

**NCCCLA Executive Board Meeting
Wednesday June 6, 2018 1-2pm
Minutes**

Attending

Cheryl Ann Coyle President
Britney Shawley, Vice President
Jennifer Seagraves, Secretary
Maria Saldarriago Osorio, Treasurer
Sally Goodman, Immediate Past President
Katy Hoffler, Communications Officer
Angela Davis, Webmaster
Libby Stone, Procedures Officer
Alisha Webb, Awards Chairperson

**Retha Hall, Nominating Officer
Carmen Ellis, Membership Chairperson
Helen Colevins, Archivist
Katy Hoffler, District 1
Millie Sparks, District 2
Tim Hunter, District 3
Shannon Paul, District 4
Amy Burns, District 5
Amber Jacks, District 6

****unable to attend**

Call to Order

Cheryl called the meeting to order at 1:07pm.

Approval of Minutes

The minutes from the February 27, 2018 meeting were approved by the board as submitted. Jennifer will make the following changes to the minutes: add Cheryl to attending and delete nomination sentence about Julie. Britney Shawley made the motion to approve the minutes and the motion was seconded by Sally Goodman.

Old Business

2018 Conference Evaluation

Cheryl shared the 2018 Conference Survey Results and overall the feedback was excellent. The biggest comment was that people wanted round tables for lunch. Summon, networking, OER, new director's meeting, and NC LIVE, were all very popular segments of the conference. There was a comment about wanting to have the next conference at a Western location and Britney is considering that with her planning. Only one or two criticisms from the survey and Britney and Cheryl both talked about these before this meeting. One thing that we should do in the future is return the plastic nametags and lanyards for us to reuse. Alisha said that we should leave out the bins for returning these for both days of the conference.

501(c)(3)

Sally Goodman requested our input on the 501(c)(3) again because she said that we may be creating too much work for ourselves. There is still confusion because we are not a nonprofit or religious organization but we are an educational one. Sally would like someone to look over this with her because after looking again she is questioning it. Helen said that she has worked at a nonprofit and she chimed in that we will need to prepare ourselves to undergo a lot of scrutiny and an audit. She suggested making a list of pros and cons. Sally is going to create a pro/con list so that we can look over it. We need to document in the minutes why or why not we are going to continue or not. Cheryl said that the knowledge management piece is going to be one of her goals.

NC Community Foundation

Sally shared the statement from NC Community Foundation and stated that the gains had not gone through yet. She suggested we share this quarterly so that we can all see this Foundation money. Decided that the statement should be going to Maria now but not at a residential address. Sally will need to clarify this with Maria.

CCCLA Representative

Updated Monday, June 11, 2018

We think we have a CCCLA officer for every district now! These people are also going to be working on the advocacy piece for the organization.

New Business

Housekeeping

We have all sorts of addresses going out on our Member Planet emails. We should use our physical address every time and if you are copying a template you need to change these. Cheryl has this on her list as something to fix within Member Planet. Angela suggested not deleting anything until talking to someone else who uses it regularly. Also, we need to create admin reports so that everyone doesn't have access to the financial part. Cheryl wants to look at the survey options and storage options within the site. Cheryl is going to contact the current users and talk to them about how they use it.

Cheryl talked about Google Drive and has made most of the organizations materials accessible to all of the Board Members. If you would like training on how to organize, use, or to learn about what we have in there Cheryl would be happy to do that. All the logos will be put in the Drive and Cheryl is working on organizing it. Cheryl reminded everyone that we purchased Zoom software last year for meeting purposes and it is available to the districts as well. District directors are encouraged to use the Zoom product for your district meetings or planning. Sally said Zoom would be great to plan the district meetings. The zoom meetings are free, you can have up to 100 people, and there is no time limit.

