**North Carolina Library Association Executive Board Meeting
January 26, 2018**

**UNC Greensboro Jackson Library—320 College Ave, Greensboro, NC – Learning Lab Room 177A**

*Attending:*

*Lynda Kellam (ALA Council), Marcellaus Joiner (Archives), Steve Cramer(Business Librianship), Alisha Webb (College & Jr. College Libraries), Steve Bahnaman (College & University), Laura Davidson (Constitution, Codes and Handbook), Jennife Hanft(Continuing Education), Dana Eure (Development), Samantha Harlow (Distance Learning), Jewel Davis (Ethic & Minority Concerns), Kim Parrott (Executive Assistant), Paul Birkhead (Finance), Renee Bosman (Government Resources) , April Dawkins (Intellectual Freedom), Debbie Shreve (Leadership Institute), Anthony Chow (Legislative & Advocacy), LaJauan Pringle (Legistative & Advocacy), Rase McCraey (Libraries Build Communities), Elizabeth Novicki (Library Administration & Management), Decca Slaughter (Literacy), Hannah Norcutt (Marketing), Amy Whitfield (New Members), Dale Cousins (Operations), Rodney Lippard (Past President/Nominating/Development), Michael Crumpton (President), Jason Rogers (Public Library Section), Katy Webb (Reference & Adult Services), Jeanne Hoover (Regional Director, Membership), Mary Sizemore (Regional Director, Membership), Alan Unsworth (Regional Director, Membership), Catherine Tingelstad (Regional Director, Membership), Kate Silton (Resources & Technical Services), Amy Funderburk (Scholarships), Denelle Eads (Secretary), Wanda Brown (SELA), Jennifer Motszko (Special Collections), Cal Shepard (State Librarian), Karen Grigg (STEM-LINC), Breanne Crumpton (Student Relations), Kate Hill (Technology & Trends), Siobhan Loendorf (Treasurer), Lorrie Russell (Vice-President, President-Elect, 2019 Conference), Jenny Boneno (Women’s Issues in Libraries), Meg Smith (Youth Services), Amy Harris Houk (Treasurer-Elect), Bitsy Griffin (NC School Library Media Association Liason)*

The meeting called to order by Mike Crumpton, at 10:10am

President, Mike Crumpton welcomed the new Executive Board. Everyone was asked to introduce themselves to the group.

Orientation for the 63rd Biennial Executive Board (We have a couple of years to make a difference with this biennium)

-Kim Parrott provided information about the association including her office hours, (Tuesday-Thursday 7:30am-2:30pm. cell no. 919-771-3995). Kim said meetings are typically the last Friday of the month, four times during the year. She said the board is open to meet at different places. The board is usually asked to bring $12.00 to cover lunch during the meetings. She sends out menu options in advance. Kim provided an overview of what her responsibilities are. Responsibilities include: event Support; mailings; official forms which includes check orders and travel reimbursements. In addition, Kim mentioned that she is the contact for conference calling, speaker contracts, and the NCLA credit card.

-Voting privileges are granted to board members who have blue cards. Yellow card holders do not have voting privileges.

-E-voting is used for elections and special items needing the memberships vote.

-Laura Davidson provided information on the handbook and bylaws. She said that the handbook is in the process of being updated. She gave the board homework: learn what your section/area does and follow what the bylaws say. All changes to the bylaws must go through her first. For a completed change, the board must approve it first, then the change is shared with the membership. If you have a motion, Laura suggests that you submit it to her first. She needs to review it prior to meetings. She mentioned that there is an online form for submitting motions.

-Mike mentioned that board members should submit quarterly reports at least one week before the meeting, using the online form. Kim usually send out the link to the NCLA Executive Board Google Group at least one week before the meeting. Kim circulated the Executive Board information sheet with email addresses. Mike mentioned that the quarterly reports are important and it is also important to make sure the board submits final reports at the end of each biennium. Mike also requested that each board member review their areas before the next meeting.

