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# NORTH CAROLINA LIBRARY ASSOCIATION

## MINUTES OF THE EXECUTIVE BOARD

Friday, October 18, 2002

Davidson College,  
Davidson, North Carolina

Attending: Ross Holt, Martha Davis, Vanessa Work Ramseur, John Via, Jim Carmichael, Mel Burton, Jenny Barrett, Laura Weigand, Paula Hinton, Sandra Cooper, Jean Rick, Terry Brandsma, Priscilla Lewis, Catherine Wilkinson, Mark Pumphrey, Mike Sawyer, Elizabeth Laney, Jan Blodgett, Euthena Newman, Linda Hearn, Lisa Sheffield, Teresa Wehrli, Peggy Quinn, Suzanne White, Phillip Barton, Caroline Walters.

(Full reports from the President, Treasurer, Community and Junior College Libraries Section, Documents Section, Library Administration and Management Section, NC Association of School Librarians Section, Public Library Section, Reference and Adult Services Section, Round Table on Special Collections, Round Table on the Status of Women in Librarianship, Technology and Trends Round Table, Development/Endowment Committee, Governmental Relations Committee, Literacy Committee, Membership Committee, Operations Committee, Scholarships Committee, Finance Committee, Nominating Committee, and *North Carolina Libraries* can be accessed from <http://www.nclaonline.org/ExBd/meetings/agenda/mtg021018>.)

**Call to Order and Welcome:** President Ross Holt called the meeting to order at 10:25 a.m. Dr. Leland Park, Director of the Davidson College Library, welcomed the NCLA Executive Board to Davidson College and shared some history of Davidson College and the Davidson College Library. President Holt thanked him and Jan Blodgett for working with Caroline Walters to plan the meeting for today.

**Minutes, July 19, 2002 Meeting:** With two corrections received via e-mail, the minutes of the July 19 NCLA Executive Board Meeting were approved unanimously on the motion of Jan Blodgett, with a second by Paula Hinton.

### **President's Report:**

President Ross Holt reinforced his report on the Web by urging members to stay loyal to NCLA. As a result of the support that NCLA and public library directors lent to the effort, state aid to public libraries was fully funded in a state budget year in which all other state agencies, except public schools, sustained an 8% cut.

The North Carolina Library Paraprofessional Association recently conducted a workshop on library support staff certification at which President Holt moderated a panel discussion.

Mike Sawyer and President Holt will soon have the opportunity to talk with a group of Russian visitors.

Sawyer will talk to them about intellectual freedom and Holt will discuss access to information.

President Holt also congratulated Al Jones, *North Carolina Libraries* Editor, on the content and nice color graphics in the latest online issue.

### **Treasurer's Report:**

In Diane Kester's absence, President Holt reported that the Treasurer's reports are available on the Web, and that the NCLA financial situation looks good.

### **Old Business**

#### **Annual Conference Study- Centennial Conference:**

John Via presented a handout which contained a three-part motion on having a NCLA Centennial Conference in conjunction with the Southeastern Library Association in Fall 2004. As this is a SELA request, the motion is already made and seconded, so President Holt opened the floor for discussion.

Considerations included the possibility of having the 2004 conference in Winston Salem or Charlotte; gaining vendor support by offering a 2-year conference package at a lower total cost; and whether or not library budgets can afford sending staff to yearly conferences. Positive reasons for having an annual conference included the fact that NCLA sections have many of their off-year workshops in the fall, and that

other southeastern state library associations have annual conferences.

The following motion from John Via passed without opposition:

"I hereby move that the Executive Board of NCLA schedule a NCLA Centennial Conference to be held in the fall of 2004 to celebrate the founding of the association in 1904.

I further move that the Executive Board extend an invitation to the Southeastern Library Association to hold the 2004 SELA Biennial Conference in conjunction with our Centennial Conference, so that librarians from other southeastern states can join in celebrating NCLA's Centennial.

I further move that, in order to expedite planning of this conference, the President, in consultation with the Vice President/President Elect, designate a conference chair or co-chairs to lead the effort. "

**Commission on Charter/Home Schools:**  
No report.

**Lobbying Task Force – Tax Exempt Election:**

Sandy Cooper reported that this task force has surveyed state library associations as to whether or not they have lobbyists. Of the twenty-six returns, twenty-one associations have lobbyists. Another survey will be sent to ask about the size and budget of the associations, interactions with their lobbyists, and how their lobbyists are made accountable. Results of this survey should be in by November. Catherine Wilkinson reminded the Board that only 20% of the NCLA budget, about \$18,000, can be allocated to lobbying.

