

**North Carolina Community College Library Association (NCCCLA)  
Executive Board Meeting  
5/18/2016**

**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
Deborah Foster, Treasurer	Absent, Membership
Melanie Gnau, Immediate Past President	Jerriane Queen, Nominating
Jaxie Bryan, District 1	Libby Stone, Procedures
Christine Vasica, District 2	Alan Unsworth, Webmaster
Absent, District 3	Absent, Awards
Absent, District 4	

**Call to Order**

The meeting was called to order by Catherine Tingelstad at 3:03 PM

**Approval of Minutes**

The minutes of the previous meeting were approved by the board as submitted. Deborah Foster made the motion to approve the minutes, and the motion was seconded by a Libby Stone.

**Old Business**

**Facebook:**

Alan reports that we promoted our Facebook page to people interested in community colleges and libraries as well as some other groups. We spent about \$40 to promote for eight days and we got about 40 more likes. The page views also went up. Alan thinks it will be worth doing in the future such as around conference time when we are trying to promote attendance. It is not an ongoing expense. Going forward we will promote strategically and will get board approval prior to spending money on the Facebook promotions.

**PayPal and Member Planet money:**

Deborah requested that we warn her when we use the money from the accounts. There was some confusion about Member Planet money that was coming out of PayPal, but Catherine clarified it.

**Monthly Library Videos:**

Catherine thanked Sally and Nicole from Coastal CC for the poetry month video which went out through Member Planet email. Carmen from Catawba Valley Community College will be responsible for the June video. Carmen reports that she has filmed the video and is working on the finishing touches and a possible LibGuide to go along with it. Jaxie was scheduled for the July video, but she requested that we look for someone else to create the July video.

**Vacant offices:**

All vacant offices have been filled except for the Secretary of District 6. Carmen said she would take minutes for her district meetings since she is having trouble finding someone to be secretary. Libby suggested that they try to identify someone willing to be secretary and take minutes at the next District 6 meeting.

### **Member Planet meeting:**

Catherine has been working on Member Planet. Melanie, Carmen Blanton, and Catherine are meeting in Thursday, June 16 to discuss Member Planet and develop process and procedures. Deborah and Sally will not be available for the meeting, but Catherine will call them after, fill them in, and get their feedback.

### **New Business**

#### **District Meetings:**

Catherine wonders how we feel about our membership and if we want to boost it. She thinks we need to add incentives for being a member. She thinks we need to make the district meetings available to only members. In the past all events were open to members and non-members. Conferences are open to anyone, but members get a discount. Deborah suggests that district meetings should be open to everyone. Allowing non-members to come shows people what we have to offer and is like an advertisement. Jaxie and Sally both agree that having them open to everyone is a way to bring in members. Melanie suggested that we try to figure out why people aren't members. We will not restrict our district meetings to members only because it is a way to reach more people. We will try to reach out to people to find out possible reasons people aren't members. Libby wanted to make sure that all districts are having meetings.

#### **CCCLA Reps:**

The role of the CCCLA rep is currently on hold until we know more about the direction of the Library Advisory Council and the replacement for Dr. Williams at the System Office. Sally Goodman reported that The Directors' Institute will be held on July 21 at Durham Tech when this will be discussed by the Library Directors. It was emphasized that it is important to keep some kind of advisory council so that the community college libraries have a voice with the System Office Administration. The Directors' Institute at Durham Tech is being planned by a small group of Directors, initiated by Barbara McKibbin and Irene Laube. Helen Colevins from the System Office is conducting a New Directors' Workshop the day before on July 20<sup>th</sup>. It was suggested that once we have more information after the Directors' Institute, we will be able to revisit the role of the CCCLA rep.

Catherine will contact the current CCCLA reps to update them.

#### **Contact information for NCCCLA Lifetime members:**

Catherine and Sally discussed bringing lifetime members to the conference. However, we don't have a way to get in touch with many of those people. Catherine is keeping a master list, but she requested that we give her the information if we know how to get in touch with any of the life members. Lifetime members need to be nominated, so we should be thinking about nominations when people retire.

