

**North Carolina Community College Library Association (NCCCLA)
Executive Board Meeting
8/22/2016**

Attending

Catherine Tingelstad, President	Retha Hall, District 5
Absent, Vice President/President-Elect	Absent, District 6
Annie Harris, Secretary	Helen Colevins, Archivist
Absent, Treasurer	Carmen Ellis, Membership
Melanie Gnau, Immediate Past President	Absent, Nominating
Jaxie Bryan, District 1	Libby Stone, Procedures
Christine Vasica, District 2	Absent, Webmaster
Absent, 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 3:00 PM

Approval of Minutes

The minutes of the previous meeting were approved by the board as submitted.. Retha Hall made the motion to approve the minutes, and the motion was seconded by a Jennifer Seagraves.

Old Business

Awards/Scholarships – Timeline for implementing change :

The board had a conversation on the last phone call about awards and scholarships. Monica reports that Catherine sent out a request for people to join the committee. Monica has a list of people interested to be on the committee, Monica has to work with Carmen Ellis to make sure the committee members are association members. Monica and Catherine talked to Deb about the feasibility on raising the award amount. Catherine, Deborah, Libby, and Monica are scheduled to talk to someone from the North Carolina Community Foundation. Deborah was concerned about doubling the amounts prior to moving the money to the community foundation. The community foundation invests the funds and helps with the administration of the scholarships. We don't want to make a decision on increasing the amounts until we find out more about the administrative costs. Colleen suggested that there needs to be an exit strategy to be prepared to leave from the North Carolina Community Foundation without too much penalty in case the return on investment doesn't turn out to be as good as hoped. North Carolina Community Foundation expects \$25000, admin fee of 1.5% annually, annual distribution of 5%. Catherine encourages that members of the board send in questions. The scholarship amounts need to be decided upon so that the awards committee can begin marketing. After the meeting with the foundation on August 31, the group can bring back more information to the board. At the next meeting we will discuss amounts as well as the information about the foundation.

Video – Robb Ross at NC LIVE:

Catherine contacted Robb Ross from NC LIVE to ask him to make a short video for the members. Robb Ross will be giving an update about the impact campaign project, patron

profiles, the new website, etc. He will be putting together that update in a video to be sent out to members in September.

New Business

Handbook Updates:

Catherine sent out proposed changes to the handbook that she would like to discuss and vote on.

The current Mission statement and history section lists three notable accomplishments. The last notable accomplishment occurred in 1986. Catherine recommends removing these dates because it seems like we haven't done anything notable in thirty years. **Libby moved to delete the section and that the procedures officer will make a memo to the archivist to make sure the information is included in the archives. Sally seconded the motion. The motion passed with all in favor.**

To the officer responsibilities section, Catherine would like to add that district officers will, each summer, review and update membership and contact lists in MemberPlanet. All community college library employees should appear on one of these two lists (unless they have unsubscribed). The Membership Chair will update MemberPlanet based on the information provided by the District Directors. The district director will send a list of all of the library employees in their district to the Membership Chair. **Christine made a motion to add these duties to the district officer responsibilities, Melanie second the motion, and it passed with all in favor.**

To the section on Procedures for District Meetings, Catherine would like to change "NCCCLA allocates \$100 per district annually for expenses" to "NCCCLA allocates \$200 per district annually for expenses." **Sally made a motion to change the annual district meeting reimbursement amount to \$200 and Colleen seconded, and it passed with all in favor.**

In the Archivist section under Procedures for Archiving Materials, Catherine would like to delete "Print out and file one copy of the quarterly Association newsletter as distributed to the membership via electronic mail by the Newsletter Editor." And, under Membership Chairperson's General Procedures, she would like to delete "Advertise membership benefits in the quarterly Association newsletter." **Retha made a motion to accept the two deletions, Jennifer seconded, and it passed with all in favor.**