The following motion made by the NCLA Lobbyist Task Force was passed without opposition:

"That the NCLA Executive Board authorize 501 (h) election via IRS Form 5768, 'Election/Revocation of Election by an Eligible 501 C (3) Organization to Make Expenditures to Influence Legislation.'"

**Marketing and Publications – Logo:**

Chair Suzanne White presented color variations of three new designs for the NCLA logo. After discussion and several suggestions, she was charged to pursue with the designer some variations on the starred logo on the first page of the handout she provided Board members.

**Section/Round Table Reports**

**Children's Services Section:**

Chair Mel Burton reported that this section is having a retreat next week which focuses on bilingual services, especially Spanish/English programming.

**College and University Libraries Section:**

Chair Jim Carmichael reported that there will be no off-conference year workshops sponsored by this section because of its involvement in the ACRL Conference to be held in Charlotte in Spring 2003. President Holt asked how NCLA might get a display that conference.

**Community and Junior College Libraries Section:**

Chair Peggy Quinn said that CJCLS had a successful workshop in August on library disaster planning. The CJCLS Executive Board is preparing a "fact sheet" of information to be mailed to all CJCLS constituents in November 2002.

**Documents Section:**

Chair Paula Hinton reported that the Documents Section will have its fall workshop on Friday, November 8, 2002, at the McKimmon Conference Center, North Carolina State University. The sessions will address the North Carolina State Depository System, Log Into North Carolina (LINC) and the 2002 Census, and North Carolina organizations on the Internet. This section contributed two hundred and fifty dollars toward a scholarship for the NCLA Leadership Institute.

**Library Administration and Management Section:**

LAMS member Martha Davis shared that LAMS has successfully presented two sessions of "DazzlementÖ Providing Quality Customer Service to Library Customers" during the month of October. One session was held at the Wayne County Public Library in Goldsboro, and the second was held at the Wilkes County Public Library in Wilkesboro. Congratulations to Mary Ellen Chijioke, LAMS Vice-Chair for coordinating these off-conference-year offerings.

**North Carolina Association of School Librarians:**

NCASL has awarded a scholarship to Robin Boltz, a practicing school librarian, to attend the NCLA Leadership Institute. Diane Kester and Al Jones will serve as the NCASL representatives to the American Association of School Librarians Affiliate Assembly at both the midwinter and summer conferences of the American Library Association.

**North Carolina Public Library Trustee Association:**

No report.

**Public Library Section:**

Vice-Chair Priscilla Lewis reported that the Public Library Section held a successful preservation/disaster preparedness workshop in May Memorial Library, Burlington, on September 12. Lewis thanked Robert James for donating his time to conduct the workshop and Caroline Walters for the time and effort she put into helping with the workshop.

**Reference and Adult Services Section:**

Vice-Chair Lisa Sheffield reported that this section conducted a successful workshop with the Round Table on Special Collections on outreach and exhibits in Lenoir on September 13 and Kinston on September 27. Plans are already made for a spring workshop on new modes of reference and preliminary discussions have been held on conference programming.

**Resources and Technical Services Section:**

Vice-Chair Euthenia Newman announced that a report for this section will be placed on the NCLA Web site.

### **New Members Round Table:**

On behalf of Chair Jennie Hunt, Martha Davis reported that the NMRT "Big Adventure" will take place in Raleigh on October 24, 2002. Brochures for the event were sent to NCLA members.

### **North Carolina Library Paraprofessional Association:**

Chair Linda Hearn reported that this section sponsored a successful workshop on support staff certification on October 7, 2002, at the NC School of Science and Math in Durham. Forty-three people attended this workshop, which featured an afternoon panel discussion led by NCLA President Ross Holt on the pros and cons of support staff certification. This topic is also the subject of a session at the ALA Midwinter Conference in Philadelphia. NCLPA will also offer a scholarship for a paraprofessional to attend the 2003 NCLA conference. Work has already begun on a program for the conference.

### **Round Table for Ethnic Minority Concerns:**

No report.

### **Round Table on Special Collections:**

Chair Jan Blodgett mentioned the success of the two workshops held in September with the Reference and Adult Services Section. Most of the evaluations rated the workshop at "Excellent" or "Very Good."

### **Round Table on the Status of Women in Librarianship:**

Chair Laura Weigand introduced Jenny Barrett as the Vice-Chair of this section. The September 27 workshop with Dr. Arabelle Fedora on "Effective Presentations for 1 to 1,000" was very successful. RTSWL is proceeding with plans to issue an award at the 2003 conference furthering the status of women in librarianship. The award will be named in honor of Dr. Marilyn Miller.

