

North Carolina Library Association
Minutes of the Executive Board
Friday, April 16, 2004
New Hanover County Public Library
Wilmington, North Carolina

Attending: Caroline Walters, Ross Holt, Lisa Sheffield, Beth L. Rowe, Bryna Coonin, Claudia Gollop, Keith Burkhead, Teresa Wehrli, Susan Neilson, Bao Chu Chang, Jean Rick, John Via, Robert Burgin, Pauletta Bracy, Bobby C. Wynn, Gale Greenlee, Annie We substituting for Sue J. Williams, Marie Spencer substituting for Priscilla Lewis, Loree Kelly substituting for Carol Laing, Dale Cousins, David Paynter, Mary Hatcher, Catherine L. Wilkinson, Gerald Holmes, Jenny Barrett, Irene Laube, Robert James, and Connie Keller

Call to Order and Welcome

The meeting was called to order at 10:10 by President Bracy at the New Hanover County Public Library. The Board was welcomed to the New Hanover County Public Library by David Paynter and Mary Hatcher.

Minutes of January 16, 2004

Minutes of the January 16, 2004 meeting were approved with the addition of John Via to the list of attendees. Ross Holt moved and Keith Burkhead seconded.

President's report

Biennium Agenda

President Bracy updated the four points of the biennium agenda

1. Infrastructural Integrity

President Bracy reported that she had received the most committee memberships and the communication liaisons for the round tables, sections and committees. Also discussed was creating a more prominent location on the NCLA webpage for professional activities of the membership.

2. Strategic Planning

Claudia Gollop volunteered to survey membership and to proceed with strategic planning. She will call upon us as needed and when it is time for a membership survey

3. Organizational Outreach

Chair Brenda Stephens was not able to attend, but she reported to President Bracy that she is reviewing organizations to contact.

Ross Holt and Pauletta Bracy are members of the NC Open Government Coalition. The coalition promotes open government issues and gives citizens and the media a place to go for assistance when they feel they aren't getting the information they need from the government. There are plans to have a webpage link on the Charlotte Observer webpage.

4. Centennial Conference 2004

John Via reported on progress made in planning for the Centennial Conference. The following committees and chairs are now actively planning the conference.

Susan Hertzog is program chair of the Special and Memorial Conference and Conference Committee. Vanessa Ramseur is site manager at the Conference. Carol Jordan will coordinate tours. Kevin Cherry is in charge of history committee; Steve Kelly from Wake Forest is chair of the exhibits. Andrea Tullos is chair of registration. Teresa Wehrli is chair of the conference store. Bao-Chu Chang is webmaster. Judith Givens is representative from SELA. Faith Line is the SELA secretary. Candy Ortman is the chair of the vendors

Among the highlights of the conference are that it will be 100 years from first NCLA conference. It will be the first ever NCLA and SELA joint conference. Charlotte will have a free trolley running by the time of the conference. Other sites in Charlotte to draw people are the mall, Mint Museum, Levine Museum, tours and shopping.

Tentative plans are for a pre-conferences on Tuesday; a Casual reception Tuesday evening of the new members roundtable of both groups; Wednesday night reception in the exhibits area at public library; Centennial Moments during the conference; Photographs of old librarians and libraries on display; Thursday Presidents luncheon with all living presidents of both NCLA and SELA invited; Wednesday evening a Librarian talent show at public library at 8:00 followed by a reception; Thursday a reception at Levine Museum of the New South; Planning to offer a casual nightcap to watch the movie *Desk Set*. All during the conference the history committee will interview members and tape them and put together a video to show Friday afternoon at the close of the conference and as an archive for the future.

A copy of the program planning form passed out. It is important to make clear that all av charges are at the expense of the committee providing the program.

The estimated budget for the Centennial conference was passed out and reviewed. The conference store needs to be in exhibit hall and also have a kiosk at the registration area and at the big events. Plans are for adding general merchandise to the usual cups, t-shirts, etc. Profits from exhibits fifty/fifty

Registration budget was passed out. The Board was asked to provide feedback but does not need to approve this budget. Discussion ensued about exhibit passes, different badges, policing issues, etc. Conference planning for Westin is on the Charlotte conference webpage.