Under Awards Committee, Composition, where the handbook states "Committee members may volunteer to serve or be recruited by the Chair; members should ideally be derived from geographically diverse member institutions." Catherine would like to add: "Committee members will serve two-year terms (from conference to conference)." **Jaxie made a motion to accept the addition of two year terms for awards committee members, Retha and Melanie seconded, and it passed with all in favor.**

In response to the vote during the July 25, 2016 board meeting, Catherine would like to update the handbook to replace the Newsletter Editor with the Communications Officer. It is proposed to delete the Newsletter Editor Officer position description from the handbook and add into the handbook a section for the Communications Officer with the following verbiage:

OFFICE RESPONSIBILITIES

Request and compile items of interest from District Directors, Executive Board members, NCCCLA committees, and the general membership.

As appropriate, send emails containing information, updates, videos, etc. to membership using MemberPlanet.

Participate as a voting member on the Executive Board.

For reference, maintain documentation that might be useful to a successor.

Perform any tasks assigned by the President.

PROCEDURES FOR IDENTIFYING AND CREATING COMMUNICATIONS

Determine best available avenues for requesting and collecting items, in conjunction with President, Webmaster, and Executive Board.

Communications officer has the right to accept, reject, edit, or amend any articles or information submitted for distribution.

Create emails using the MemberPlanet system.

The approved NCCCLA logo may be used in the masthead.

Emails should be sent to NCCCLA members only.

Permission must be secured to reproduce any copyrighted material.

LENGTH OF TERM

Once appointed by the President, the Communications Officer will remain in office until a successor is appointed.

As soon as the board approves the position, Catherine will appoint the nominee. **Melanie made a motion to delete the Newsletter Editor position and add the Communications Officer position as detailed, Sally seconded, and it passed with all in favor.**

Meeting with NC Community Foundation:

The meeting described above in the Old Business report on Awards will take place on August 31, 2016.

Reports

Archives:

No report.

Awards:

See report in Old Business above.

Conference Planning:

Sally reports that the next conference planning committee meeting is scheduled for August 24, 2016. Author Lee Smith will be the keynote speaker. She will travel from Hillsborough, her fee is \$1000, and we will cover her lodging and food. Dr. Williamson the Community College system president is not able to make the conference.

Membership:

Carmen Ellis reports that 357 contacts will be sent a membership drive email on August 30. We hope that our current contact list reflects the current employee base of the libraries throughout the state. Carmen gets an email from MemberPlanet when anyone joins or renews, so she can keep track of where membership stands and send welcome emails. Retha wondered if the emails will be sent to full time and part time. Catherine said that they have been pulling email addresses from the library website, so the email list is only reflective of the addresses available on library websites. Retha is not getting MemberPlanet emails, but she has confirmed that other people at her school are getting them.

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 7/20/2016– 8/19/2016:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		Not reported	Not reported	Not reported	\$8,548.47
Money Market		Not reported	Not reported	Not reported	\$5,937.08
Money Market		Not reported	Not reported	Not reported	\$59,247.21
Shares		Not reported	Not reported	Not reported	\$25.53

Website:

No report.

District Updates**District 1:**

Jaxie reports that Catherine reported on the District 1 meeting during the July 25 Board Meeting.

District 2:

Christine reports that District 2 met on Aug 2 at Carteret Community College. Colleen Turnage presented on reports and new features for CCLINC.

District 3:

Monica reports that District 3 is waiting until October to meet.

District 4:

Jennifer reports that District 4 met the first week of August and discussed LSTA grants.

District 5:

Retha reports that District 5 is having another meeting in September hopefully. Mitchell Community College will hold the next meeting.

District 6:

Carmen Barnes-Holden is absent, but it was discussed that many of the schools in her district have no members which makes meeting difficult.

Next Meeting:

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

Adjournment:

The meeting was adjourned by Catherine Tingelstad at 3:55 PM

Respectfully Submitted,
Annie Harris (Secretary)