Advocacy Committee

Libby gave us update on this committee. She and Sally had had discussions about the CCCLA reps and that they could really make use of this position. Thus, the Advocacy Committee came into existence and was presented at the conference. Libby said that our organization could really use an advocate committee to advocate for the libraries by going to the state legislature and to the systems office. Libby and Cheryl went to D.C. this year to advocate at Library Legislation Day. Sally looked back in the notes and it looks like the Advocacy Committee was not voted on yet. There is already an Advocacy Committee Guidelines document. The committee met and has given their stamp of approval of the document. **Sally made a motion to pass a vote for approval and Britney Shawley seconded it. The board approved.** The committee has been invited to make a presentation at the director's day in July. We need to financially support our advocates and this is what we should be paying for. Sally asked if this committee information should be posted on the website and Libby will be sending it to Angela.

Goals for 2018-2019

Cheryl's presented the following goals:

1. Membership- in the last newsletter she requested that we all bring a friend to our District Meeting.
2. Knowledge management for the organization.
3. Advocacy- Learned a lot at National Advocacy Day and wants to move forward with it.

If you have any ideas or suggestions please let Cheryl know.

Reports

District 1

Katy, Jennifer, and Spencer will be meeting on Tuesday to discuss their meeting. (Katy talked first because she had to leave right at 2pm.)

Treasurer

Deb and Maria will be having a meeting on June 14 and looking forward to it. Maria sent the copy out earlier today and this is what we have:

SUMMARY OF ACCOUNTS Statement Date 6/6/2018

| | Beg. Balance | Debits | Credits | Ending Balance |
|---------------------|--------------|---------|----------|----------------|
| Interest Checking | \$13,650.86 | \$25.40 | \$138.28 | \$13,763.74 |
| Money Market Shares | \$6,036.91 | \$0.00 | \$4.63 | \$6,041.54 |
| Money Market Shares | \$36,756.30 | \$0.00 | \$28.21 | \$36,784.51 |
| Shares | \$25.85 | \$0.00 | \$0.01 | \$25.86 |
| BB&T Checking | | \$0.00 | | \$2,006.33 |

Membership

Carmen said not much to report and was cleaning up from the conference. This is a slow time for renewals or new members.

Communications

Katy said she is basically copying what Jackie is doing and is doing a July/August newsletter. Cheryl said that the newsletter had two emails for Britney.

Conference update

Britney spoke to membership at the last conference and the membership has been pushing for a Western location for the 2019 conference. Many schools are undergoing renovations. She has two places that she will be looking into: AB Tech or Central Carolina. Jenny Thomas, Jennifer Seagraves, Spencer Tart, and Samantha O'Connor are the current planning. Russell at AB Tech said that their spring break is booked but could do another week. Britney is going to look into availability and parking. We had a conference there probably back in 2011 and it was great. Goal is to have a location nailed down by the end of the month. Helen Colevins and Amber Jacks volunteered to help. Angela Davis said she is required to be on the committee as Webmaster.

Webmaster

Angela shared that the NCCCLA home page and would like to have new pictures or images. Sally is going to send some pictures and ask for some others. Under districts you need to send the meeting minutes for the webpage. Also, make sure that your library has the right website links. Under officers she updated after the conference but would like the district officers to check. Please post to FB and the district pages when you have a district meeting. She suggested using the calendar widget on the website.

Awards

Alisha Webb met with Monica last week and got all the paperwork. Since then she has contacted the committee members who have agreed to stay. Award recipients sent in their fall schedules already.

Nominating

Nothing to report/share

Archives

Helen wanted to introduce idea of having a committee for resource advising sharing committee. Shannon said she would be interested in helping draft. Nothing else to report for archives.

District 1

Katy, Jennifer, and Spencer will be meeting on Tuesday to discuss their meeting.

District 2

Millie is meeting with Vice Director next week to discuss meeting and it will possibly be at Craven.

District 3

Tim met already and is July 25th at Durham Tech Community College. Rob Ross is going to be attending their meeting. He asked about funding for the district meeting.

District 4

Shannon Paul said Sandhills is going to host the meeting end of June or early July. They would like to talk about circulation at their meeting.

District 5

Amy reported that they are meeting at Piedmont Community College and it is going to be on the same day as a Comicon.

District 6

Amber is working on the planning for the conference.

Next Meeting

Cheryl said we will meet every other month until we get closer to the conference.

Adjournment

Cheryl adjourned the meeting at 2:30pm.