

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

July 15, 1994

The Executive Board of the North Carolina Library Association held its quarterly meeting on July 15, 1994, at Appalachian State University. President Gwen Jackson called the meeting to order at 9:30 a.m. Catherine Wilkinson introduced Mary Reichel, University Librarian, who brought greetings to the group. The following Executive Board members and Committee Chairs were present: Shelia Bailey, Augie Beasley, Margaret Blanchard, Joan Carothers, Wanda Brown Cason, Eleanor Cook, Michael Cotter, Martha E. Davis, Anne Marie Elkins, Kem Ellis, David Fergusson, Martha Fonville, Janet L. Freeman, Dale Gaddis, Edna Gambling, Beverley Gass, Gwen G. Jackson, Plummer Alston Jones, Jr., Gene D. Lanier, Judy LeCroy, Cheryl McLean, Maria Miller, Sandra Neerman, Sharon Snow, Steven L. Sumerford, John E. Via, Catherine Wilkinson, Cristina Yu. Others in attendance were Vice Chairs Phyllis Johnson, Karen Perry, Sylvia Sprinkle-Hamlin, and Sheila Core; *North Carolina Libraries* Editorial Board members Suzanne Wise and Joline Ezzell; Finance Committee member Teresa McManus; Past Chair of Reference and Adult Services, Allen Antone; and State Librarian, Sandy Cooper.

Minutes from the April 15 board meeting were approved with corrections stating that written reports had been submitted by the Children's Services Section and by the North Carolina Library Paraprofessional Association.

Wanda Brown Cason, Treasurer, presented two reports for the second quarter: the Sections Report and the Treasurer's Report. As per suggestion, on the Treasurer's Report the entire budget for the biennium is now displayed. Total income for the quarter was \$16,047.91; total expenditures for the quarter were \$18,464.20. Total income for 1994 is \$45,113.02; total expenditures for 1994 are \$43,357.29. The report was accepted as presented.

Martha Fonville, Administrative Assistant, presented a Membership Report showing that the organization presently has 2,043 members. She also reported that the NCLA office in Raleigh has been equipped to respond to e-mail.

Committee Reports

Archives: Cheryl McLean asked that Board members be sure to save files. Immediate predecessors' work should be kept for reference, but all files prior to that should be turned over to the Archives Committee.

Conference: David Fergusson stated that a site for the 1997 Conference will be chosen within the next eight weeks. Possible cities include Durham, Raleigh, Winston-Salem, Greensboro, and Charlotte. President Jackson requested that cities be asked to propose both for 1997 and for 1999. Some discussion ensued concerning dates for the Conference, beginning and ending times, and time for keynote address. The Committee will make its proposal at the October Executive Board meeting.

Constitution, Codes, and Handbook Revision: Kem Ellis distributed several pages for revision of the handbook.

Conference Handbook: Janet Freeman stated that this committee will report in October.

Finance: On behalf of the committee, Chair Beverley Gass presented the NCLA Proposed Budget for 1995-96. A written report submitted by Gass stated that the committee met on June 6 and June 20, 1994, to develop the budget. As they formulated the budget, committee members made certain assumptions, including that membership will remain about the same as in the last biennium, that income will increase with annual collection of dues, that the Association will rely increasingly on the Administrative Assistant, that the journal will continue at the same frequency and size as in the previous biennium, that the Association will continue to use savings to balance the budget, that the work of the Association will be shaped by work group plans, and that the biennial conference will remain about the same as in the last biennium. The committee recommended that the price of labels be increased to \$75 for libraries and non-profit groups and to \$200 for for-profit groups.

The committee anticipates a total income of \$215,395 during the biennium. An increase is projected in income from *North Carolina Libraries* subscriptions and ads. Budget totals appear to have increased significantly, but that is because conference monies have not been included in past budgets. The interest reported as income reflects two CDs owned by the Association.