The theme is "A splendid combination". Content of the sessions don't always play to the theme of the conference. Discussion followed on how to emphasize the fact that this is NCLA's Centennial year conference even though SELA is participating. Other themes were suggested.

Programs ideas include the history of NCLA, ageing, Hispanics, anything about what's happening in the southeast, benchmarking against other services, technology possibilities, library buildings, staff development and library education

The NCLA webpage has program planning and hotel registration forms and contact information, schedule, etc.

John Via requests that we think about our history as well as our future.

President Bracy commends the conference planning. Need to begin thinking about 2005. For the 2005 conference President Bracy is insisting on diversity in speakers at these events and make this obvious. We need to approve budget estimates for conference

MOTION: President Bracy made a motion to approve the estimated budget for the NCLA/SELA conference 2004.

First: Robert Burgin

Second: Dale Cousins

Question Called: Passed by voice vote.

Motion carries

Executive Board orientation

The first Executive board orientation was successful. Discussion led to suggestions about organization of NCLA. Plans are to repeat the orientation as needed.

ALA-NCLA Student Membership

ALA has a program that would provide a student with membership in ALA and NCLA for \$25.00. ALA would then give NCLA half of that money. Our present student membership is \$10.00. Eleven states already have this arrangement. Therese Wehrli says this has proved beneficial for Michigan. The feeling is that once a student becomes a member of ALA and a state association that they will continue with the memberships once they have graduated.

MOTION: President Bracy made the motion to accept an arrangement with ALA for student memberships.

First: Ross Holt

Second: Dale Cousins

Question Called: passed by voice vote

Motion Carries

Pay equity

President Bracy opened discussion on selecting an issue for the next biennium. One of many issues affecting us is pay equity. Taskforce will be appointed and report to President Bracy. NCLA hasn't done anything like this before. Bigger issue is support of all librarian systems in the state and pay equity could piggy back on this. ALA has a toolkit for pay equity so we wouldn't have to start from scratch. This would dovetail with the paraprofessional section on certification and advocacy for all librarians in the state. Key issue would be to teach strategies for librarians and municipal governments, etc. to increase salaries.. Paulette will appoint a committee to explore this issue and to bring objectives to a future board meeting to see if we should pursue this issue.

Treasurer's Report

The Treasurer's report is posted on the web.

Old Business

Section and Round Table Reports

Business Librarianship: Planning is underway for a May 7th meeting. The section has to form committees and develop a webpage. Go to the webpage to see the recommendation draft. Begin a membership drive. About 25 attended last meeting. Complete report is posted on the NCLA webpage.

Children's Services Section: Conference planning is the focus of the report which is posted on the NCLA webpage.

College and University Libraries Section: absent

Community and Junior College Libraries Section: Conference planning is the focus of the report which is posted on the NCLA webpage.

Documents Section: A spring workshop is planned for May 7th. The meeting will have an update on state access and the afternoon will focus on new editor for newsletter. See the request for a name in New Business.

Library Administration and Management Section: Conference planning is the focus of the report posted on the NCLA webpage.

NC Association of School Librarians: Absent.

NC Public Library Trustee Association: Mary Hatcher has a list of trustee membership and recommends that they have a listserv. The association needs to get many more trustees involved. Work is progressing of a conference program dealing with how to get more money and how to deal with local governmental bodies. Ann Elkins is working on orientation and a brochure for trustees.

Public Library Section: Conference planning committee will meet on April 30. The section will have an author luncheon and focus on one program rather than several and will jointly sponsor and ILL program with Solinet. Paraprofessionals will have program as well.

Reference and Adult Services Section: Focus is on conference planning. Duncan Smith will do another program. The breakfast/luncheon speaker has been chosen. The section will co-sponsor a program with SELA. Need an idea for a program on reference for the future.

