**North Carolina Library Association Executive Board Meeting Minutes February 1, 2019**

**UNC-G Jackson Library-Room 216, 320 College Avenue, Greensboro, NC 27412**

*Attending:*

*Lynda Kellam (ALA Council), Steve Cramer (Business Librarianship), Alisha Webb (College & Jr. College Libraries), Laura Davidson (Constitution, Codes & Handbook), Jennifer Hanft (Continuing Education), Samantha Harlow (Distance Learning), Jewel Davis (Ethic & Minority Concerns), Kim Parrott (Executive Assistant), Paul Birkhead (Finance), Renee Bosman (Government Resources), Debra Shreve (Leadership Institute) LaJuan Pringle (Legislative & Advocacy), Rase McCray (Librarians Build Communities), Elizabeth Novicki (Library Administration & Management), Decca Slaughter (Literacy), Joel Ferdon (Marketing), Alan Bailey [on call] (NC School Media Association), Amanda Glenn-Bradley (New Members) ,Dale Cousins (Operations), Rodney Lippard (Past President/Nominating), Michael Crumpton (President), Sandra Lovely (Public Library Section), Jeanne Hoover [on call], Alan Unsworth [on call], (Regional Director, Membership), Kate Silton (Resources & Technical Services), Amy Funderburk (Scholarships), Denelle Eads (Secretary), Wanda Brown (SELA), Susan De Guzman [on call] (Special Collections), Timothy Owens (State Librarian), Karen Grigg [on call] (STEM-LINC), Julie Raynor (Technology & Trends), Siobhan Loendorf (Treasurer), Amy Harris Houk (Treasurer-Elect), Lorrie Russell (Vice-President, President-Elect, 2019 Conference), Erin Holmes (Web and Technologies Support), Jenny Boneno (Women’s Issues in Libraries), Lisa Donaldson (Youth Services)*The meeting was called to order by President, Mike Crumpton, at 10:00am.
Motion to adopt the Agenda. Second and Motion carries.
Motion to approve the Minutes of October 26th meeting. Second and Motion approved.

Mike Crumpton started the meeting with opening remarks. He stated that the format of our Executive Board meetings will be different. We will be having lunch on our own at the conclusion of the meetings.

**Treasure’s Report—Siobhan Loendorf**Blue- section and roundtables
gold- actual budget remaining (balance) $2719.02
Membership dues- We made more than we projected. Purple-financial report. Where everything lives. Bottom of sheet (net worth) $66,909.50. The finance committee met early in January. We have a proposed budget.

**Finance Report—Paul Birkhead**Committee members met, and they went over every line as a committee.
Line 3 of the report is the bequest. They hope to use these funds for a new system. The bequest came from the same individual who gave the association money previously. Line 6 of the report represents membership dues, a big part of the revenue. The amount is a result of a mix of an increase in membership dues and the increase of the membership itself. The committee chair provided a detailed overview of the report. President Mike Crumpton asked Kim Parrott, Executive Assistant, to leave the room as the rest of the board discussed Kim’s departure from her full-time position. There was discussion about specific arrangements about how long Kim would continue her duties as the Executive Assistant. The chair of the committee talked about certain expenses that may no longer be necessary since the announcement of Kim’s departure. President Mike mentioned that the board has a plan in place for Kim’s departure.

The finance committee submitted a motion that voting members of the NCLA Executive Board approve the budget at the February 1st meeting in Greensboro. NCLA is required to have a balanced budget and the proposed budget does balance income and expenditures. Motion passed.

President Mike Crumpton reported on Kim’s departure which included the office space NCLA is currently occupying as well as the option of getting a part-time person to take over the Executive Assistant’s responsibilities. In addition, there was mention of possibly outsourcing this work to a consultant company run by the Amigos company out of Texas. President Crumpton mentioned that this will be a significant point of change moving forward. During the next few months the board will need to tap into Kim’s knowledge. Wanda Brown mentioned that the association will be losing a lot of consistent knowledge with conference planning. Siobhan Loendorf asked if there was any way to work with Kim to get details on the work that she does. Lorrie Russell mentioned that her committee is documenting everything this year. Dale Cousins mentioned that the association will miss the negotiations that Kim was able to do on a consistent basis for conference venues over the past years.

