

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

January 20, 1995

Beaufort was the site of the first North Carolina Library Association Executive Board meeting of 1995. President Gwen Jackson presided at the meeting which began at 9:00 a.m. on January 20. The following Executive Board members and Committee Chairs were present: Barbara Baker, Augie Beasley, Joan Carothers, Wanda Brown Cason, Cynthia Cobb, Eleanor Cook, Bryna Coonin, Martha E. Davis, David Fergusson, Richard Fulling, Dale Gaddis, Beverley Gass, Beth Hutchison, Gwen Jackson, Gene Lanier, Judy LeCroy, Cheryl McLean, Carol Southerland, Steven Sumerford, Patrick Valentine, Catherine Wilkinson, and Cristina Yu. Also attending were Phillip Barton, President of the North Carolina Public Library Directors Association; Elinor Swaim, NCLIS Vice Chair; and Vice-Chairs Elizabeth Meehan-Black, Janet Flowers, and Sue Cody.

Minutes of the October 5, 1994, Executive Board meeting were approved. The Treasurer's Report was also accepted as presented by Wanda Brown Cason.

President Jackson reported that Martha Fonville, who had served NCLA as Administrative Assistant for the past five years, resigned in mid-December to take a position closer to her home. Prior to her leaving, Ms. Fonville mailed renewal notices to NCLA members. She also formulated the quarterly Membership Report which shows 2,221 current members of the association.

Committee Reports

Conference Committee: David Fergusson presented a written copy of the 1995 Conference Projected Budget. The committee is planning several preconference activities, and the Ogilvie Lecture speaker is set. The committee sees no need to raise registration rates but requested a \$50 increase in fees for vendors' booths. David Fergusson made the following motion which was seconded by Wanda Cason: "Fees for vendors to NCLA Biennial Conference in 1995 be increased by \$50.00 in each category."

During discussion of the motion it was pointed out that some vendors have expressed concern that exhibiting at NCLA is too costly. Others stated that they felt that large conference attendance provided vendors with a cost-effective means of reaching their customers. In answer to the question as to when vendor fees were last increased, President Jackson stated that it was sometime prior to 1989. The purpose for increased funding was also explained—more money is needed to attract excellent speakers. After a period of discussion, the motion was passed. Vendor fees for the 1995 Conference will be \$350 if registered before May 15, 1995, with \$300 as the cost of additional booths. After May 15 fees will be \$400 for the first booth, with \$350 for additional booths. There will be a meeting of conference program planners in Greensboro on February 23. The NCLA Biennial Conference will be held at Koury Convention Center in Greensboro October 2-6, 1995.

Constitution, Codes, and Handbook Revision: Chair Kem Ellis was unable to be present because of an injury. He sent

the draft of a Bylaws amendment for Executive Board approval. The amendment was deemed necessary so that the Bylaws can be amended by mail vote rather than only at the Biennial Conference. The text of the amendment is as follows:

ARTICLE V. AMENDMENTS

1. *Amendments to the Bylaws may be voted on when a quorum is present and shall receive a majority vote of the members present or by mail ballot approved by a majority of the members voting.*
2. *Notice of the proposed change in the Bylaws shall be mailed to the membership at least thirty (30) days prior to final consideration of the proposed change.*

The committee noted that Article III Membership, Section 1 will have to be amended by changing the words "a biennial" to "an annual." Section 5 will have to be amended by deleting the words "of the last year of the biennium." Dale Gaddis seconded the proposed amendment. After discussion about numbering mail ballots for accountability and about using electronic mail for voting in the future, the amendment was unanimously approved.

Conference Handbook Subcommittee: Janet Freeman was unable to be present but sent the final copy of the committee's work. President Jackson passed the handbook along to David Fergusson, 1995 Conference Chair.

Finance: Beverley Gass told the Executive Board of a special meeting on the financial management practices of NCLA which was held on January 6, 1995, in Chapel Hill. Eight participants attended and drafted a resolution establishing new accounting practices for the association. These changes were called for after the firm of Elliot, Lang & Company determined that because of the unauditible financial records of NCLA the firm could not complete the association's 1992 tax returns. The firm averred that they would complete the 1992 returns as well as those of 1993 if the association moved to establish new accounting practices which would centralize accounting of all NCLA funds. The resolution proposed by those attending the special meeting was as follows:

WHEREAS, the financial records of the North Carolina Library Association have been determined to be unauditible by the firm of Elliot, Lang & Company.

WHEREAS, unauditible records render the preparation of tax returns difficult and of questionable accuracy.

WHEREAS, the North Carolina Library Association lacks appropriate accounting controls and does not adhere to standard accounting principles and practices.

