

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
7/25/2016**

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	Absent, Nominating
Absent, District 1	Libby Stone, Procedures
Absent, District 2	Absent, Webmaster
Brenda Almeyda, District 3	Monica Young, Awards
Jennifer Seagraves, District 4	Colleen Turnage, NCCCC

Call to Order

The meeting was called to order by Catherine Tingelstad at 1:03 PM

Approval of Minutes

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

Old Business

Confirming MemberPlanet Contacts:

Catherine requests that district directors check with members in their district to make sure that the members are getting the MemberPlanet emails. Catherine would like district directors to respond to her by the end of the summer with the information on whether or not all members in their district are receiving the MemberPlanet emails.

Communications Director:

Previously we had a Newsletter Editor, but we put that position on hold because we felt the newsletter wasn't very successful for communicating with the membership. Catherine believes a Communications Director position which would be in charge of the monthly videos and other communication efforts with the membership would be more beneficial. A board member suggested that we think about people at our schools that would be a good fit for the position and to see if anyone is interested. Action item: Libby stated that we will need to update the handbook in order to change the newsletter editor position and then vote on the changes to the handbook.

Meeting Reimbursement:

In the previous meeting we discussed increasing the meeting reimbursement to \$200 annually per district which would be an increase from \$100 annually. Monica asked when this would take effect, and Catherine and Libby discussed whether the reimbursements were calculated on a yearly basis or from conference to conference. Someone asked if this money could be used for travel reimbursement for gas to travel to the meetings, but we discussed that it would be best not

to use the money to reimburse for travel because it might lead to everyone expecting travel reimbursement and because it might cause liability issues. We decided that we would make this increase retroactive to the last conference, so all districts that have already had meetings this year can possibly have another meeting using the remainder of the \$200 allotment. **Retha made a motion to increase the annual reimbursement amount for district meetings to \$200 (retroactive to the last conference), Melanie seconded the motion, and the motion was passed by the board with all voting in favor.**

New Business

NCCCLA Awards :

Monica reports that there are six awards. Two are grants. The conference grant is reimbursement for conference registration, lodging, travel, and incidental expenses related to attendance at the NCCCLA annual conference up to \$200 (there are two awards up to \$200 each for conference grants). This grant is only for current members. The professional development grant has two awards up to \$200 each. We normally award these to one librarian and one para-professional. We have an achievement award and a life membership award. In the last two years, no one has received the achievement award. Jackie Case received the life membership award in 2016, but she could not attend the conference. Winners of the achievement award receive a plaque and the life membership award winner receives a certificate. The last two are scholarship awards. Scottie W. Cox scholarship award is for a library employee with a bachelor's working towards a masters and it is \$1,000. Mertys Bell Scholarship is a \$500 award given to a para-professional working toward an associate or a bachelor's degree in library and information studies. We have had a standing awards committee for the last two years, there is no term limit. We have seven people on the committee currently. There is no set rule on committee membership; committee makeup just depends on who is chair. Members of the committee are: Amy Burns, Christy Earp, Carmen Melinn, Gena Craig, Kathy Fountain, Libby Stone, and Monica Young (chair). Sally wondered how people's names are put forward for the awards. The response is that there are applications and instructions for each award on the website. Catherine wondered how the awards are advertised. Monica shared that the two scholarships are advertised to the library schools. The grants are only posted on our website, but they have not been advertised to the membership. All grants and scholarships are due by February 15 except the professional development grant which is set for June 30. A couple people agreed that we need to clarify the criteria for the professional development grant on the website, so that people understand it can be used for activities outside of NCCCLA activities. Sally offered that the conference planning committee can help with advertising. Catherine wanted to look at clarifying some of the descriptions, possibly increasing the amounts, and thinking of ways to get this information out to members. Annie suggested increasing the professional development grant to \$400 which would cover the cost of NCLA Leadership Institute and average price of the ALA annual conference, two events which might be of interest to our membership. We need to check with Deb before we make a decision on increasing any of the awards. We don't know the history of the scholarships, but we are wondering if we should increase those. Carmen Ellis remarked that one three credit graduate level course costs about \$1,300, so that is something to think about when setting the scholarship amounts. Libby suggested doubling the two scholarship amounts, but we left this conversation for another time so that we could consider what Deb has to say. Regarding marketing of the awards, we can send an email to the membership to get the word out. We can start that earlier in

the fall because the conference planning is moving forward quickly this year. A board member suggested sending out the first email in September to advertise the grants and scholarships. We haven't given the achievement award in a few years, and Catherine is wondering if we need to rework or rethink that award. Monica wonders if we could change the award to nominate someone outside of our membership. Libby thinks such a change would need to come from the awards committee. Colleen noted that Rejeanor Scott is working on a grant which might make her a candidate for the achievement award. Annie suggested thinking about some type of research grant to encourage writing and publishing from community college libraries. Sally suggested having a representative from the awards committee on the conference planning committee. Currently, Libby is on the awards committee and the conference planning committee. Action Items: 1. Clarify the wording on the professional development grant to make it clear that the grant can be used for non-NCCCLA events. 2. Discuss the feasibility of raising the award amounts with the treasurer. 3. Send out award marketing emails beginning in September.

