

1 **North Carolina Library Association Executive Board Meeting**
2 **Thursday & Friday, January 30 & 31, 2014, Embassy Suites – Durham Airport/Brier Creek**
3
4

5 **Attending:** Alan Bailey (Director), Randall Bowman (CUS), Wanda Brown (Past President,
6 Nominating, SELA Rep), Robert Burgin (Finance), Anthony Chow (Legislative), Harry Cooke
7 (Endowment), Dale Cousins (President), Mike Crumpton (Leadership), Laura Davidson
8 (Constitution), Angela Davis (CJCLS), David Durant (GRS), Denelle Eads (Archives), Dana
9 Eure (ALA Councilor), Harry Frank (NCLPA), Larry Gavin (LAMS), Brandy Hamilton
10 (Continuing Ed), Jennifer Hanft (Secretary, Marketing), Tamara Hayward (Trustees), Amy
11 Harris (Director), Rachel Holderied (RTSS), Crystal Holland (RASS), Avis Jones (REMCO),
12 Billy King (PLS), Carol Laing (WILR), Priscilla Lewis (Operations), Rodney Lippard (Vice-
13 President, Conference), Raye Oldham (Leadership), Kim Parrott (Admin Asst), LaJuan Pringle
14 (Legislative), Matt Reynolds (RTSC), Lorrie Russell (Treasurer-Elect), Mary Scanlon (BLINC),
15 Cal Shepard (State Library), Kathy Shields (TNT), Lisa Shores (Membership), Debbie Shreve
16 (YSS), Libby Stone (Scholarship), Dave Trudeau (Intellectual Freedom), Molly Westmoreland
17 (LIT), Laura Wiegand (Web), MJ Wilkerson (Treasurer), Melanie Wood (NMRT).
18

19 The meeting was called to order at 2:40pm by Dale Cousins.
20
21

22 **Board Member Expectations** (Dale Cousins):

23 Be the face of NCLA

24 ~be present, be an advocate and an ambassador for the organization

25 Promote the association to colleagues

26 Attend meetings

27 ~four this year, three next year plus conference

28 Engage vice-chairs

29 ~especially in their 2nd year, as vice chair is responsible for conference planning

30 Be aware and mindful of association finances

31 Voting

32 ~Executive Committee, Section & Round Table chairs vote; Committee chairs do
33 not, but equally important in an advisory role

34 Communication

35 ~with other Executive Board members, with the NCLA Administrative Assistant,
36 with members of Sections/Round Tables/Committees

37 ~members want to be engaged and asked to participate, they can help Section and
38 Round Table officers

39 ~NCLA listserv, Facebook page, website

40 Membership

41 ~everyone's responsibility to grow the association, not just the Membership

42 Committee
43
44

45 **Dates to Remember:**

46 Biennial conference—October 19-23, 2015 @ Koury Center in Greensboro

47 Leadership Institute—October 2014

48 Legislative Day—May 2014 in Washington, DC

49 During the off-conference year, Section & Round Tables lead workshops and webinars, etc.
50
51

52 **Preparation for Executive Board Meetings:**

53 Section, Round Table, Committee chairs

54 ~submit written report to Kim Parrott, Laura Wiegand, Jennifer Hanft, Dale
55 Cousins two weeks before Board meeting

56 ~motions submitted two weeks prior to meeting to the above, plus Laura Davidson

57 ~a call for agenda items will be sent out prior to Board meetings

58 ~hope to incorporate continuing or a learning component into future meetings

59 ~lunch cost is \$12, paid to Kim at meetings, menu options will be sent out in advance
60
61

62 **Treasurer's Report** (MJ Wilkerson/handouts):

63 Fund accounts (blue handout)

64 ~balance in Column H shows end of 3rd quarter, not 4th quarter

65 ~conference balance variously reported because Endowment Dinner fully sponsored

66 ~Leadership Institute money in scholarship section: possibly an artifact of the year

67 LI was cancelled and did not go to Caraway

68 ~4th quarter shows expenditures, not balances
69

Income and expenses (green handout)

70 ~earned \$12,000 more than budgeted (\$62,000 vs. \$74,000)

71 ~spent about \$1400 more than budgeted
72

Accounts (yellow & purple handouts)