WHEREAS, the members of the Executive Board of the North Carolina Library Association could be found personally liable for what the Internal Revenue Service could consider to be irresponsible financial management and accounting practices in which the North Carolina Library Association is now engaged.

THEREFORE BE IT RESOLVED, that the Executive Board of the North Carolina Library Association must work diligently and quickly to rectify this situation by centralizing accounting of all NCLA funds through application of the principles and practices of fund accounting and at the same time guaranteeing protection for section control of their portion of dues and other revenues that sections generate.

David Fergusson seconded the resolution. Augie Beasley offered an Addendum to the Budget Resolution:

Given that the policy of NCLA is to support the autonomous governance of its sections; and that includes section control of its income derived from membership fees, conferences, publications, and other revenues generated; and that expenditures of sections are determined and budgeted by sections; we therefore resolve that accounting procedures be centralized by NCLA through the application of principles and practices of fund accounting which support the above policy and that any section funds not be transferred until by-laws change consistent with the above policies and procedures are in place.

There was no second to the Addendum. Several board members voiced concern that a change in the Bylaws might require too much time and stated that it was important that the accounting changes be put in place as soon as possible. It was felt that the wording of the original resolution guaranteed each section control over its funds. In further discussion of the original resolution, it was stated that the Administrative Assistant should have had the responsibility for bookkeeping all along. An accounting firm in Raleigh will be used for future bookkeeping so that it will be convenient for the firm and the Administrative Assistant to work together. Several board members noted that this accounting situation has needed to be rectified for some time. Carol Southerland said that a Task Force had already made the determination that this should be done—the accountants had just forced the issue. Under the new system each section head would approve expenditures but the NCLA Administrative Assistant would write all checks. The resolution was approved.

In fulfillment of a request made at the October board meeting, Beverley Gass read two definitions to be included in the minutes for future reference. The definitions were obtained from Elliot, Lang, & Company:

audit: *An audit is conducted in accordance with generally accepted auditing standards. Those standards require planning for the performance of an audit to obtain reasonable assurance about whether the balance sheet is free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the balance sheet. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall balance sheet presentation. A characteristic of an audit is the rendering of an opinion by those performing the audit.*

review: *A review consists principally of inquiries of company/organizational personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards. Those conducting a review do not express an opinion.*

Governmental Relations: Carol Southerland submitted a written report. Plans had been in place for Legislative Day in Washington in April, but the date has now been changed to May 9, 1995. It is still hoped that arrangements can be made for a luncheon on that date for all North Carolina legislators. Section and round table chairs were asked to submit summaries of their special concerns for information packets that will be distributed to legislators. Public library directors are planning North Carolina Legislative Day on May 10 in Raleigh. John Welch will attend a legislative workshop at ALA Midwinter as a representa-

tive of the Governmental Relations Committee.

Intellectual Freedom: Gene Lanier submitted a written report showing the work of the committee during the last quarter. One item of considerable current interest is children's access to all Internet resources. Librarians throughout North Carolina are urged to send reports of challenged materials to the committee so that trends can be monitored.

Literacy: Steve Sumerford summarized a written report for the committee. NCLA is providing its database related to literacy to a number of state agencies. Work is being coordinated with Smart Start. Presentations have been made around the state and the committee is working to develop a database of libraries with literacy programs.

Membership: Gwen Jackson reported that in December, 1994, 1,156 former NCLA members who had not renewed their membership in recent years were sent a letter to encourage renewal. Martha Davis displayed a new poster promoting membership in NCLA which had been sent to the meeting by John Via, who could not be present. Those attending were given the chance to request copies of the poster for display in appropriate areas.

Nominating: Committee Chair Barbara Baker stated that the nominating committee report was incomplete because two more candidates for director were needed, and she asked that board members make suggestions. The board approved the report as presented. Candidates for NCLA officers in the next election are:

Vice-President/President-Elect

Ed Shearin, Carteret Community College
Beverley Gass, Guilford Technical Community College

Secretary

Anna Yount, Transylvania County Public Library
Steve Sumerford, Greensboro Public Library

Directors

Barbara Akinwole, State Library
Jackie Beach, Edgecombe County Public Library

President Jackson reported that the search for a new Administrative Assistant of the association is making progress. David Fergusson and Gwen Jackson will join with the Search Committee on January 24 to interview five finalists for the position. Barbara Baker is Chair of the Search Committee; Bryna Coonin and Janet Freeman are also members. President Jackson will inform the membership of the person selected via NCLA-L.

Publications: The committee met on October 4 and published the quarterly newsletter shortly thereafter. Eleanor Cook told the board that members were anticipating merger with the Marketing and Public Relations Committee. There is a vacancy on the committee due to a member moving out of state, and this position will be filled as soon as the new organizational structure is clear.

