

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

ZOOM Online Conferencing Platform

Attending:

Siobhan Loendorf (ALA Council), Angel Truesdale-for Summer Krstevska (Business Librarianship in NC), Dawn Behrend (College and University), Jennifer Seagraves (Community and Junior College Libraries), Laura Davidson (Constitution, Codes and Handbook), Nora Burmeister (Distance Learning), Rebecca Freeman (Government Resources), Nora Bird (Librarians Build Communities), Brandy Hamilton (Leadership, Administration and Management), Breanne Crumpton (Literacy), Marcellaus Joiner (Ethnic & Minority Concerns), La'Nita Williams (NC Library Paraprofessionals), Sedley Abercrombie (NC School Library Media Association), Rachel Olsen (Marketing)-for Amanda Glenn-Bradley (New Members), Mike Crumpton (Past President, Nominating), Susana Goldman (Reference and Adult Services), Jeanne Hoover (Regional Director [Eastern] / Membership), Catherine Tinglestad (Regional Director [Central/Triangle] / Membership), Kristin Calvert (Resources and Technical Services), 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), Helen Yamamoto-for Lisa Donaldson (Youth Services), Morgan Pruitt (NCLA Administrative Assistant)

The meeting was called to order by Libby Stone at 10:07 a.m.

Vice-President Libby Stone thanked everyone for coming and explained that Lorrie Russell couldn't be at the meeting today due to caring for her mother undergoing some medical treatment and that she had asked Libby to lead the meeting.

Because of conducting the meeting virtually, Libby asked Secretary, Julie Raynor, to take attendance by roll call. Julie determined that there was a quorum of board members present.

Motion to adopt the Agenda. Second and Motion carried.

Motion to approve the Minutes of April 24 Meeting. Second and Motion carried.

Treasure's Report—Amy Harris Houk

Association Budget

Amy shared that the association's income figures are good right now. There was a line added in for profits from the July 2020 Virtual Conference (*Income-line 9*). This represents just a part of the profits from the Virtual Conference (there were no expenses); the remainder will show in the budget for the next quarter. The Revenue looks good overall. **Cumulative Income for First and Second Quarters 2020 Total: \$18,223.37** (*Income-Line 13*).

The association's expenses are also on track for the first quarter. They purchased a laptop for Morgan Pruitt (Executive Asst.) that came out of Equipment (*Expenses-Line 28*). The Association Management software expense was also paid (*Expenses-Line 34*). Note, the Ray Moore Award was paid this year (rather than in the Third Quarter 2019) due to some confusion surrounding payment at the 2019 Conference. (*Expenses-Line 77*). **Cumulative Expenses for First and Second Quarters Total: \$14,754.85** (*Expenses-Line 81*).

Financial Report

The bank account is in pretty good shape currently. The Endowment took a pretty big hit, a decrease of \$29,425.40, due to the downturn in the economy. The funds in the Endowment were reduced by the same percentage across the board. This doesn't impact the association's day-to-day operations (*Financial Report-Line 12*). The investments are making some interest and it made more than it lost, so the Net Worth (*Financial Report-Line 31*) is up.

There was a question about who manages our Endowment and Amy let people know that the NC Community Foundation manages it and that she will share the last statement with the Board so they can get a closer look at the investments.

Fund Accounts

The section chairs should have received these. If you didn't see the report, please email Amy (treasurer@nclaonline.org). The email message came from Quickbooks (Intuit eCommerce). For the sections that contributed scholarships for the Virtual Conference, those amounts will come out next quarter. Section Treasures won't need to do anything to pay these. Amy thanked all of the sections that donated the scholarships.

Finance Committee—Paul Birkhead

No report

Special report on handling of NCLA finances—Amy Harris Houk

Amy and Lara use Quickbooks to manage the association's finances. Lara enters all of the membership fees and allocates money to the appropriate funds (all the "plusses"). Amy handles all of the withdrawals and payments ("minuses") and balances the checkbook each month. Quickbooks aligns with the budget lines.

The Executive Board approves the budgets that is proposed by the Finance Committee. The association is required to maintain a balanced budget.