### **Technology and Trends Round Table:**

Chair Terry Brandsma said that a goal of this round table is to establish a TNT listserv in the near future. This listserv will support the information dissemination needs of the TNT Round Table and will provide another means of communication for North Carolina librarians working with technology.

### **Committee Reports**

#### **Archives:**

Chair Jean Rick thanked section and round table chairs for sending their current workshop fliers for the NCLA Archives files. Due to a change in State Library hours, time to visit the NCLA Archives is limited. Before the next meeting, the Archives Committee will gather some materials concerning NCLA's history for review by John Via and the committee to plan the 2004 Centennial Conference.

#### **Conference:**

Conference Committee members met last Friday. No other report at this time.

### **Commission on the Future of Libraries and the Book:**

No report.

### **Constitution, Codes, and Handbook Revision:**

Chair Phil Barton is now in the process of comparing the 1990 edition of the *Handbook of the North Carolina Library Association* with the 2000 edition, which is the current electronic version. He will then construct a report of the "missing parts" and bring it to the NCLA Board for decisions on inclusion in the 2000 *Handbook*. He is also reviewing minutes of the Executive Board meetings from 1997 to the present to determine if any actions taken by the Board should be noted in the constitution, bylaws, or other parts of the *Handbook*. A problem with the electronic *Handbook* is the inability to do searches for lack of enumeration. Caroline Walters volunteered to assist him with creating enumeration and tabs for the electronic *Handbook*.

### **Continuing Education:**

No report.

### **Development:**

Chair Elizabeth Laney noted that, to the present date, contributions have been made to the Endowment Fund by 69 persons. Of those, ten people have made more than one contribution. The current fund balance is \$17,967.12. She passed around the current Endowment brochures. Solicitation for the Endowment will be published in the next issue of *Tar Heel Libraries*.

### **Fundraising Liaison Committee:**

No report.

### **Governmental Relations:**

Report is on the Web. John Via mentioned that the ALA Teleconference on "Safeguarding Our Patrons' Privacy: What Every Librarian Needs to Know About the USA Patriot Act and Related Anti-Terrorism Measures" will occur on December 11, 2002, from noon until 3:00 p.m. The Governmental Relations Committee is sponsoring a viewing at Guilford Technical Community College.

### **Intellectual Freedom:**

Chair Mike Sawyer distributed a form on which to report any challenges to intellectual freedom in the state. He looks forward to the challenge of talking to the Russian visitors about intellectual freedom. He encouraged Board members to let others know of the importance of reporting challenges to the Intellectual Freedom Committee. A collective record of these challenges should be kept.

### **Leadership Institute:**

As the 2002 Leadership Institute concludes today, Robert James and others involved are not at this meeting. President Holt received a preliminary report that the participants are finding the Institute to be very beneficial.

### **Literacy:**

Chair Mark Pumphrey thanked Caroline Walters for

her help with the "ESL at the Library" workshop held at the Glenwood Branch of the Greensboro Public Library on October 4, 2002. This successful workshop was attended by 32 librarians, literacy staff, and volunteers working in library and community ESL programs.

#### **Membership:**

As of October 15, 2002, NCLA had 875 members. Chair Teresa Wehrli is working on three types of updated brochures: a general information brochure, a brochure to be mailed, and a brochure that contains a membership application.

She attended a Career Fair at UNC-Chapel Hill to promote student membership in NCLA to library school students. She has also drafted a letter to go to deans and chairs of library schools to ask if she can come to speak or to put information about NCLA membership on their listservs or library school Web pages.

#### **Operations:**

Caroline Walters reported for Chair Irene Laube, who is at the Leadership Institute. Walters passed around photos of the NCLA office, past and present. New furniture has been purchased and Caroline has arranged the office more efficiently and aesthetically. She continues to organize files, keep the membership database up to date, assist with workshop mailings, and manage claims for *North Carolina Libraries*. The office also has a new HP LaserJet 4100tn printer with extra paper trays, which has made printing much faster and more efficient.

#### **Scholarships:**

The \$1000 Appalachian Scholarship has been awarded to Donna "Susie" Holland from White Lake, a student in the graduate program at East Carolina University. The NCLA Memorial Scholarship for \$750 was awarded to Miranda Cude-Grindstaff from Winston-Salem, a student in graduate program at the University of North Carolina at Greensboro.

### **Other Reports**

#### **North Carolina Libraries:**

Electronic issues of *North Carolina Libraries* are available on the Web at <http://www.nclaonline.org/NCL>. Manuscripts on any topic of interest to librarians are still needed for upcoming issues. Send articles to be considered for publication via e-mail attachment to Al Jones, Editor, at [jonesp@mail.ecu.edu](mailto:jonesp@mail.ecu.edu).

