

**North Carolina Library Association Executive Board Meeting
Friday, January 27, 2023**

Virtual meeting via ZOOM Online Conferencing Platform

Attending: *Pamela Mason (Archives), Velappan Velappan (ACRL), Morgan Ritchie-Baum (Business Librarianship in North Carolina), Rodrigo Castro (Diversity), Brandy Hamilton (LAMS), Sarah Miller (Literacy), Brittany Champion (Minority & Ethnic Concerns), Delandrus Seales (NCSLMA), Rachel Olsen (New Members), Tiffany Henry (Resources and Technical Services), Jessica Janecki (Special Collections), Denice Lewis (STEM-LINC), Amanda Weaver (Youth Services), Michael Crumpton (Development), Elisabeth Garner (Government Resources), Anne Mavian (Intellectual Freedom), Juli Moore (Regional Director-Piedmont, Leadership Institute), Lajuan Pringle (Library Advocacy & Legislative), Amanda Glenn-Bradley (Marketing), Ronald Headen (NC Paraprofessional), Lorrie Russell (Nominating, SELA representative), Sandra Lovely (Public Library), Michelle Osborne (Reference and Adult Services), Jennifer Daugherty (Regional Director-Eastern), Jenneffer Sixkiller (Secretary), Lara Luck (Treasurer), Dawn Behrend (Vice-President/President Elect), Michelle Hildreth (Women in Libraries), Kate Hill (Technology and Trends), Faith Phillips (NC Public Library Directors Association), Joseph Thomas (NC Libraries), Julie Raynor (Conference Planning Committee), Kathy Shields (Conference Planning Committee), Erin Holmes (Web and Technologies Support), Paul Birkhead (Finance), Mark Sanders (Constitution and Codes), Devon Waugh (NCLive), Amelia Rodarte (NCLive) and Megan Mead (Administrative Assistant).*

This meeting was called to order by Dawn Behrend at 10:00 a.m. Dawn explained that Libby Stone couldn't be at the meeting today due to illness and that she had asked Dawn to lead the meeting.

Vice President Dawn Behrend thanked everyone for coming and shared her screen to pull up the agenda.

Motion to adopt the Agenda by Dawn Behrend. Seconded by Velappan Velappan and Motion carries. Agenda was adopted (**Unanimous ayes from Zoom attendees, see chat record for attendee votes**).

Motion to approve minutes of October 29, 2022 by Dawn Behrend. Seconded by Velappan Velappan. No additions or changes, minutes approved. (**Unanimous ayes from Zoom attendees, see chat record for virtual attendee votes**).

NCLive Leadership Workshops - Amelia Rodare and Devon Waugh

Through support of LAMS, NC LIVE has covered a range of leadership topics in the past, including: project management, innovation, communication, managing tough situations, motivating & supporting employees, leadership in public libraries, first-time managers, and advancing your career. Question for the Board is what topics should NC LIVE priorities in the upcoming year? If you or someone you know is interested in being a presenter, please reach out to Amelia or Devon. Suggestions include: DEI (diversity, equity and inclusion) in hiring and bias training, racial equity toolkit, fostering inclusivity among staff, how to get involved with NCLA, ACRL and ALA, leading from any level, AI (artificial intelligence), dealing with material challenges and patron privacy. Seeking a professional at grant writing for an upcoming workshop, Gerald Holmes was suggested.

Conference Program Changes - Kathy Shields and Julie Raynor

Structure is changing, sections no longer sponsoring sessions. Sections are encouraged to collaborate and encourage their members to present. Monday will be virtual only, Tuesday in person only pre-conference sessions, Wednesday - Friday in person only traditional conference. All attendees will have virtual access on the Whova platform for 6 months after conference. With questions, please email programs@nclaonline.org. Business meetings, luncheons, section fundraisers do not need to submit a proposal, send an email. If you need a sponsor, please email Amanda Glenn-Bradley at sponsorship@nclaonline.org. If you need Av, meals, etc. your section will cover those costs and remember to adjust the costs if the event is a fundraiser.