The Financial Report includes all of the accounts where we have funds. Funds & Liabilities includes the amounts allocated for sections, the Conference, etc.

Scholarship funds are handled by the Treasurer, Paul Birkhead. Any changes to those are made by the Scholarships Committee.

Conference Profits: the association reserves \$10,000 from the Conference profits for the initial expenses for the next conference. The remainder of the profits are split in half and given back to the association for expenses. The association did not need to use any of the profits because our membership fee amounts were sufficient to fund the budget.

Special report on the Virtual Conference—Amy Harris Houk

Amy thanked everyone that helped with the Virtual Conference on July 17th. She said that there were 277 registrants, 221 were members, 11 non-members, 17 scholarship recipients, 14 Part-time folks, and 14 LIS students and graduates. She also thanked the sections that sponsored scholarships: WILR, PLS, BLINC, Literacy, NMRT, CUS, TNT, GRS, CJCS, STEM, SCRT, LAMS, RASS, and NCLPA. The conference proceeds were shared with the Librarians Build Communities for their efforts to provide food for healthcare workers across the state. The proceeds are coming in, along with the donations that were made. The final numbers will be coming soon.

The conference itself went very smoothly. There was positive feedback from LIS students, among others. There was a survey of attendees that will be compiled and shared. Rachel Olsen has added the presentations to the NCLA YouTube channel: <https://www.youtube.com/playlist?list=PLtMmfVrrMbPQcAZcRotdg5tCNTZYWeQnx>. The captioning is in process and should be completed soon.

There was some good publicity on the event and Amy participated in an ALA webinar about the conference, along with Washington Library Association and the Texas Library Association, that had also held virtual conferences. She received feedback that our virtual conference was appealing to many libraries because of its small and realistic scale.

Libby commented that she had received positive feedback about it and that it could possibly be repeated in the off-Conference years in the future.

COVID-19 Second Wave Task Force Report and Discussion—Libby Stone

Libby and Lorrie serve on the State Library Commission and Timothy asked for volunteers to serve on a COVID-19 2nd Wave Task Force for NCPLDA to write a guide to use when moving into the second wave of COVID-19. This document will be used by NCPLDA to inform activities going forward. Libby volunteered for this, along with the Library Director in New Hanover County, Jimi Rider and the Library Director in Rockingham County, Michael Roche who is serving as chair.

There was an ALA webinar: "The Library Community Moving Forward in the New Normal" recently and Lynda Reynolds set up meeting for the Task Force with the presenters from the webinar, Lucinda Nord, Executive Director of the Indiana Library Federation and Jacob Speer, Indiana State Librarian to talk about what steps Indiana is taking and it was very helpful to hear from them. Here is the link to their plan: <https://www.ilfonline.org/page/covid-19>.

She then opened a discussion for people to share how their library has been functioning during the pandemic and representatives from all types of libraries shared about their experiences so far.

- Libby, sharing for Gaston College (community college), said that Gaston College Library closed for two months, then they opened for students in a limited way (shorter hours, four days a week)
- Mike Crumpton, sharing for UNCG (academic-UNC System), said that Library Directors of UNC System Libraries had been meeting regularly and comparing notes on how they were planning for risk mitigation and what each library is doing to reduce risk in this changing situation. They are also talking about how to educate students about general behavioral expectations
- Siobhan Loendorf, sharing for Catawba Public Library (small public library) and said that they reopened on May 9th with limitation. They are letting in as many people as the staff can control. They are restricting the number of people in certain areas and allowing people in for an hour at a time. They are also quarantining returned items and offering curbside service, as well as allocating more money so they can contribute more

content to their NC Digital Library collection. They are encouraging people to use their digital collections, especially the training resources through Niche Academy (provide through the state library).

- Laura Davidson, sharing for Meredith College (academic-private) and said that they had been offering “pandemic therapy” sessions weekly for students. They have been closed and they are making their plans for reopening this fall. They have a 50% reduction of public seating and are collecting cleaning supplies. They are also having regular conversations about managing students and how to offer touchless circulation. She has seen a lot of creativity among her colleagues.
- Brandy Hamilton, sharing for Wake County (large public library system) and mentioned that they have worked with phased opening plans and had several levels of opening. They closed in late March and have been offering “books to go”. On June 15th they started limited opening where people could come in by appointment and grab a bag of books that were already checked out to them. They also have been piloting a 10-minute book browse service.