Expenses reflected in the budget include raising the Administrative Assistant's hours from twenty-five to thirty per week with a 4% salary increase for each year of the biennium. The budget reflects a slight increase in the Treasurer's travel allotment as well as additional money allocated for audits since there will be full audits at the end of the biennium with reviews on odd years. \$8,000 per issue is needed for *North Carolina Libraries* in order to retain the size and quality of the journal.

Steven Sumerford expressed concern about the carry-over of grant funds from outside sources. Several proposals were suggested to protect those funds for use by the group who had secured the grants rather than having them roll over into the general fund.

It was proposed that the Association assume the cost of publishing the newsletter which is produced after each Executive Board meeting. Heretofore gifts have financed the newsletter.

Annie Marie Elkins inquired as to whether there would be money for special projects grants prior to October, 1995. She noted that the Handbook sets forth dates for requesting such funds. Several Sections and Round Tables had plans to request funds for the fall of 1994. President Jackson stated

that special project funds are tied to the conference biennium with the conference year being the first year of the biennium. An Executive Board decision was made in 1992 that all available funds would be spent on the 1993 conference; therefore, no funds remain for 1994 special projects. To help address such situations in the future, there is now a Special Projects Committee in place which will study and make recommendations regarding special projects funds. The Special Projects Committee will decide whether to spend profits from the 1993 Conference (\$26,000) on the 1995 Conference or to retain some for special projects during the fiscal biennium January 1995 - December 1996. Several Board members noted that an annual budget structure might help to alleviate some of these problems since dues will now be collected annually. Parliamentarian Kem Ellis noted that there is nothing in the Constitution and By-Laws to prohibit the changeover to an annual budget. A straw vote was taken and all who voted approved the suggestion to study the possibility of an annual versus a biennial budget. Both John Via and Janet Freeman suggested that the Board not change the structure without careful study of annual revenues under the revised dues structure.

Concern was expressed as to how the current budget will be balanced. Wanda Brown Cason stated that the NCASL Conference will likely bring additional memberships which will boost the budget. Also, the *North Carolina Libraries* Editorial Board has suggested that three issues be published in 1994 rather than the four that had been planned. The vote on the 1995-96 Budget proposed by the Finance Committee will be on October 5, 1994. Any ideas for revision must be submitted to Martha Fonville by September 1.

Governmental Relations: Carol Southerland submitted a written report recounting the committee's work for Legislative Day in Washington, D.C., April 18-19. Twelve North Carolina Senators and Representative or their designees attended either the continental breakfast for the North Carolina Congressional delegation or the ALA reception held on April 19. NCLA focused on three areas of emphasis: 1) retaining the school library resources clause in ESEA reauthorization, 2) funding the construction component of LSCA, and 3) funding the Higher Education Act, Ch. II, College Libraries.

Intellectual Freedom: Gene Lanier informed the Board that trends toward censorship have changed somewhat in that challenges are now from groups both on the left and on the right and their agendas are based on local issues. He urged Board members to become participants in local politics. He submitted the report which he had given at ALA in Miami in June. The committee will meet at the NCASL Conference, and one preconference at NCASL will deal with intellectual freedom issues.

Literacy: Steve Sumerford reported that this committee is stronger than ever because of a greater number of participants and a stronger relationship with the State Library. His written report outlined the committee's involvement with Smart Start Programs, spoke of networking with other literacy organizations, told of the committee's consideration of sponsoring a statewide literacy workshop next year, and mentioned the possibility of sponsoring a library card sign-up campaign targeting all students in the Basic Skills programs in the community colleges. September 8 is International Literacy Day and the committee will issue a press release across the state to show the importance of libraries in the campaign to eradicate illiteracy from North Carolina.

Marketing: Chair Sandy Neerman submitted a written report. The committee met in May and early July to plan

strategies: the committee will help in choosing a slogan/theme for the 1995 Conference; the idea of a clearinghouse of public relations ideas and materials will be explored; and a publications workshop will be planned for Fall 1994.

Membership: Co-Chair John Via reported that the committee will meet July 31 at Guilford College.