73 ~end-of-year net worth \$37,301, total assets \$355,000
74

75 **Motion to accept—approved**
76

77 **Finance Committee** (Robert Burgin/handout):

78 Finances in very good shape, thanks to profitable last few conferences

79 2014 Budget Proposal

80 ~careful budgeting will allow us to do what we want

81 ~half our income comes from membership, half from conference: \$73,000

82 estimating \$35,000 in memberships (off-conference year)

83 \$10,000 of 2013 conference profits is seed money for 2015 conference

84 paying back \$1800 from unrestricted reserve used for Moldova project

85 ~expenses: \$73,000

86 5% pay increase for Admin Asst

87 office expenses, including new logo items (stationery)

88 operations support: \$52,000

89 committee budget requests—Membership: \$600, Legislative & Advocacy:

90 \$10,000, Archives: \$2000, Marketing: \$1000

91 mid-biennium retreat in January 2015, with outside facilitator?

92 does not include Section & Round Table costs

93 *North Carolina Libraries*: \$2000 to continue publishing online
94

95 **Motion to accept budget—approved**
96

97 **Motion** to approve July 2013 Executive Board meeting minutes:
98 Past secretary posted minutes in 2013 to Executive Board at that time
99 ~amendments were received and incorporated
100 ~minutes not yet linked on website
101 ~on good faith, motion is **approved**

102
103
104 **NCLA Office Operations** (Priscila Lewis/handouts):

105 Kim is here to help, but please respect office hours
106 ~M-F 7:30-2:30, 3-5
107 ~in office MWF, telecommutes TR
108 ~office is in NC Library for the Blind @ 1841 Capital Blvd. in Raleigh
109 ~responsibilities include: monthly membership reports for Sections & Round Tables,
110 active/inactive membership reports, processing new memberships & renewals,
111 processing payments, site selection for Leadership Institute & conferences,
112 printing, copying, registration, mailing, managing Avectra, managing association
113 finances, support for workshops, etc.
114 ~don't hesitate to call for help: 919-771-3995 (cell)
115 Priscilla welcomes feedback for Kim's annual evaluation and will email Board for feedback
116 Check request form
117 ~if reimbursement needed for expenses, send in check form to office
118 Conference call form
119 ~\$.10/min/person, charged to Section, Round Table, or Committee budget
120
121

122 **Homework Assignment:**

123 Look at NCLA Handbook, read through Constitution
124 See what applies to your Section/Round Table/Committee
125
126

127 **Recap of Last Biennium** (Wanda Brown):

128 Retreat in Jan 2012, identified six strategic initiatives to stay relevant (reports on website)
129 Essential to strengthen financial wellness of NCLA
130 Grow NCLA endowment
131 Increase membership by 5%—membership report should be added to minutes
132 Foster interest in NCLA between conference
133 Develop more robust online presence—engage members, communicate w/ lapsed members
134 Increase outreach, especially with library directors, school librarians
135 Emphasize that the association is for everybody
136 Branding—new logo, website, new listserv (unmoderated), increased use of social media
137 State Library support—Leadership Inst, 2012 Board retreat, first-time conference attendees
138 Moldova project
139 ~sister library association (Moldova Library Association)
140 ~Wanda attended/presented at MLA conference/meeting
141 ~to repay their hospitality, Moldova representatives invited to NCLA conference
142
143

144 **Website** (Laura Wiegand):

145 Sections/Round Tables should appoint web administrator—send Laura their name & email
146 Web Admins will be given website contributor access and will get Webex/Drupal training
147 Info on the website with link to site documentation on how to update events & add info
148 Section & Round Table events should be added to online calendar & news posted to website
149 Drupal can do webform (for surveys or feedback solicitation) & image galleries
150 ~use this, rather than Survey Monkey or other sites/tools, to drive traffic to website
151 ~training held in March
152 Email reports/motions to Laura Wiegand (UNCW), not Laura Weigand (Forsyth Co PL)
153
154

155 **Section & Round Table Reports:**

156
157 BLINC

158 Mary Scanlon reported biennium highlights:
159 ~BLINC celebrated 10th anniversary last year
160 ~hosted quarterly workshops, about 25 people attended
161 ~report published on impact of public libraries: entrepreneurs and small business
162 owners use libraries' collections—BLINC looked at which libraries provide help to
163 these populations and built relationships with those libraries
164 ~working with Library directors and NCLIVE to provide trainers and programming
165 to help small business/entrepreneur support organizations
166 ~NCKnows partnership/ask BLINC listserv: help librarians with business questions
167 ~eight presentations at conference; two scholarships to conference
168

