

**North Carolina Community College Library Association (NCCCLA)**  
**Executive Board Meeting**  
**4/13/2016**

**Attending**

Catherine Tingelstad, President  
Sally Goodman, Vice President/President-Elect  
Melanie Gnau, Immediate Past President  
Jaxie Bryan, District 1  
Christine Vasica, District 2  
Brenda Almeyda, District 3  
Jennifer Seagraves, District 4  
Retha Hall, District 5  
Carmen Barnes-Holden, District 6  
Helen Colevins, Archivist  
Carmen Blanton, Membership  
Jerriane Queen, Nominating  
Libby Stone, Procedures  
Alan Unsworth, Webmaster  
Monica Young, Awards

**Call to Order**

The meeting was called to order by Catherine Tingelstad at 3:01pm.

**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 Monica Young.

**Old Business**

**MemberPlanet update:**

Catherine explained that there have been some hiccups with the site. The best way to currently pay is by visiting the NCCCLA website. Monica brought up an issue that she was experiencing and Catherine explained that she had manually fixed her membership renewal date in the MemberPlanet system.

**Booth at NCCCS Conference:**

Alan will be at the conference, but we will need volunteers to staff the table. The conference will be held on October 9<sup>th</sup>-11<sup>th</sup>. Catherine will check to see if presentation proposals are closed.

**New Business**

**Monthly library updates/videos:**

Different libraries will give an update of what is happening at that library, then the video will be shared with the membership via MemberPlanet. Sally Goodman will be the first volunteer, and her video will focus on her movie programming. Catherine wants to focus on one library per month and on libraries that are doing interesting things. Videos will be sent to Catherine. Jerrienne will do the May video and Carmen Barnes-Holden will do the June. Catherine and Melanie will send out a waiver form for students to appear in the videos and some standards for the videos.

#### **Responsibilities of district officers:**

<https://ncccla.files.wordpress.com/2014/09/district-officers.pdf>

Catherine encouraged officers to read over the responsibilities and reminded district officers to have at least one meeting. District 5 has already planned their meeting.

#### **Vacant offices in districts need to be filled:**

Catherine asked Christine and Carmen Barnes-Holden if they could fill the vacant offices in their districts.

#### **NCCCLA 50<sup>th</sup> anniversary:**

Next year is our 50<sup>th</sup> anniversary.

#### **Facebook – promote posts to expand exposure?:**

Alan explained that Facebook uses an algorithm to show posts. We can set our own budget to promote our posts on Facebook and get them seen by more people. We could pay as little as a dollar a day to promote very important posts such as conference registration. We can pay via PayPal. Alan recommends that we promote the page to people who have library or books as an interest in Facebook. At a week of promotions at \$5.00 a day, that's \$35.00. Alan suggests we simply try to promote the page for a week for \$35.00. **Libby Stone made a motion that we give Alan permission to pay \$35 to Facebook for one week via PayPal to boost our page to people in North Carolina who have interests in “books” or “libraries”. Jerrienne seconded it. All in favor, none opposed.** Alan will report back to us at the next meeting.

#### **Order more bookmarks, pads of paper, pens:**

Running low on supplies. Discussion is tabled until Libby and Catherine discuss price and if the board needs to vote on any money spent.

#### **Reports**

#### **Archives:**

No report.

**Awards:**

Conference certificates were mailed to individuals who were not at the conference.

**Conference Planning:**

Sally met with Elizabeth Baker at Carteret Community College and the Crystal Coast Civic Center manager in Morehead City. Sally expressed the importance of having a quality conference for the 50th year. The conference venue will cost \$850 per day. The dates are possibly March 30th and 31st. The board voted for a previous date, but that date had a conflict with the NCLA Leadership Institute. Sally will type up the information and the conference committee will vote again via email, then it will be sent to the Executive board for a vote.

**Membership:**

Carmen Blanton wants to encourage everyone to plug the membership at our professional opportunities.

**NCCCS/Library Services Advisory Council:**

Libby explained some background of the NCCCS and explained that they haven't had a meeting in a while, but they did meet at the NCCCLA conference. This council was created to encourage communication. Sally explained that the Director's Institute will be at Durham Tech on Wednesday, July 20th (for new directors) and Thursday, July 21st. It will be a 2 day event. NCCCS will be the ones planning the Director's Institute. Sally explained that some of the confusion of the representative's role will be resolved at the meeting.

**Nominating:**

No report.

**Priorities:**

No report.

**Treasurer:**

Deborah Foster sent out the financial statement (as of 3/15/16) to the Executive Board.

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		4772.08	2981.87	10522.27	12312.48
Money Market		5907.62	0.00	4.68	5912.30
Money Market		58740.54	0.00	46.56	58787.10
Shares		25.44	0.00	.01	25.45

Deb was not able to attend the meeting, but will explain the accounts at the next meeting. We made about \$6,400 from the conference.

**Website:**

Alan and Libby updated the handbook including past board members and the appendices.

**District Updates****District 1:**

No report

**District 2:**

No report.

**District 3:**

No report.

**District 4:**

Working on planning the summer meeting.

**District 5:**

Meeting in June at Gaston College. All officer positions are filled. Hoping to do some professional development on accessibility.

**District 6:**

No report.

**Next meeting:**

The next meeting will be scheduled via Doodle poll.

**Adjournment:**

The meeting was adjourned by Catherine Tingelstad at 4:18pm.

Respectfully submitted,

Melanie Gnau, Immediate Past President