Publications: Eleanor Cook introduced a guest, Joline Ezzell, who is involved with many publication efforts in the state. She expressed gratitude that the Board has proposed to begin funding the newsletter through the regular budget and said she has talked with Sandy Cooper about cooperative ventures with the State Library. The committee will meet on July 22.

Other Reports

North Carolina Libraries: Al Jones reported for Frances Bradburn who was unable to be present. He expressed satisfaction with the proposed budget for 1995-96 which would allow \$8,000 per issue for the journal. Four members of the *North Carolina Libraries* Editorial Board were present and recognized: Suzanne Wise, Michael Cotter, Joline Ezzell, and Al Jones. A written report was submitted which told of the emergency meeting held in June to discuss NCLA's budget shortfall. In response to this situation, the fall and winter issues for 1994 will be combined and all other planned issues will be moved backward one issue. Since the Conference Issue is always the most expensive, the Editorial Board may request that conference profits help pay for this issue. This will be discussed at the October Board meeting.

ALA 1994 Annual Conference Report: ALA Councilor Martha Davis submitted a written report of proceedings in Miami Beach, June 23-30, 1994. Hot topics at the conference included the self-study report which suggested controversial changes in the organizational structure of ALA, funding of LSCA, and severing relationship with the Boy Scouts of America.

SELA: David Fergusson, SELA Representative, reminded Board members of the SELA Conference to be held in Charlotte, October 25-29. He proposed that there be a table at the conference showcasing publications and other work of NCLA. President Jackson suggested that he work with the Marketing Committee on this project and encouraged all to attend the October Conference.

Section and Round Table Reports

Children's Services Section: Edna Gambling reported that committee members had met jointly with the Children's Book Award Committee to select nineteen picture books for the next North Carolina Book Award. The committee is considering a fiction award for grades three through five to be instituted in September 1995.

College & University Section: Al Jones informed the Board of a planned seminar for Friday, September 30, 1994, at UNC-Charlotte on issues of collection management in the electronic environment.

Documents: Michael Cotter submitted a written report which told of a Spring 1994, workshop hosted by the Section on *Geographic Information Systems*.

Library Administration and Management Section: Dale Gaddis told the Board of a workshop to be held December 1-2, 1994, on *Managing Self; Managing Others*. A membership booth will be manned at NCASL and the Section is interested in co-sponsoring activities with other groups. The Section proposes to take responsibility for leadership training for the Association beginning in 1996.

NCASL: Augie Beasley submitted a written report listing Philip Ray Ferrel, who is a school principal in Harnett County, as recipient of the Administrator of the Year award. The biennial NCASL Conference will be held in Winston-Salem, October 6-7, 1994.

Public Library Section: Margaret Blanchard presented a written report which told of some of the activities of the ten committees within the Section. The Section's next Planning Council meeting will be September 16.

Reference & Adult Services Section: Allen Antone submitted a written report prepared by Bryna Coonin. The Fall 1994 RASS program will be held November 4 at UNC-Charlotte and will focus on the Information Super Highway from the user's point of view.

Resources & Technical Services Section: Catherine Wilkinson submitted a written report which told of the Section's plans to sponsor a program during the SELA Conference in October. The program title is *North Carolina Information Highway: A Prototype for the Region*.

New Members Round Table: Maria Miller related that members had already sponsored one workshop on the Internet and plan another in the fall.

NC Paraprofessional Association: Joan Carothers stated that an official directory for each officer and chair has been prepared and is at the printer.

Round Table for Ethnic Minority Concerns: Phyllis Johnson distributed the REMCO Newsletter for Spring 1994. The Round Table is interested in recruiting members. Their next meeting will be August 18 in Forsyth County.

Round Table on Special Collections: Sharon Snow reported that the Round Table is planning a joint meeting with the Society of North Carolina Archivists for May 1995.

Round Table on the Status of Women: Anne Marie Elkins submitted a written report which told of a workshop planned for September 9 in Winston-Salem. The topic of the workshop is *Understanding Yourself and Others: Communicating on an Optimum Level*, and the primary presenter will be Laura McLamb.

