

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
11/18/2015**

Attending

Melanie Gnau, President	(Carmen Blanton), District 4
Catherine Tingelstad, Vice President/President-Elect	Retha Hall, District 5
Annie Harris, Secretary	Staci Wilson, District 6
Deborah Foster, Treasurer	Helen Colevins, Archivist
Alan Unsworth, Immediate Past President	Carmen Blanton, Membership
Jaxie Bryan, District 1	Catherine Tinglestad, Nominating
Sally Goodman, District 2	Libby Stone, Procedures
Absent, District 3	(Alan Unsworth), Webmaster
	Absent, Awards

Call to Order

The meeting was called to order by Melanie Gnau at 3:06 PM.

Approval of Minutes

The minutes of the previous meeting were approved by the board with changes. Libby Stone made the motion to approve the minutes, and the motion was seconded by a Alan Unsworth. The board voted to approve the minutes with changes.

Old Business

Membership List Subcommittee:

A meeting is scheduled with Melanie, Catherine, and Deborah on Monday, November 23, 2015 at Johnston Community College to figure out taking payments and using Member Planet. After the meeting we hope that everyone will be able to use the new platform and we can take the Membership List Subcommittee off of the old business.

Handbook Updates:

Melanie, Alan, and Libby received the handbook updates from Deborah on November 17, 2015. A section of the conference planning handbook is being replaced. Now the handbook has been completely updated. This can be removed from Old Business now. This ad hoc committee has now been dissolved.

New Business

Vacant Nominating Position:

Because Catherine has become the Vice President/President Elect, the Nominating position is vacant. The person will need to determine which offices need to be filled, make the call for nominations and volunteers, send out a survey so people can vote for positions, and remind people to vote. The formal duties are listed in the handbook. Melanie would like us to send her

nominations for the position. Please submit the names of possible candidates for the position to Melanie by the beginning of December.

Reports

Archives:

No report.

Awards:

Deborah talked with people from the library schools, UNCG, ECU etc., at NCLA and suggests that we might want to start early and solicit people from those programs to apply for the scholarships. Melanie will need to talk to Monica about this suggestion since she is not present today. We have the money to support these awards and now is the time to get the word out.

Conference Planning:

The committee met on Thursday, October 29, 2015. The committee went over the date and location. Two colleges offered to hold the conference in March: Surry CC and Davidson CCC. Surry had no charge, and it is available on Thursday, March 10th and 11th. The committee also discussed the theme which was sent to the membership for a vote. The theme which won was "Designing Better Librarians." The committee discussed the pros and cons of having vendors. In talking with Libby after that meeting, Catherine decided to have vendors at the conference. Melanie is working on the logo. Alan set up the hotel which is in Dobson off of I-77. Conference LibGuide has been set up by Alan: <http://library.surry.edu/ncccla2016>. Sally will look into creating an app for the guidebook of the conference. The conference will have a follow-up call for the conference planning committee tomorrow, Thursday, November 19, 2015. The board approved the location, date, and theme via email. Libby wrote an exhibitor letter which the board needs to approve before it is sent to potential vendors. Retha made a motion to approve the letter, and Jaxie seconded the motion. **The board voted to approve the use of the exhibitor letter.** Can we send out the list of vendors so that if there are some missing people can submit other contacts or ideas for vendors to contact. The committee has started looking for speakers, and an email has been sent calling for proposals for conference session presentations.

Membership:

No update other than the upcoming meeting mentioned above where Carmen, Catherine, Melanie, and Deborah will work on learning Member Planet and using it for membership. We need to get the Member Planet up and running so people can begin to renew on that site.

Newsletter:

There is no newsletter chair at this time. No updates.

NCCCS/Library Services Advisory Council:

No updates.

Nominating:

There is no nominating chair at this time. No updates.

Priorities:

Conference is the main priority and filling the vacant nominating position is the second priority.

Treasurer:

Deborah Foster sent out the financial statement to Executive Board.

Deborah Foster submitted the following financial report for the date – 11/16/2015:

	Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking				4733.95
Money Market				5887.77
Money Market				58543.13
Shares				25.37

Deborah did not have a statement, so she only had ending balances. The credit union finally approved the name change of the organization. Deborah needs permission to order new checks and deposit slips. Melanie Gnau’s name is on the account as a signatory. The last time checks were ordered was 1983. Deborah will find out the price of the checks and get approval from Melanie.

Website:

The website has been updated with conference information. The conference libguide has been set up through Surry CC Library’s website.

District Updates

District 1:

No updates.

District 2:

Sally is working on emailing two new directors at Pamlico CC and Sampson CC to welcome them to the district and get their participation with future events. The website needs to be updated for District 5, Retha is the Director of District 5 and the Secretary and Vice Director are vacant.

District 3:

Absent.

District 4:

No updates.

District 5:

Retha sent out an email to everyone reminding them of the conference and reminding them to update their membership. She is also seeking volunteers for the secretary and vice director positions.

District 6:

No updates.

Next Meeting:

Melanie will put off the next meeting until the beginning of January, and she will send out a doodle poll to nail down a specific date and time.

Adjournment:

The meeting was adjourned by Melanie Gnau at 3:56 PM.

Respectfully Submitted,
Annie Harris (Secretary)