

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

April 23, 1993

The Executive Board of the North Carolina Library Association met on April 23, 1993, at 9:30 a.m. in Founders Hall on the campus of Guilford College.

The meeting was called to order by President Janet Freeman and the Board was welcomed by Dr. Herbert Poole, Director of the Library. Dr. Poole provided an interesting history of Guilford College and suggested a tour of the library and the campus.

Executive Board Members and Committee Chairs present at the meeting included:

Allen Antone, David Fergusson, Cheryl McLean, Nancy Bates, Martha Fonville, Meralyn Meadows, Frances Bradburn, Janet Freeman, Sandy Neerman, Doris Anne Bradley, Beverley Gass, Nona Pryor, Waltrene M. Canada, Jim Govern, Vanessa Ramseur, Wanda Cason, Benjie Hester, Susan Squires, John Childers, Gwen Jackson, Steve Sumerford, Eleanor Cook, Pat Langelier, Catherine Van Hoy, Anne Marie Elkins, Gene Lanier, Alice Wilkins, Sally Ensor, Cristina Yu.

Also in attendance were Jane Barringer, Immediate Past President of the North Carolina Friends of Public Libraries; John Welch, Acting State Librarian; Al Jones, Conference Program Chair and Chair-elect of the College and University Section; Elinor Swaim, former Chair of the State Library Commission; Augie Beasley, Chair-elect of NCASL; and Carol Southerland, Martha Davis, Dale Gaddis, and Chuck Mallas of the Long-Range Fiscal Planning Task Force.

President Freeman called for the approval of the minutes of the last meeting. It was moved by Pat Langelier and seconded by Gwen Jackson that the minutes be approved as circulated. The motion carried.

Treasurer Wanda Cason presented the treasurer's report reflecting the first quarter of 1993 including expenditures and remaining balances. It was moved by Pat Langelier and seconded by Anne Marie Elkins that the report be accepted. The motion carried.

Martha Fonville, Administrative Assistant, distributed a report that revealed NCLA membership at 1,989. She noted that persons who had not renewed their membership that expired December 31, 1992 had been dropped from the count. She also announced receiving the first contributing membership of \$100.00.

President Freeman introduced Carol Southerland, Chair of the Long-Range Fiscal Planning Task Force, and other members of the Task Force and thanked them for their diligence in completing the report. She informed the Board that the report would be introduced at this meeting as a first reading for clarity and understanding, but not for debate or Board action. She asked the Board members to discuss the report and recommendations with their constituencies and be prepared to deliberate and vote at the July meeting. After some discussion, this plan of action was agreed upon with the recommendation for an extended July meeting.

Carol Southerland presented the report of the Task Force which consisted of eleven recommendations, with rationales, pertaining to Association procedures, income and allocations, and committees. The report included such recommendations as adopting a clearer format for reporting the financial status of the Association; adopting more stringent fiscal procedures to keep the Association in compliance with IRS regula-

tions; expanding orientation of NCLA Board members; purchasing a laptop/notebook microcomputer and software for use by the NCLA Treasurer; maintaining an unrestricted reserve fund equal to at least 10% of biennial operating expenses; and collecting dues annually and adjusting dues structure accordingly.

Discussion ensued as each recommendation was presented and the Board was advised to get input from their membership and submit additional recommendations to Martha Fonville prior to the July meeting.

SECTION AND ROUND TABLE REPORTS

Children's Services Section Chair Benjie Hester reported that 60 people attended their recent output measures workshop and that the Section had three representatives at the ALA Legislative Day.

Susan Squires of the College and University Section solicited responses to the previously distributed survey of its membership. Information received will be used to plan the biennial conference program. She introduced Al Jones, Chair-elect of the Section.

Community and Junior College Libraries Section Chair Alice Wilkins announced the program entitled "Collection Development Media for Community and Junior College Libraries," to be held at the biennial conference. She also announced that Nancy Rountree represented the Section at ALA Legislative Day.

Sally Ensor, Chair of the Documents Section, distributed a report that detailed the upcoming spring workshop focusing on federal and state depository issues. Additionally, plans are underway for a program on access to government information during the biennial conference.

There was no report for the Library Administration and Management Section in the absence of Chair Larry Alford.

Nona Pryor, Chair of the North Carolina Association of School Librarians, noted in her report that combined efforts of the NC Association for Educational Communications and Technology (NC-AECT) and NCASL continue. The Association conference plans include a leadership preconference and a grant writing workshop. She introduced NCASL Chair-elect Augie Beasley.

North Carolina Public Library Trustees Association Chair John Childers did not have a report.

James Govern, Chair of the Public Library Section, noted that the Section's Executive Board had not met since his last report and thus he had no new information. He reminded the Board about the upcoming workshop on services to older adults and the Section's conference programs.

Reference and Adult Services Section Chair Allen Antone had no report.

There was no report for the Resources and Technical Services Section in the absence of Chair Michael Ingram.

New Members Round Table Chair Cathy Van Hoy had no report.

North Carolina Library Paraprofessional Association Chair Meralyn Meadows noted conference plans and national and regional news in her report. She announced that SELA unanimously approved the request for the formation of a paraprofessional round table.

Vanessa Ramseur, Chair of the Round Table for Ethnic Minority Concerns, noted that their last meeting was held February 24, 1993, in Winston-Salem. Plans are being made for the biennial conference

program including the Road Builders Award. She noted that she represented the Round Table at Legislative Day.

There was no report from the Round Table on Special Collections.

