

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
11/17/2016**

Attending

Catherine Tingelstad, President	Retha Hall, District 5
Sally Goodman, Vice President/President-Elect	Carmen Barnes-Holden, District 6
Annie Harris, Secretary	Helen Colevins, Archivist
Absent, Treasurer	Carmen Ellis, Membership
Melanie Gnau, Immediate Past President	Jerriane Queen, Nominating
Absent, District 1	Libby Stone, Procedures
Absent, District 2	Alan Unsworth, Webmaster
Absent, District 3	Monica Young, Awards
Absent, District 4	Colleen Turnage, NCCCC
	Angela Davis, Communications

Call to Order

The meeting was called to order by Catherine at 2:01 PM

Approval of Minutes

The minutes of the previous meeting were approved by the board as submitted. Jerriane Queen made the motion to approve the minutes, and the motion was seconded by Melanie Gnau.

Old Business

Reciprocal Memberships:

At the NCCC System Conference NC Association of Developmental Education approached Catherine about reciprocal memberships. They have sent a reciprocal membership agreement form. Catherine would like the board's approval before going forward with the agreement. Mark Coltraine from Central Piedmont CC has volunteered to be the reciprocal member to NCADE. Their reciprocal agreement requires the following: one conference registration waiver per organization; one presentation slot (if requested) provided that a proposal submission is submitted by the due date and provided the focus of the presentation meets the criteria for the conference topic and theme and the final decision would come from the conference committee; one vendor table per organization. Although we would lose the cost of a vendor table, we gain the ability to have a presence at their conference. Libby said she thinks that is an equal tradeoff. NC Tutoring and Learning Association and NC3ADL would be good associations to have reciprocal memberships with. Carmen will come up with a reciprocal membership agreement form for our own organization. We plan to include the same elements as the NCADE and we will also add that one designee from their organization will be entered into MemberPlanet. We will likely enter them into MemberPlanet under their organization name. Monica Young made a motion to establish the category of reciprocal membership, Carmen Barnes-Holden seconded the motion, all were in favor, and none were opposed.

Meeting Software:

Some people have said that it might be nice to have some sort of meeting software with video capabilities during meetings, sharing minutes, documents, and screens. It might also give us the opportunity to create and record webinars. Some people do not think it is a good idea. Some suggestions were WebEx, Blackboard Collaborate, Skype for Business, and Annie emailed Catherine a list of other options. Catherine would like to set up a working group who would look at some options and pros and cons of going forward with the software. Monica Young, Angela Davis, and Retha Hall offered to be in the group.

NC Community Foundation:

Libby sent questions from the board to our contact at the foundation. We asked: Is there a penalty for leaving the NC Community Foundation and going with a different organization or fund manager? The contact answered: "We do hope you will understand that this would not be like a brokerage account that can be moved at will. We will do our best to earn your confidence in our services, but moving the endowment would require action to our board. Once this move is made, it is not something that is easily moved around." We asked: Could you send us a copy of your current "Charitable Giving Guide" that is mentioned in the draft agreements? It was sent to the board. We asked: The board also recommended that we contact a few references. Do you have contact information for anyone who currently has an endowment that we could talk to? The contact answered: "We hold an endowment for the North Carolina Library Association. I would be glad to inquire of one of our fund contacts if I could refer you to them. We also hold endowments for a number of libraries across the state. Let me put together some names for you." Libby did speak to the treasurer at NCLA, and she said they are very pleased with their experience with the foundation. Catherine will be glad to communicate with other groups who have an endowment with the foundation. Catherine proposes that she, Monica, Libby, Sally, Deborah, who were all on the original call with the foundation, meet again to discuss a plan of action for moving forward as well as a timeline, and they will present that plan in January.