169 CUS

170 Randall Bowman reported biennium highlights:
171 ~one day miniconference “Assessment Beyond Statistics” w/ CJCLS, 50
172 participants
173 ~three ACRL webinars
174 ~strong presence at conference—luncheon & six sessions
175 ~coming this biennium—miniconference & more webinars
176

177 CJCLS

178 Libby Stone reported for Angela Davis:
179 ~plans to collaborate with North Carolina Community College Learning Resources
180 Association (NCCCLRA)
181 ~developing online workshops to complement NCCCLRA conference in April
182 ~working on updating Section bylaws
183

184 GRS

185 David Durant reported biennium highlights:
186 ~webinar series (Help! I'm an accidental gov't librarian), 30+ sessions—will continue
187 ~planned further webinars through May 2014
188 ~spring 2012 workshop at Elon, November 2012 at ECU
189 ~sponsored three events at biennial conference
190 ~planning another face-to-face workshop in June 2014
191

192 LAMS

193 Lorrie Russell reported for Larry Gavin:
194 ~highlights include a quarterly newsletter—will increase to monthly
195 ~held Unconference, will offer again in off-conference years (this year)
196 ~sponsored Leadership Institute scholarship
197 ~conference events: Preconference (Leadership Institute), speed interviewing with
198 NMRT, managers panel
199 ~hope to have a program this May
200
201 LIT (not here/no report)
202
203 NMRT
204 Melanie Wood reported biennium highlights:
205 ~24 networking events around NC—275 attendees; looking for hosts, contact NMRT
206 ~jobseeker Tips & Tricks event presented three times & posted on Youtube
207 ~outreach to library schools in Aug/Sept
208 ~presented Meet NCLA event, with representatives from Sections & Round Tables
209 would like to improve that event this biennium, possibly create virtual event
210 ~plan to continue the quarterly newsletter
211 ~will develop Mentoring & Resume Review program—expand to online, new format
212
213 Dale commended NMRT for their conference event: they had reservations about the Endowment
214 Dinner and came up with a successful alternative event (Pub Crawl).
215
216 NC School Librarians (Vacant)
217 Cal, Dale & Wanda attended conference. Offered a reciprocal seat at meetings (we attend
218 their meeting, they attend ours). Discussed 2017 conference co-hosting.
219
220 NCLPA (not here/no report)
221
222 Trustees, Advocates & Friends
223 Phil Barton not able to attend; will submit written report. Suggestion made to consider
224 getting a trustee to chair in effort to revitalize the committee.
225
226 PLS
227 Billy King reported biennium highlights:
228 ~mini conference (Fabulous Fridays series) in off-conference years around NC
229 three events, 300 attendees, 40 presenters, 15 libraries
230 aim to provide tailored programming for people who can't attend conferences
231 programming topics include: circulation issues, digitizing local history,
232 security practices, innovative youth services events, etc.
233 ~hosted eight conference programs, two author events
234 ~presented William Roberts Distinguished Library Service Award
235 ~planning third year of Fabulous Fridays this fall
236
237 RASS
238 Crystal Holland reported biennium highlights:
239 ~webinar series with Distance Learning Interest Group
240 ~updated section bylaws

- 241 ~sold out luncheon, three programs at conference
- 242 ~currently discussing strategic initiatives to engage members in off-conference year
- 243 ~would like to do more events at alternate locations, as well as webinars
- 244 ~planning for author presentation in March
- 245 ~discussing potential for Gmail communication
- 246 ~working on getting RASS volunteer corps off the ground
- 247 headed up by Library School students & one RASS director
- 248

249 [Side conversation] keeping members engaged—key to keeping them is to get them involved.

