

# NORTH CAROLINA LIBRARY ASSOCIATION

## Minutes of the Executive Board

July 16, 1993

The Executive Board of the North Carolina Library Association met July 16, 1993, at the Neal F. Austin High Point Public Library, High Point, NC. President Janet Freeman called the meeting to order at 9:30 a.m.

In the absence of director Kem Ellis, Phil Morris welcomed the board to the beautiful new facility. The board approved the agenda as distributed. Executive Board members and committee chairs present at the meeting included:

Larry Alford, David Fergusson, Marie Miller, Allen Antone, Martha Fonville, Sandy Neerman, Barbara Baker, Janet Freeman, Nona Pryor, Nancy Bates, Beverley Gass, Vanessa Work Ramseur, Doris Anne Bradley, Jim Govern, Ed Shearin, Waltrene M. Canada, Benjie Hester, Susan Squires, Wanda Cason, Michael Ingram, Helen Tugwell, John Childers, Gwen Jackson, Alice Wilkins, Eleanor Cook, Cheryl McLean, Cristina Yu, Sally Ensor, Meralyn Meadows.

Also in attendance were Camilla McConnell, President of the North Carolina Friends of Public Libraries; Jane Barringer, immediate Past President of the North Carolina Friends of Public Libraries; Nancy Fogarty of the Finance Committee; Karen Perry of the North Carolina Association of School Librarians; Janie Shipman, Treasurer of the North Carolina Library Paraprofessional Association; John Via, Director-Elect; and Martha Davis, ALA Councilor-Elect. Rose Simon represented Frances Bradburn of *North Carolina Libraries*, and Mary McAfee represented Anne Marie Elkins of the Round Table on the Status of Women in Librarianship.

Visiting Chairs-elect of the Sections, Round Tables, and Committees included:

Edna Gambling - Children's Services Section; Al Jones - College and University Section; Shelia Bailey - Community and Junior College Libraries Section; Michael Cotter - Documents Section; Dale Gaddis - Library Administration and Management Section; Augie Beasley - North Carolina Association of School Librarians; Margaret Blanchard - Public Library Section; Bryna Coonin - Reference and Adult Services Section; Catherine Wilkinson - Resources and Technical Services Section; Joan Carothers - North Carolina Library Paraprofessional Association; Cynthia Cobb - Round Table for Ethnic Minority Concerns.

President Freeman called for the approval of minutes of the April meeting. Hearing no corrections or additions, it was moved by David Fergusson and seconded by Gwen Jackson that the minutes be approved as distributed. The motion carried.

The report of Treasurer Wanda Cason reflected second quarter transactions, expenditures for the past quarter and remaining balances, as well as funds available in various accounts. After discussion of grant procedures, it was moved by Alice Wilkins and seconded by Barbara Baker that the treasurer's report be approved. The motion carried.

Administrative Assistant Martha Fonville distributed the membership report. She announced that the total membership was 2,064 with 32 new members. She also indicated that labels for conference mailings could be made available in several different ways.

Regarding the Long-Range Fiscal Planning Task Force Report, President Freeman suggested considering each of the 11 recommendations of the report separately. Additionally, she indicated that the board was free to accept, amend and accept, reject, or postpone the vote on any recommendation.

Ed Shearin suggested that since recommendations 1 and 5 were closely related, they be considered together. The board agreed.

### RECOMMENDATION 1:

Adopt a clearer format for reporting the financial status of the Association, including a balance sheet, revenues, and expenditures as compared to the budget.

### RECOMMENDATION 5:

The Association should purchase a laptop/notebook microcomputer and accounting software for the use of NCLA treasurers.

Both recommendations passed.

### RECOMMENDATION 2:

Adopt the attached fiscal procedures (previously distributed) to be used Association-wide. (Recommendation 2 included parts A, B, and C) Part A stated that checking and savings accounts for any NCLA funds may be opened only by Executive Board authority. Checking and savings accounts existing when these policies and procedures are adopted must also be reported to the Board. Likewise any loans made to or leases entered into on behalf of any part of NCLA must be approved by the Executive Board.

Part A passed as recommended.

Part B stated that all NCLA operations (including sections, round tables, committees and boards) which operate by Board authority under the umbrella of NCLA are collectively a part of NCLA and, therefore, are required to be included in an annual audit conducted for NCLA.

