

**North Carolina Library Association  
Executive Board Orientation  
January 24, 2008**

**AGENDA**

- Biennium Agenda – **Phil Barton**
- Executive Board Overview – **Phil Barton**
  - Organization and Membership
  - Responsibilities
  - NCLA Handbook
  - Conducting Business
- Office Operations – **Kim Parrott/Dale Cousins/Phil Barton**
  - NCLA Office activities
  - Personnel Issue
- Communications
  - NCLA Website - **Christy Allen**
  - [North Carolina Libraries](#) – **Ralph Scott**
  - *Tar Heel Libraries* – **Pam Jaskot**
  - NCLA-L List – **Diane Kester**
  - NCLA Board Yahoo Group – **Diane Kester**
- Financial Matters
  - [NCLA Budget](#) – **Wanda Brown**
  - How to Read the Treasurer’s Report – **Diane Kester**
  - How to Pay Bills – **Diane Kester**
  - Finance Committee – **Wanda Brown**
- Membership
  - Membership Brochures/ New Letters – **Brandy Hamilton**
  - [Membership](#)
- Professional Development
  - Planning Programs
  - Processing Expenses
- NCLA Conference – **Sherwin Rice**
- State Librarian Report – **Mary Boone**
- Other Matters – **Phil Barton**
  - Schedule upcoming meetings

Reports

[College and University Libraries Section  
Endowment Report](#)  
[Government Resources Section Report](#)  
[Government Resources Section-Bylaws changes](#)  
[Leadership Institute Report](#)  
[Membership Committee](#)

[North Carolina Paraprofessional Association Report](#)  
[President's Report](#)  
[Roundtable on Ethnic Minorities Concerns Report](#)