Resources and Technical Services Section: Absent.

Literacy Round Table: Met March 31st to refine focus and draft goals. The round table will continue to sponsor workshops. ALA in session literacy 360 degrees and will speak on ESL in NC. We are beginning conference planning. Won award from *Library Journal* and won movers and shakers award.

New Members Round Table: No Report.

North Carolina Paraprofessional Association: At the December meeting appointed a committee to study the state of respect between professional and para-professionals in NC. A survey was designed and the

Round Table will submit a report by midsummer. Report posted on the NCLA webpage.

Round Table for Ethnic Minority Concerns: Focus is on conference planning and pre-conference programming. REMCO goal is to get more people to come to Charlotte and how to honor the roadbuilders. Reforma chapter will not be a part of NCLA since our by-laws prevent some of the actions they want to take. Most members of Reforma are also members of REMCO. Compete report is on the NCLA webpage.

Round Table on Special Collections: Absent.

Round Table on the Status of Women in Librarianship: Focus of meeting was conference planning and revision of the Marilyn Miller Professional Commitments award.

Technology and Trends Round Table: Report is on the NCLA webpage.

Committee Reports

Archives: A request to library schools for help with archives will be sent. Want committee to come once a month to bring order to the NCLA archives. The committee wants to have no more than the present number of three members. The bylaws state six members. Jean has gotten work release from Meredith to go to state archives one day per week this summer. Full report is on the NCLA webpage.

Conference 2005: President/President elect is Robert Burgin. Dale Cousins is program chair. Steve Kelly exhibits chair. Bao-Chu Chang is webmaster. Deborah Lambert at Wake Forest is local arrangements chair. The conference store, placement and registration positions are still open. A theme for the 2005 conference has yet to be chosen. The conference committee has received several suggestions. A theme orientated toward library users instead of libraries themselves is being investigated.

Commission on the Future of the book: Robert Burgin reported that the spring issue of *NC Libraries* was put together by the commission.

Constitution, codes and Handbook Revision: Phil Barton and Terry Nichols are joining with Bobby Wynn and will reconstruct the handbook by comparing 4th and 5th editions and reviewing suggestions. Some portions were updated on web but not brought before this committee. The changes in the by-laws need documentations and wording to be correct. All old editions of the handbook need to be collected and destroyed. The committee will have a new draft ready for approval in January 2005. Ross Holt volunteered to help on this committee.

Continuing Education: No report.

Endowment: No report.

Finance: The Finance Report was passed out. This is a brand new committee. The committee is planning revisions to finance procedures and the 5th ed. has been edited to reflect what has been going on. Still working through issues and would like feedback on the report. The committee will look at some of Diane Kester's duties and time constraints. The association may have to look at dividing these duties differently. Need to look forward to when Diane leaves the position. Credit card guidelines need to be created. The committee meets virtually and in person only at conferences. Plan to discuss these issues at the next Board meeting.

Leadership Institute: Decided to recommend next leadership institute in the summer rather than spring/fall and Monday/Friday. The next round of speakers and mentors will be from a variety of libraries in NC. Out of state registration: should this be considered and approved by this board but not if it results in leaving out any NC librarian. We have collected data from graduates of previous institutes. This data is now debating how to analyze the data collected. Overall the feedback has been positive. Next institute will try to involve people on the Board and NCLA. We will have daily evaluations throughout the institute.

For the Conference in 2004: Have a panel of graduates and publicity for next institute. Plans are being made for a reunion of the Leadership Institute graduates during the conference.

Membership: Committee will meet May 5th. We will have an NCLA table at the NC Learning Resources Conference in July. If you know about events that would let us have a table, let Therese Wehrli know. Guidelines for the social fund (draft) were passed out. Discussion: Who should do this? Do we want to do this? How can we be consistent? How do we fund this? President Bracy, Catherine and Therese Wehrli will work out the details. Send card, not flowers from Board. President Bracy will send personal note and notify everyone else. Then individual Board members can respond as they feel necessary.