-Mike asked Wanda Brown to speak about her ALA Presidential campaign

-Wanda Brown thanked Mike and her committee for all their hard work on her campaign. She mentioned how great an opportunity it is to be in this position. Wanda went over her website for the campaign.

-Mike Crumpton announced Cal Shepard’s retirement, June 1, 2018.

Mike suggested a change to the next Executive Board meeting in April. Instead of a retreat, there will be a workshop with Cal Shepard as the keynote speaker.

President’s Report-Mike Crumpton

Mike thanked everyone for their participation with the conference. Conference was very successful. $1,400 was raised for the Food Drive. He announced that the next conference will be in Winston Salem in 2019, October 14-18. Mike will send out information about the next conference 2021.

ALA Adopt-A-Library-Information was mentioned about some libraries still being affected by the disasters.

There was a motion to nominate Brian Hart from Greensboro Public Library to the Public Library Certification Commission. Hart will be recommended to the Governor for the position.

Motion passed.

2021 Conference- Mike wants to put together a small group to look at technology such as conference software, website, repository of other needs as well as conference scheduling. Call went out for volunteers. Members volunteered: Kim Parrott, Dale Cousins, Erin Holmes. Erin Holmes will be calling the meeting. Mike asked about locations for the 2021 conference. Marcellaus Joiner and others volunteered to work on the venue.

Break for lunch

Mike displayed the meeting schedule for the next meetings.

April –UNCG
July-
October
January-

Mike suggested that the Executive Board meet on Saturday for the next April meeting instead of the usual Friday date. He mentioned that the meeting would be a fancy dress-up affair with the Friends of the Library. The event would take place at the Greensboro Country Club.

Mike took a vote to have the meeting on Friday, April 27th or Saturday, April 28th. –Friday, April 27th won the vote.

Mike asked members to contact Kim Parrort if their library would like to host any of the upcoming Executive Board Meetings.

Results- April 27, 2018 Cameron Village

 July 27, 2018 High Point Public Library

 October 26, 2018 UNC Charlotte

 February 1, 2019 Meredith College

 April 26, 2019 UNC Greensboro

 July 26. 2019 Venue of conference

Mike went over the 63 Biennial Initiatives- We want to put forward trust and value. We want to let everyone know that NCLA is out there

(Back to Agenda)

Motion to adopt the Agenda. Second and Motion carries

Motion to approve minutes of July 28 meeting. Second and Motion approved.

**Treasurer’s Report- Lorrie Russell/Siobhan Loendorf**

Gold handout-Expense Report Total income: $7,536.00 Total Expenses: $3,219.04

Blue handout-Financial Report NCLA assets: $363,926.47 Net worth:$101,776.74

Purple handout-Fund Balances Total Funds: $262,149.73

White handout- Overview of Budget=Balanced Budget $72,282.46

**Finance Committee- Paul Birkhead**

Discussion of new members not knowing what to request in terms of finances for committees and sections.

Motion:

The NCLA Finance Committee makes a motion to defer voting on the 2018 proposed budget. We recommend moving the vote from the January Executive Board meeting to voting by March 1. We are requesting the deferral so Committee and Section Chairs who are new would have more time to become acquainted with their duties/responsibilities. They will also receive information on how the budget process works at the January meeting.

Second and motion carries

Discussion of how to approve the budget after revisions of additional amounts were added for committee and sections. Lorrie Russell suggested a conference call for members to ask questions about the revised budget. Voting to take place electronically to approve budget.

**Section Reports**

**Business Librarianship- Steve Cramer**

Planning workshops: Focused on partnerships. Thinking about doing partnerships with other states.

**College and University-Steve Bahnaman**

Planning a Spring Virtual Conference

**Community and Junior College- Alisha Webb**

Planning something for early spring

**Distance Learning-Samantha Harlow**

A new section. The section is doing Webinar Wednesdays. Chair asked board to let her know if anyone is interested in hosting. The section just put out another call for members. There are currently 20 members. Restarting Webinar Wednesdays in collaboration with CUS (Kelly McCallister and Mollie Peuler). The website is updated with signups and presenters. Organizing meeting in May 2018 at UNC Charlotte. Creating online resources and communication through SLACK and Google Sites.