250

251 REMCO

252 Avis Jones reported biennium highlights:

- 253 ~good conference experience
- 254 ~preconference sponsored author who deals with Coretta Scott King awards
- 255 ~Round Table targeted to ethnic minorities, but the concerns of everyone are dealt
- 256 with and are relevant to everyone
- 257 ~communication challenge: want to keep ideas going in the new biennium
- 258

258

259 RTSS

260 Rachel Holderied reported biennium highlights:

- 261 ~in 2012, sponsored Leadership Institute attendee & hosted workshop at UNCG
- 262 ~sponsored four or five conference sessions
- 263 ~many new faces on RTSS board, would like to do things differently
- 264 ~traditional format events (one-day, one-location) not working well
- 265 ~plan to try something new to increase engagement
- 266

266

267 RTSC

268 Matt Reynolds reported biennium highlights:

- 269 ~sponsored three sessions at conference; business meeting was encouraging
- 270 ~plan to focus on communication improvement; will try forums on website
- 271 ~instead of one workshop, maybe two webinars this year due to travel restrictions
- 272 ~trying to establish vetted list of appraisers, evaluators, estimators, conservators for
- 273 special collections for library staff to refer to with questions from their patrons
- 274

274

275 TNT

276 Kathy Shields reported biennium highlights:

- 277 ~11 popular webinars last year
- 278 ~partnering w/ NMRT on 2014 webinars: new members can present/get experience
- 279 ~partnering with state library for workshops around the state
- 280 ~looking for other new partnership opportunities—interest in events around NC
- 281

281

282 WILR

283 Carol Laing reported biennium highlights:

- 284 ~off-year retreat was good, but low attendance
- 285 competition with lots of other NCLA groups hosting off-year workshops
- 286 ~instead of hiring speaker this year, plan informal discussion on relevant issues;
- 287 experienced librarians host break out groups
- 288 ~great conference—BA Shapiro author event

289 ~NMRT Networking Events are great, but need something for NCLA veterans, not
290 just “new members.”
291

292 YSS

293 Debbie Shreve reported on biennium highlights:

294 ~off-year retreat in 2012, well attended

295 ~two author events at conference; panel discussion

296 ~planning to redefine board positions with new jobs for board members

297 ~retreat on October 16-17, 2014 at Haw River State Park

298 author event, summer reading, grade level reading initiatives

299 ~looking at ways to increase/engage membership & communication with members

300 ~board members going to Collaborative Library summer reading program meeting
301 this summer
302
303

304 **Committee Reports:**
305

306 Archives

307 Denelle Eads reported:

308 ~proposal on partnership with NC Central Library school fell apart

309 ~currently forming new Archives Committee

310 ~NCLA Archives needs cleanup: lots from 1980s; must be cleared out and organized

311 ~archives audit is done, can move forward with processing boxes

312 ~need volunteers from staff working in archives or special collections to help

313 ~suggestions to Denelle: put out a call to Library Schools; find out retention plan for
314 financial records (if too old, perhaps discard?)
315

316 Conference

317 Rodney Lippard reported:

318 ~committee is currently being populated

319 ~would like to use some people from last conference committee

320 ~Greensboro site visit on February 14th with Kim Parrott

321 ~conference will be held on October 19-23, 2015
322

323 Constitution, Codes and Handbook Revision

324 Laura Davidson reported on biennium highlights:

325 ~established official copies of NCLA governing documents

326 separated historical pieces from current pieces

327 ~leftover from last biennium:
328

329 **Motion:** *NCLA conduct a virtual special meeting of the Association to pass two constitutional*
330 *amendments. The virtual meeting method would be established by the Web & Technologies*
331 *Committee.*

332 Crystal Holland seconded the motion.

333 Discussion on synchronous voting vs. asynchronous

334 ~Laura’s preference would be asynchronous

335 ~Executive Committee is empowered to act on behalf of board between meetings
336 and eventually get board approval

337 ~There is precedence for a virtual meeting

338 Motion is **approved**.

339

340 Continuing Education

341 Brandy Hamilton reported:

342 ~new to the committee, working on finding out the charge

343 ~brainstorming on opportunities to offer training to the Board

344 ~getting assistance from former chair

345 ~serving on board of State Library's Continuing Education Committee

346 ~currently, 36 continuing education workshops scheduled for spring, six all new

347 ~workshop announcements forthcoming in the next few days on the NCLA listserv

348

349 Endowment

350 Harry Cooke reported:

351 ~main goal this biennium to get more visibility for endowment

352 ~Dale Cousins expressed interest in remarketing and rebranding endowment

353 need help from Laura W. (Web) and Jen (Marketing)

354 ~discussion on member outreach for endowment fundraising & how to get the

355 message out to younger members

356

357 Intellectual Freedom

358 Dave Trudeau reported:

359 ~several banned book challenges across NC

360 ~discussion on challenges: *The Invisible Man* in Randolph County, *The Color Purple* in
361 Brunswick County, *House of the Spirits* in Watauga County

362 ~went to ALA midwinter as Chair-Elect of Intellectual Freedom Roundtable

363 ~Appalachian State University hosted a pre-Christmas read-in

364 English Dept, students, community read & discussed *House of the Spirits*

365 ~ACLU getting involved w/ *The Color Purple* case; continues involvement in *House*
366 *of the Spirits* case.