CCCLA Recommendations:

The task force put together a list of recommendations. The members of the CCCLA Task Force make the following recommendations: 1. The Council of Community College Library Administrators (CCCLA) will maintain its name in order to provide strength in its role as advocate for libraries, librarians, and staff of the community colleges of North Carolina. 2. CCCLA will cease being a dues collecting non-profit organization. 3. The monies presently in the treasury will be donated to the scholarship fund of the North Carolina Community College Library Association (NCCCLA). 4. The Director's Institute (DI) will serve as the annual meeting of CCCLA providing a time for administrators to discuss issues, receive information from System Office representatives, plan advocacy initiatives, meet new administrators, etc. 5. The DI will meet at a central location during the summer semester and will be a self-sustaining meeting (Registration will be low enough to allow all to attend but enough to cover lunch and refreshments.) 6. A Planning Committee of five members will be formed at the end of each DI to plan the next year's meeting. The committee will name a Chair to lead them through the process. It is recommended that the Chair serve the following year as an adviser to the Planning Committee. 7. CCCLA will hold a session at each NCCCLA conference. This would be an informal sharing, brainstorming, planning session for administrators in attendance. The Planning Committee should have at least one member at this session to get ideas for the DI. Submitted by: Cathy Campbell, Director of Library Services, Craven Community College; Leigh Russell, Chair

of Library Services, Pitt Community College; Gloria Kelley, Dean of Library Services, Central Piedmont Community College; Jennifer Arnold, Director of Library Services, Central Piedmont Community College; Robert Antill, Director of Library Services & Student Learning Central, Fayetteville Technical CC; Helen Colevins, NCCCS Technical Services Librarian Forty out of fifty-eight library directors responded to the recommendations and approved the recommendation. The money that they currently have in their treasury will go to the scholarship fund. They will no longer be a dues collecting agency. Monica says these recommendations really clear up confusion with the multiple groups. NCCCLA's executive board will not need to vote on this because there is nothing written in our bylaws about CCCLA. There will no longer be a CCCLA rep from each NCCCLA district, so this just needs to be changed in the handbook. There was never really a job for the CCCLA reps to do, so this just takes away an unneeded position. This streamlines the process, and adds structure and planning for the Director's Institute. There was confusion and lack of participation in the Director's Institute, and hopefully this change will help with that. At the next meeting, Sally will know how much money will come to NCCCLA from CCCLA.

Reports

Archives:

No report.

Awards:

The awards committee had a meeting at the end of September. The awards committee members were going to promote the awards and conference at the system conference in October. Monica updated her contacts at the library schools and asked them to promote the awards among their students and alumni. Monica will talk to Angela about adding the awards to the upcoming newsletter.

Communications:

Angela sent out an eNewsletter at the beginning of November. Angela said people can email her updates that they would like published in the newsletter, and it is easiest for her if submissions are typed up as the sender would like printed. Angela will send an email on MemberPlanet to request submissions. She said that it doesn't open well in GroupWise, but it does open well in other email clients. Contact Angela at adavis@email.pittcc.edu

Conference Planning:

The next meeting will be November 30, 2016. UNCG and EBSCO are exhibitors, EBSCO is a sponsor, and EBSCO is a corporate member. We are in need of proposals. We only have one proposal now. We ask that the executive board members contribute something from their college to the gift baskets that are raffled off.

Membership:

We've had two membership renewals since the last meeting. Both of those renewals were people who hadn't renewed in a few years. We are hoping that as the conference registrations come in, we might have increased membership renewals. Carmen Barnes-Holden noted that her list of employees was out of date, and many people were no longer in their positions, but Catherine and

Alan noted that the list was actually created in early summer, so there must be a large amount of turn over.

Nominating:

Catherine and Jerriane will have a conversation in December about setting up a timeline for nominations. Vice-President and Secretary will be open positions in March.

Priorities:

No report.

Treasurer:

No report.

Website:

Alan has just been updating conference information.

District Updates

District 1:

Absent

District 2:

Absent

District 3:

Absent

District 4:

Absent

District 5:

Retha converted the photos from the last meeting into a video. She will either send it to Alan or Angela to be put on the website or the newsletter. She will also upload the minutes.

District 6:

No report.

Next Meeting:

Catherine will send out a poll for the next meeting in December.

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 2:57 PM

Respectfully Submitted,

Annie Harris (Secretary)

Addendum

Treasurer Report:

Deborah Foster sent out the financial statement via email to the Executive Board on November 18, 2016.

Deborah submitted the following financial report for the dates 10/18/2016– 11/15/2016:

	Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking	8679.81	307.32	179.04	8551.53
Money Market	5947.31	.00	4.71	5952.02
Money Market	59349.28	.00	47.04	59396.32
Shares	25.56	.00	.02	25.58