President's Remarks – Dawn Behrend, Vice President for Libby Stone

Thanks to all of the section and committee chairs for your leadership! Our organization is healthy and vital thanks to all the work you are doing. Just a reminder that Executive Board members should keep their NCLA memberships current and active. Please check to make sure you are current! If you need assistance, contact Megan, Lara or Erin. I'll be meeting with the Membership Committee in February to discuss ways to reach out to lapsed members and improve our retention rates. Another reminder - if you submit a request for reimbursement or payment, the treasurer needs paperwork turned in for documentation. Last week I met with Dawn, Lara and Kate for a check-in and we discussed whether to cancel any of our 10 Zoom accounts. We decided to keep all the accounts and will revisit after the 2023 conference. We will be surveying the account holders to see how much the accounts are being used, and how many have attended meetings. If we drop down to 5 accounts, we will be downgrading from Business to a Pro account which means we would go from a max of 300 participants/meeting to 100 participants/meeting. We can temporarily add accounts during conference month. Any recordings should be saved to an NCLA Google or YouTube account and removed from the Zoom website.

Treasurer's Report – Lara Luck, Treasurer

Lara shared the Fund Accounts report for all the sections and roundtables through the 4th quarter. Our net worth was \$154,295.14 at the start of Q4, and at the end of the Q it was \$155,245.87. We are slowly getting back to the high of March 2022. Fund accounts report was shared, at the end of Q4 the total \$76,248.51. Also, we are slowly regaining what we lost in these accounts. Each section should have received an email with their balance. People are still donating to the Constance Hill Martina award. Proposed budget document was shared, and our income for Q1 was much higher than predicted because membership dues are way up. Expenses are lower than what we budgeted for. Checking accounts with Wells Fargo that haven't been touched in years may be canceled. Our active card is with our Credit Union account. ACRL is still under the College and University Library Section, which needs to be updated.

There was no further discussion of the budget.

Finance Committee – Paul Birkhead, Finance Chair

Dawn shared the proposed budget. Highlights include the income: line 6 is membership dues, projecting revenue just over \$23,000; line 8 is conference 2021 profits, have not used yet and will get CDs or add to endowment fund; line 10 is endowment income, have tried not to draw from in the past, but will draw for conference awards and scholarships. Total projected income \$49,485 for 2023. Expenses: line 16 is contract work, our part-time administrative assistant raising pay from \$15 to \$16 per hour; several software programs that are 2 year contracts are up this year (we save money by signing up for multiple years) Wild Apricot and Simplelists. We have affiliate dues, section requests, executive board travel and expenses of just under \$6,000. New line item 54 proposed National Library Legislative Day for the President or designee to travel. Line 60 is Leadership Institute to fund directly from NCLA, line 64 advocacy support \$2,000 for NLLD. Total expenses are \$49,485. Motion is to vote on approving the budget for 2023. No questions or discussion, coming from committee the motion needs no second. Unanimous yes, see zoom chat for internet votes. Motion carried.

Committee Reports

Archives - Pamela Mason

I visited the archives again on November 17. I took two cartons home to work on. It looks like in 1987 this committee did the same thing. Shared two files, a transfer form and a spreadsheet of inventory of committees and sections. Please email Pam with questions at pmason6@uncc.edu.

Conference - Dawn Behrend

Our committee met three times last quarter via Zoom, Nov 9, Jan 10, Jan 25. Draft budget has been shared. Proposing registration rates and conference structure. Monday is virtual only, Tuesday is in person pre-conference, Wednesday - Friday in person conference. There will be no hybrid sessions. Not partnering with SELA or any other organizations, want all our energy to go toward a strong, in-person conference, getting people to come back. Once approved, the website will go live, scholarships will start. Discussion on the 2025 proposal site, likely will be at Benton again in Winston-Salem, proposal for that will be forthcoming. Rates are low to encourage library professionals to return to an in-person event and NCLA understands budget cuts that have happened. Rates are as follows: Full conference + virtual is \$100 for