367

368 Leadership Institute

369 Mike Crumpton reported on biennium highlights:

370 ~talked to Algonquin rep at ALA midwinter, thanked her for support of conference
371 rep reports all authors came back w/ glowing reports from conference events

372 ~Leadership Institute a success, past attendees stepped up to NCLA leadership roles

373 ~dates set for 2014 Leadership Institute; will be at Caraway again

374 call for participants out in March

375

376 Legislative and Advocacy Committee

377 Anthony Chow reported on biennium highlights:

378 ~name changed from Public Policy to Legislative & Advocacy

379 ~poster session at 2013 NCLA conference

380 ~committee's main responsibility is coordinating with ALA for Library Legislative
381 Day in Washington, DC and NCPLDA for State Legislative Day

382 ~Anthony expressed thanks to Carol Walters & Brandy Hamilton for their efforts
383 leading the committee in the past

384 ~National Library Legislative Day will be held May 5-6, 2014 in Washington, DC

385 ~new Student Ambassador program underway with 20+ entries so far
386 ~planning to stage a flash mob in Washington in front of the capital
387 ~currently working on National Library Week and #MyNCLibrary project
388 goal is to collect experience users have in the library, as well as staff stories
389 will be social media driven with incentives for people to participate
390

391 Discussion and brainstorming on engaging legislators and communicating value of libraries.
392

393 Marketing

394 Jennifer Hanft reported on biennium highlights:
395 ~partnered with classes at Meredith College to create NCLA marketing plan and
396 rebrand NCLA with new logo & website
397 ~worked with Web & Tech Support Committee to create & promote new listserv
398 ~planning to finalize new NCLA website, transition remaining NCLA marketing
399 pieces to the new logo, finish the move from Facebook Group to Page, reviving
400 *Tarheel Libraries* newsletter.
401

402 Membership

403 Lisa Shores reported on biennium highlights:
404 ~researched membership benefits program (will not go forward) & web
405 conferencing tools (will revisit)
406 ~attended January NCCU LIS orientation
407 ~goals: to get committee robust & recruit new committee members
408 ~will update membership brochure
409 ~considering purchase of credit card payment tool (such as Square)
410 ~plan to attend Library School orientations, create video for events unable to attend
411

412 Nominating

413 Wanda Brown reported:
414 ~ elections will take place next year
415 ~will update again in late fall/early spring
416

417 Operations

418 Priscilla Lewis reported:
419 ~most of 2013 spent preparing for conference, online registration, working with
420 conference committees, Sections & Round Tables, etc.
421 ~Kim attended planning for Leadership Institute, now planning for next conference
422

423 Pay Equity (Vacant)

424

425 Scholarships

426 Libby Stone reported on biennium highlights:
427 ~created electronic scholarship application forms
428 15 complete applications for scholarships
429 ~awarded NCLA Memorial scholarship, Mclean scholarship, Query Long
430 scholarship, Appalachian scholarship
431 ~seeking new members for the committee
432 six year rotation

433 some members now rotating off committee

434

435 Website

436 Laura Wiegand reported on biennium highlights:

437 ~established the committee

438 ~changed name and charge

439 ~solidified NCLA social media accounts

440 ~created Youtube policy, new Facebook page (rather than group)

441 ~new website design—"Inform Support Connect" navigation may not be intuitive

442 ~need usability feedback on navigation

443 ~photos will be incorporated more

444 ~requested Board members to take pictures at events to see all that NCLA does and
445 incorporate into social media and website.

446 questions about obtaining photo release

447

448

449 Other Reports:

450

451 ALA Council

452 Dana Eure reported:

453 ~went to ALA midwinter

454 ~resolutions on expanding federal whistleblower protections, maintaining federal
455 websites in the event of another government shutdown, etc.