Technology & Trends Round Table: Cristina Yu presented a proposed Constitution and By-Laws for this new group.

Old Business

There was no old business to be addressed.

New Business

Dale Gaddis, Chair of the Library Administration & Management Section, proposed that the Section begin in this biennium to plan a leadership institute for the Association. Board members responded enthusiastically to this proposal.

News from the State Library

Sandy Cooper told the Board that there has been good will for libraries indicated in the present session of the General Assembly.

North Carolina is one of twenty-one states that have applied to the U.S. Department of Education for grants to fund state initiatives that will complement the emerging National Information Infrastructure. NCLA President Jackson, on direction of the Executive Board, wrote a letter to Richard Riley, Secretary of Education, supporting North Carolina's proposal—*Connecting People to the Information Highway: Migrating and Expanding the North Carolina Information Network*. Several orientation events about the N.C. Information Highway are planned including a July 28 teleconference to be

hosted at four sites. 408 library directors have been invited to attend this teleconference.

With the advent of library service in Warren County, there is now county-wide library service in all 100 counties of North Carolina.

A legislative workshop is planned for August 5.

Internal evaluation of the North Carolina Information Network is currently underway.

As a result of 2% budget cuts, two programs are being considered for cuts—the AV film service and the large print collection.

President's Report

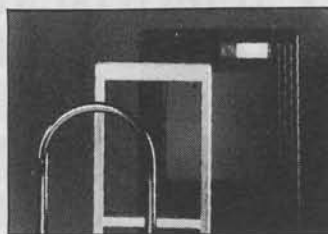
Dates for Executive Board meetings in 1995 were determined:

Jan. 19-20 (Thurs. night and Fri.) A site east of Raleigh
April 28 East Mecklenburg High School, Charlotte
July 21 Vance Chavis Lifelong Learning Center,
Greensboro
October 3 Biennial Conference, Greensboro

President Jackson reported that she is appointing a task force to study the present structure of the Executive Board. This group will 1) study the present structure in light of equitable representation of the five library types (academic, community college, public, school, and special) representing NCLA, and 2) report to the President any findings of study with recommendations. The task force will report to the President by April 1.

Following the President's Report, the meeting was ad-

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journed with directives for work groups to meet during lunch and present a short report to the entire group following their meetings. Herewith is a summary of those reports:

Communications Issues Work Group: Sandy Neerman reported plans for a September workshop on communication skills. This committee will continue to work on upcoming conferences.

Intellectual Freedom Work Group: Gene Lanier said that the next issue of *North Carolina Libraries* will contain information about how this group can be contacted for help with censorship issues. A preconference on the topic is planned in conjunction with the NCASL Conference. The work group will attempt to provide help for parents who are concerned about the use of information obtained through the Internet.

Organizational Issues Work Group: Janet Freeman asked that each Section and Round Table submit to Martha Fonville by September 1 a statement concerning how the group is addressing the vision outlined at the January retreat. Vice chairs are now being invited to attend Executive Board meetings, and Freeman requested that President Jackson send, by August 30, a personal reminder of this invitation. The group is preparing a list of local and regional associations and plans to form a council of affiliates for the purpose of sharing information about NCLA with these associations. The group has requested the Membership Committee to prepare a second type of promotional brochure for NCLA on the topic "Why should I join NCLA?"

Personnel Work Group: Martha Davis reported that the group met on July 7. Members have gathered North Carolina statistics on librarians by gender and ethnic background with

the vision to have a work force that represents the diversity of the population as well as exhibiting competence. A proposed plan for mentoring internship programs has been postponed with emphasis to be placed instead on efforts to recruit and retain minorities. To this end, the group will attempt to get the program which Hardy Franklin presented at ALA into North Carolina. It was proposed that *North Carolina Libraries* might devote an issue to personnel concerns.