**Government Resources-Renee Bosman**

Continues to do webinars. Help! I'm an Accidental Government Information Librarian webinar on Government in the Sunshine State took place 11/29/17. Help! I'm an Accidental Government Information Librarian webinar on National Agricultural Library resources was on 1/25/18.

**Library Administration and Management-Elizabeth Novicki**

The section had luncheon and programs at the 2017 NCLA Conference and had business meeting with new officers. They are planning to meet in February 2018 to review mission statement and upcoming programs.

 **Literacy Roundtable-Decca Slaughter**

The section was not very active. Working on getting a committee together.

**New Members Round Table-Amy Whitfield**

The section participated in the 2017 NCLA Biennium with two events: speed interviewing and morning coffee. They welcomed many new board members including Amanda Glenn-Bradly (Chair Elect),Rachel Sanders (Secretary/Treasurer),Michelle Mitchell (ALA-NMRT Affiliates Council Rep),Melanie Morgan (Publicity Director), Vicki Siler (Nominating/Elections Committee), and Jason Seymour (Director) Planning networking events for the first part of 2018. The section in November 2017 and discussed reaching out to people in the round table. Kim Parrott has provided them with a membership list. Considering having some sort of newsletter and doing more with social media to engage members of the roundtable.

**NC Library Paraprofessional Association-Brandy Burnette**

Sponsored the NCLA Conference programs: Can you invite John Grisham to the Book Club? Smart Phones and Social Learning in Senior Outreach and Luncheon featuring Joyce Moyer Hostetter. The section held its business meeting during conference. Planning to have meeting on March 2 at Catawba Public Library in Newton, NC.

**Public Library Section-Jason Rogers**

Dates are set for Fabulous Fridays for September and October. Looking for locations for the events.

**Reference and Adult Services Section-Katie Webb**

The section now has a full slate of officers. Based on a membership survey, members of RASS are interested in having a RASS listserv or discussion board chat.

**Round Table for Ethnic Minority Concerns-Jewel Davis**

The spring newsletter went out. Culture Conversations program, Building Diverse Collections for K-12 Students, is planned for February 15, 2018. They are constantly looking for topics for programs.

**Resources and Technical Services-Kate Silton**

Finalizing board and having conversations about what people do in technical services as opposed to what they did years ago.

**Special Collections-Jennifer Motszko**

A survey for programs went out. The section now has a full slate of board members, which allows them to focus on membership.

 **STEM-Karen Grigg**

The section is currently looking for an Secretary/Treasurer. They offered two different programs at the NCLA 2017 Conference. The section is planning a webinar for February 15, 2018. They are interested in increasing membership and offering the opportunity to have more frequent webinars.

**Technology and Trends-Kate Hill (Julie Raynor)**

The section is planning to continue offering webinars. The first webinar of the year was on January 17, 2018, Reconceptulizing Reference as Tech Support. The section is interested in collaborating with NMRT for technology centered mentoring program.

**Women’s Issues in Libraries-Jenny Boneno**

The section is planning to meet in a few weeks to look over bylaws. They are also planning for workshops.

**Youth Services-Meg Smith**

The section is reviewing the section’s bylaws. Chair said it was encouraging to hear things about ALA and NCLA. The section has a two-day retreat scheduled in October, in the planning stages right now.

Kim Parrott mentioned that all sections should post events on the NCLA website so that their programs will be added to the calendar of events.

**Committee Reports**

**Archives-Marcellaus Joiner**

The committee met via conference call to discussed expectations of the committee and possible dates to meet at the State Library to work on the collection.

**Conference 2019-Lorrie Russell**

Planning to kick off conference planning in October.