Discussion ensued regarding who pays for the audit as well as whether it should be done annually or biennially. After more discussion of the audit versus the financial review, it was moved by Nona Pryor and seconded by Gwen Jackson that the vote on part B be postponed until the January/February 1994 board meeting. The President will appoint an Ad Hoc Audit and Accounting Committee to clarify audit types, association requirements and costs. The motion to postpone passed.

Part C stated that the annual audit of NCLA shall be defined as follows: a certified audit shall be performed by a CPA at the end of each NCLA Treasurer's term, i.e., every 4 years, and reported to the Executive Board. A review shall be performed by a CPA annually and reported to the Executive Board as an unaudited financial statement.

Due to its correlation to part B, it was moved by Barbara Baker and seconded by Dave Fergusson that part C also be postponed until the January/February 1994 Board Meeting.

The motion to postpone passed.

### RECOMMENDATION 3:

As a part of the preparation of the Association's biennial budget, all auxiliary operations will be required to submit a summary budget to the Finance Committee. ("Auxiliary operations" will include such activities as the biennial conference and *North Carolina Libraries*.) These budgets will be information attachments to the NCLA biennial budget.

Larry Alford made a substitute recommendation: In recognition of the financial and programmatic importance of *North Carolina Libraries* and the biennial conference to NCLA, these two auxiliary operations shall be budgeted and reported as separate cost centers in the NCLA budget and financial statements.

Final financial statements for these cost centers for the previous biennium shall be submitted to the Finance Committee and NCLA Board when the next biennial budget is being considered.

Separate budgets for these cost centers shall be included in the

Association's approved biennial budget with the understanding that the Conference Committee will submit for consideration to the NCLA Board through the Finance Committee budget revision recommendations as conference planning proceeds.

The substitute recommendation was seconded by David Fergusson and passed. The discussions continued regarding the reporting of separate cost centers such as the biennial conference. Barbara Baker then moved postponement of the vote on this recommendation until the January/February 1994 board meeting; the motion to postpone was seconded by Ed Shearin and passed.

#### RECOMMENDATION 4:

**Expand orientation of NCLA Board members; section, committee, and round table officers; and other NCLA leadership to include NCLA financial policies and procedures.**

Nona Pryor suggested that NCLA Handbooks be provided for Chairs-elect as well as Chairs. The factor of cost was considered when preparing additional handbooks. President Freeman asked President-elect Jackson to consider the possibility of extra handbooks for the next biennium. Upon the call for the vote, the recommendation passed.

#### RECOMMENDATION 6:

**The association should maintain an unrestricted reserve fund equal to at least 10% of biennial operating expenses.** Recommendation 6 passed as recommended.

#### RECOMMENDATION 7:

**Collect dues annually (on a calendar year basis) rather than biennially and adjust the dues structure as outlined below:**

<u>membership type</u>	<u>biennial dues</u>
Honorary/life	\$ 0
Full-time students (2 years only)	\$ 20
Retirees	\$ 30
Trustees and Friends	\$ 30
Library personnel earning up to \$15,000	\$ 30
Library personnel earning \$15,001-25,000	\$ 50
Library personnel earning \$25,001-35,000	\$ 60
Library personnel earning \$35,001-45,000	\$ 70
Library personnel earning \$45,001 and above	\$ 80
Institutional	\$100
Contributing (names listed in NCL)	\$200

After discussions regarding percentages of dues increases and who is most affected, it was suggested by Nancy Fogarty that the issue of annual or biennial dues be put to the membership for a vote. The recommendation passed with the dues increase and annual/biennial collection period to be put to a vote of the membership.

#### RECOMMENDATION 8:

**If the revised dues structure is adopted, change allocation to sections and round tables to \$5 per member annually with additional sections being \$5 each.**

It was moved by Barbara Baker and seconded by Vanessa Work Ramseur that the vote on this recommendation be postponed until after the vote on dues increase and the collection schedule. The motion to postpone passed.

#### RECOMMENDATION 9:

**Add the following to the functions of the Finance Committee: To review on a regular basis the long-range fiscal status of NCLA including fiscal policies and procedures; and to make recommendations to the Board about investment of Association funds and fund raising needs.**

Beverly Gass recommended changing the wording to replace the word "investment" with the word "management" and to delete the words "and fund raising needs" from the statement. John Childers so moved and Gwen Jackson seconded the motion. The amendment passed. The recommendation was adopted as amended.