Technology Work Group: John Via reported that a Technology & Trends Round Table has been established. Funding for this Round Table is of concern. A table will be set up at the NCASL Conference to help in recruiting school librarians to membership in the new group. Sandy Cooper shared information about the State Library's efforts toward implementing the Information Highway. A budget request in this regard from the Library will be prepared very soon, and NCLA will have input into a position paper of support. Cooper suggested a grassroots legislative effort to garner support for libraries' involvement with the Information Highway.

— Respectfully submitted,
Judy LeCroy, 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 of a scholarly nature, but they should address professional concerns of the library community in the state.
2. Manuscripts should be directed to Frances B. Bradburn, Editor, **North Carolina Libraries**, Media and Technology, State Dept. of Public Instruction, 301 N. Wilmington St., Raleigh, NC 27601-2825.
3. Manuscripts should be submitted in triplicate on plain white paper measuring 8 1/2" x 11" and on computer disk.
4. Manuscripts must be double-spaced (text, references, and footnotes). Macintosh computer is the computer used by **North Carolina Libraries**. Computer disks formatted for other computers must contain a file of the document in original format and a file in ASCII. Please consult editor for further information.
5. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page. The author's name should not appear anywhere else on the document.
6. Each page should be numbered consecutively at the top right-hand corner and carry the title (abbreviated if necessary) at the upper left-hand corner.
7. Footnotes should appear at the end of the manuscript. The editors will refer to *The Chicago Manual of Style*, 14th 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.
8. Photographs will be accepted for consideration but cannot be returned.
9. Upon receipt, a manuscript will be acknowledged by the editor. Following review of the manuscript by the editor and at least two jurors, a decision will be communicated to the writer. A definite publication date cannot be given since any incoming manuscript will be added to a manuscript bank from which articles are selected for each issue.
10. **North Carolina Libraries** holds the copyright for all accepted manuscripts. The journal is available both in print and electronically over the North Carolina Information Network.
11. Issue deadlines are February 10, May 10, August 10, and November 10. Manuscripts for a particular issue must be submitted at least 2 months before the issue deadline.

Sara Aull Student Paper Award Competition

The North Carolina Chapter of the Special Libraries Association announces its annual Sara Aull Student Paper Award Competition of 1994-95. The Competition provides an award of \$200.00 for the best student paper of publishable quality relating to special libraries.

This award was initiated in 1981 to honor Sara Aull who served as editor of the *NC/SLA Bulletin* from 1975-1981. She has been an active member of the Special Libraries Association since 1952. In 1983, she was honored by being inducted into the SLA Hall of Fame.

GUIDELINES

- Eligible papers include term papers, research papers and essays of 5,000 words or less written for classes or for this competition.
- The paper should not have been previously published nor should it be currently under consideration for publication.
- An independent panel of judges will evaluate each paper on its originality, professional significance, clarity of expression, and its relation to the field of special librarianship.
- Entrants must either be currently enrolled in a Master of Library Science degree program within the state of North Carolina or have graduated from such a program or any ALA-accredited program within 12 months prior to the submission deadline.

*The deadline for submission of papers is
February 1, 1995.*

The award will be presented at the North Carolina Chapter's annual business meeting in Spring, 1995. The paper or a summary may be published in the *NC/SLA Bulletin* after which the author may submit the paper to other publications.

Students and recent graduates are encouraged to enter this competition that rewards an individual for excellence in writing while contributing to the literature of special librarianship.

Further information may be obtained from the representatives listed below:

- Dr. Robert M. Ballard, School of Library and Information Science, North Carolina Central University, Durham 27707
Dr. Larry Auld, Department of Library and Information Studies, East Carolina University, Greenville 27834
Dr. Beatrice Kovacs, Department of Library and Information Studies, University of North Carolina at Greensboro, Greensboro 27412
Dr. Evelyn Daniel, School of Information and Library Science, University of North Carolina at Chapel Hill, Chapel Hill 27599-3360

or

— Ginny Hauswald, Sara Aull Student Competition Chair, *Winston-Salem Journal*, News Library, PO Box 3159, Winston-Salem, NC 27102-3159; voice: 910/727-7274; fax: 910/727-4071