**Constitution, Codes and Handbook-Laura Davidson**

The official documents are the ones posted online http://ww.nclaoline.org/organization/ncla-handbook The chair gave the board homework: What does the constitution say about your role? What do the bylaws say and what does the Executive Board Handbook say? In addition, the chair also asked section chairs as well as committee chairs to review their roles as board members. The chair provided information on motions and minutes. She asked members to craft motions before the board meeting so that she has time to review them prior to voting.

**Development -Dana Eure**No Report

**Intellectual Freedom-April Dawkins (David Miller)**

Provided information on the Boot camp Advocacy Meeting

**Leadership Institute- Debra Shreve**

The Institute is scheduled for November 7-10, 2018. The first planning meeting took place on January 12. The Planning Committee discussed the application process and set up a timeline for meeting dates and deadlines for the year and also looked at evaluations from the 2016 class. The cost to attend the Institute is $400.00. The chair suggested that instead of scholarships, the sections get involve as sponsors of the conference and help by purchasing items or materials for the Institute. The next planning meeting is scheduled for February 22, 2018. The call for applications for the Institute will go out early March, deadline will be in May.

**Marketing- Hannah Norcutt (Joel Ferdon)**

The committee has added two new members to the marketing committee this past quarter: Alyssa Wharton and Hollie Stevenson-Parrish, both of UNCG. The marketing committee collaborated with the publicity committee for the conference to provide extra coverage for social media marketing. An Infographic targeted towards recruiting current LIS students to NCLA was created by Hollie Stevenson-Parrish and will be sent out to all of the library school deans in conjunction with a letter prepared by the student relations committee. The marketing committee met in December, and planned a new monthly eNewsletter to go out to all NCLA members.

**Membership-NCLA Regional Directors Alan Unsworth**

Emails went out to people in our areas.

**Nominating-Rodney Lippard**

Currently in the process of selecting members for the Nominating Committee.

**Operations-Dale Cousins**

Proposals and goals have been made for the biennium. The transition of committee chairs for the new biennium was successful. A performance review for 2017 was completed for the Executive Assistant and goals for the Executive Assistant for 2018 were agreed upon. Worked with Finance Committee for budget meeting. Work continues on the 2017 conference wrap up. Preparing for ALA Legislative Day, Leadership Institute, First Executive Board Meeting and the preparation for the 2018 membership renewals.

**Legislative and Advocacy-Anthony Chow/LaJaun Pringle**

The committee is working with the ALA Washington Office to coordinate NC’s contingent for National Library Legislative Day, which will take place May 6-8 in D.C. Anthony is coordinating the Student Library Ambassador program, where students share their stories about why libraries are important to them. The winners selected will receive an all-expense paid trip to NLLD as a part of the NC delegation. They will meet with our legislators to share their winning stories.

**Librarians Build Communities-Rase McCraey**

$1,400 was raised at conference for the Food Drive

**Scholarships-Amy Funderburk**

No report

**Website-Erin Holmes (not attending)**

The committee is making sure the website is up to date. There will be training for everyone. Social Media passwords will be changed.

**Continuing Education-Jennifer Hanft**

The committee met in October. Various topics for training are available for everyone on the Train Station on the State Library site. Working on Present like a Pro.

**Student Relations-Breanne Crumpton**

Looking for student representative

**NC School Library Media Association Liaison School-Bitsy Griffin**

There is discussion about eliminating media specialist positions in schools. Legislative Day is very important.

**State Librarian-Cal Shepard**

Cal encouraged all to apply for LSTA Grants. The EZ Grant Deadline is February 28. There are lots of applications for the grants. The State Library has a new employee, Catherine Prince.

**ALA Council and ALA Conference update- Lynda Kellam**

Lynda plans to post information about the ALA Council via her website: https://lyndamkreads.wordpress.com/2018/02/12/ala-council-day-1/

The Executive Director, Mary Ghikas has been reappointed until 2020.

**SELA Representative-Wanda Brown**

No Report

Meeting adjourned: 2:11pm

Minutes respectfully submitted by Denelle Eads, 3/16/2018