#### RECOMMENDATION 10:

**Responsibility for administering the Project Grants Fund be removed from the Finance Committee's functions.**

Beverly Gass noted that the procedure used in the past year had

worked. After some discussion the recommendation was adopted.

#### RECOMMENDATION 11:

**Establish a Special Project Committee to (a) administer the NCLA Project Grant fund and (b) consider other special project requests. Among the members of the committee should be representatives from the Finance and Conference Program Committees.**

David Fergusson moved to amend the recommendation to add one member of the Executive Board to the Committee. The motion as seconded by Larry Alford was carried. After discussion regarding non-budgeted projects and coordinating project grant funds with other programs, the recommendation was adopted as amended.

President Freeman thanked the board for the careful consideration of the recommendations of the Long-Range Fiscal Planning Task Force.

#### SECTION AND ROUND TABLE REPORTS

Children's Services Section Chair Benjie Hester reported that the section would present three table talks at the Biennial Conference. She also announced that a governmental relations committee had been formed.

Susan Squires of the College and University Section reported that responses to the membership survey had been received and compiled. She indicated that the responses were used in preparing conference programs. The section will sponsor "Think Tank: Creating an NCLA Agenda for Academic Libraries."

Alice Wilkins of the Community and Junior College Libraries Section reported that Beverley Gass was appointed Chair of the nominating committee. The slate of officers for the 1993-95 biennium would be voted on at the conference meeting October 22, 1993.

Documents Section Chair Sally Ensor reported the success of the spring workshop. She announced that the section will sponsor two programs at the conference. Michael Cotter was introduced as Chair-elect.

Larry Alford of the Library Administration and Management Section announced that the section would become a charter member of LAMA, the ALA affiliate.

Nona Pryor, Chair of the North Carolina Association of School Librarians, introduced Augie Beasley as the incoming association Chair for the 1993-95 biennium. She announced that future NCASL Conferences would be held in Winston-Salem in 1994 and Raleigh in 1996. Additionally, she expressed several concerns of NCASL regarding the NCLA Fiscal Report including usage of the NCLA tax identification number and the amount of money that sections receive from dues. The written report detailed the preparation of the NCASL Survey and its original intent. It was finally noted that NCASL fears that the formation of an NCLA Executive Committee may result in under representation for some sections.

There was no report from the North Carolina Public Library Trustees Association.

Public Library Section Chair Jim Govern highlighted news which included the success of the workshop on services to older adults held in April. He also noted that the Public Library Development Award deadline for applications had been extended until August 27.

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

Michael Ingram, Chair of Resources and Technical Services Section, introduced the Chair-elect Catherine Wilkinson. He distributed flyers announcing RTSS programs to be presented October 21 and 22 at the Biennial Conference.

Marie Miller, replacing Catherine Van Hoy as Chair of the New Members Round Table, had no report.

North Carolina Library Paraprofessional Association Chair Meralyn Meadows announced the last series of workshops for the biennium to be held in August and September.

Round Table for Ethnic Minority Concerns Chair Vanessa Work Ramseur introduced Cynthia Cobb as Chair-elect. She announced the conference program to be co-sponsored with the Public Library Section. Additionally, she reminded the board of the August 9th deadline for nominations for the Road Builders Award.

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

In the absence of Anne Marie Elkins, chair of the Round Table on the Status of Women in Librarianship, Mary McAfee noted several round table activities. The nominating committee will present a slate of officers at the next meeting of their executive board. She also announced that plans were finalized for the conference program and that the July and September issues of *MsManagement* would be published prior to the conference.



## COMMITTEE AND OTHER REPORTS

There was no report from the AIDS Materials Awareness Committee. Archives Committee Chair Cheryl McLean announced that the committee met on July 12th and discussed their display for the conference.

Gwen Jackson, NCLA President Elect and Conference Chair, noted that conference planning was on schedule. She invited the board to the All-Conference Awards Gala scheduled for Wednesday evening, October 20.

Constitution, Codes and Handbook Revision Committee Chair Doris Anne Bradley brought forth two recommendations which she presented as motions. She moved that the executive board accept the standing rules and policies as compiled by the committee and distributed prior to the meeting and that such rules be included in the NCLA Handbook. The motion carried. Additionally, she moved that the executive board endorse for presentation to the membership at the 1993 Biennial Conference the proposed revision to the Constitution and Bylaws to establish an Executive Committee. The motion carried.