**President’s Report—Mike Crumpton**
President Mike Crumpton welcomed Timothy Owens as the new State Librarian. There were conversations about the transition to the new software, Wild Apricot. He mentioned how members of NCLA went to ALA to support Wanda Brown at mid-winter. For Annual, Mike suggested possibly getting a charter bus to go to the conference. He said he wants the association to support Wanda and be there as she is inaugurated to her presidential role. It was suggested that NCLA solicit interest via email to the NCLA listserv. Mike said Wanda’s Inaugural Gala is separate from the program (closing sessions). He stated that there is an extra cost for this. He mentioned that this is when the spotlight turns to Wanda as president. There was a lot of discussion about this subject.

Mike started discussions about Wild Apricot, the new membership/registration system for NCLA.

Amy Harris Houk spoke about membership/conferences. She said that the task force did an environmental scan to see what other associations were doing. She reported that Wild Apricot was the least expensive of all. This software program will replace what we have currently. She said that they hope to have training at conference on Wild Apricot. Houk mentioned that she and Erin Holmes are in favor of getting the program up and running and that they would like to run Abila, the current program, and Wild Apricot, at the same time to see how things go. LaJuan Pringle mentioned that the Metrolina Library Association uses the Wild Apricot software program. Erin Holmes gave an overview of Wild Apricot. She said that the website is included with the software program. With the administrator side, she said that we can print off invoices. Jen Hanft asked if there was a way for committee and section chairs to print their own reports. “Yes” was the answer. President Mike added that the task force has a motion to proceed with pursuing the Wild Apricot software program. It was mentioned that this program is compatible with Quick Books. Motion passed.

President Mike mentioned that the April 26th meeting will be at Meredith College and that our July meeting will be at the Benton Center in Winston Salem.

**Section Reports
Business Librarianship-Steve Cramer**The section continues to have their quarterly workshops, plus an online workshop with NJLibsGowBiz at their invitation. In December 2018 in Charlotte at UNC Charlotte, the section hosted, Selling Ourselves as Librarians and Information Professional, and Outreach for Introverts. New business info teaching and training techniques. New business resources and report form Reference USA users conference.
January 2019, Online workshop with NJLibsGrowBiz on embedded community engagement, featuring the outreach and consulting work on the High Point (NC) Public Library. In March 2019 (RTP) will focus on libraries supporting social entrepreneurship: what S.E. is, nature of researching and benchmarking nonprofits, outreach to, instruction for, social science data tools, the role of school libraries.

**College and University**No report

**Community College and Junior College—Alisha Webb**The section is planning the Online Virtual Conference to be on February 8th, 2019. A call for proposals sent for Conference in October 2019.

**Distance Learning—Samantha Harlow**The section is working with the Community College section with virtual Brown Bag Lunch meetings. Partnerships and Distance Learning is schedule for February. They are planning another virtual meeting on March 18th.

**Government Resources-Renee Bosman**The section hosted an event on October 17th on North Carolina government documents-historic, current and available online. They had 15 attendees. November 7th: Help! Webinar, Presidential Resources. There were 31 attendees. The next Help! Webinar, Census sources outside of American Fact Finder, is scheduled for February 8th. The PEGI (Preservation of Electronic Government Information) Help! Webinar is scheduled for March 25th.

**Library Administration and Management-Elizabeth Novicki**The section chair announced that Present Like A Pro will take place on March 13th at Cameron Village in Raleigh. The section had networking events in December, and they plan to do a few more of the events. The section chair mentioned that they have a Director at Large vacancy they need to fill.
 **Literacy-Decca Slaughter**
The section met via email to discuss possible program sessions for the 2019 NCLA Conference. Laurel Morris, Lynn Thompson, and Donna Phillips are working to plan a panel presentation on the topic of school readiness and the involvement of NC Public Libraries in the Campaign for Grade Level Reading. The section is working on submitting program sessions for the 2019 Conference.

**New Members-Amanda Glenn-Bradley**The section is revising their bylaws. They are working with UNCG classes and Breanne Crumpton with the Student Section.

