

The Leadership Institute planning committee met March 20, 2008 – at the State Library

Present – Kem Ellis, Lisa Williams, Mary Boone, Jennifer Pratt, Mark Livingston, Sandra Lovely, Nora Armstrong.

It was determined that the Leadership Institute will be held October 26 – October 30, 2008 at The Summit in Brown Summit N.C. We are waiting for the contract and deposit information from The Summit.

Sunday – dinner

1 Meeting room (included with lodging)

Monday 3 meals + 1 break (included with lodging)

Extra meals for guest speakers?

1 Meeting room (included with lodging)

Extra meeting rooms

Tuesday 3 meals + 1 break (included with lodging)

Extra meals for guest speakers?

1 Meeting room (included with lodging)

Extra meeting rooms

Wednesday 3 meals + 1 break (included with lodging)

Extra meals for guest speakers?

1 Meeting room (included with lodging)

Extra meeting rooms

Thursday 2 meals (included with lodging)

Extra meals for guest speakers?

1 Meeting room (included with lodging)

Extra meeting rooms

There will be two Leadership Institute tracks:

Track 1 Leadership Institute provides a professional development experience for new and/or future leaders of public, special and academic libraries in North Carolina. We will accept 30 applicants.

The Track 2 Leadership Institute offers a developmental opportunity for senior leaders who are considered “key decision makers” within their public, special, or academic libraries. We will accept 15 applicants.

Mark Livingston will be working with the LI program planning committee in recruiting 6-8 individuals (Mentors, LI committee and State Library representatives) to assist with facilitation, coaching, and coordination of the Track 1 program.

Mark will also be working with this group to identify a keynote speaker and guest speakers for both Tracks.

Track 1 will be working with the book *Leading at a Higher Level* by Ken Blanchard (2007)

Track 2 will be working with these books authored by Ken Blanchard: *Leading at a Higher Level*, *Raving Fans*, *Full Steam Ahead*, *Gung Ho*, *Situational Leadership*, and the *One-Minute Manager*. They will also use the books: *Servant Leadership* by Robert Greenleaf and *The Experience Economy* by Joseph Pine and James Gilmore.

The NCLA Leadership Institute committee has been working with the State Library on planning the institute and we are waiting to hear what funding/resources they will be able to offer the institute.

Budget:

We are looking at cost for each track as \$500 per person Track I and \$1,000 per person Track II

We have estimated the total cost for the institute as follows

\$18,060 – lodging

\$3,000 – books (maybe acquire these from the NC Friends of the Library)

\$57,500 – Consulting/ facilitator fees

\$1,440-- Marketing

For a total of \$80,000

Funding for the institute has been estimated for the following resources

\$30,000 – LI applicants' tuition

\$15,000 – will request April 10, 2008 from NCLA board

\$2,150 – Leadership Institute budget (Sorry Kem, after checking the budget I realized I over estimated our budget a bit as of December 2007 http://www.nclaonline.org/finance/2008/2008_January/2007-12-FundAccounts.pdf)

\$2,500 - NC Friends of the Library

\$2,500 – NCPLDA

\$5,000 – sponsors?

\$15,000 – State Library NC?

For a total of \$75,120 (which leaves us short \$4,880)

We will be soliciting scholarship funding from NCLA committees and roundtables at the April 10th NCLA Executive Board meeting.

Leadership Institute Timeline: (I will add this information to the website)

April – Send email for “Save the date”

May – teleconference or face to face meeting for Leadership Institute program planning committee to determine the criteria for deciding on attendees sometime before the application due date

June – Send email for “Call for Applications”

July – Send email reminder for “Call for Applications”

August 1 – applications due

August – decide on attendees

August 22 – notify accepted applicants

September – Mentors will contact accepted applicants and give details of the institute and invite them to join the list-serv

October – Leadership Institute