Special Projects: Patrick Valentine asked advice from the board concerning funding. The committee questions how much money should be used for the Conference vs. how much should be reserved for section, round table, and committee projects during the biennium. General discussion addressed several points: research and publications efforts are also eligible for Special Projects funds; grants have a cap of \$1,500, but if all who are eligible to apply did so, there would not be enough money in the budget to fund all requests; perhaps a cap of \$20,000 should be set aside for conference programming leaving \$6,000 for other projects; the amount of available money depends on conference profits in each biennium; funds are not carried over if not expended but revert to the general fund. No motion for action was deemed necessary; the committee will consider ideas of board members in determining how to budget Special Projects funds.

Reports of Workgroups

Communications: Eleanor Cook reported for this group. Members hope that the newly merged Publications Committee will serve as a resource for the entire organization. They continue to discuss a marketing plan and to study how promotional efforts are intertwined with the objectives of those working in the areas of governmental relations and technology, among others.

Organizational Issues: Cheryl McLean said the group is on target with established benchmarks. They requested that each section and round table return requested information by February 15, 1995, so that a compilation can be made to see how each group supports the overall goals and long-range plans for the organization.

Intellectual Freedom: According to Gene Lanier, this group met all benchmarks by December 31. A chronological notebook noting censorship efforts is being maintained. Requests for information are received and answered on a regular basis. There will possibly be a regional workshop on intellectual freedom in 1996.

Technology: The committee agreed on several specific strategies for emphasis. Executive Board members are encouraged to subscribe to and use NCLA-L, particularly in planning for meetings and disseminating reports. At the April 1995, Executive Board meeting there will be a fifteen-minute presentation by Cristina Yu concerning how to use NCLA-L. Section chairs were encouraged to assess technology training needs among their members and to make such training an ongoing process.

Personnel: Martha Davis submitted a written report. A number of benchmarks have already been realized. Sandra Smith has drafted scholarship guidelines and these will be refined. Information has been sent to schools regarding recruitment into the profession. The suggestion was made that some students be invited to attend North Carolina Legislative Day.

Other Reports

North Carolina Libraries: Frances Bradburn sent a written report. The NCL editorial board held their annual retreat on October 20 and 21. Upcoming issues are planned through Summer 1997.

ALA Councilor: Martha Davis reported that discussion at 1995 ALA Midwinter Council will probably focus on the organization and structure of ALA. She recently surveyed ALA members in North Carolina to ascertain their ideas about the selection of councilors. 457 surveys were sent, 252 to those who were also NCLA members. Currently 51.6% of ALA members in North Carolina also belong to NCLA. There were 60 returns on the survey and they indicated diverse opinions about how at-large councilors should be selected.

SELA: A written report submitted by Dave Fergusson noted that there are currently 82 North Carolina members of SELA. SELA will sponsor a Leadership Conference in Atlanta on March 24-25.

Section and Round Table Reports

Children's Services Section: New Chair Beth Hutchison reported that the Children's Book Award Committee has distributed program booklets featuring the nominated books to all school systems and public libraries across the state. Children will vote for their favorite books during the month of March. The section's Spring Conference will be held April 3-4 at Brown Summit Conference Center.

Community & Junior College Libraries Section: The board for this section will meet on February 10.

Documents: New Chair Richard Fulling presented a written report of the section's Fall Workshop and Annual Meeting on December 9. The workshop was entitled "Government Documents and the Internet." At a meeting on January 13, Executive Board members began planning both a Spring '95

Workshop and their Fall '95 Biennial Conference Program.

Library Administration & Management Section: Dale Gaddis presented a written report which told of the section's workshop on December 8-9 entitled "Out of Bureaucracy, Into Leadership" which attracted sixty-one registrants. On April 6 the section will offer a Ropes Course in Alamance County. Interest continues to grow in the Leadership Institute. LAMS will edit the Summer 1996 issue of *North Carolina Libraries* on the topic of leadership, with Robert Burgin serving as guest editor. New members are being recruited for the section, and plans are being made for the NCLA Conference in October.

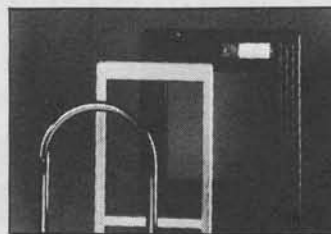
NC Association of School Librarians: Augie Beasley told of the section's plans to co-sponsor, along with NCCU's School of Library and Information Sciences and Durham Public Schools, the First Annual Student Media Fair in North Carolina. The fair will give an opportunity for K-12 students throughout the state to participate in the categories of audio, computer program, multimedia, photographic essay, slide presentation, and video. The event will be held on the campus of NCCU on March 18, 1995; the deadline for registration is March 3. NCASL's biennial conference will be held in August beginning in 1996.

