

North Carolina Community College Library Association

Meeting Minutes

September 30, 2014

I. Call to order

Alan Unsworth called to order the regular meeting of the North Carolina Community College Library Association at 2:33 pm on September 30, 2014 via conference call.

II. Roll call

Annie Harris conducted a roll call. The following persons were present: Alan Unsworth, President & Webmaster; Melanie Gnau, Vice President/Pres.-Elect; Annie Harris, Secretary; Deborah Foster, Treasurer; Carmen Blanton, Membership; Amy Burns, Newsletter Editor; Colleen Turnage, NCCCS; Libby Stone, Past President; Stephanie Bowers, Procedures Officer; Tara Guthrie, District 4; Staci Wilson, District 6; Helen Colevins, Archivist; Monique Mitchell, District 1

III. Approval of minutes from last meeting

Annie Harris posted the minutes from the last meeting. Libby moved to approve the minutes. Stephanie seconded the motion. The motion passed unanimously. The minutes were approved as posted.

IV. Open issues

- a) NCCCS Conference – October 12-14: Alan will set-up table on Sunday, October 12 with brochures etc. There are no volunteers right now and more would be appreciated. Alan will man the table for the most part. He ordered a banner to post at the table. Helen Colevins offered to help with the booth. There will be an informal meeting at Sitti for NCCCLA members Monday, October 13 at 6:00 pm. Alan made a reservation for twelve people.
- b) NCCCLA.org: New website is being redirected. NCCCLA.org and NCCCLRA.org will both work. The new website will be hosted on wordpress instead of drupal. Alan is working with templates and themes and you can look at it on <http://ncccla.wordpress.com/>. Alan welcomes people to join the Website Task Force and to offer opinions. There is no content yet because Alan would like to pick a theme first. Once a theme is chosen, anyone can be the webmaster which was the reason for switching to wordpress from drupal. Amy asked if you could add documents to wordpress, and Alan said yes, but we may need to buy a level with more storage. Stephanie notes that the district directors will be able to login and add content for each district easily when we switch to wordpress and use a shared login. Helen notes that a free account has as much as 3GB of data available. Alan would like a list of people to review the website and give feedback.

- c) NCLA Leadership Institute Scholarship: We approved Amy Gustavson to win the scholarship via email vote. She will be reimbursed up to \$200 for expenses.
- d) Updating NCCCLA Materials: Membership brochure has been updated by Alan and Carmen. “About” section will be updated. Stephanie has been updating the handbook. Stephanie went through handbook and updated to the new name. She rewrote the mission and history sections to reflect activity since 1986. Changed some position descriptions. Made conference planning procedures as a separate section. Stephanie has been helped by Deborah, Libby, and Alan to update some position descriptions. Alan mentioned that the mission statement needs to be updated. There was discussion about using the purpose sentence of the history section as the mission statement. Stephanie will work on updating the mission statement and we will discuss further at a later meeting.
- e) NCCCLA Paraphernalia: Alan purchased a 2x6 vinyl NCCCLA banner to replace NCCCLRA banner. Alan ordered pens with our new logo. He emailed a sample of the pens prior to the meeting. \$170 for 750 pens. We discussed getting a throw with our logo for table cover during conferences, but they were too expensive. The new banner only costs \$29.99 with free shipping. Alan talked to his print shop at Surry, and they can create 25 page pads for \$0.21 a piece and double sided bookmarks for \$0.04 each. Bookmarks should have the URL and the link to Facebook. Logo should be on the front. Possibly add a quote about libraries to the book mark. Try tee shirts first and then expand to other items. Lanyards maybe for the conference? Lapel pens could be given to board members and those that serve the association. Flash drives are pretty pricey when they get customized, so we may want to wait on investing in those. Tee shirt and polo designs were sent out to the board prior to the meeting. We discussed the different colors and designs. We talked about using Custom Ink versus local businesses. We haven’t priced different vendors yet. We should order tee shirts and polos for the executive board to wear during the conference and to use as samples. We can put the tee shirt order on the registration form. We are going to discuss different vendors and options at a later meeting.
- f) Archives – digitization: Helen has nothing to report.

V. New business

- a) Mission Statement Updating: Discussed above in Section IV d.
- b) Business Meeting at NCCCS: Tuesday, October 14 at 1:30 pm – 2:45 pm. May not have a good turnout, so it may not happen.
- c) Reports
- d) Archives – no report

- e) Awards- Monica absent, Leadership institute award discussed above IV c.
- f) Conference Planning – Melanie Gnau: Phone meeting held. Email call sent out for conference themes. Tentatively approved GTCC as conference location. Cost needs to be checked and it may be too expensive. Monica is working with GTCC on costs. Wake Tech is also very expensive. The next conference planning meeting will be held after Monica meets with the GTCC president. \$1,200 is the initial price at GTCC.
- g) District Updates
 - h) District 5 – Kimberly absent but was going to update on District 5 meeting
 - i) District 1 - Monique – no updates
 - j) District 6 - Staci – no updates
 - k) District 4 - Tara – no updates
- l) Handbook – Discussed above in IV b
- m) Membership – Carmen is reviewing the brochure
- n) Newsletter – Amy sent an email with the newsletter sample. Discussed how frequently we need to send the newsletter. The suggestion was made to send just in Spring and Fall. Amy is thinking it should be used as a promotional tool rather than a news tool. Do we want to print a few for the table at the NCCCS conference? Alan just said to change the URL to the new ncccla.org. Amy said for people to send her news to include in the newsletter.
- o) NCCCS/Library Services Advisory Council – Libby attended director’s meeting in July.
- p) Nominating – No report
- q) Priorities – Libby – working on handbook with Stephanie. Both Libby and Stephanie note that we are heading in a positive direction.
- r) Treasurer – Deborah - NORTH CAROLINA COMMUNITY COLLEGE LIBRARY ASSOCIATION

Financial statement 08/19/14—09/16/14

		Beg. Bal	Debits	Credits	Ending Balance
Interest checking:		10,101.28	468.94	61.96	9,694.30
(1)Money Market		5,819.92		4.63	5,824.55
(2)Money Market		50,352.89		40.02	50,392.91
Shares		25.16		.01	25.17

Respectfully Submitted:

Deborah Foster, Treasurer

- s) Website/Facebook - Alan – Discussed above IV b. Facebook page being updated with the same information. A website task force has been started.
- t) Next meeting: Tuesday, October 28 at 2:30 pm. We will decide on next meeting: November, December, or January at that time.

VII. Adjournment

Alan Unsworth adjourned the meeting at 3:52 pm.

Minutes submitted by: Annie Harris