One of the issues they’ve been dealing with is gathering cleaning supplies and having enough for all of their branches. They are limiting numbers of people based on building capacity. Many of the staff have been teleworking and they have many staff concerned about coming back into the building due to concerns for family members and school reopening. Also, 15 of their staff members are doing contact tracing work (about ½ to 1/3 of the people doing contact tracing in her county are librarians). This is an example of how library staff can be flexible and contribute to the community in many types of situations. Librarians are ideal for this work because of their experiences in dealing with the public. Here is a presentation that Brandy prepared for her staff: <https://drive.google.com/file/d/1q9AkaWHf082Cxf1ULtdR4DggC8FtBcNr/view?usp=sharing>

- Sedley Abercrombie participated in a SELA Lunch & Learn where she learned that in Alabama, public and academic libraries were included specifically in their statewide planning. She felt that it would have been helpful for the Governor’s Office to include NCLA or the State Library in North Carolina’s planning, since decisions are being made by each county. The discussion included the specific measures that were taken by each library over the past several months and what those institutions are planning for reopening and moving forward in the upcoming months.

Libby reiterated that the document created by the task force is intended to be a guide, especially offering recommendations for reopening. It details what to do if the library reopens, then needs to close again. The task force had emphasized listening to the recommendations from the Governor’s Office, the CDC and county Health Departments. “We are all learning as we go.” Libby thanked everyone for sharing their experiences.

President’s Remarks—Libby Stone

Libby shared Lorrie’s report with the Board. The mailbox in High Point has been renewed for another year. Mike and Amy have been checking it regularly. Lorrie has created a Task force to consider a Corporate Membership for vendors, since we’ve had questions from vendors about advertising in the newsletter and conference sponsorships. Several library organizations in the state already have one. She has asked Libby to chair the committee, with Whitney Jordan, Conference Exhibits Chair and Lara Luck, Treasurer-Elect to serve as well. They are beginning to talk about this and if you have input, please share with one of the task force members. They will give a report at the next meeting.

Section Reports

Business Librarianship—Angel Truesdale (for Summer Krstevska)

Held a virtual workshop in May and two webinars with GRS. They also completed a virtual conference with (Capital Area Business Academic Librarians) CABAL last week, August 1st will be their first Entrepreneurship in Libraries Conference. They are on track to meet their biennial goals.

Libby called a 10-minute break at 10:18 am to resume at 10:28 am

College and University—Dawn Behrend

CUS currently has a full Executive Board and they are meeting monthly. They sponsored a scholarship for the Virtual Conference. They are also working on an ACRL plan for excellence report’ They are revising their by-laws with a name change to be presented at the October meeting. They are planning a mini-conference in the fall concerning the digital divide and have reached out to CJCLS, PLS and Literacy sections as collaborators.

Community and Junior College Libraries—Jennifer Seagraves

They met May 4th and had several virtual socials in May. They had some issues with Zoom bombers, but they will have another social in August on Zoom that is secure. Jennifer is now the President of CCLA and is serving on the Equity subcommittee.

Distance Learning—Nora Burmeister

DLS hasn’t done anything for a while because Nora changed jobs and has been swamped with work for reopening her library. She is hoping to set up a “DLS Discusses” in August to talk about how distance library services have been used to endure the pandemic.

Government Resources—Rebecca Freeman

They have offered several “Help!” webinars and collaborated on an event with BLINC to discuss Covid-19 economic information. They have two upcoming webinars and they sponsored a scholarship to the Virtual Conference.