#### **ALA Councilor:**

Councilor Vanessa Work Ramseur had nothing new to report. Some issues are up on the ALA Council listserv but nothing has been resolved. She looks forward to attending meetings of the ALA Council at the ALA Midwinter Conference in Philadelphia.

#### **SELA Councilor:**

Councilor John Via has posted information on the

NCLA listserv about the SELA Conference in Charleston which begins next Thursday. He is presenting a program on new library buildings in the southeast, and Terry Brandsma is also participating in a SELA program.

#### **State Library:**

State Librarian Sandy Cooper has begun to post overviews of grants available this year for projects to be implemented next year. The Master Trainer program is going to be offered again. Software is being selected for the Virtual Reference Project. The State Library may be able to fill several vacant positions that have been frozen until recently.

### **New Business**

#### **Finance – Eligible Expenditures for Committees:**

Chair Catherine Wilkinson reminded all committees and commissions to submit proposed 2003 budgets to the Finance Committee by January 10, 2003. When developing the proposed budgets, committee chairs were reminded that the amounts indicated for each committee in the approved budget may not be exceeded by more than 5% without prior Finance Committee recommendation and Board approval. She reported that a policy decision needs to be made on whether or not travel and/or meals/refreshments can be included. The Finance Committee made a motion "that the following items not be eligible for inclusion in committee budget proposals, and thus not paid from NCLA funds: (1) meals/refreshments for committee meetings; (2) travel to/from committee meetings." After some discussion as to the effect on participation of committee members and the effect on the NCLA budget, Priscilla Lewis made a friendly amendment. The following amended motion passed unanimously:

"That the following items not be eligible for inclusion in committee budget proposals, and thus not paid from NCLA funds: (1) travel to/from committee meetings."

At the next Board meeting, the Finance Committee will pose the following questions: Is there a dollar amount that can be approved for expenditure by either an individual Board member or by the Administrative Assistant without having to go through the Finance Committee and the entire Board? If so, can one individual approve it or should it require at least two? Should the Board approve a maximum amount for miscellaneous expenditures? Who signs to approve the use of NCLA money in an emergency?

President Holt asked Wilkinson to bring a list of eligible committee expenditures to the next Board meeting.

#### **Nominations Committee:**

Chair Beverley Gass reported that committee members have successfully completed the process of preparing a list of NCLA members who have agreed to have their names placed in nomination for the offices of the

## Instructions for Manuscript Preparation for NORTH CAROLINA LIBRARIES

1. *North Carolina Libraries* seeks to publish articles and reviews of print and nonprint materials of professional interest to North Carolina librarians and the worldwide library community. All manuscripts solicited or unsolicited are forwarded to two editors from the NCL editorial board to referee and make recommendations regarding whether they should be published. Editors are not aware of the authors of the manuscripts they are refereeing.
2. Manuscripts should double-spaced (text and notes) and submitted on disc in Microsoft Word or Rich Text Format to Al Jones, Editor, *North Carolina Libraries*, at [jonesp@mail.ecu.edu](mailto:jonesp@mail.ecu.edu)
3. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page. Each page should be numbered consecutively and carry the title (abbreviated, if necessary) in the upper left-hand corner.
4. Notes should appear at the end of the manuscript in a section called "References." The NCL editors will refer to *The Chicago Manual of Style*, latest edition. The basic citation formats for books and periodical articles are as follows:
  1. Keyes Metcalf, *Planning Academic and Research Library Buildings* (New York: McGraw Hill, 1965), 416.
  2. Susan K. Martin, "The Care and Feeding of the MARC Format," *American Libraries* 10 (Sept. 1970): 498.
5. Photographs should be submitted in a digital format.
6. The Editor will acknowledge receipt of each manuscript. Following the review of a manuscript by at least two jurors, the decision to publish or not to publish will be communicated to the author, along with the expected date of publication on the Web at <http://www.nclaonline.org/NCL>
7. *North Carolina Libraries* holds the copyright for all published manuscripts.
8. *North Carolina Libraries* is indexed by the H. W. Wilson Company for *Library Literature*. The Indexer of *North Carolina Libraries* prepares an annual index that is published in the last issue of the calendar year.
9. *North Carolina Libraries* is a quarterly publication appearing in March (Spring), June (Summer), September (Fall), and December (Winter). Deadlines for submission for material for consideration in each quarterly issue are January 1 (Spring), April 1 (Summer), July 1 (Fall), October 1 (Winter).