**NC Library Paraprofessional Association-LaNita Williams**The section is planning to start their Paraprofessional Spotlight this year. They worked with the planning of the NCLA Sections virtual conference. The section will begin planning for the NCLA Conference in October. The NCLA Virtual Conference is planned for February 8. NCLPA Region 3 Director, Diane Hampshire will be a session presenter along with Amy Whitmer from Central Carolina Community college. She will be discussing the NLPA and LIT programs. The next NCLPA meeting will be held in February.

**Public Library Section-Jason Rogers (Sandra Lovely)**The section met Friday, November 30th at the Greensboro Public Library. They discussed how the Fabulous Friday events went and what they will do better in 2020. The section also discussed the upcoming Conference in October. The programming committee has allotted 5 sessions for PLS. Those were divided up among our subcommittees. Lastly, they discussed the section chair moving out of state for a new job. Jason Rogers will continue to chair the PLS. Meetings will be held via Join.Me through the State Library with Jeffrey Hamilton’s assistance.

**Reference and Adult Services-**
No Report

**Round Table for Ethnic Minority Concerns-Jewel Davis**The section chair reported that REMCo’s Ask the Professionals event will be held on March 8 at Duke University. The event is focused around career advice for LIS students and new library professionals. In the morning, they will have a keynote and a panel of speakers giving advice and insight into the profession. In the afternoon, they will be hosting 20-minute discussion tables on four topics: networking, career advice, job hunting, and resume review. They will be sponsoring two LIS students from underrepresented populations to attend the event. They are currently reviewing proposals for REMCo sponsored sessions at the conference and will soon send out a call for proposals for their spring Culture Conversations with REMCO webinar series.

**Resources and Technical Services-Kate Silton**No official report. Section is working on proposals for upcoming conference.
 **Special Collections—Sara Carrier (Susan De Guzman)**No official report. Section is working on proposals for upcoming conference.

**STEM—Karen Grigg**
The section delivered a webinar in late July in conjunction with GRS “Providing Health Information Services STAT” in which the speaker covered the medical information reference interview and the uniqueness of health questions. November 9th the section held a workshop at the planetarium in Chapel Hill. The NC Science Festival Director, Jonathan Frederick, talked about programming at the festival. Attendees toured the Coker Arboretum and the UNC Herbarium. The section had a webinar planned for late January/early February, someone from the EPA was going to deliver it. Due to the government shutdown, they decided to defer webinar until the summer. The section is making plans for their next in-person program at the NC Museum of Natural Sciences or another museum. STEM plans to continue with four events per year: two webinars and two in-person workshops. They are planning to submit three program ideas for biennial.

**Technology & Trends Section-Julie Raynor**
The section supported the 2018 Leadership Institute by providing BINGO prizes. On January 23, they sponsored the Top Tech Tools of 2018 webinar presented by Chad Haefele, Sarah Arnold, Jenny Dale, and Julie Raynor. 31 people attended. The section will host one half-day Pre-Conference session and three concurrent sessions which will include a panel discussion, lightning talk, and conversation starter for the 2019 Conference. In addition, the section will partner with NMRT on a “Re-Charge Room” that will provide device charging stations and tables and chairs for attendees to gather and relax. The section finalized initial plans for three half-day seminars on Emerging Technology Trends in Libraries, presented by David Lee King (partnering with the State Library’s Library Development Department) coming up in May 2019 (Cumberland County, High Point, Asheville area) will present a webinar on best practices for creating Conference Posters for those interested in offering a Poster Session, Spring (Date and time-TBA) The section will be putting out a call for interested librarians who want to be included in a “Library Tech Resource List,” to provide support for library students and new librarians with technology related questions, etc.

**Women’s Issues in Libraries-Jenny Barrett Boneno**The section has a meeting planned for February 8th and will discuss conference plans. The section is working on getting Dorothea Benton Frank for the main speaker as well as another session called “Advocacy Boot Camp.”