Leadership, Administration and Management—Brandy Hamilton

In May they had a virtual event inviting people to come and chat about their library’s experiences during COVID-19. Their partnership with NC Live is moving forward. LAMS is serving as the NCLA liaison for this partnership and they are sponsoring leadership workshops, as well as finding speakers. Several leadership workshops have been planned for the fall (Sept. 22nd, Oct. 3rd, Nov. 13th, and Dec. 9th). If you would like to be a speaker in the LAMS/NC Live leadership series for the fall or spring, let Brandy know. They’re working on their newsletter which will focus on crisis management and providing resources for leaders who are continuing to lead through crisis, like the pandemic. “Present Like a Pro” is now under the responsibility of LAMS and these will be offered virtually. They are working on series on how to do present virtually with some breakout sessions. They are also considering outsourcing workshops working with Meridian Resources (<https://www.meridianresourcesinc.com/>) out of Winston-Salem. They present a variety of workshops on leadership-related topics.

Literacy—Breanne Crumpton

The section has started a Facebook page that will share news, resources, and literacy initiatives. They are working with CUS on their digital divide webinar.

Motion: I move that we approve changes to the Literacy by-laws that reflect a name change from Literacy Round Table to Literacy Section ([motion document](#)). The motion was seconded, there was no discussion and the motion passed.

New Members—Rachel Olsen (for Amanda Glenn-Bradley)

The section had been starting to outreach with LIS students virtually. They are wanting to engage with students in whatever ways they can. NMRT assisted with the Virtual Conference as session moderators.

NC Library Paraprofessional Association—La’Nita Williams

They are planning an online session for front line staff. They have put out a newsletter and helped with the Virtual Conference. They will be meeting again in September.

Public Library Section—Sandra Lovely

No report

Reference and Adult Services—Susana Goldman

The section offered its BUZZ sessions several times a month during April and May and they took a break over the summer. They sponsored two scholarships to the Virtual Conference. They are starting to brainstorm ideas for a webinar to be presented in the winter months. They are open to collaborating on other projects as well.

Roundtable for Ethnic Minority Concerns—Marcellaus Joiner

On June 3rd REMCo sponsored a webinar, featuring the following panel: Forrest Foster, F. D., Assistant Dean of Library Services at NC A&T’s Bluford Library, Kelvin Watson, Director of Broward County Libraries, Florida, and Shannon D. Jones, Director of Libraries at Medical University of SC in Charleston. The webinar was titled: “REMCo’s Cultural Conversations presents, COVID-19: Where Do We Go from Here”. The webinar had 220 registrations and 175 attendees that had a good turnout and they were happy with the diverse panel that could discuss issues in academic and public libraries. It will be added to the Roundtable’s YouTube channel soon.

In June, Lorrie asked REMCo to prepare a statement in response to the George Floyd incident and general sentiment around race in the U.S. They wrote several statements that you can read on REMCo’s page on the NCLA website: <https://nclaonline.wildapricot.org/remco>. They also acknowledged Pride Month and gave attention to Juneteenth this year, since many people did not know about the celebration and the fallout from the protests. They are making plans for upcoming webinars and an author talk on Sept. 4th. They have created Facebook and Instagram pages for the Roundtable. They will also be collaborating on an upcoming project with STEM-LINC in Spring 2021.

Resources and Technical Services—Kristin Calvert

The section hosted two webinars in June on electronic resources with high attendance. They will also be hosting a workshop this October on Tech Services during COVID.

Special Collections—Jennifer Daugherty

The Board had a meeting and decided to wait to plan any webinars, based on how COVID-19 is affecting it’s members’ libraries. The participated in the Virtual Conference offering a session on the Effect of COVID on Special Collections and they sponsored a scholarship. They will be meeting again soon.

STEM-LINC—Sarah Jeong

The section created an electronic document highlighting how libraries across the state celebrated the 50th anniversary of Earth Day in April: <https://nclaonline.org/NC-Celebrates-50th-Earth-Day/>. If your library celebrated Earth Day and you're not included in the document, contact Sarah about adding yours. They hosted a program during the Virtual Conference: Megan Carlton's Citizen Science presentation which Lara Luck moderated-46 people attended They also sponsored two Virtual Conference scholarships. Received a nice thank you note from Morehead City Primary School Librarian, Amanda McCall.

They will be offering a webinar on Sept. 22nd presented by Rachel Hamelers, Teaching and Learning Librarian at Muhlenberg College and Jennifer Jarson, Head Librarian, Penn State University, Lehigh Valley. The webinar is titled: "How much time do you have: quick and flexible activities to add some Metacognition to your One-shot Science Literacy Information Sessions" and it will be featured in the August NCLA newsletter. The Programs Committee is working on a webinar on Engineering Liaison Librarianship for the end of the year and they are collaborating with REMCo on a webinar for 2021. upcoming project and they are starting to plan their quarterly programs.

