

**North Carolina Community College Library Association (NCCCLA) Executive Board
Meeting
Tuesday, October 13th at 3pm**

Attending

Melanie Gnau, President	Catherine Tingelstad, Nominating
Lionell Parker, Vice President/President Elect	Helen Colevins, Archivist
Annie Harris, Secretary	Alan Unsworth, Past President & Webmaster
Deborah Foster, Treasurer	Libby Stone, Procedures Officer
Carmen Blanton, Membership	Jaxie Bryan, District 1
Libby Stone, Procedures Officer	Retha Hall, District 5

Call to Order

The meeting was called to order by Melanie Gnau at 3:04pm.

Approval of Minutes

Deborah moved to accept minutes of the past meeting with changes, Lionell seconded. The minutes of the previous meeting were approved by the board.

Old Business

NCLA 2015 – Partnering with CJCLS:

Melanie participated in a conference call with the CJCLS board; there was a discussion about financial aspects of the preconference session, Accessible Library Web Content: A Hands-On Approach to Getting Started; NCCCLA will receive financial information after the conference session and will submit our contribution after the session is over

NCLA table – NCCCLA/CJCLS:

We will have a table at the NCLA Conference; an e-mail was sent asking for volunteers to staff the table to speak about the organizations; NCCCLA/CJCLS members will also be having lunch on Wednesday at Daryl's in Greensboro

Membership list subcommittee:

Deborah, Carmen, and Melanie attended a Member Planet training; Melanie imported approximately 172 NCCCLA members into Member Planet and sent out an e-mail encouraging members to sign up; we can now e-mail members when their membership ends and notify them of events such as conferences

Handbook updates:

Deborah needs more time to make sure that handbook updates are correct

Reports

Archives:

No report

Awards:

No report (Monica absent)

Conference Planning:

Covered under New Business

District Updates

District 5:

Jessica Crowe and Joan Jordan have left so the district needs a Vice President and Secretary; no other district updates

Handbook:

No update

Membership:

No update

Newsletter:

No update

NCCCS/Library Services Advisory Council:

No update

Nominating:

No update

Priorities:

No update

Treasurer:

Deborah sent out the financial statement to Executive Board; she moved \$7,000 out of interest checking into the money market for scholarships; Melanie will have to re-sign the paperwork for the Credit Union which will be done at NCLA

Deborah submitted the following financial report for the dates 8/18/2015 – 9/16/ 2015:

		Beg. Balance	Debits	Credits	Ending Bal.
Interest Checking		12415.72	33.54	97.57	12497.75
Money Market		5878.26	0.00	4.83	5883.09
Money Market		50976.00	0.00	41.91	51.017.91
Shares		25.34	0.00	.02	25.36

Transfer to second money market account to bring checking account down to 5,000.00 per bylaws that does not show on current balance statement. Next statement is due 10-15-2015.

Website:

GoDaddy made a change that caused the NCCCLA website to be down for about a day but it is now up and working; Alan added a page to the website for NCLA presenters to post their presentations

New Business

Vice Presidential Duties:

Melanie is concerned that the NCCCLA conference is not being planned; Melanie contacted Lionell prior to the meeting to let him know that by today's meeting, he must have selected a conference location and he must have a conference committee in place; Lionell responded that according to the handbook, he doesn't think the president should be involved in the planning; Lionell stated that he had looked into the Friday Center and recommended March 7th and 8th as potential conference dates; he also stated that 70% of NCCCLA's membership is within less than 2 hours of Chapel Hill so he thinks it would be a good site; Lionell stated that the handbook says that the Vice President is in charge of the conference; Alan stated that he, Libby, and Melanie are concerned that the conference will not be professional and well-planned; the NCCCLA constitution allows the President to remove the Vice-President if he/she is not performing his/her job; Melanie asked if Lionell had contacted vendors; he stated that he has worked with vendors in other capacities; Jaxie stated that she is concerned with the cost of the Friday Center; Deborah asked Lionell for potential costs; Lionell stated that lunch at the Friday Center is \$16.81 per person; if 100 people attend the conference, three or four meeting rooms at the Friday Center will cost approximately \$6,000; Retha asked what we should be voting on and Melanie stated that Lionell had not met the conditions of forming a committee and selecting a location; Deborah suggested that since Lionell has done some planning, she would like to see him move forward with the planning and would like for him to communicate more; Retha suggested that Lionell put together a plan and timeline for conference planning; as Procedures Officer, Libby suggested that the topic be tabled and that Melanie and Lionell share documented information through e-mail with the board by Friday, October 16th by 5pm.

Next Meeting:

Melanie will send out a Doodle poll; the next meeting will be held before Thanksgiving in November

Adjournment:

Libby motioned that the meeting be adjourned and Deborah seconded; the meeting was adjourned at 4:10pm.

Respectfully Submitted,
Catherine Tingelstad (Nominating) and Annie Harris (Secretary)

Addendum

Resignation

Following an email from Lionell Parker resigning his position of Vice President effective October 14, 2015, Deborah made a motion via email on October 15, 2015 to accept his resignation. Libby Stone seconded the motion, and **the board voted to accept the resignation of Lionell Parker from the position of Vice President.**

Nomination

Following the vote to accept Lionell's resignation, Melanie sent an email to the board in which she told the board that she had solicited volunteers for the vacant position. Catherine Tingelstad, the current Nominating chair, volunteered to replace Lionell as Vice President. Melanie put Catherine before the board as the nominee for Vice President. Libby made a motion to accept Catherine Tingelstad as our new Vice-President/President Elect, and Alan seconded the motion. **The board voted to accept Catherine Tingelstad for the position of Vice-President/President Elect.**

Conference

On November 2, 2015 Melanie sent an email detailing the plans made by the conference planning committee. The committee proposed a conference to be held at Surry Community College on March 10th and 11th, 2016 with the theme "Designing Better Librarians: Best Practices to Ensure Continued Relevance." Deborah Foster made a motion to approve the recommendations made by the conference planning committee. Annie Harris seconded the motion to approve the recommendations made by the conference planning committee. **The board voted to approve the recommendation of the conference planning committee that an annual conference be held at Surry Community College on March 10th and 11th, 2016 with the theme "Designing Better Librarians: Best Practices to Ensure Continued Relevance."**