

**North Carolina Library Association
Minutes of the Executive Board**

*Friday, October 18, 2002
Davidson College, Davidson, North Carolina*

Attending: Ross Holt, Martha Davis, Vanessa Work Ramseur, John Via, Jim Carmichael, Mel Burton, Jenny Barrett, Laura Weigand, Paula Hinton, Sandra Cooper, Jean Rick, Terry Brandsma, Priscilla Lewis, Catherine Wilkerson, Mark Pumphrey, Mike Sawyer, Elizabeth Laney, Jan Blodgett, Euthena Newman, Linda Hearn, Lisa Sheffield, Teresa Wehrli, Peggy Quinn, Suzanne White, Phillip Barton, Caroline Walters.

(Full reports from the President, Treasurer, Community and Junior College Libraries Section, Documents Section, Library Administration and Management Section, NC Association of School Librarians Section, Public Library Section, Reference and Adult Services Section, Round Table on Special Collections, Round Table on the Status of Women in Librarianship, Technology and Trends Round Table, Development/Endowment Committee, Governmental Relations Committee, Literacy Committee, Membership Committee, Operations Committee, Scholarships Committee, Finance Committee, Nominating Committee, and North Carolina Libraries can be accessed from <http://www.nclaonline.org/ExBd/meetings/agenda/mtg021018> .)

Call to Order and Welcome: President Ross Holt called the meeting to order at 10:25 a.m. Leland Park, Director of the Davidson College Library, was on hand to welcome the NCLA Executive Board to Davidson College. Leland shared some history of Davidson College and the Davidson College Library. President Holt thanked Leland and Jan Blodgett for working with Caroline Walters to plan the meeting for today.

Minutes, July 19, 2002 Meeting: With two corrections received via e-mail, the minutes of the July 19 NCLA Executive Board Meeting were approved. Jan Blodgett made the motion to approve; Paula Hinton seconded it, with a unanimous vote in favor of acceptance.

President's Report:

President Ross Holt reinforced his report on the Web by saying that we must be members of NCLA. As a result of the support that NCLA and public library directors lent to the effort, state aid to public libraries was fully funded in a state budget year where every other state agency except schools sustained an 8% cut.

The North Carolina Library Paraprofessional Association recently conducted a workshop on library support staff certification at which Ross moderated a panel discussion in the afternoon.

Mike Sawyer and Ross Holt will soon have the opportunity to talk with a group of Russians. Mike will talk to them about intellectual freedom and Ross will discuss access to information.

President Holt also congratulated Al Jones on the content and nice color graphics in the newest [North Carolina Libraries](#) online.

Treasurer's Report:

In Diane Kester's absence, Ross Holt reported that the Treasurer's reports are available on the Web, and that the NCLA financial situation looks good.

Old Business

Annual Conference Study- Centennial Conference:

John Via presented a handout which contained a three-part motion on having a NCLA Centennial Conference in conjunction with the Southeastern Library Association in Fall 2004. As this is a SELA request, the motion is already made and seconded, so Ross opened the floor for discussion.

Considerations included: the possibility of having the 2004 conference in Winston Salem or Charlotte; gaining vendor support by offering a 2-year conference package at a lower total cost; whether or not library budgets can afford sending staff to yearly conferences. Positive reasons for having an annual conference included: the fact that NCLA sections have many of their off-year workshops in the Fall, and that other southeastern state library associations have annual conferences.

The following motion from John Via passed without opposition.

"I hereby move that the Executive Board of NCLA schedule a NCLA Centennial Conference to be held in the fall of 2004 to celebrate the founding of the association in 1904.

I further move that the Executive Board extend an invitation to the Southeastern Library Association to hold the 2004 SELA Biennial Conference in conjunction with our Centennial Conference, so that librarians from other southeastern states can join in celebrating NCLA's Centennial.

I further move that, in order to expedite planning of this conference, the President, in consultation with the Vice President/President Elect, designate a conference chair or co-chairs to lead the effort. "

Commission on Charter/Home Schools:

No report.

Lobbying Task Force – Tax Exempt Election:

Sandy Cooper reported that this task force has surveyed state library associations as to whether or not they have lobbyists. Of the 26 returns, twenty-one (21) associations have lobbyists. Another survey will be sent to ask about the size and budget of the associations, interaction with the lobbyist, and how the lobbyist is made accountable. Results of this survey should be in by November. Catherine Wilkerson reminded the Board that only 20% of the NCLA budget, about \$18,000, can go to lobbying.

