

**NCCCLRA Executive Board Meeting
Conference Call
October 29, 2013
2:30 PM**

President, Libby Stone called the meeting to order at 2:35 PM.

Present:

Libby Stone, President
Alan Unsworth, Vice President/President-Elect
Amy Burns, Past President
Lisa Shores, Secretary
Stephanie Bowers, Procedures Officer
Cathy Campbell, Membership
Staci Wilson, District 6

Absent:

Deborah Foster, Treasurer
Catherine Tingelstad, Nominating & District 2
Mary Lane, Awards
Melanie Gnau, District 1
Christy Earp, District 3
Nicole Garner, District 4
Grant LeFoe, District 5
Colleen Turnage, NCCCS

APPROVAL OF MINUTES

Cathy made motion to accept minutes with a second by Alan, and the motion passed unanimously.

OLD BUSINESS

NCLA Exhibitor Table, Libby Stone

- LRA had a table at the 2013 NCLA conference in Winston-Salem. They gave us \$100 rate for the table, which included two full-conference registrations.
- Libby reported that we had adequate coverage at the conference and that the goal of marketing LRA was successful.
- She was also able to make contacts and meet with vendors who may participate in the LRA conference in April.
- Wanda Brown, Past President of NCLA and Dale Cousins, current President of NCLA both came to the LRA table and indicated interest in attending the LRA conference.

NCCCLRA Handbook Revision Task Force, Stephanie Bowers

- Based on the recommendation made at the last board meeting, Stephanie began looking for minutes from the previous ten years to be put on the LRA website.

- She successfully found minutes dating back to 2004 and plans to convert them to PDF format to provide consistency before loading them on the website.
- In looking at the handbook, Stephanie discovered that revision is necessary for most sections, but especially the section on the history of the association.
 - **Action Item:** Members of the Handbook Revision Task Force will contact Dr. Beverly Gass, Dr. Harry Cooke, and other former LRA presidents for their assistance in getting the history up-to-date.

Quarterly Newsletter, Cathy Campbell

- After looking at newsletters from other associations, Cathy came up with a list of categories for the LRA newsletter, which includes the following:
 - Who's New in the State? – to feature new staff across the state
 - Conference News – both before to promote the conference and after to wrap-up
 - LRA News – keep membership informed about news such as the new Facebook page
 - News from You – spotlight achievements from members
 - Notable Resources – review and recommend resources
- Cathy will do a draft publication and send it out to the board for feedback.

NCCCS/Library Services Advisory Council Update, Libby Stone

- The council hasn't met since the Director's Institute in August.
- If anyone has any concerns, please forward them to Libby who will take them to the council.

Facebook Page, Alan Unsworth

- Alan set up the official LRA Facebook page with several posts, and it is now active. It can be found at <https://www.facebook.com/nccclra>.
- Alan will send out an email to the LRA membership announcing the Facebook page.
- The page is open for anyone to post at this time, and Alan will monitor it to make sure nothing inappropriate is posted.

NEW BUSINESS

Membership Renewal Notification, Cathy Campbell & Alan Unsworth

- Cathy & Alan have investigated ways to make it easier and more efficient to remind members when it's time to renew their LRA membership.
- Alan is working with someone at his library to set up macros in the membership roster in Excel to enable automatic emails of a form letter to be sent to members. Once it is set up, the only upkeep will be to make sure we have a correct email address and the renewal date for members in the membership roster. Alan will show Cathy how to update the form letter and spreadsheet.

CJCLS Liaison Proposal, Libby Stone for Catherine Tingelstad

- As Vice Chair of CJCLS of NCLA, Catherine is proposing that she work as an unofficial liaison between LRA and CJCLS to promote collaboration between the two groups since they share members and have similar goals.
- One idea is to have CJCLS focus more on online workshops and LRA to focus on the annual conference and face to face meetings and workshops.
- Everyone is in favor of the idea, but we will reach out to the NCLA Executive Board to make sure there are no objections.

NCCCLRA Logo, Libby Stone

- Libby will appoint a task force from the LRA membership to investigate designing a new LRA logo. Staci agreed to chair the task force; Amy Burns will serve and Libby will serve as an ex-officio member, as well.
- The logo does not need membership approval, but a name change would require a membership vote.

REPORTS

Treasurer, Deborah Foster

Financial statement 9-19-2013—10-15-2013

	Beg. Bal		Debits	Credits	Ending
Balance					
Interest checking:	6689.20	1.00	11.24		6699.44
Money Market	5766.90		4.27		5771.17
Money Market	49798.28		42.55		49803.98
Shares	25.00		.02		25.02

Awards, Mary Lane

No Report

- Libby indicated that the awards and nominating committees both need to meet in December or early January to begin planning. She tentatively set the deadline for nominations as March 1. Alan will update the forms on the website.

Membership, Cathy Campbell

- One new member joined LRA since the last meeting.

Priorities, Amy Burns

- Amy has chosen marketing LRA as one of her priorities. The LRA table at NCLA was a successful effort to promote the association. Amy will also serve on the committee to develop a new LRA logo as part of her marketing plan, as well.

Nominating, Catherine Tingelstad

No Report

Webmaster, Alan Unsworth

- Added pre- NCLA message to website to promote presentations by community college librarians at the conference. Added post-NCLA message thanking people for visiting the LRA table.
- He is working on developing a promotional image for the conference LibGuide. The guide can be found at <http://blueridge.libguides.com/lra2014>. Amy agreed to help Alan with this.

Conference Planning, Alan Unsworth

The committee has met twice and made good progress on preliminary plans for the conference, which will be held April 14-15, at Blue Ridge Community College in Flat Rock, NC.

- Lodging is reserved at the Mountain Inn and Suites (48 rooms), and details are on the conference LibGuide.
- A call for suggestions for a conference theme went out, and Alan will send out a survey in the next couple of weeks for members to vote on the theme.
- Melanie Wood and Tara Guthrie are responsible for exhibitors and sponsors. Melanie has visited the conference center to get all the relevant details for exhibitors. This year, we will offer tiered pricing for exhibits ranging from \$150 to \$850. The hope is that we will be able to use the funds from exhibitors to sponsor entertainment and sessions with paid speakers. The committee is also investigating the possibility of having lunch on Tuesday, as well.
- Christy Earp is investigating the possibility of getting Sharyn McCrumb as a speaker.
- UNCG ACE Scholars are interested in attending the conference and will possibly present posters in the exhibit hall. This scholarship program focuses on community college librarianship.
- Melanie is exploring the possibility of a pre-conference tour/hike at the Carl Sandburg house for \$5.00 on Sunday.
- Plans are also being made for a pub crawl or networking dinner at a local pub in Hendersonville.

Next meeting is scheduled for November 26, 2013 at 2:30 p.m.

Meeting adjourned at 3:30 p.m.