarks

Lorrie thanked the Board for approving the budget amendment and explained that the Executive Committee met on March 27th and decided on adding in the additional Zoom licenses. The Executive Committee offices will have a Zoom account associated with it, so that the Zoom accounts will move forward each biennium. Sections and committees will have access to these accounts through a reservation form that Amy and Morgan have created (<https://forms.gle/epHsopkfBpQKdyv2A>). This form will also be on the website on the **Executive Board** page under Forms (<https://nclaonline.wildapricot.org/forms>).

Morgan Pruitt is our new Administrative Assistant and she will be working with and reporting to Amy, since she will be assisting with some of the treasurer functions. Rachel Stinehelfer, our previous Administrative Assistant, took a full time School Library Media position.

The next Executive Board meeting will be via Zoom in July. There are still two meetings that need host locations, April 30, 2021 and July 30, 2021. If you are willing to host one of these meetings, please let Lorrie know (president@nclaonline.org).

Section Reports

Business Librarianship—Summer Krstevska

On track to meet goals of meeting quarterly. Met at Elon in March before Covid-19 hit.
Planning a virtual workshop at the end of May, collaborating with GRS
Planning the Entrepreneurship in Libraries Conference

College and University—Dawn Behrend

Working on building their Executive Board. Velappan Velappan has moved from Director to Vice-Chair, but they are still looking for more officers; Secretary/Treasurer and two Directors. The section Facebook page is up.

Community and Junior College Libraries—Jennifer Seagraves

They will have their first meeting in May.

Distance Learning—Nora Burmeister

No report

Government Resources—Rebecca Freeman

The section has been continuing with its "Help!" webinars, hosting two in April and three coming up: May, June—a collaboration with BLINC to discuss Covid-19 economic information, and July. There will also be a two-hour webinar this summer, also in collaboration with BLINC.

Leadership, Administration and Management—Brandy Hamilton

The section sent out its first quarter newsletter. They also met with NC Live to begin planning their first regional workshop series. They discussed details, including that they have a facilitator lined up and some sponsorship funding. The first workshop was scheduled for March, but it wasn't held and the next one is scheduled for September (virtual or in-person). They also met online on April 10th to work on curating a short list of relevant training/articles for leaders dealing with change management on how to deal with Covid-19 in your library. Possibly create a discussion board and have some Zoom meetings with breakout sessions to talk about some of these issues. They also will be surveying their membership in the coming months to determine topics and needs.

Literacy—Breanne Crumpton

The section now has a full Board and they met last month. They have created a [survey](#) to determine what literacy services are currently being done and what content will people be interested in the section providing. Please complete the survey if you haven't already, the deadline is May 10th.

New Members—Amanda Glenn-Bradley

The section had some in-person events meeting with library schools to promote NMRT, but many of these events were cancelled. The section will be brainstorming how to move forward due to this crisis and how to serve the needs of their members.

NC Library Paraprofessional Association—La’Nita Williams

The Joyner Library Conference is currently on hold and the section will be meeting in May to discuss some possible webinar topics.

Public Library Section—Sandra Lovely

The section met in March and April to begin planning the Fabulous Fridays events. They will be sending out a “save the date” for the events next week. She posed a question about the best ways to access NCLA’s Zoom accounts. She was encouraged to fill out the reservation form on the website and one of the Executive Committee members would contact her to work with her on it. PLS is looking for another section to partner with them on presenting a “best practices” webinar for reopening plans after Covid-19 closures (contact Sandra: slovely@dconc.gov).

Reference and Adult Services—Susana Goldman

The section met last week and has been holding its BUZZ sessions. These sessions started in February as informal themed sessions (the first theme was unusual items that libraries can circulate). In March there was a session based on programming. In April the session was very informal, just providing a space for members to connect with each other. In May they are planning two sessions: 6th—how to do Adult Summer Reading Programs remotely and the 20th—“unthemed” conversation time.

Roundtable for Ethnic Minority Concerns—Marcellaus Joiner

April 1st the section hosted a Cultural Conversation workshop with 75 people registered (40 attended). The session addressed the Digital Library on American Slavery, talking about the website and the current project around it. They are seeking librarians to help transcribe documents from the library, so please contact Marcellaus (marcellaus.joiner@highpointnc.gov) if you’re interested in volunteering.

The section will be sponsoring a panel discussion on June 3rd addressing how libraries in other states are dealing with Covid-19 issues, especially how they’re handling moving workflow from in-person to online interactions (panelists from Charleston, SC and Broward County, FL so far).

The section’s initiatives are somewhat on hold. They are planning ways to host social events virtually, etc.

Resources and Technical Services—Kristin Calvert

The section is a partner for the NC Serials Conference, which is on hold. They will be hosting at least two webinars and will be scheduling a time to hold these in June.

