

NCCCLRA EXECUTIVE MEETING
MAY 31, 2012

IN ATTENDANCE:

Suvanida Duangodom, Wake Tech	Martin House, Central Piedmont
Amy Burns, Central Piedmont	Deborah Foster, Fayetteville Tech
Susan Williams, Blue Ridge	Sue Henry, Martin
Libby Stone, Gaston	Michael Rose, Rockingham
Deborah Ashby, Sandhills	Colleen Turnage, System Office

Suvanida called the meeting to order at 2:35 pm. She asked if everyone had reviewed the revised minutes previously e-mailed to the committee members.

OLD BUSINESS

Add Libby Stone to the attendance list in previous month's minutes.

Sue Martin made a motion to accept the minutes; as revised. The motion was seconded by Michael Rose. Everyone was in favor of the minutes, none opposed. Minutes approved as submitted and revised.

NEW BUSINESS

Nominations

Michael Rose reported that an email has already been sent out to current/paid NCCCLRA members (about 30 people). No new nominations have since been received. Due to the current membership being relatively small, the committee discussed sending the nominations email to library professionals and paraprofessionals who are not yet members of the association; as this would provide any excellent marketing opportunity to reach potential new members. Amy Burns made a motion to send an email out to everyone, which was seconded by Sue Henry. Everyone was in favor of sending out the nominations email to all library employees, none opposed. The motion was approved. Another nominations email will be sent out next week; after the current membership list is verified with Deborah Foster, Treasurer (in case new members have since joined).

Business Meeting

The committee discussed when to hold the next business meeting. At the business meeting, the following items should be addressed: installation of new officers, repeat awards announcements (scholarship, awards/grants, and life memberships), LibGuide training, and new logo and marketing initiative. An idea was suggested that districts hold meetings or training sessions over the summer; so members can continue to network with colleagues around the state. Amy Burns will contact the State Library to see if they will be offering workshops on LibGuides. NCCCLRA will look to offer support in this venture by hosting training sessions at community colleges, marketing these sessions, and/or participating as session facilitators.

Marketing/Re-Branding

A suggestion was made to create a survey (using Survey Monkey) to be sent out to library professionals and paraprofessionals to determine their awareness level of LRA, as a professional association. The marketing approach can also be determined based on the survey results of why or why not they are not members of our association. Libby Stone, Martin House, and Amy Burns will work on putting this survey together; and provide a progress report on this at the next meeting. Martin mentioned that from the NC Education Statistics report; there are currently 255 professional librarians and 245 other staff paraprofessionals employed at community college libraries. Currently, LRA has 47 paid members. Suvanida Duangudom will update the membership brochure/application to reflect the current executive board members; and send the updated brochure to Amy and Cathy Campbell (membership chair) to be used for future marketing opportunities, membership drives, etc. in an effort to actively increase LRA's membership.

Non-Profit Status

Deborah Foster said that currently LRA has a charter for North Carolina (as a non-profit) at the state level; however LRA as an association is not listed in the Internal Revenue Services (IRS) record at the federal level. We should have an IRS (501c3) letter to indicate our non-profit status; unfortunately at this time we have not been able to locate this in our records. In some cases, we have needed the 501c3 letter, in order to get venues at a reduced rate for non-profits. Colleen Turnage will look into how to apply for non-profit status; and if this can be done through the System Office. Other suggestions were made to contact the foundation office and to purchase a book on applying for non-profit status. Martin and Amy will look into purchasing a book for their library on non-profits. Since more information is needed about non-profits before we can proceed; this issue was tabled for the next meeting. The motion was made by Deborah Foster and seconded by Amy Burns. Everyone was in favor of having the non-profit discussion at a future meeting; none opposed. The motion to hold off this discussion for a later meeting was approved.

Our next conference call is scheduled for Thursday, June 28th at 2:30 p.m.

With no further business to discuss, Suvanida adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Suvanida Duangudom, President
Wake Tech Community College