The following motion made by the NCLA Lobbyist Task Force was passed without opposition:

The NCLA Lobbyist Task force recommends, "that the NCLA Executive Board authorize 501 (h) election via IRS Form 5768, 'Election/Revocation of Election by an Eligible 501 C (3) Organization to Make Expenditures to Influence Legislation'."

Marketing and Publications – Logo:

Chair Suzanne White presented color variations of 3 new designs for the NCLA logo. After discussion and several suggestions, Suzanne was charged to pursue with the designer some variations on the starred logo on the first page of the handout.

Section/Round Table Reports

Children's Services Section:

Chair Mel Burton reported that this section is having a retreat next week which focuses on bilingual services especially Spanish/English programming.

College and University Libraries Section:

Chair Jim Carmichael reported that there will be no off-conference year workshops sponsored by this section because of its involvement in the ACRL conference to be held in Charlotte in Spring 2003. Ross asked how NCLA might get a display at ACRL.

Community and Junior College Libraries Section:

Chair Peggy Quinn said that CJCLS had a successful workshop in August on library disaster planning. The CJCLS Executive Board is preparing a "fact sheet" of information to be mailed to all CJCLS constituents in November 2002.

Documents Section:

Chair Paula Hinton reported that the Documents Section will have its fall workshop on Friday, November 8, 2002 at the McKimmon Conference Center, NCSU. The sessions will address the North Carolina State Depository System, Log into North Carolina and the 2002 Census, and North Carolina Organizations on the Internet. This section contributed two hundred and fifty dollars toward a scholarship for the NCLA Leadership Institute.

Library Administration and Management Section:

LAMS member Martha Davis shared that LAMS has successfully presented two sessions of "Dazzlement... Providing Quality Customer Service to Library Customers" twice during the month of October. One session was held at the Wayne County Public Library in Goldsboro, and the second was held at the Wilkes County Public Library in Wilkesboro. Congratulations to Mary Ellen Chijioke, Vice- Chair of LAMS for coordinating these off-conference offerings.

North Carolina Association of School Librarians:

NCASL has awarded a scholarship to Robin Boltz, a practicing school librarian, to attend the NCLA Leadership Institute. Diane Kester and Al Jones will serve as the NCASL representatives to the American Association of School Librarians Affiliate Assembly at both the midwinter and summer conferences of the American Library Association.

North Carolina Public Library Trustee Association:

No report.

Public Library Section:

Vice-Chair Priscilla Lewis said that the Public Library Section held a successful preservation/disaster preparedness workshop in May Memorial Library, Burlington on September 12. Priscilla thanked Robert James for donating his time to conduct the workshop and Caroline Walters for the time and effort she put into helping with the workshop.

Reference and Adult Services Section:

Vice-Chair Lisa Sheffield reported that this section conducted a successful workshop with the Round Table on Special Collections on outreach and exhibits in Lenoir on September 13 and Kinston on September 27. Plans are already made for a spring workshop on new modes of reference and preliminary discussions have been held on conference programming.

Resources and Technical Services Section:

Vice-Chair Euthena Newman said that a report for this section will be placed on the NCLA website.

New Members Round Table:

On behalf of Chair Jennie Hunt, Martha Davis reported that the NMRT "Big Adventure" will take place in Raleigh October 24. Brochures for the event were sent to members.

North Carolina Library Paraprofessional Association:

Chair Linda Hearn reported that his section sponsored a successful workshop on support staff certification on October 7, 2002 at the NC School of Science and Math in Durham. Forty-three people attended this workshop which featured an afternoon panel discussion led by NCLA President Ross Holt on the pros and cons of support staff certification. This topic is also subject of a session at ALA midwinter. NCLPA will also offer a scholarship for a paraprofessional to attend the 2003 NCLA conference. Work has already begun on a program for the conference.

Round Table for Ethnic Minority Concerns:

No report.

Round Table on Special Collections:

Chair Jan Blodgett mentioned the success of the two workshops held in September with the Reference and Adult Services Section. Most of the evaluations rated the workshop at "Excellent" or "Very Good".

