

**NCCCLRA Executive Board Conference Call
January 30, 2008
2:30 p.m.**

Attending:

Myra Blue	Pamlico
Cathy Campbell	Craven
Stephanie Bowers	Pitt
Deborah Foster	Fayetteville
Gena Craig	Central Piedmont
Ruth Bryan	System Office
Libby Stone	Gaston
Michael Rose	Rockingham
Allen Mosteller	Cleveland

Previous Minutes:

Stephanie noted that she was sent no corrections or additions to the posted minutes from the last Executive Board meeting on December 11, 2007. **The motion was made and seconded to accept the minutes as they stand—the motion was carried.**

Treasurer's Report:

Deborah announced the current account balances as follows:

Checking account—\$7240.80

Money Market account—\$5258.73

Scholarship account—\$44,914.29

Share account—\$28.54

A more detailed copy of this report had been sent out to the Executive Board officers prior to the meeting. Myra asked Deborah if these totals reflect all pending reimbursements to districts, and Deborah indicated that they do not. **The motion was made and seconded to accept the Treasurer's Report as it stands—the motion was carried.**

Deborah further reported the 2007 "interest earned" totals as follows:

Checking account—\$57.48

Money Market account—\$221.59

Scholarship account—\$1870.16

Share account—\$.48

She noted that these totals are automatically reported to the IRS, but we do not have to file tax returns at this time.

Deborah also submitted for the Board's consideration the idea that we may want to start using the interest generated by the Scholarship Fund to pay out the scholarships, and that we may want to increase the amount offered so as to increase interest among potential applicants. Suggested increases are: \$1000 for professionals (payable in two even installments over the course of two semesters, subject to satisfactory progress in the course of study) and \$500 for paraprofessionals (subject to the same terms). The amount that has been offered for the past several years is \$400 for anyone who applies. We received no applications last year and have so far received none for the current year. Libby indicated that the Scholarship Committee would consider this proposal.

Conference Planning:

Vendor Participation—Allen has been in contact with the regional manager of EBSCO regarding the Wednesday night vendor reception. Beer and wine is the only alcohol allowed and we will need to buy this and get it to the conference facility ourselves. Cathy reported that this can be done a day ahead of time and the Walker Center will store/refrigerate it for us; they will also provide a bartender for the event at a cost of \$3.00 per person attending. They have a chart to estimate how many cans/bottles we might need depending on the number of people expected and recommend that we serve heavy hors d'oeuvres to offset the effects of the alcohol consumed. Attendees will be given two drink tickets per person for their choice of beer, wine, or soda. As EBSCO will be writing us a check to cover all expenses for this reception, they will be allowed to present their new database features on a continuing loop throughout the event. There was some concern on the part of the Walker Center as to whether there would be enough room to set up a bar among all the vendors but Cathy assured them that there would not be so many vendors/attendees that this would pose any problem.

Meals—Lisa Driver has been working on the selections/pricing for the luncheon on April 3rd and the breakfast on April 4th. Lunch entrée selections will be barbecued chicken or pasta primavera. Including sides, these come to a cost of \$7.95 per meal. Even with Lisa's generous estimates on how many people to provide for (150 for lunch, 60 for breakfast), the total cost for both meals would be well under what was spent at last year's conference (\$1524 for lunch as opposed to last year's banquet cost of \$1576 for 79 people, and \$390 for breakfast as opposed to \$745 last year for 59 people).

Speakers—The luncheon keynote speakers will be Jan Huggins, QEP Director at Wilkes Community College and Christy Earp, Wilkes CC Librarian. They will be speaking on how the library module for the mandatory ACA 115 class incorporates the college's Quality Enhancement Plan focus on critical thinking.

To open the first general session on Wednesday afternoon, the president of Wilkes CC will give a brief welcome address. He will be followed by Dr. Bill Randall with some general remarks

and an introduction to the final speaker from “NC Green,” who will speak for 30 minutes on how we can make our libraries more environmentally friendly.

Exhibitors—At this time we have seven confirmed vendor participants. EBSCO is not only sponsoring the vendors’ reception, but is paying to participate in the conference as well. Emory Pratt has donated \$50 above the basic exhibitor’s fee to be used for whatever is needed.