Director's Institute Report:

Catherine attended the Director's Institute on July 21st and provided a short overview of NCCCLA including the mission and membership makeup. Sally provided an overview of the conference and a proposal of combining NCCCLA and the Director's Institute because the future of CCCLA (Council of Community College Library Administrators) is in question. There were 42 directors and 5 people from the system office in attendance. Sally proposed bringing the Director's Institute as a pre-conference event to the NCCCLA annual conference, but the attendees did not think it was a good idea. Their reasons were: the required attendance of directors might limit attendance of non-directors, extending the conference by one day might make it harder to come, and summer is better than spring for the directors. The directors were in favor of moving CCCLA under NCCCLA. CCCLA is a voice for the libraries at the system office. The task force will create the directive for CCCLA moving under NCCCLA. The task force has a deadline of December 1. They had to make a decision to either dissolve CCCLA or keep it going somehow. The main purpose of CCCLA will be to plan the Director's Institute. The Director's Institute also voted for the NC LIVE representative. Alan Unsworth was voted in as the representative to the Librarian's Council for NC LIVE. There was a good rapport between the system office and the directors which was an improvement over the last director's institute. Monica and Helen thanked Sally for her work on the Director's Institute.

Reports

Archives:

Helen has been doing research on history, and she is still looking for materials such as photos to create a presentation for the conference. Helen and Jackie Kilberg sent out an email requesting materials from members.

Awards:

See awards discussion in new business above.

Conference Planning:

Conference Planning had a meeting in July. They have confirmed registration fees. They have a conference logo on the website. CC system president has agreed to be a speaker at the

conference pending the schedule of the legislative session in the spring. The committee is working on a backup keynote speaker and has contacted Clyde Edgerton for that.

Membership:

Carmen Ellis has changed and updated settings in MemberPlanet. Now, when anyone joins or pays in MemberPlanet Carmen is notified, so she can send a welcome email to the new member. There is a setting that will allow for a notification to Membership chair when someone renews which will be helpful. On June 28, we sent a membership push email to 249 contacts who were not current paid members. We are going to send another membership push email to a list that now contains 367 names closer to fall. Currently we have 27 of the community college libraries that have 0 members. We are discussing how to reach out to these schools to get more representation across the state. Currently, 24 library directors are members, and Sally and Catherine encouraged library directors to be members at the Director’s Institute. In conjunction with the awards conversation, Colleen suggested that perhaps giving an award to one library a year to increase their materials budget might encourage membership with the stipulation that someone (especially the director) has to be a member in order for the school to be eligible to receive the award.

Newsletter:

No report.

Nominating:

No report.

Priorities:

No report.

Treasurer:

Deborah Foster sent out account summaries to Executive Board prior to the meeting. She submitted the following financial report for the dates 6/21/2016– 7/21/2016:

	Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking	9836.87	550.57	25.80	9312.10
Money Market	Not reported	Not reported	Not reported	5932.86
Money Market	Not reported	Not reported	Not reported	59205.14
Shares	Not reported	Not reported	Not reported	25.52

Deb also reported the outstanding checks as of 7-21-2016 and checkbook balance as follows:

Check # 1008	Crystal Coast Civic Center Deposit	876.69
Check # 1009	Libby Stone District meeting supplies	49.57
Check # 1010	Floyd's 1921 Deposit for food for conference	250.00
Check # 1011	John Walsh Mertys Bell Scholarship 1st installment	250.00
Check # 1012	Deborah Bernhard Scottie Cox scholarship 1st installment	500.00
Check # 1013	Voided check	
Check # 1014	Jaxie Bryan District Meeting supplies	79.53
Total Outstanding Checks		2005.79
Checkbook balance as of 7-21-2016		7306.31

Website:

No report.

District Updates**District 1:**

Johnston CC hosted a meeting on Thursday, July 14. There were representatives from four different community colleges. There was a program planned. They learned how to use OneClick digital. There was a wide ranging conversation including instruction, planning, and outreach.

District 2:

They will meet on Tuesday, August 2 at Ruddy Duck Restaurant and then will meet at Carteret CC to discuss reporting questions.

District 3:

Brenda, Monica, and Julie discussed pushing the annual meeting back to October instead of meeting over the summer because the summer timeframe was too tight to plan the meeting.

District 4:

Jennifer reports that they plan is to meet on August 5 and they will discuss LSTA grants and have a discussion.

District 5:

Retha reports that they had a meeting at Gaston College. They focused on accessibility issues. Alan Unsworth presented. The minutes are posted on the website. Mitchell CC offered to host the next meeting.

District 6:

Carmen Barnes-Holden needs a list of people to contact about their meeting which will probably take place in October.

Next Meeting:

Catherine will send out a doodle poll to plan the next meeting.

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 2:24 PM

Respectfully Submitted,
Annie Harris (Secretary)