**Membership focus:**

Catherine requests that we think about the membership. Currently, we have 63 professionals, 11 paraprofessionals, and 10 lifetime members. Catherine believes there are over 400 people working in community college libraries. Do we want to boost our membership? What are our membership goals? Catherine would like to speak at the next meeting about if we want to boost our membership and what incentives are to members.

**Reports****Archives:**

No report.

**Awards:**

No report.

**Conference Planning:**

Sally reports that the first conference planning meeting is scheduled for Wednesday, June 1 at 3:00 pm. We have a location, date, and two hotels which will hold 30 rooms each. Members who attend the conference are going to need to book their rooms at the state rate no later than February 28 at the Hampton Inn and Holiday Inn Express. Wednesday, March 29 we will tentatively have a pre-conference dinner at the Ruddy Duck waterfront restaurant. At the upcoming meeting the committee will discuss a theme, budget, and speakers. The first meeting will also establish a timeline and responsibilities. We will send an email to the membership for theme ideas and we will offer free registration for the theme winner.

**Membership:**

No report.

**NCCCS/Library Services Advisory Council:**

See update above. Deborah suggested that at the directors meeting there be a discussion of support for staff attending district meetings and conferences.

**Nominating:**

No report.

**Priorities:**

No report.

**Treasurer:**

Deborah Foster sent out the financial statement to Executive Board.

Deborah Foster submitted the following financial report for the dates 4/15/2016– 5/16/2016:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		11054.29	451.00	321.06	10924.35
Money Market		5917.96	00	4.37	5922.33
Money Market		59056.51	00	43.58	59100.09
Shares		25.47	00	.01	25.48

Catherine requested that Deborah explain the accounts. We have a passbook account which is required to stay at \$25 which is required to be a member of State Employees Credit Union. The interest checking account should maintain a minimum of \$5000 to pay for district meetings and other expenses according to bylaws. Interest checking pays for conference expenses. We have two money market accounts. One pays for scholarships and one is a reserve that keeps the income from the conference. Deborah usually pulls down the interest checking to \$5000 and put the remainder into the scholarship account sometime in the summer. Deborah has been able to pay for the scholarships from the interest checking each year and not use the scholarship money for about the last 13 years. We discussed how we can spend the money in the various accounts. We would like to spend more money on the conference this year. As long as the board approves the expenditure, we can use the money however we want. We discussed holding off on moving the money from the interest checking this year. We discussed whether we would miss out on a large amount of interest by not moving the money to the money market, but we decided the amount of interest was negligible. Because we are going to plan to spend more money on the conference this year, we decided to keep more money in the interest checking and not draw it down to \$5000 this year.

**Website:**

See Alan's report above about the Facebook promotion.

**District Updates**

**District 1:**

Jaxie reports that "services for high school students at the community college" is a topic that people in her district are interested in based on a poll she sent. Jaxie is tentatively planning a meeting for the second week of July. None of her members offered a location, so Jaxie wonders if having the district meeting at the same location would be acceptable. A few members of the district didn't get the poll email from Jaxie. Catherine will get Jaxie a complete email list from Wake Tech.

**District 2:**

Christine reports that District 2 will have a meeting on August 2 at Carteret CC and sample the Ruddy Duck restaurant.

**District 3:**

No report.

**District 4:**

No report.

**District 5:**

Retha reports that they will have a meeting at Gaston College on June 16. The meeting will be focused on accessibility. District 5 requested getting an email list for the CPCC libraries.

**District 6:**

No report.

**Next Meeting:**

Catherine will send out a Doodle poll to schedule the next meeting.

**Adjournment:**

The meeting was adjourned by Catherine Tingelstad at 4:20 PM

Respectfully Submitted,  
Annie Harris (Secretary)