Cathy reported that one vendor who represents two different companies wanted to know if he needed to pay two separate participant’s fees or if he would fall under the category of one basic fee plus one additional table. (He is also providing a sponsorship on the Bronze level.) It was the consensus of the Board that he should be charged the “extra table” price (\$125 as opposed to \$200) as a show of good will and to encourage him to return next year.

Concurrent Sessions—Suvanida Duangudom is working with Cathy on getting together a program of presenters—at last report she had received no suggestions for concurrent sessions as yet. Cathy noted that they would soon get a rough schedule to Calvin for posting on the Web site regardless, to give everyone an idea of the “flow” of the conference.

Allen mentioned that he is planning on doing a session on how to give an “elegant and productive” reference interview, but has not gotten the forms in yet. Deborah noted that she just sent in two suggestions for sessions she could give. Ruth said that she had an idea for a session, or perhaps more of a “discussion,” on library surveys, including reasons they are required and the importance of consistency. She would like a co-presenter to help with this.

Publicity—Cathy plans to send out postcards to advertise the conference, but was wondering whether to send them to LRC directors only or to the entire paid membership of NCCCLRA. Postcards would not be very expensive (\$20 for 200) but the “paid membership” list is somewhat incomplete at this time. The Board consensus was that a mailing to directors only should be sufficient. Deborah noted that it may encourage directors to review their budgets to decide on how many of their staff members can attend the conference, as some schools are already nearing the end of their yearly budgetary allowances.

Registration information was posted earlier this week.

Site Visit—Cathy would like to have a second site visit very soon before conference time is upon us. It is proving very difficult to schedule this, however, as this seems to be an extremely busy time of year for everyone involved.

Scholarship/Awards Committee:

Libby reported that she has sent out e-mails announcing our scholarships to library directors, various library schools around the state, and to Ellen Dickey who heads up the library paraprofessional program at Central Carolina CC. Cathy suggested that financial aid offices might also be contacted, as they are often a place people check when interested in applying for a scholarship.

It is Libby's hope that we receive some applications this year and she will try to be extra-visible at the conference to raise awareness and more money (with raffle sales). Deborah noted that she has a large roll of tickets that can be used for the raffle.

Libby also commented that the Scholarship Committee hasn't been all that active of late and that someone else might want to serve as chair for the next year.

Nominating Committee:

Deborah has sent Michael a list of currently paid members but he feels that there are many more members "out there" in addition to those on the list. He received another membership list from Kat Clowers and the names do not match up. The paying of dues was somewhat confusing last year since the conference date was changed from July to March. Although the membership term officially goes from "conference to conference," members were given the option of holding off on renewing their memberships for a few months if they chose to, and many people likely forgot.

Some people might prefer to wait until the conference to renew their memberships, but they would not be able to vote until they have paid as nonmembers are not currently allowed voting privileges. We might want to examine the timing of dues paying a bit more closely.

There does not seem to be a current list of all past LRA members, but Deborah can send Michael a list of last year's conference attendees. Michael will soon send out an e-mail to those on the paid membership list asking for officer nominations, and will include the request for these members to encourage their co-workers to renew now so as to be able to vote.

Project Team Reports:

Bylaws/Constitution—Myra requested that Allen e-mail her with the status of his updates as he was obligated to leave the conference call early.

District Reports:

District 3—Michael reported that his district held a "nice meeting" a little while back, during which he gave a demonstration of free online instruction/presentation software. Links to these resources are available on the Reference/Instruction blog found on the NCCCLRA site.

Closing Business:

Myra noted her appreciation for the impressive manner in which Calvin has been getting the conference information up on the Web site.

Myra urged Board members to review the white paper she had mentioned at the last meeting, as it is a good example of the strength we can achieve by working together as members of a unified community.

Deborah asked if a particular hotel had been designated as the “official” hotel of the conference. The Hampton Inn is the one at which Board officers will be staying, so that one can be presented as the “conference hotel” on the Web site.

Myra will set up another meeting for February—she has a “big” issue to bring up that will likely require extensive discussion.

The meeting was adjourned at 3:20 p.m.

Submitted by:
Stephanie Bowers,
Secretary