Round Table on the Status of Women in Librarianship:

Chair Laura Weigand introduced Jenny Barrett as the Vice-Chair of this section. The September 27 workshop with Dr. Arabelle Fedora on "Effective Presentations for 1 to 1,000" was very successful. RTSWL is proceeding with plans to issue an award at the 2003 conference furthering the status of women in librarianship. The award will be named in honor of Dr. Marilyn Miller.

Technology and Trends Round Table:

Chair Terry Brandsma said that a goal of this round table is to establish a TNT listserv in the near future. This listserv will support the information dissemination needs of the TNT Round Table and will provide another means of communication for NC librarians working with technology.

Committee Reports

Archives:

Chair Jean Rick thanked section and round table chairs for sending their current workshop fliers for the archives files. Due to a change in State Library hours, time to visit the archives is limited. Before the next meeting, the Archives Committee will gather some materials concerning NCLA's history for review by John Via and the committee to plan the 2004 Centennial Conference.

Conference:

Conference Committee members met last Friday. No other report at this time.

Commission on the Future of Libraries and the Book:

No report.

Constitution, Codes and Handbook Revision:

Chair Phil Barton is now in the process of comparing the 1990 edition of the Handbook of the North Carolina Library Association with the 2000 edition, which is the current electronic version. He will then construct a report of the "missing parts" and bring it to the NCLA Board for decisions on inclusion in the 2000 handbook. He is also reviewing minutes of the Executive Board meetings from 1997 to the present to determine if any actions taken by the Board should be noted in the constitution, bylaws, or other parts of the Handbook. A problem with the electronic handbook is the inability to do searches or have an index for lack of enumeration. Caroline Walters volunteered to assist Phil with creating enumeration and tabs for the electronic Handbook.

Continuing Education:

No report.

Development:

Chair Elizabeth Laney noted that to the present date, contributions have been made to the Endowment Fund by 69 persons. Of those, ten people have made more than one contribution. The current fund balance is \$17,967.12. Elizabeth passed around the current Endowment brochures. Solicitation for the Endowment will be published in the next Tar Heel Libraries.

Fundraising Liaison Committee:

No report.

Governmental Relations:

Report is on the Web. John Via mentioned the ALA Teleconference on "Safeguarding our Patrons' Privacy: What Every Librarian Needs to Know About the USA Patriot Act and Related Anti-Terrorism Measures" will occur on December 11, 2002 from noon until 3:00 p.m. The Governmental Relations Committee is sponsoring a viewing at Guilford Technical Community College.

Intellectual Freedom:

Chair Mike Sawyer distributed a form on which to report any challenges to intellectual freedom in the state. He looks forward to the challenge of talking to the visiting Russians about intellectual freedom, a concept about which they may know nothing. Mike continued to encourage Board members to let others know of the importance of reporting challenges to the Intellectual Freedom Committee. A collective record of these challenges should be kept.

Leadership Institute:

As the 2002 Leadership Institute is concluding today, Robert James and some others are not at this meeting. Ross has had a preliminary report that the participants are finding the Institute to be very beneficial.

Literacy:

Chair Mark Pumphrey thanked Caroline Walters for her help with the "ESL at the Library" workshop held at the Glenwood Branch of the Greensboro Public Library on October 4, 2002. This successful workshop was attended by 32 librarians, literacy staff, and volunteers working in library and community ESL programs.

Membership:

As of October 15, 2002, NCLA had 875 members. Chair Teresa Wehrli is working on three types of updated brochures: a general information brochure, a brochure to be mailed, and a brochure that contains a membership application.

Teresa attended a Career Fair at UNC-Chapel Hill to promote student membership in NCLA to library school students. She has also drafted a letter to go to deans and chairs of library schools to ask if she can come to speak or put information about NCLA membership on their listserv or library school webpage.

Operations:

Caroline Walters reported for Chair Irene Laube who is at the Leadership Institute. Caroline passed around photos of the NCLA office past and present. New furniture has been purchased and Caroline has arranged the office in a much more efficient, esthetic, and professional way. Caroline continues to organize files, keep the membership database up-to-date, assist with workshop mailings, and manage claims for North Carolina Libraries. The office also has a new HP LaserJet 4100tn printer with extra paper trays which has made printing much faster and more efficient.

Scholarships:

The \$1000 Appalachian Scholarship has been awarded to Donna (Susie) Holland from White Lake, who is a student in the graduate program at East Carolina University. The NCLA Memorial Scholarship for \$750 was awarded to Miranda Cude-Grindstaff from Winston Salem, a student in graduate school at the University of North Carolina at Greensboro.