Post to the yahoo list to report any event that needs a response.

Nominating: No report. (Clarification: 350 members get a second member on the board and an additional 200 get another voting member. New members roundtable not included in this.)

Operations: Report passed out to the Board members. Irene Laube states that the membership procedures have been streamlined as much as possible. Discussion involved around the duties of the administrative assistant, the amount of time involved in the position, and how to subdivide/add/delete the duties. One change that has made more work has been the use of more personal letters instead of form letters. The committee has previously looked at out-sourcing but decided against it. Conferences take a lot of work and we will have two back to back. The Operations Committee favors increasing hours of the administrative assistant. If Finance Committee approves the additional hours, the Executive Committee of the Executive Board can approve the change..

Public Policy: Full report is on the NCLA webpage. Capitol Strategies met with the committee to get going on things. The committee has been collecting information for legislatures about the NC-Live by a four question survey on the impact of NC-Live on library patrons. Ross Holt mentioned the importance of legislative champions for libraries. If you

know of someone, please let Ross Holt know. The Public Libraries Association has an active network to get information before the legislature. Left off the membership was Kate Hickey, library director at Elon, representing the independent colleges and universities. Legislative Day is June 2nd.

Publications and Marketing: Absent.

Scholarships: Anne We substituted for Sue Williams. Full is report on the NCLA webpage. Application deadline is May 30th. The applications are reviewed in June to decide on recipients. The scholarship webpage has been revised. The committee also needs two more members. One objective of the committee is to follow up on loans.

NCLA Webpage: Full report is on the NCLA webpage. Check your information to be sure it is correct. The password will be changed. Included will be some statistics on traffic and browsers.

Organizational Outreach: Absent.

Strategic Development: Claudia Gollop is looking at other state library association's strategic plans and their organizational charts. Take into account our mission and survey results.

Other Reports

NC Libraries: Absent.

ALA Counselor: Absent.

SELA Counselor: Absent.

NC State Library: Absent.

New Business

Section Name Change Request

The Documents section requested to change its name to "Government Resources Section" A report on why this is change is needed was given. For the next biennium the section would use "Government Resources Section" with old name of "Documents" in parenthesis.

Motion: President Bracy made the motion to approve the name change of the section from "Documents" to "Government Resources Section".

First: Gerald Holmes

Second: Robert Burgin

Question Called: Motion passed by voice vote.

Organizational Chart: Draft of the organizational chart is on webpage. Bao-Chu Chung reports that it is still under construction. The chart includes Executive committee (President, Vice President, 2 Directors at Large, Treasurer, and Secretary); 11 sections; 17 round tables and 18 committees.

Use of the Logo: NCLA needs to have guidelines about the use of the logo on the NCLA Webpage.

ADA requirements: These need to be provided to the local arrangements committee and should also be included on the NCLA Webpage.

Differences between sections and roundtables: Robert Burgin read the old minutes of the association to provide some insight. In the early 1980's section chairs could vote, but round table chairs could not; to be a section required 100 members and to be a round table required 25. Then in 1985 the association approved that roundtables be treated the same as sections Basically round tables need 100 members to exist. At one time the entire constitution of NCLA was reprinted annually.

Parliamentarian

President Bracy is considering the appointment of a Parliamentarian.

Announcements

Dale Cousins (Wake County Public Library) invited us to come to NC State for NC Literary Festival.

Robert James mentioned a new non-circulating library in NC called Childhood Traumatic Stress. The library will begin offering ILL in spring of 2005.

There is \$7000 for project grants available to sections, roundtables and committees to help with costs for conference programs or other activities. Applications are available online.

Actions Taken

- θ 2004 Conference budget approved.
- θ ALA/NCLA joint student membership approved
- θ Document Section name change request approved

Next meeting: Friday, July 16, 2004 at Meredith College at 10:00.

The Executive Board Meeting was adjourned at 2:38 P.M.

Minutes recorded by Connie Keller