Technology & Trends—Chad Haefele

The section traditionally has revitalized its webinar programs and offered a webinar a few weeks ago on "Navigating the Technological and Legal Challenges of Presenting Online Programs During", in collaboration with Jeffrey Hamilton at the State Library with 125 attendees. They will send a recording of the webinar to people who weren't able to get in. They will also be presenting an upcoming webinar on Using Canva to create new signage for your libraries related to COVID changes. They plan on offering webinars every two to three weeks through the end of the year.

Women in Libraries—Michelle Hildreth

The section has met monthly during the COVID closures. They presented a Virtual Conference session on Nontraditional Career Paths in LIS, with over 100 people attending. They will be offering a virtual workshop on Trauma Informed Services on September 18th presented by Andrea Winkler.

Motion: We move to revise several sections of our by-laws to include a name change from Women's Issues in Libraries to Women in Libraries (see complete document [here](#)). Michelle detailed the other changes to the by-laws, which are detailed in the attached document. The motion was seconded, there was general consensus that the changes made were reasonable and a good idea, and the motion passed.

Youth Services—Helen Yamamoto (for Lisa Donaldson)

The section met on June 2nd to discuss plans about the upcoming Fall Retreat. They made the decision to move it to a virtual format over several weeks: Oct. 15th, 22nd, 29th and concluding on Nov. 5th. On Oct. 15th recipients of the Youth Services diverse books grants will report on how they used those funds; the other sessions will cover library programming and outreach during COVID, how to talk to kids about racism, and community partnerships. Michelle Lanier, author of "My NC from A to Z" will also be presenting. The Nov. 5th session will be a virtual networking opportunity and group discussion.

Committee and Liaison Reports

Conference 2021—Libby Stone

The conference committee met virtually on July 6th and finalized the proposed logos for the Conference. Libby has created the Site Selection Committee for the 2023-25 conferences and they are working on the RFPs for that. The committee will meet again on September 16th and focusing the discussion on registration fees. They are still planning on holding the 2021 conference in person.

Motion: The Conference Planning Committee would like to make the motion that the Executive Board approve two logos for use in marketing the NCLA Biennial Conference 2021 in Winston-Salem, NC (See files: [logo image 1](#) and [logo image 2](#)). Libby thanked the Marketing Committee for their work on creating these images and Rachel Olsen explained that the first image would be used as a banner image and the second image would be a square image for several applications. The design is consistent for both images and the Planning Committee liked both options equally, so that's why they are asking the Board to consider two images. There was a suggestion that teal sunglasses should be created to go along with the second image. The motion was seconded, there was no discussion and the motion passed.

Constitution, Codes and Handbook—Laura Davidson

Laura wants to remind Board members that once changes to by-laws have been approved by the NCLA Executive Board, they also need to be distributed to your section membership for approval.

Intellectual Freedom—April Dawkins

No report

Leadership Institute—Juli Moore

Mike Crumpton shared that the Leadership Institute had changed its meeting time to March 2021 and that they had selected the people to represent the cohort.

Librarians Build Communities—Nora Bird

The Committee had conducted a COVID food donation drive over the past few months and they were able to provide free meals for Healthcare workers in Lumberton and Charlotte. She thanked everyone for their donations and informed the Board that they are still taking donations, along with the portion of the Virtual Conference proceeds designated for this project. They hope to provide food for Healthcare workers in the Wake County area if enough money is available. They are also talking about plans for the 2021 Conference, but nothing has been finalized.

Marketing—Rachel Olsen

The Marketing Committee has been focusing its efforts to support the Virtual Conference. They also have been creating a list of NCLA affiliated social media pages: <https://docs.google.com/document/d/1z1JDoh-rR6Jp9AI3FNaEpxpst0NHIMYihTN9jgecd7k/edit?usp=sharing>. If you need your pages added, please contact Rachel. They are still accepting entries for the August newsletter until the end of the day today. They will be working on updating their portion of the NCLA Handbook, especially for their section on the Biennial Conference.