Other Reports

North Carolina Libraries:

Electronic issues of North Carolina Libraries are available on the Web at <http://www.nclaonline.org/NCL>. Manuscripts on any topic of interest to librarians are still needed for upcoming issues. Send articles to be considered for publication via e-mail attachment to Al Jones, Editor at jonesp@mail.ecu.edu.

ALA Councilor:

Councilor Vanessa Work Ramseur had nothing new to report. Some issues are up on the ALA Council listserv but nothing has been resolved. Vanessa looks forward to attending ALA Council at ALA Midwinter.

SELA Councilor:

Councilor John Via has posted information on NCLA-L about the SELA Conference in Charleston which begins next Thursday. John is doing a program on new library buildings in the southeast, and Terry Brandsma is presenting on Friday.

State Library:

State Librarian Sandy Cooper has begun to post overviews of grants available for this year to be implemented next year. The Master Trainer program is starting again. Software is being selected for the Virtual Reference Project. The State Library may be able to fill several vacant positions that have been frozen until recently.

New Business

Finance – Eligible Expenditures for Committees:

Chair Catherine Wilkerson reminded all committees and commissions to submit proposed 2003 budgets to the Finance Committee by January 10, 2003. When developing the proposed budgets, committee chairs were reminded that the amounts indicated for each committee in the approved budget may not be exceeded by more than 5% without prior Finance Committee recommendation and Board approval. Since either or both are currently being submitted in committee budgets, Catherine said that a policy decision needs to be made on whether or not travel and/or meals/refreshments can be included. The Finance Committee made a motion "that the following items not be eligible for inclusion in committee budget proposals, and thus not paid from NCLA funds: (1) Meals/refreshments for committee meetings (2) Travel to/from committee meetings." After some discussion as to the effect on participation of committee members and the effect on the NCLA budget, Priscilla Lewis made a friendly amendment. The following amended motion passed unanimously:

..."that the following items not be eligible for inclusion in committee budget proposals, and thus not paid from NCLA funds: (1) Travel to/from committee meetings."

At the next Board meeting, the Finance Committee will pose the following questions: Is there a dollar amount that can be approved for expenditure by either an individual Board member or by the Administrative Assistant without having to go through the Finance Committee and the entire Board? If so, can one individual approve it or should it require at least two? Should the Board approve a maximum amount for miscellaneous expenditures? Who signs to approve the use of NCLA money in an emergency?

Ross Holt asked Catherine to bring a list of eligible committee expenditures to the next Board meeting.

Nominations Committee:

Chair Beverley Gass reported that committee members have successfully completed the process of preparing a list of NCLA members who have agreed to have their names placed in nomination for the offices of the North Carolina Library Association for the period 2003-05 except for the SELA representative, which is a 4-year term. Following the "tradition of rotation among the different types of libraries", the candidates for Vice President-President Elect are both from community college libraries. The slate is as follows:

Vice President-President Elect

Carol Freeman, Forsyth Technical Community College

Robert James, Wake Technical Community College

Secretary

Connie Keller, Elon University Library

George Taylor, Forsyth County Public Library

Director-At-Large (2)

Dale Cousins, Wake County Public Library

Joline Ezzell, Duke University Library

David Paynter, New Hanover County Public Library

Eleanor Cooke, Appalachian University Library

SELA Representative – Four Year Term

Evelyn Council, Fayetteville State University Library

Priscilla Lewis, Durham County Public Library

The motion to accept this slate of officers passed with no opposition.

Credit Card Payments Via Website:

Ross Holt reported that credit card payments can be provided to members via Ibiblio, but needs to get some consensus as to whether or not to provide this service. Some issues include the startup cost of \$3,000 for the software, whether or not many members will risk submitting their credit card numbers via the Web, and if NCLA would possibly be open to suit if a member claims his credit card number was revealed. The discussion was tabled until the next Board meeting and sent back to Bao Chang for further development.

Announcements, Other Business:

With no other business, Ross Holt announced that the next NCLA Board meeting will be held in at the King Public Library on Friday, January 17, 2003.

Adjournment:

The meeting was adjourned at 1:40 p.m.

Respectfully Submitted,

Martha Davis, Secretary

Approved by the North Carolina Library Association Executive Board on Friday, January 31, 2003