Special Collections—Jennifer Daugherty

The Board has not been able to meet yet, but they are planning on meeting soon.

STEM-LINC—Sarah Jeong

The section hosted a webinar on EnviroAtlas with 22 people registered and 11 attendees. They have created their YouTube Channel and Facebook page. They surveyed their members on webinar topics and they are starting to plan quarterly programs (webinars for now).

STEM-LINC will be contacting the State Library about a speaker for a presentation they are planning.

Technology & Trends—Chad Haefele

The section traditionally has presented in-person events during the off-conference year. They had been planning some Wikipedia Edit-a-thon events across the state, but those are on hold for now. They are re-evaluating their options about what to offer virtually. They have several webinars in the planning stages right now.

Women in Libraries—Michelle Hildreth

The section has met twice so far; Feb. 28th in person and April 17th virtually. They are planning a workshop for September to discuss trauma-informed services in libraries and the facilitator is open to offering it as a webinar, if needed. They will also be having a webinar in July on the topic of alternative career paths in librarianship. Next spring they hope to host a panels discussion of Marilyn Miller award recipients. The section is also starting to make plans for the 2021 Conference.

Youth Services—Lisa Donaldson

The section met at the beginning of March. They are planning their annual Fall Retreat, but they will be meeting in early June to decide about whether this can be in-person, or if they need to move it virtually. They have a call out for poster presentations for this retreat, but they haven't received many submissions yet.

Committee and Liaison Reports

Conference 2021—Libby Stone

The conference committee has had several virtual meetings and they hope to meet in person once it's safe to do so.

Motion: The Conference Planning Committee would like to make the motion that the board approve and adopt this theme for the NCLA 64th Biennial Conference: 2021 NCLA/SELA Joint Conference S.E.E. the Future: Support. Educate. Empower ([motion document](#)). There was no discussion and the motion passed.

Constitution, Codes and Handbook—Laura Davidson

Laura mentioned that she had some conversations with Julie Raynor (Secretary) since the last meeting and wanted to emphasize to the Board that all Bylaws changes, including Section and Committee names, needed to be voted upon by the full Board. She reminded members of the steps for this revision process:

1. Submit any potential changes to Laura, so that she can check to be sure the changes won't conflict with NCLA Bylaws)
2. Make a motion to the Executive Board
3. After the Bylaws changes are approved by the Board, it also needs to be submitted to your membership for approval

There was a question about changes to Committee Handbooks and those changes also need to be first submitted to Laura, then presented to the Executive Board as a motion for their approval. Also, Laura reminded members that there is a form on the NCLA website to use to submit a motion. Those motion requests are forwarded to the NCLA President, Administrative Assistant, Secretary, and chair of Constitution, Codes and Handbook Committee.

Lorrie added that this process is not meant to be intimidating. It is intended to make sure we are conducting ourselves legally and to make sure that everyone is on the same page.

Other questions included whether Mission and Vision statements need to be approved by the Board and the consensus was that those types of changes don't affect the Bylaws, so would only need to be approved by section or committee members. Also, the chair of WILR had seen documentation of discussions about changing their name, but she was unsure if this change had been voted on and approved. Lorrie encouraged her to go ahead and follow the steps for Board and membership approval to be sure it had been done.

Intellectual Freedom—April Dawkins

No Report

Leadership Institute—Juli Moore

Julie discussed that planning for the Fall 2020 event is underway and the committee has chosen a facilitator and finalized a schedule. The committee met yesterday and they extended the application deadline to April 30th and they will probably extend it again to June 1st, depending on the number of applicants that they receive. They are considering some contingency plans, with the current situation. It is scheduled for September 16-19,

but they may need to move it to Spring 2021. If they do move the event, they would change the requirement for the graduates to doing a poster session, instead of a full session, at the 2021 Conference.

Librarians Build Communities—Nora Bird

Nora indicated that she is transitioning into the chair role for the committee. The committee has met twice and in the first meeting, they reviewed the assessment from the 2019 Conference and they are aware of the strong feelings expressed about this effort being focused on benefitting the Conference host city. They also discussed some ideas about off-conference year projects.

Their second meeting was after Covid-19 hit and they changed their focus to thinking about ways the committee could support the health care workers during the crisis. They propose doing a fundraising campaign among NCLA members. They would reach out to health librarians that serve institutions in three or four of the hardest hit areas of the state and provide free meals to hospital workers.

They have already prepared some publicity for this effort and Nora shared the two options that had been created. The Board expressed a preference for the second option and they will be sending out this publicity once it has been setup financially. Amy interjected that it is workable and she will get that setup to include in the publicity. Rachel mentioned that she could include it in the NCLA newsletter going out in early May.