456 ~total: 12,207 people at meeting

457 ~report forthcoming

458

459 SELA Representative

460 Wanda Brown reported:

461 ~deadline for entries into the SELA Journal is February 12th

462 ~would like to submit state news (introduce new NCLA president)

463 ~send info to Wanda if you have new-hire news and she can send it into the Journal

464 ~NCLA will use SELA Journal for this until we get *Tarheel Libraries* up & running

465

466 *North Carolina Libraries*

467 Ralph Scott (not here/no report)

468

469 State Librarian

470 Cal Shepard reported:

471 ~next State Library Update will be on Wednesday, February 12th

472 free on Train Station

473 will provide an overview of what's going on at the State Library

474

475

476 **New Biennium Goals** (Anthony Chow):

477 Where do we want the association to go? What are our goals, what is our purpose?

478 Small group breakout, part 1

479 ~hands-on exercise: revisiting/revising NCLA's purpose document

480 Small group breakout, part 2

481 ~hands-on exercise: brainstorming on NCLA goals
482 ~Dale's goal for NCLA is to energize, be inclusive, be active

483 NCLA Goals

- 484 1. Address library related issues
 - 485 a. Discussion (communication through listserv, website, social media)
 - 486 b. Establish Sections/Round Tables/Committees that are relevant and
 - 487 represent the diverse interests of the association, yet promote unity and
 - 488 cooperation
 - 489 c. Provide resources
 - 490 d. Diversity
- 491 2. Reflect diversity
 - 492 a. Provide opportunities for the underrepresented
 - 493 b. Ensure the organization reflects the diversity of communities we serve
- 494 3. Encourage innovation to keep libraries relevant
- 495 4. Promote respect and inclusion in staffing and collections
- 496 5. Support professional growth
 - 497 a. Continuing education
 - 498 b. Conferences
 - 499 c. Leadership development
 - 500 d. Research publications
- 501 6. Create leadership initiatives and opportunities for professional growth
 - 502 a. Encourage involvement
 - 503 b. Collaborative mindset
 - 504 c. Respect everyone's point of view
 - 505 d. Develop mentoring opportunities
- 506 7. Advocate for libraries to citizens and government

507 Laura Davidson—potential constitutional issues

508 ~NCLA's goals are already in its constitution
509 ~Clarification on whether we're trying to change the association's goals or if these
510 are biennium goals.
511 Dale stated that the purpose of the association and the goals of the biennium
512 should align—that's the intent of this exercise.
513 Let the record reflect, these are biennial goals.

514
515

516 Biennium Board Meetings:

- 517 2014
- 518 ~April 25th @ Koury Center in Greensboro, 10am
 - 519 ~July 25th @ East Carolina (tentative), 10am
 - 520 ~October 24th @ Durham South Regional Library
- 521 2015
- 522 ~January 23rd mini board retreat @ High Point Public
 - 523 ~April 24th @ TBD
 - 524 ~will revisit and communicate further 2015 meeting details later
- 525
526

527 Board Reorganization Brainstorming/Discussion:

528 NCLA Executive Board huge, created years ago, for many purposes

529 Have those purposes scaled up to meet our current needs?
530 Not trying to exclude anyone or groups, but what is the best way for us to operate?
531 Some Sections/Round Tables represent constituents well, some are older/less relevant
532 ~Is Section/Round Table list relevant as it stands or can some be combined?
533 ~e.g., NC School Librarians—established their own association 20 years ago, but still
534 have a seat on NCLA Board
535 ~clarification: a seat on the Board is different from a seat at the table
536 Board is meant for efficiency—too spread out and it's hard to accomplish things
537 Challenge: How to ensure continued excitement & enthusiasm and also ensure efficiency?
538 Question about current Board structure—what is the function of committees, as opposed to
539 Sections/Round Tables?
540 ~Committees serve at the pleasure of the President; established as need arises &
541 until work is done.
542 ~Bylaws make it possible for any group to form a Section or Round Table
543 need a petition signed by requisite number to establish
544 if there's a group who wants to have a seat at the table, they can
545
546

547 Question: If we started this board today, what would it look like? How would we best meet the
548 needs of our constituents. Small group brainstorming:

