

**NCCCLRA Board Meeting Minutes  
August 27, 2013  
2:30 PM Conference Call**

**Present:**

Libby Stone, President  
Alan Unsworth, Vice President/Pres.-Elect  
Lisa Shores, Secretary  
Deborah Foster, Treasurer  
Cathy Campbell, Membership  
Stephanie Bowers, Procedures Officer  
Melanie Gnau, District 1  
Grant LeFoe, District 5  
Staci Wilson, District 6  
Colleen Turnage, NCCCS  
Helen Colevins, NCCCS

**Absent:**

Amy Burns, Past President  
Mary Lane, Awards  
Catherine Tingelstad, Nominating & District 2  
Christy Earp, District 3  
Nicole Garner, District 4

Meeting called to order at 2:35 PM.

**MINUTES**

Prior to the meeting, board members were given the opportunity to review the minutes from the June 25, 2013 Executive Board Meeting. Deborah Foster made a motion to approve the minutes with a second by Alan Unsworth, and they were approved unanimously.

**OLD BUSINESS**

**LRA table at NCLA**

Libby has LRA bags that we can use as giveaways at our table. Alan will update the applications, and Libby will print 50 to have ready for NCLA. Deborah has some necklaces and gift baskets that we could possibly use, as well.

**NCCCLRA Handbook Revision task force**

Stephanie and Cathy went to the archives at the System Office in Raleigh and did some cleanup. They found the Articles of Incorporation to prove we are a non-profit. Stephanie Bowers made the recommendation to keep the latest 10 years of Executive Board minutes in PDF format on the NCCCLRA website; Deborah Foster seconded, and the motion was approved unanimously. There are gaps in the current record from 2002-2005. Going forward, the secretary should send minutes to Colleen to file and keep in archives for a paper record. We need to have a clear understanding of what to keep, how long to keep it and who will be in charge going forward.

### **Quarterly newsletter**

Nothing to report. Tabled until next meeting

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

Libby attended the Library Directors Institute. Council did an evaluation and received valuable feedback to prepare for next year. It was brought up at the Institute that the wording should be changed on the 930 line item. This has been done, and the wording is now more inclusive to account for technology and not just library books. Colleen advised that at next year's Institute they will need help before and after to setup and breakdown.

### **Facebook page**

Alan presented information from CPCC, CCCC, Wilkes, and Pitt regarding library Facebook pages.

Adam Brooks from CPCC advised it is helpful to have a structure and be very organized (use templates for formatting; decide who posts, set expectations, can decide on a schedule to publish, etc.).

Discussion: Facebook is a great way to share updates because they go to it every day. The most pressing issue to begin with is the need to have someone dedicated to posting with a goal of once a week to start. We may need to look at having someone take this on as a separate responsibility in the future.

Alan will get it started and we'll reevaluate at a later date. Adam Brooks says that Twitter is more helpful than Facebook. We don't need to have an account, but we do need to develop a standard Twitter hash tag. Local media and the general public troll twitter for hash tags. Alan motioned to trial a LRA Facebook page, which was seconded and passed unanimously.

## **NEW BUSINESS**

No new business.

## **Reports**

**Treasurer** – Deborah Foster:

Financial Statement as of 8-15-2013 for dates 07-18-13 thru 08-15-13

### **Interest Checking**

Beginning Balance	\$6,788.29	Debits \$1.00	Credits \$1.35	Ending Balance	\$6,788.64
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### **Money Market**

Beginning Balance	\$5,759.40	Debits \$0	Credits \$3.43	Ending Balance	\$ 5,762.83
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### **Money Market**

Beginning Balance	\$49,733.52	Debits \$0	Credits \$29.64	Ending Balance	\$49,763.16
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Shares

Beginning Balance \$30.66      Debits \$0      Credits \$0.02      Ending Balance \$30.68

**Awards** – Mary Lane

No Report

**Membership** – Cathy Campbell

No Report

**Priorities** – Amy Burns

No Report

**Nominating** – Catherine Tingelstad

No Report

**Webmaster** – Alan Unsworth

Updated the home page since last meeting, added things about conference presentation opportunities.

**Conference Planning** – Alan Unsworth

Alan has put together a committee and plans to hold first meeting in September (conference call); planning on monthly meetings between September and December and then more often as conference approaches. May hold conference at Blue Ridge (have to do it during their spring break April 14 & 15) (Hendersonville) – still investigating options.

Next meeting is scheduled for October 29, 2013.

Meeting adjourned at 3:41 PM.

Respectfully Submitted,

Lisa Shores, Secretary