Some of the communities being targeted for this effort are Fayetteville, Greensboro, WakeMed, and Charlotte/Mecklenberg County. Nora asked people with contacts in other hard hit areas to contact her (njbird@uncg.edu).

Marketing—Rachel Olsen

The Marketing Committee has been focusing its efforts on supporting the Leadership Institute. It is preparing for the next newsletter. If you have anything you'd like to be included, please send that to Rachel (rachel.olsen@uncg.edu) by April 30th. The committee is also working on some sample logos for the 2021 conference. They will be bringing those to the Board for consideration once it has been narrowed to the top 2-3 options. If any of you would like to try your hand at conference logo design please feel free to do that. Email mock-ups to me.

Rachel had prepared a motion about changing the NCLA logo, but after some discussion, it was decided to keep that as a committee discussion for now, to review the implications on what it would impact. Rachel mentioned that this was discussed and considered in the previous biennium and she felt compelled to bring it forward. Lorrie, Rachel, and Laura will discuss this further after today's meeting.

Rachel also mentioned that if sections or committees were interested in changing their logos, the Marketing Committee could help with that.

Membership/Regional Directors—Alan Unsworth, Juli Moore

The Regional Directors continue to send out their monthly welcome/welcome back messages for members who have renewed.

They also are looking for librarians to feature in the newsletter. They are trying to be fair and feature all types of librarians across the state. They have setup a form for people to use to recommend librarians or library workers of all types to be featured. Please contact the Membership Committee about this form.

They are focusing their ongoing effort on trying to keep membership numbers up during the off-Conference year. They are planning an email blast to go out in late Summer/early Fall. One idea they had was to suggest that if people renewed their membership now, the Association would offer 2 FREE section memberships, instead of just one.

Also, Lorrie mentioned that ALA is changing how they receive membership payments by allowing members who renew at a certain level to make two payments instead of one. There was a discussion around this option and although it is feasible to do through Wild Apricot, the Membership and Finance Committees will need to discuss it further before any action is taken on it.

Another suggestion was to prepare a schedule of upcoming events being offered by the sections to entice members to renew.

New Business—Lorrie Russell

This discussion led into a related discussion concerning an idea that the Executive Committee had discussed at their meeting in March. Since many people were planning on presenting at ALA Annual Conference this summer and it has been cancelled, the possibility of offering a Virtual Conference this Spring was put forward.

There was a discussion of making this conference free to NCLA members, with a nominal fee for non-members. If this event is going to take place, this would be something the Membership Committee could help promote and include as an incentive for renewals.

This led to further discussion about making a change to the membership dues (adding a second free section). This change will need to be presented as a Motion to the Board and sent to the full membership for approval before it is implemented (possibly via electronic voting). This could be brought to the Board as a Motion at the July meeting and sent to membership with a set voting timeframe into the fall. Also, several questions raised about how the extra free section will impact the section membership dues coming in (how the Operating Budget would absorb the free sections, so that the sections would get the membership fee). There needs to be further discussions between the Finance and Membership Committees about the logistics of this.

Following this discussion, Lorrie made the decision to appoint a committee to work on the Virtual Conference and asked Amy Harris Houk to chair the committee. Amy then asked Board members who were interested in helping on the committee to let her know (treasurer@nclaonline.org). She will schedule a meeting of the people who were interested very soon.

Nominating Committee—Mike Crumpton

No report

Legislative and Advocacy—Anthony Chow

Anthony discussed the student internships that had been created at UNCG for Legislative and Advocacy and there have been three students placed into these positions so far.

LaJuan went to Washington, D.C. to meet with our members of Congress.

Anthony also mentioned that the effort shifted to local visits and three very successful visits have been made by Reps. Ted Budd and David Rauser's District Director. The officials expressed that they were able to see how valuable the libraries were in their communities. Four of these visits had to be postponed, due to the onset of Covid-19.

The visits that were made were especially timely in that National Legislative Day and SLMA Legislative Day events were cancelled.

He also discovered that it is possible to write funding into the state budget.

The committee has been supportive of bringing advocacy groups together. He's worked with Libby on the NCCCLA Advocacy Committee. Also, the Student Ambassador program has been very successful and the winners will be announced soon.

They had prematurely put forward a motion for the Committee to become a full NCLA section, without realizing that they needed to get 100 NCLA members to sign a petition in support of this first. Anthony felt that advocacy work has become more essential to the library field and it is time for advocacy to become more formalized with bylaws, etc. The petition will be included with the Minutes once they're sent out, and the steps for making this change will take place. Here's the [petition](#).