549
550 Team 1

551 How did the board evolve?
552 Some Section/Round Tables are institutions (CUS), some are interests/functions (RASS)
553 How do other associations deal with this? How do their meetings work?
554 Group breakouts in meetings focusing on how we're meeting goals
555 Have an agenda ahead of time—if committee not on agenda, chairs attend
556 Virtual meetings a possibility
557

558 Team 2

559 Nothing wrong with size of board
560 Structure of meetings important, not effective read reports in meetings
561 Direction on what to include in reports helpful (e.g., membership, strategic initiatives)
562 Breakout sessions for Sections/Round Tables—opportunities to talk about joint interests
563

564 Team 3

565 No problems with size of board or meeting frequency
566 Meetings should focus on important issues, initiatives, budgets, etc.
567 President should solicit agenda items before meetings
568 Reading of reports should be eliminated
569 Structural change a long term process—needs to be studied by committee for best decision
570 Timer for giving reports with two- minute limit
571

572 Team 4

573 Size of board contributes to helpful decisions
574 Focus not on reports, but special interest topics for Sections & Round Tables, continuing ed
575 Skill-building or learning—guest speakers or hands-on exercises
576 Changing physical meeting set up—away from tables in rectangle, include projector

577 Geography—regional unconfereces to disseminate information from meetings, locally

578

579 Team 5

580 Board size okay

581 Bylaws must be enforced—active Sections & Round Tables

582 First year of Board meetings essential to become familiar with how Board works

583 Purpose and structure: provide full report on web with bulleted list at top, Secretary pulls

584 out highlights and sends out before meetings

585 More networking with other Board members & sharing ideas

586 Relevant topics & current issues at meetings: What can we do to make NCLA relevant?

587 Continuing ed with leadership and training

588 ~spotlight four Sections/Round Tables per meeting: Purpose of Section/Round

589 Table? Challenges they face?

590

591 Team 6/7

592 No consensus reached on Board size

593 Talk about issues at Board meetings, not updates

594 Section/Round Table issues put on agenda—not all Sections/Round Tables on agenda

595 Meeting focus: continuing education, reports, varying focus to meetings

596 Sections & Round Tables talk about issues faced, group discusses ways to help

597 Issues-based discussion more engaging to members outside Board—post on listserv

598

599 Team 8

600 Purpose of meetings to focus on achieving goals

601 Reports should be sent out and read in advance, bullet highlights at the top

602 More focus on speaker time limits

603 Should Leadership Institute be a subsection of LAMS?

604 Should Legislative & Advocacy pull together with Trustees, Advocates & Friends?

605 Do all Sections/Round Tables/Committees need to be at every meeting?

606 Should Operations be more than overseeing Administrative Assistant?

607 Cliff's Notes version of the handbook would be helpful for new Board members

608

609 Team 9

610 Board size good, keep Sections & Round Tables as part of regular meetings

611 Committees should come as agenda items arise or as requested

612 Meetings as needed? Tied to biennium goals

613 Section/Round Table relevancy—recertification ensures charge/bylaws/goals still relevant

614 No reports—updates posted on websites for accountability/communication to members

615 Directors each assigned to group of Sections/Round Tables, liaison to Exec Committee

616

617 Team 10

618 Board size—not a robust virtual community, so communication is a concern

619 Sections & Round Tables must ensure representation at every meeting

620 Purpose and structure: focus on continuing ed and training, writing good biennium reports,

621 succession planning, Section/Round Table leadership, taking effective minutes, etc.

622 Question raised about duplicated activities (e.g., PLS has a YS subcommittee, and YSS

623 exists, too—is this effective?)

624 Do committee chairs need to attend every meeting or report as needed?

625

626

627 **Closing Comments** (Dale Cousins):

628 No concrete outcome expected from discussion; healthy to examine Board on regular basis

629 Lorrie Russell will chair committee to explore suggestions

630 ~will make proposals about Board structure & function

631 ~Committee members: NCLA Directors, Rodney Lippard, Ross Holt, Mike

632 Crumpton, Ginny Lewis

633

634

635 Kim requests that if Sections & Round Tables are planning a meeting/workshop the off-

636 conference year, please email Board via Google Group to ensure no conflict of dates.

637

638 MJ requests an intro to Google Groups at next Board meeting. Laura W. will work on it for next
639 meeting.

640

641 Meeting adjourned at 2:52pm.