

**NCCCLRA Board Meeting Minutes**  
**June 25, 2013**  
**2:30 p.m. Conference Call**

**Present:**

Libby Stone, President  
Alan Unsworth, Vice-President/President-Elect & Webmaster  
Deborah Foster, Treasurer  
Cathy Campbell, Membership  
Stephanie Bowers, Procedures Officer  
Mary Lane, Awards  
Catherine Tingelstad, Nominating & District 2  
Christy Earp, District 3  
Staci Wilson, District 6  
Colleen Turnage, NCCCS

**Absent:**

Amy Burns, Past President  
Lisa Shores, Secretary  
Melanie Gnau, District 1  
Nicole Garner, District 4  
Grant LeFoe, District 5

The meeting was called to order at 2:35 PM.

**Minutes**

Prior to the meeting, board members were given the opportunity to review the minutes from the April 30, 2013 Executive Board Meeting. Deborah Foster made a motion to approve the minutes with a second by Staci Wilson, and they were approved unanimously.

**Old Business**

**Participation at NCLA Conference**

Amy Burns was absent. Tabled until next meeting.

**NCCCLRA Handbook Revision Task Force**

Stephanie Bowers, chair, asked what the board thought about removing some items from the handbook that are found on the website in two places. For example, the Awards page includes guidelines for the scholarships and grants, which are also found in the handbook. Whenever changes are made these items must be updated in two places. Most agreed that the task force could come up with a proposal and everything should be placed either in the handbook, or on its own webpage, but not in both places. Stephanie will contact the members of her subcommittee (Cathy Campbell and Libby Stone) to begin work on the handbook. Officers will be asked to look over their sections in the handbook and give their input as well. Later on during the meeting Libby mentioned that the group should meet at the System Office to look at the archives which

have been stored there for years; this has been discussed in the past but no one has ever followed through. Perhaps a good time would be July 16, the day after the Directors' Institute.

### **Quarterly Newsletter**

Cathy Campbell talked about the newsletter at her recent District 2 meeting and everyone liked the idea. She will create an electronic newsletter for the website and once Alan has posted she will send an e-mail with a link to the page to announce it. The newsletter will include one article about a new staff member, one about a new library director, and any news libraries may want to share (i.e. renovations, pictures, etc.). Cathy will contact the district chairs to solicit news.

### **New Business**

#### **NCCCS/Library Services Advisory Council Update**

Libby Stone and Mary Lane are currently members of the NCCCS/LSAC as representatives of NCCCLRA. The Council is currently making plans for the 2nd Annual Library Directors Institute. The Institute will be held in Raleigh at the System Office on July 15. The next day, CCLINC Directors will be able to attend a SirsiDynix Tech Day, also at the System Office.

#### **Facebook Page**

Alan Unsworth reported that someone at a recent district meeting suggested the districts should have a Facebook page, and possible Twitter feeds. Alan said he could set one up for NCCCLRA, but who would maintain it? Having a FB page would be a good marketing tool and would encourage communication. Christy Earp has a library FB page and said that there can be more than one administrator for a page. Questions followed - how many would use it? How many are able to use on their campuses? Cathy Campbell suggested that we table this topic until we could get feedback from the membership. Libby asked that a task force be created with Alan Unsworth as chair, and Christy Earp, Catherine Tingelstad, and Staci Wilson as members since their libraries all have FB pages. The task force will report at the next board meeting.

### **Reports**

#### **Treasurer's Report**

Treasurer, Deborah Foster reported the following balances as of June 17, 2013:

Interest Checking	\$	6,815.65
Money Market 1	\$	5,755.85
Money Market 2	\$	49,702.87
Share Account	\$	30.64*

\*As previously discussed, Deborah plans to bring the Share Account balance down to \$25.00.

#### **Membership**

No report

#### **Priorities**

No report

**Awards**

Mary Lane asked about the possibility of increasing the amounts of the Professional Development and Conference Grants from \$200 each to \$250 each. Deborah said that regarding money we should be okay if we are able to get the conference space for free. Libby suggested Mary discuss with her committee and report back at the next board meeting to revisit the request.

**Webmaster**

Alan Unsworth has updated the website with the minutes from recent district meetings. The homepage has information about the UNCG ACE Scholars Program. Alan would like to see more submissions for content for the site.

**Conference Planning**

Alan is working to put together a planning committee. Some positions are already established - Libby Stone, Amy Burns, Deborah Foster and Colleen Turnage are on the committee. Staci Wilson volunteered to check into using CVCC's multipurpose complex for the next conference. She is going to check on dates and costs (which should be free) and report to Alan. Possible dates are March 10-11, 2014 and April 14-15, 2014.

**Nominating**

No report

Next meeting will be held on August 27, 2013.

The meeting adjourned at 3:40 PM

Respectfully Submitted,  
Libby Stone, President