Finally, significant money from the CARES ACT will be provided to the state. UNCG's Chancellor of Technology has suggested working with public libraries to provide mobile hotspots across Guilford county and provide internet access to our students. This would be a partnership opportunity for libraries in the UNCG system to provide internet access to the students who are at home, while working with public libraries across the state.

Scholarships—Amy Funderburk

No report

Web & Technologies Support—Erin Holmes

The training sessions for the Wild Apricot Admins. has been completed and the committee is still creating @nclaonline.org email addresses for sections and committees. If you are interested in having one, please contact Erin at (web@nclaonline.org).

NC School Library Media Association—Sedley Abercrombie

The regional spring workshops were cancelled due to Covid-19. Governor Cooper declared April as School Library Month. They are still working on their Conference plans. It is scheduled for Sept. 24-26, 2020 and they will be accepting presentation proposals through the end of April. Association elections are going on right now as well. All schools are closed, due to the Governor's state-wide stay-at-home order.

NC Public Library Directors Association—Donna Phillips

The Spring meeting was cancelled due to Covid-19, but they are conducting bi-weekly virtual meetings so that the library directors can stay connected and share how they're coping with the crisis. Library Directors are developing plans for phased re-opening of their facilities, taking into account the health concerns for their staff and the public. They are also starting to plan for the budget impacts from the slow-down of the economy. They have created a Google Doc so that libraries can share their re-opening plans.

ALA Council—Siobhan Loendorf

No report

Southeast Library Association (SELA)—Gerald Holmes

Plans are still underway for the joint Georgia Library Association (GLA)/SELA Conference in October and the call for proposals was extended until May 31st. 2020 is the Centennial celebration for SELA and it will be celebrated at the conference and at Signal Mountain, TN in November (where it was started).

It was requested that every state library association write a resolution and present it to the ALA Council at the ALA Conference. It would not be required for the Board to approve this resolution, but the membership should be asked to vote on it, as a sign of solidarity. There will be an electronic vote held for NCLA membership once the resolution is written. Also, our ALA Councilor will need to be involved in drafting the resolution.

The full report submitted included details about SELA's requests for their involvement with the upcoming 2021 NCLA/SELA Joint Conference. Also, Gerald is accepting ideas about how NCLA can be involved at the GLA Conference this October and how we can promote NCLA and the joint conference in 2021. Please review the SELA report on the website and send Gerald any questions you have about it (gvholmes@uncg.edu).

Editor, NC Libraries—Ralph Scott

The 2020 issue of NC Libraries is set to be published in July and they are accepting submission of articles from any library staff who are interested (send those to Ralph: scottr@edu.edu). There is currently a new Memorandum of Understanding (MOU) between NCLA and Joyner Library for ECU to continue to host the NC Libraries publication. Lorrie mentioned that Laura had some minor concerns about this that need to be discussed further before it can be brought to the Board for its approval. There was a short discussion about Laura's concerns, but because it is not time sensitive, it will be delayed for consideration until July so that Lorrie, Ralph, and Laura can discuss it.

State Library—Timothy Owens

Timothy brought "Happy National Library Week!" greetings to the Board. He has observed that people are recognizing the value of library services during this time. These services are especially helpful to students of all ages.

To help libraries prepare for re-opening, there will be an LSTA mini-grant program offered that would be available for UNC System libraries, Independent school libraries, Community College libraries and public libraries across the state. Applications for these grants will be accepted through June 1st, 2020 but they will be awarded on a rolling basis. The application form is here: <https://statelibrary.ncdcr.gov/ld/resources/lsta-grants/covid-19-response> and it will be included in the NCLA newsletter.

The Federal CARES Act will be providing \$50 million to IMLS and \$30 million of that will go to state library agencies. North Carolina will get a fixed award around digital inclusion and access efforts. IMLS asks that we target the populations in poverty, the unemployed, and people with limited broadband access. More information will be coming soon.

The regular LSTA grants are continuing, with awards to be granted in June.

All of the state library employees have been working remotely and have been focusing on promoting the online resources available from the State Library website. Staff are developing online resources for libraries and individuals to use ([Staff page](#); [Public page](#)). The NC Dept. of Cultural Resources has developed a new web resource: [NC Learn@Home](#) that highlights learning resources from a variety of divisions in the department (museums, cultural sites, etc.)

For continuing education, Niche Academy tutorials are popular and accessible to all NC libraries and library staff. The program offerings continue to expand.

The state library will be submitting a plan to be included in the Governor's new state re-opening phases.

IMLS is partnering with OCLC and another agency to help libraries and museums prepare to re-open. Especially addressing best practices and safe handling of library materials. Information should be out about the timeline for partnership next week.

New Business

Covered during the Membership Committee Report discussion.

Meeting adjourned at 12:05 p.m.

Minutes respectfully submitted by Julie Raynor, Secretary, April 29, 2020