members, \$125 for non-members. Virtual only is \$25 for members and \$35 for non-members. One day in person plus virtual for members \$50 and for non-members \$65. Students would be \$25 whether members or not. Presenters who are members are \$75 and non-members are \$100. Pre-conference sessions would be \$10 per half-day session. Discussion about pre-conference rates have previously been used as a fundraiser for the sections, and sections can charge more if they choose to, the \$10 is a base rate. Coming from committee the motion needs no second, unanimous yes, see zoom chat for internet votes. Motion carried.

Constitution, Codes & Handbook - Lorrie Russell for Mark Sanders

The committee worked with PLS to evaluate and make editorial changes to the section's bylaws, updating and adding inclusive language. A draft proposal from the DEI ad hoc committee to create a Section charge was reviewed and supported. The conference web pages have been updated with a PDF of the "NCLA Conference Handbook." The YSS membership voted to approve their revised bylaws.

Development - Mike Crumpton

Calling to support the conference and make donations to the association if and where you can.

Diversity, Equity and Inclusion - Rodrigo Castro

We are formalizing our charge, identifying administrators in NC libraries to survey to create a baseline, and creating goals and supporting initiatives. 3 major areas: underrepresented populations, educational opportunities, and best practices. We are submitting a motion to make this a standing committee from an ad hoc committee. Vote in chat, unanimous yes, see zoom chat for internet votes. Motion carried.

Intellectual Freedom - Anne Mavian

Committee met in November, and will start sending quarterly emails. Collaboration with CJCLS on their upcoming March conference. We are also presenting with NC LIVE for their virtual conference this spring.

Leadership Institute - Juli Moore

The mid-year meeting is coming up on April 21.

Marketing - Amanda Glenn-Bradley

Call for submissions for this month's newsletter went out, due this Monday. Health challenges prevented us having a newsletter the last few months. Working on social media presence, got Instagram account fully verified so now can use Hootsuite to post on all three platforms. Please continue to submit what your library is doing so we can accurately reflect our great work.

Membership - Juli Moore

The Regional Directors continue to send out monthly emails to new and renewing members and submit the name of a library employee (NCLA member) to the Marketing Committee to be featured in each issue of the newsletter. The Directors alternate spotlighting members from public, university, community college, school (media specialists), and special libraries. We want to start doing work with lapsed members, there are currently 369 to work with.

Nominating - Lorrie Russell

A slate of officers for consideration has been prepared. Planned Events: Pending approval of the slate of officers, the Nominating Committee will ask the Web Committee for assistance in preparing a ballot for the membership, to be sent out in February, open for 30 days, and votes tallied by the end of March. The following motion has been submitted to the board for approval: The Nominating Committee would like to propose the following slate of officers for election to the 2023-2025 NCLA Executive Board: Western Director *Breanne Crumpton, Appalachian State University *Joan Sherif, Northwest Regional Library Piedmont Director *Rachel Olsen, UNC-Greensboro *Kathy Shields, Wake Forest University Treasurer-Elect/Treasurer *Mark Sanders, East Carolina University Secretary *Jonathan Furr, High Point Public Library *Elisabeth Garner, UNC-Wilmington Sheila Killebrew, Davidson County Public Library Vice-President/President-Elect

*Anne Mavian, Charlotte-Mecklenburg Library. Unanimous ayes, see zoom chat for internet votes, motion carried. *E-mail motion was sent after the board meeting to add *Lara Luck, Forsyth County Public Library to the ballot of Vice-President/President-Elect on February 8. Unanimous ayes via email, see votes below, motion carried.*

Scholarships - no report

Website Committee - No report

NC Public Library Directors Association - No report

NC School Library Media Association - Delandrus Seales

Last week our committee met, so the minutes will be coming in April. Winter tune-up is professional development, coming up. Working on our fall conference.