Membership/Regional Directors—Jeanne Hoover and Catherine Tinglestad

The Regional Directors have been continuing to encourage membership renewals. They sponsored an effort earlier this summer to promote renewals by offering “14 months for the price of 12” if you renewed your membership in July. See the Special Action [document](#) for more information.

Nominating Committee—Mike Crumpton

Mike is starting to think about leadership for the next biennium. He will be sending an email to the NCLA listserv soon soliciting officer nominations. He hopes to have a ballot ready for the October meeting for the Board to approve, then move into the voting process through the end of the year. He plans on announcing the new officers at the January 2021 meeting (April 2021 at the latest) so that the incoming Vice President can be involved in the Conference Planning process.

Legislative and Advocacy—Anthony Chow (via email)

Anthony apologized for not being able to attend the meeting. He mentioned that he and LaJuan are still working “behind the scenes”, but they have nothing new to report since all their advocacy plans were cancelled for the summer. He also mentioned that they have a new set of ambassadors.

Scholarships—Amy Funderburk

No report

Web & Technologies Support—Erin Holmes

The recording for the Newsletter Training sessions for the website has been made available for those who attended. So, if your section or committee wants to send out newsletters through the website, you should be able to do this now. If you're interested in the Web committee creating @nclaonline.org email addresses for your section or committees, contact Erin at (web@nclaonline.org).

NC School Library Media Association—Sedley Abercrombie

The NCSLMA elections just concluded and the results are as follows: Jenny Umbarger is the President-Elect; Vickie Blankenship is the new Mountains Regional Director; Kari Elkins is the new Piedmont East Regional Director and Jen Baker is the new Secretary. The NC Children's Book Award [winners](#) were just announced. They cancelled the face-to-face mini conferences in the spring, but they've been offering a Summer Learning series June 23-Aug. 4th, weekly virtual events. Their upcoming [Annual Conference](#) will be all virtual and it is scheduled for Sept. 24-26, 2020. The theme is “Carolina on My Mind” and registration is open (\$40 fee for members; \$90 for non-members). The keynote speakers will be: Gordon C. James, award winning illustrator and Wanda K. Brown, ALA President and the Featured Authors will be: Scott Reintgen, Kelly Starling Lyons, Alan Gratz, Stacy McAnulty, France O'Roark Dowell, Megan Bryant, and Kwame Mbalia.

NC Public Library Directors Association—Donna Phillips

No Report

ALA Council—Siobhan Loendorf

ALA conference was all online. The Committee on Organizational Effectiveness (SCOE) that has been working to reorganize the structure of ALA has completed its work and has produced a report. The Council voted to move forward with implementation. The new step is for the recommendations in the report to be implemented. As a result of the recommendations, some committees who were doing similar work have merged, in order to make the organization more streamlined for the members. The virtual format for the Annual Conference in June went well. Initiatives around intellectual freedom in regard to libraries working with businesses and what kinds of statements libraries should make about equity and inclusion were the main sources for conversation. A consensus was not reached for the wording of these statements, so they were tabled for now. They are not sure if the Midwinter Conference in Chicago will be in person or virtual. The incoming ALA president was announced and it is Julius C. Jefferson Jr. He will be making a virtual tour for people to get to know him ([learn more about him here](#)).

Southeast Library Association (SELA)—Gerald Holmes

No report

Editor, NC Libraries—Ralph Scott

No report

State Library—Timothy Owens

Timothy reported that NC was allocated almost \$6 million dollars of CARES grant funds and they had received applications from all types of libraries for those funds. The stat library has been providing information about COVID-19 for libraries and individuals in the community. There are conference scholarships available, especially for the upcoming ACRL virtual conference. These scholarship funds can be used for virtual conferences and events.

New Business

The next Meeting is set for October 30th and Gaston College will not be able to host, due to college policies. So, the Meeting will most likely be over Zoom, unless another library will be able to host it.

Meeting adjourned at 12:40 p.m.

Minutes respectfully submitted by Julie Raynor, Secretary, August 7, 2020