**Youth Services- Lisa Donaldson**The Youth Services Section Retreat was held October 18th-19th at the YMCA Blue Ridge Assembly in Blue Mountain. 88 Youth Services professionals attended. Programs presented included: Serving Youth through Inclusive Collections, Autism in the Library, Handling Disruptive Parents and Children, Supporting Youth Activism, Bilingual Story times, and Latino Outreach. The section had several opportunities to share program ideas with each other and they had a poster session with posters that focused on programming and community partnerships. The section also heard how recipients of the YSS Maker Kit Grants, presented at the 2017 NCLA conference, has been using kits at their libraries. The section is hoping to increase professional development opportunities for youth services staff from across our state and to work collaboratively with other sections of North Carolina Library Association to support the work of youth services staff. In addition, the section would like to create a community of library staffers committed to fostering an inclusive environment for children and teens through implementation of ALSC and YALSA competencies.

**Committee and Liaison Reports**

**Archives-**No Report

**Conference 2019-Lorrie Russell**The committee chair presented a motion to approve and adopt the logo for the 2019 Conference. Motion passed. There was discussion about why the Executive Board needs to approve the logo. Much discussion about details about the logo. The committee chair mentioned that attendees will have the opportunity to fill in the blank, Libraries: Spaces to… at the conference.

**Constitution, Codes and Handbook**The committee chair reminded the board to make sure she sees changes to bylaws before they are finalized. **Development –**No Report
 **Intellectual Freedom-**No Report

**Leadership Institute- Debra Shreve**The liaison reported that the Leadership Institute was presented on November 7-10, 2018 in Black Mountain, NC. Participants were surveyed after the Institute and results were extremely positive. The planning committee had a conference call in December and met in January to discuss feedback, mid-year meeting, and to make plans going forward to conference. The mid-year meeting for the Leadership Institute will include all the participants, mentors, planning committee, and special guests. It will take place April 5 at Winston-Salem main library. It was announced that Julie Moore will be the new liaison for the Leadership Institute.

**Marketing-Joel Ferdon**The Marketing Committee has been working hard with the Conference Planning Committee over the past quarter and that is where they have been putting most of their efforts. The committee is sad to announce that Hollie Stephenson-Parrish from the UNCG Libraries, has had to step down currently from the Marketing Committee due to an increased influx of responsibilities with her position at UNCG. The committee plans to lure her back as soon as possible! Alyssa Whorton from the UNCG Libraries, has stepped up and is doing a good majority of layout and design for conference publications. The social media coordinators for the committee continue to try new, fun, and informative campaigns such as their #nclafrolickingfridays. Their posts have been wildly successful and have significantly increased not only post interaction but also the number of followers on the page. The eNewsletter continuous to go strong! For the December eNewsletter, they had 481 unique views.

**Membership Regional Directors- Jeanne Hoover, Catherine Tingelstad, Mary Sizemore, Alan Unsworth**No Report

**Nominating Committee-Rodney Lippard**The committee chair said that he is working on a slate of officers. He mentioned that he is having trouble finding representation from community colleges. He plans to have an electronic vote in April. President Mike suggested to the board that now is the time to step up and nominate someone or yourself. He mentioned that the president for NCLA does not have to be come from a community college.
 **Operations-Dale Cousins**The committee chair reported that things are going well with operations.

**Legislative and Advocacy- LaJuan Pringle**The co-chair of the committee reported that the Student Ambassador program is underway. The other co-chair, Anthony Chow, is working on this. Since ALA is in Washington D.C. this year, Legislative Day activities will take place later in the year.

**Librarians Build Communities-Rase McCray**The committee chair reported that in the past quarter, LBC has finalized most of the logistics for our 2019 Conference event with Forsyth Backpack Program and will likely host their packing event after the Ogilvie Lecture on Thursday, October 17, from approximately 12:00pm-4:30pm. The time is still in flux. The committee is currently focused mostly on upcoming fundraising efforts for this event. Their goal is to raise approximately $7,000 through donations to FBP through a targeted marketing scheme. Current fundraising initiatives will soon include selling LBC-branded merchandise through a print-on demand store among other initiatives. Because we cannot give these funds directly to FBP or purchase food for our event, we are still discussing as a committee, what to use them for. The committee is also exploring additional promotional opportunities for this project in collaboration with other NCLA committees.