ALA Council Report - No report

SELA - Lorrie Russell

Partnering with Louisiana State Library this year for their conference, Lorrie will attend virtually, even though in-person travel was approved.

NC Libraries- Joseph Thomas

Commemorating the service of Ralph Scott, collaboration request from any board member. Asking for colleagues to submit articles for publication as well.

State Librarian - No report

Section Reports

Association of College & Research Libraries- NC Chapter - Vellappan Vellappan

January 18 we had our Board meeting, planning to have an ongoing meeting for the 3rd Wednesday of every month between now and the conference. We have a 3 day program coming up, will share details. Membership is healthy and has grown recently.

Business Librarianship In North Carolina - Morgan Ritchie-Baum

Winter workshop over Zoom on February 3. ELC Pitch Competition and Entrepreneurial Conference coming up. Another upcoming event in May, would love to see NC libraries participate.

Community and Junior College Libraries - no report

Distance Learning Services - online report

Government Resources - Elisabeth Garner

No events planned.

Leadership, Administration & Management - Brandy Hamilton

Membership is down a bit, hoping to increase closer to conference. Presented at Leadership Institute, sponsored bags and pub glasses. 40 attended at co-sponsored event with WILR. Focus on personal and professional growth, DEI newsletter coming up this Spring.

Legislative and Advocacy - LaJuan Pringle

Our committee is reintroducing the student ambassador program, with the theme, "There is More to the Story in late February. The winners will be announced during National Library Week. Reaching out to the board for judges.

Literacy - Sarah Miller

Executive committee met on Jan 10, including a call for members to join the executive team. Struggling to fill the roles for vice chair and secretary/treasurer.

New Members- Rachel Olsen

Two successful meetups last fall, in Asheville and Greensboro. Two planned events in the Eastern area and possibly Charlotte area, maybe partnering with Metrolina. How to be successful in your first job, and how to get a library job would be two panel presentations for the conference for student track. Looking for representatives from all different types of libraries.

North Carolina Paraprofessional Association - Ronald Headen

Filled our final board vacancy, region 4. Many illnesses sidelined our work. We are collaborating with REMCo, looking forward to a new year.

Public Libraries - Sandra Lovely

We submitted our bylaw changes to Mark, recruiting for a marketing person and officers for the next biennium. We are planning for the conference.

Reference and Adult Services - Michelle Osborne

We welcomed a new member to our board, Shantine Namos from the Charlotte-Mecklenberg Public Library. Board met on January 18, four positions coming open and possible spring buzz sessions. Recruiting in May for new positions.

Roundtable for Ethnic and Minority Concerns - Brittany Champion

Held Black Librarian Male Joy program in November, successful collaboration with librarians outside of NC. We are partnering with the paraprofessional association's conference at ECU in May, our upcoming chair will be Carlos Grooms. Constante Hill Martina scholarship subcommittee met. Winter newsletter just released. Archived webinars on our YouTube channel. We are playing an upcoming game day. Details forthcoming. Looking forward to updating bylaws.

Resources and Technical Services - Tiffany Henry

We met on January 24, discussed planning for an in-person event in early June, and conference program planning.

Special Collections - Jessica Janecki

Planning programs for April on oral history.

STEM Librarianship in NC - Denise Lewis

Filled all vacancies on our board. January 30 upcoming programs has 75 signed up already, "STEAM services in public libraries programming" in Durham.

Technology and Trends - Kate Hill

Met earlier this week, starting a forum/program to answer tech questions. The questions and answers will be posted on our website, moving away from webinars and toward being a community resource. Seeking tech help volunteers, and calls for next biennial board.

Women in Libraries - Michelle Hildreth

Partnered with LAMS & NMRT with how to get involved, the recording is available online. Everyone is welcome to watch. First board meeting of the year is planned in February. Still looking for directors for the board.

Youth Services - Amanda Weaver

On December 12, our board met and recapped our fall retreat. Approved bylaws updates. Brainstorming now about resurrecting a mentorship program, quarterly networking, committees in various regions. Open-ended grants from between \$400-\$500 encouraging community involvement.