Anne Marie Elkins, Chair of the Round Table on the Status of Women in Librarianship, noted that Laura McLamb was selected as speaker for the conference program. She announced that the Round Table will discontinue its conference reception and publish a maximum of three issues of *Ms Management* in the current year.

COMMITTEE AND OTHER REPORTS

AIDS Materials Awareness Committee Chair Frances Bradburn discussed the prospective conference program.

Archives Committee Chair Cheryl McLean noted that the Committee met on April 19, 1993, and prepared a memorandum regarding the types of materials solicited and how to transfer records to the archives. Additionally, she distributed a brief inventory of records previously received.

Conference Committee Chair Gwen Jackson reminded the group of the 1993 Biennial Conference scheduled for October 19-22, 1993, at the Benton Convention Center. She noted that pre-registration packets will be mailed by August 15th and should be returned by September 13th. Deadline for exhibitors is May 1st.

Doris Anne Bradley, Chair of the Constitution, Codes and Handbook Revision Committee, reminded the Board of several items. She noted that the Committee is reviewing the organization and content of the *NCLA Handbook*. She also reminded Section and Round Table Chairs to submit proposed constitution and bylaws changes to the Committee for review.

Finance Committee Chair Beverley Gass noted that the Committee reviewed 13 conference grant applications at its March 19th meeting. Ten proposals were funded in the amount of \$11,653.08, while additional information was needed from three proposals. She announced that the next Committee meeting was scheduled for June 17th.

Governmental Relations Committee Chair Nancy Bates detailed several bills being introduced in the General Assembly affecting public libraries: Senate Bills 534, 594 and 596. She noted that more than 500 citizens participated in Library Legislative Day in Raleigh. Noting that she had been contacted concerning a pre-conference on Governmental Relations, she found that several Board members felt it to be worthwhile and recommended involving the new Secretary of Cultural Resources.

Gene Lanier, Chair of the Intellectual Freedom Committee, distributed a report covering the period February 1993 through April 15, 1993, detailing presentations and participation by the Chair and challenges to materials in North Carolina. He announced that the Intellectual Freedom Committee will work with the Audiovisual Committee of the Public Library Section in planning a conference program.

Literacy Committee Chair Steve Sumerford observed how Governor Hunt's emphasis on family literacy complements the work of the Literacy Committee.

Marketing and Public Relations Committee Chair Sandy Neerman announced that the Committee is continuing the program of marketing. They have developed a strategy and prepared press releases. She envisions the work as a long-range effort.

Nancy Bates, Chair of the Nominating Committee, announced that ballots soon will be mailed.

Membership Committee Co-chairs Ed Shearin and Helen Tugwell were absent. It was announced that June 15th is the deadline for Honorary and Life Membership Nominations.

Eleanor Cook, Chair of the Publications Committee, announced that the first issue of the *NCLA Newsletter* had been published and that comments about the publication had been positive. She reminded Sections, Round Tables, and Committees to use the NCLA logo.

There was no report from the Scholarships Committee.

Cristina Yu, Chair of the Technology and Trends Committee, announced an upcoming workshop and informed the Board that the Committee holds its meetings on-line.

NC Libraries editor Frances Bradburn announced the release of the Spring 1993 issue of the journal after some technical difficulties. She also announced that the *NCL* Editorial Board had met to discuss changes to the journal. There will be no more than 56 pages, consisting of five articles and one bibliography.

ALA Councilor Pat Langelier will attend her last council meeting as

NCLA's representative at ALA in New Orleans. She invited Board members to drop in on the meetings.

SELA Representative David Fergusson noted that he attended a leadership workshop in March and that Arkansas has joined SELA.

There was no old business to be brought before the Board.

Upon the call for new business, Al Jones, Conference Program Committee Chair, informed the Board that conference planning was progressing quite well. He distributed a conference schedule as of April 1993.

Reporting from the State Library, John Welch, acting State Librarian, thanked David Fergusson for organizing the Legislative Day Activities. He announced the kick-off of the Summer Reading Program and further noted that applications for the State Librarian's position are being accepted through June 30th.

Regarding the formation of an Executive Committee, President Freeman solicited the Board's input as to the restrictions on this Committee. She explained that the Executive Committee would act when there was not sufficient time for the entire Board to convene. Once the specifics are outlined, the Constitution, Codes and Handbook Revision Committee will draft changes to the by-laws.

President Freeman announced receipt of a letter from ACRL asking for state associations to support the possibility of holding the Eighth National Conference in their state in 1997. Charlotte is one of the proposed cities. It was moved by Frances Bradburn and seconded by Pat Langelier that NCLA endorse ACRL's proposal to hold the 1997 conference in Charlotte. The motion carried.

President Freeman announced that the next Board meeting will be on July 16th at the High Point Public Library and invited Chairs-elect to attend this meeting.

The meeting adjourned at 12:30 p.m.

Respectfully submitted,
Waltrene Canada
Secretary

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Instructions for the Preparation of Manuscripts for North Carolina Libraries

1. **North Carolina Libraries** seeks to publish articles, materials reviews, and bibliographies of professional interest to librarians in North Carolina. Articles need not be necessarily of a scholarly nature, but they should address professional concerns of the library community in the state.
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7. Footnotes should appear at the end of the manuscript. The editors will refer to The Chicago Manual of Style, 13th edition. The basic forms for books and journals are as follows:

Keyes Metcalf, Planning Academic and Research Library Buildings (New York: McGraw, 1965), 416.

Susan K. Martin, "The Care and Feeding of the MARC Format," American Libraries 10 (September 1970): 498.
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