Al Jones of the Finance Committee distributed a report that revealed that all 18 project grant requests had been funded in the amount of \$20,198.96.

Representing the Governmental Relations Committee, Nancy Bates announced a luncheon at the conference jointly sponsored by the Governmental Relations Committee, the Public Library Trustees Association and the Friends of NC Public Libraries. The luncheon will feature Secretary of Cultural Resources Betty Ray McCain as speaker.

There were no reports from the Intellectual Freedom, Literacy, or Marketing and Public Relations Committees.

Nancy Bates, Nominating Committee Chair, announced the NCLA officers for the 1993-1995 biennium as:

David Fergusson - Vice President/President Elect; Judy LeCroy - Secretary; Wanda Brown Cason - Treasurer; Martha Davis - ALA Councilor; Sandy Neerman and John Via - Directors

Publications Committee Chair Eleanor Cook had no report. There were no reports from Scholarships or Technology and Trends Committees.

Rose Simon, representing Frances Bradburn, noted the highlights of the *North Carolina Libraries* executive board report. She announced that the decision was made to delay inclusion of the research column for the present time. She also noted points to be considered when appointing section representatives to the editorial board of *North Carolina Libraries*.

For ALA Councilor Pat Langelier, Janet Freeman distributed the ALA 1993 Annual Conference Report. The report detailed the work of the ALA Organizational Self-Study Committee as well as the list of the council documents adopted at the annual conference.

David Fergusson, SELA Representative, announced that the Southeastern Library Association Conference would be held in Charlotte, North Carolina October 26-29, 1994. He encouraged involvement and collaboration from the North Carolina librarians. It was suggested that President Freeman formally invite SELA President Gail Lazenby to the NCLA Biennial Conference.

There was no old business or new business to be brought before the board.

Reporting for Acting State Librarian John Welch, Cheryl McLean distributed a report that revealed that the State Library could possibly lose more than \$40,000 in state operating funds for the biennium, but it was hoped to keep state aid to public libraries at the 1992/93 level of \$10.7 million. It was noted that the North Carolina Newspaper Project staff had begun to travel across the state. Also nominations for new members of the State Library Commission had been forwarded to Governor Hunt.

President Freeman mentioned that she had not heard from the request of ACRL to hold their conference in North Carolina. She was pleased to announce that Jerry Thrasher was recognized at ALA by the Freedom to Read Foundation for exceptional service on behalf of libraries in North Carolina and that Jake Killian was awarded the ALA Trustee Citation.

There being no further business for consideration by the board, the meeting adjourned at 2:45 p.m.

— Respectfully Submitted  
Waltrene M. Canada  
Secretary

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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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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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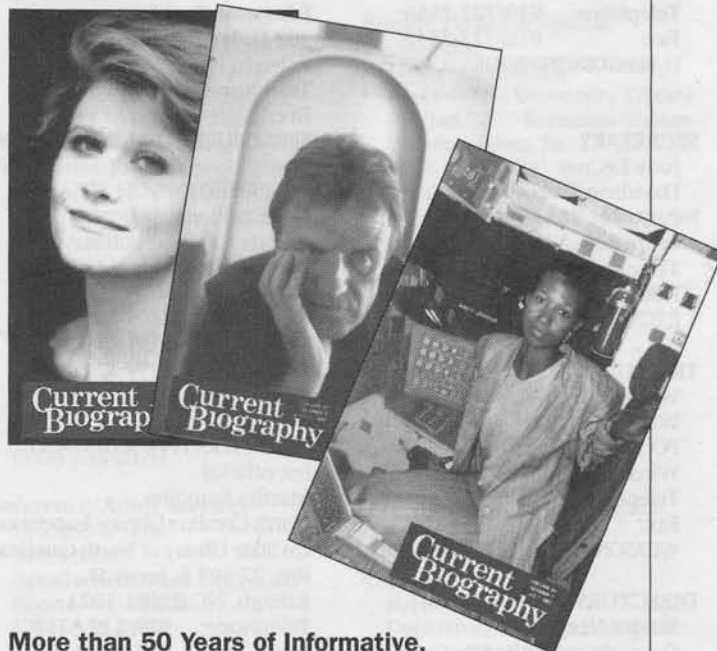
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