With no other business, Dawn adjourned the meeting at 11:52a.m.

Next Meeting: *Friday, April 28, 2023 at 10:00a.m. at Forsyth County Public Library, Central Library, 660 W 5th St, Winston-Salem, NC 27101*

Chat vote for adopting the agenda:

00:11:20 Denice Lewis: Yes
00:11:22 Amanda Weaver-YSS: yes
00:11:23 Lara Luck: yes
00:11:23 Elisabeth Garner: Yes
00:11:23 Morgan Ritchie-Baum: Yes
00:11:24 Joseph Thomas:Yes
00:11:25 Brandy Hamilton: yes
00:11:25 Tiffany Henry: yes
00:11:26 Juli Moore: Yes
00:11:26 Rodrigo Castro: Yes
00:11:27 Sandra Lovely: yes
00:11:27 Mark Sanders: yes
00:11:27 Velappan Velappan: Yes
00:11:28 Michelle Osborne: yes
00:11:35 LaJuan Pringle (he/him): yes
00:11:36 Jenneffer N.C. she/her: yes
00:11:40 headenr: Yes
00:11:45 Lorrie Russell, NCLA Past President: Yes
00:11:51 Jennifer Daugherty: yes

Chat vote to approve 10/28/22 minutes:

00:12:06 Velappan Velappan: Yes
00:12:08 Morgan Ritchie-Baum: Yes
00:12:08 Lorrie Russell, NCLA Past President: Yes
00:12:09 Joseph Thomas:yes
00:12:10 Lara Luck: yes
00:12:10 Brandy Hamilton: yes
00:12:11 Rodrigo Castro: Yes
00:12:11 Denice Lewis: yes
00:12:12 Faith Phillips: yes
00:12:13 Amanda Weaver-YSS: yes
00:12:15 Michelle Hildreth: yes
00:12:15 Elisabeth Garner: Yes
00:12:16 Jenneffer N.C. she/her: yes
00:12:22 LaJuan Pringle (he/him): 
00:12:28 Juli Moore: yes

Chat vote to approve the 2023 budget

01:01:30 LaJuan Pringle (he/him): 🍻🍻
01:01:31 Jenneffer N.C. she/her: yes
01:01:33 Rachel Olsen: Yes
01:01:33 Juli Moore: Yes
01:01:34 Kate Hill: yes
01:01:34 Elisabeth Garner: Yes
01:01:35 Velappan Velappan: Yes
01:01:35 Jennifer Daugherty: yes
01:01:35 Morgan Ritchie-Baum: yes
01:01:35 Lorrie Russell, NCLA Past President: Yes
01:01:35 Michelle Osborne: yes
01:01:35 Brandy Hamilton: yes
01:01:36 Michelle Hildreth: yes
01:01:36 Tiffany Henry: yes
01:01:37 Denice Lewis: Yes
01:01:37 Brittany Champion: Yes
01:01:37 Rodrigo Castro (he/him): Yes
01:01:38 Amanda Weaver-YSS: yes
01:01:39 Lara Luck: yes
01:01:39 Kate Engelbrecht: yes
01:01:39 Sarah Miller, Gaston County Public Library: yes
01:01:41 headenr: Yes.
01:01:44 Joseph Thomas:yes

Chat vote to approve Motion to transition the The Diversity, Equity & Inclusion (DEI) Committee to a standing committee

01:01:30 LaJuan Pringle (he/him): 🍻🍻 (thumbs-up emojis, indicating yes)
01:01:31 Jenneffer N.C. she/her: yes
01:01:33 Rachel Olsen: Yes
01:01:33 Juli Moore: Yes
01:01:34 Kate Hill: yes
01:01:34 Elisabeth Garner: Yes
01:01:35 Velappan Velappan: Yes
01:01:35 Jennifer Daugherty: yes
01:01:35 Morgan Ritchie-Baum: yes
01:01:35 Lorrie Russell, NCLA Past President: Yes
01:01:35 Michelle Osborne: yes
01:01:35 Brandy Hamilton: yes
01:01:36 Michelle Hildreth: yes
01:01:36 Tiffany Henry: yes
01:01:37 Denice Lewis: Yes
01:01:37 Brittany Champion: Yes
01:01:37 Rodrigo Castro (he/him): Yes