**Scholarships-Amy Funderburk**The committee chair reported that after learning from the Finance Committee that the McLendon Fund needs more time to mature before being used to fund conference scholarships, they decided to only provide three scholarships in the amount $1000 each. The Finance Committee approved their request for $3,000, so on approval by the board, they will begin accepting applications. At this time, they will also be sending out emails and posting information about the scholarships to promote their availability.

**Website-Erin Holmes**The committee recommended the use of Wild Apricot for NCLA’s website and membership software management. There was a motion for the software implementation. Motion presented by Amy Harris Houk: Whereas, Wild Apricot is a membership management software that will allow us to streamline our website and billing into one system. Whereas, Wild Apricot provides functionality not provided by our current management software, Abila and will help us modernize our processes. Whereas, Wild Apricot was tested by several members of the Executive Board and found to be satisfactory. Be it moved that we subscribe Wild Apricot as our new membership management software as soon as is feasible and run both systems in tandem until all information has been transferred to Wild Apricot. Be it further moved that we prepay for the first year of access to Wild Apricot due to the discount over the month to month rate. Motion passed.

**Continuing Education-Jennifer Hanft**Continuing Education Survey: Total responses 992—Public Libraries:87%--College/Universiy:90%--Community Colleges:2%--Special/Other:2%
Spring Continuing Education Opportunities, Following Trends and Planning for Strategic Success, Miguel Figureroa, ALA Center for the Future of Libraries; Transcending the Details: Building Productive Work Relationships with Your Library Staff, Jane Scott, Library Manager for Digital Services and Technology Planning @UT Southwestern; Basic Book Repair, Craig Fansler, Wake Forest University; Crucial Conversations: Tools for Talking When the Stakes Are High(For Library Directors); Present Like a Pro, Wednesday, March 13, 2019 at Cameron Village Library in Raleigh. Registration to open asap and put out on NCLA listserv.

**Student Relations-**
No Report
 **NC School Library Media Association-Alan Bailey, Bitsy Griffin**Per report: President Elect, Laura Long; President, Bitsy Griffin; and Past President, Brene Duggins represented NCSLAMA at Midwinter. Brene is serving this year as President of AASL Affiliate Assembly, Bitsy is serving as Region 4 Rep. Laura and Bitsy are both NC delegates for Affiliate Assembly. Bitsy is running for Council. The section is working on a new webpage No Report. They hope to replace the old site in February 2019. The NCSLMA Conference is scheduled for October 2-4 at the Benton Convention Center. This year’s theme is Create, Curate, Collaborate. Peter Reynolds will be one of the keynote speakers.
 **State Library-Timothy Owens**The State Librarian reported that the State Library will be recruiting for the position of Assistant State Librarian. Results of the State Library Needs Assessment Survey are available. Abi Waldrupe has been hired as the Digital Inclusion Librarian for the State Library’s IMLS National Leadership Grant project to address the homework gap through broadband adoption. Robeson County is the pilot county for this 2-year project and Abi will be working with the public library and a school to lend Wi-Fi hotspots, coordinate digital literacy training, and develop a toolkit to help libraries across the state and the nation. The State Librarian mentioned that the Library for the Blind & Physically Handicapped is piloting a duplication on demand service that will provide patron centered cartridges of digital audiobooks. They are also preparing to pilot the lending of portable refreshable Braille displays this spring. He reported that Michelle Underhill, Director of the Government & Heritage Library, will be leaving in April for a new opportunity. Recruitment for this position will begin soon. The deadline to apply for the 2019-2020 LSTA grants is February 28th. IMLS is offering a new grant program for small libraries: Accelerating Promising Practices for Small Libraries. The grant amounts range from $10,000-$50,000 and projects will focus on three topics: transforming school library practice; community memory; and digital inclusion.

**ALA Council-Lynda Kellam**The ALA Council representative reported that a lot is happening with ALA. The association is restructuring. Lynda mentioned the incident that took place during mid-winter at the Council forum. Lyndia encouraged board members to get involved with ALA Council.

**SELA-**Lorrie Russell spoke on behalf of Wanda Brown. Lorrie mentioned that NCLA and SELA will partner together in the future. The association is also in partnering with NCSLMA.

**Editor, *NC Libraries***No Report

Meeting adjourn-12:15pm