01:01:38 Amanda Weaver-YSS: yes
01:01:39 Lara Luck: yes
01:01:39 Kate Engelbrecht: yes
01:01:39 Sarah Miller, Gaston County Public Library: yes
01:01:41 headenr: Yes.
01:01:44 Joseph Thomas:yes

Email votes to add Lara Luck to the Nomination ballot:

Brittany Champion
Feb 8, 2023, 1:09 PM (10 days ago)
to me: Yes

Lorrie Russell
Feb 8, 2023, 1:30 PM (10 days ago)
to ncla-executive-board, me: Approve.

Alan Unsworth
Feb 8, 2023, 1:38 PM (10 days ago)
to Lorrie, me, ncla-executive-board@ncla.simplelists.com: Approve

Pringle, LaJuan
Feb 8, 2023, 1:39 PM (10 days ago)
to Lorrie, me, Alan, ncla-executive-board@ncla.simplelists.com: Approve.

Lovely, Sandra
Feb 8, 2023, 1:41 PM (10 days ago)
to me, ncla-executive-board@ncla.simplelists.com: Approve!

Timothy Hunter
Feb 8, 2023, 1:47 PM (10 days ago)
to Brittany, Lorrie, me, Alan, LaJuan, ncla-executive-board@ncla.simplelists.com: Approve

Tiffany Henry
Feb 8, 2023, 1:48 PM (10 days ago)
to Timothy, Brittany, Lorrie, me, Alan, LaJuan, ncla-executive-board@ncla.simplelists.com: Approve

Jessica Janecki <jessica.janecki@duke.edu>
Feb 8, 2023, 1:55 PM (10 days ago)
to me: Approve

Velappan, Velappan
Feb 8, 2023, 1:59 PM (10 days ago)
to ncla-executive-board@ncla.simplelists.com, me: Approve.

Garner, Elisabeth P.
Feb 8, 2023, 2:02 PM (10 days ago)
to me: I approve!

Julianne Moore
Feb 8, 2023, 2:18 PM (10 days ago)
to ncla-executive-board@ncla.simplelists.com, me: Approve.

Ritchie-Baum, Morgan

Feb 8, 2023, 2:24 PM (10 days ago)
to me: Approve

President
Feb 8, 2023, 2:37 PM (10 days ago)
to me: Approve

Headen, Ronald B.
Feb 8, 2023, 2:44 PM (10 days ago)
to ncla-executive-board@ncla.simplelists.com, me: Approve.

Daugherty, Jennifer A
Feb 8, 2023, 2:56 PM (10 days ago)
to me, ncla-executive-board@ncla.simplelists.com: Approve

Thomas, William Joseph <THOMASW@ecu.edu>
Feb 8, 2023, 2:56 PM (10 days ago)
to me, ncla-executive-board@ncla.simplelists.com: Approve

Brandy Hamilton
Feb 8, 2023, 3:17 PM (10 days ago)
to ncla-executive-board@ncla.simplelists.com, me: Yes

Michelle Hildreth <mhildreth@franklincountync.gov>
Feb 8, 2023, 3:52 PM (10 days ago)
to me: Approve

Dawn Behrend
Feb 8, 2023, 4:18 PM (10 days ago)
to me: Approve.

Headen, Ronald B.
Feb 14, 2023, 5:22 PM (4 days ago)
to me: I vote "yes."

Kate Engelbrecht
Feb 15, 2023, 7:52 AM (3 days ago)
to me: Approve!

Denice Lewis
Feb 17, 2023, 9:53 AM (23 hours ago)
to me: Approve/Yes