Public Library Section: Steve Sumerford reported for Margaret Blanchard. The section is working with the Governmental Relations Committee to lobby for increased funding for public libraries.

Reference & Adult Services Section: Bryna Coonin told the board that the section's spring program will be held Friday, April 28, at UNC-Charlotte. Featured speaker will be Sandy Cooper, State Librarian, who will talk about the Information Highway and its users. RASS is at work on its program for the Biennial Conference which will be moderated by Elfreda Chatman.

Resources & Technical Services Section: Catherine Wilkinson reported that RTSS sponsored a program at the SELA

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conference, and work has now begun on two programs for the Biennial Conference. The Executive Committee of RTSS will award both a Student Award and a Significant Contribution Award at the Biennial Conference. The nomination deadline for both awards is July 31, 1995.

NC Library Paraprofessional Association: Joan Carothers gave information about the Dupage Teleconference Programs. These videotapes will be presented in the four regions of NCLPA. The round table presented two programs on stress management in November. Meralyn Meadows has been nominated for the COLT staff award.

Round Table for Ethnic Minority Concerns: The REMCO Board met January 12 at NCA & T University. Cynthia Cobb said that discussion focused on conference program options, including co-sponsorship with the Round Table on the Status of Women, of a Biennial Conference session on recruiting and retaining librarians.

Round Table on the Status of Women: Betty Meehan-Black told the board of the round table's successful workshop in October.

Technology & Trends Round Table: Cristina Yu said that the round table will sponsor a teleconference in May on copyright in the electronic environment.

Old Business

The Executive Board reconsidered a motion made by David Fergusson in October 1994: "The North Carolina Library Association, an affiliate member of ALA, proposes that ALA Council members be elected geographically, either by state or by 203 state regions, with representation apportioned according to ALA membership. This method of electing representative is modeled on representation in most democratic assemblies, such as the U. S. House of Representatives. The affiliate councilors would continue to be elected as they are now (as in the U. S.

Senate). This change would greatly increase interaction between membership and Council and would redefine the accountability of Council members."

Fergusson stated that he did not believe the proposal of the ALA Self Study Committee on this matter is sufficient. He sees school librarians as under-represented and many councilors as being out of touch with present needs and intent on their own agendas. Martha Davis said that the Self Study Committee does believe that there should be changes in the makeup of Council. Their recommendation at Midwinter will be to keep 53 chapter councilors and eleven division councilors while reducing the at-large number from 100 to 95 and making these have some constituency to whom they report. Thirteen of these would be regional, 40 according to type of library, and 42 allocated to percentage of membership in the divisions. She requested two changes in wording of the motion—"ALA Council members" to "ALA at-large Council members" and "affiliate councilors" to "chapter and delegate affiliate councilors." These wording changes were approved for clarification without formal amendment. Further discussion of the motion addressed the effects of these changes on librarians who move to a different area. Martha Davis reminded the board that one choice would be simply to do nothing and leave Council as it is presently organized.

The motion was re-read and was passed.

Martha Davis then inquired as to what should be done with the resolution. Suggestions included presentation of the NC resolution on the floor at ALA Midwinter and/or sending letters to all other state councilors to gain support for the resolution. The board requested that Martha Davis make best determination of how the resolution should be presented.

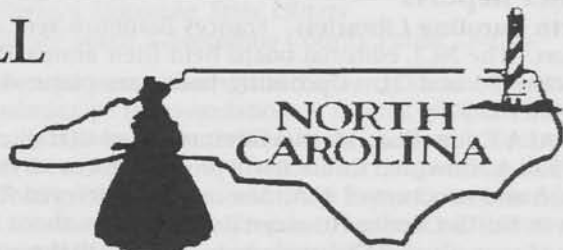
The next matter to be discussed was the merger of the Publications Committee with the Marketing & Public Relations Committee. Upon advice of the Constitution, Codes and

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Handbook Committee, President Jackson abolished the ad hoc Marketing & Public Relations Committee, declaring those members now a part of the Publications Committee and continuing to serve under that name. Marketing & Public Relations members were asked to send any suggestions for changes in the functions of the Publications Committee to Kem Ellis by February 10, 1995.

New Business

Martha Davis introduced two motions:

- 1) Because there may be discussion about getting rid of chapter councilors, she moved that "the President of NCLA write a letter to the ALA President, the ALA Chapter Relations Officer, and to Bill Summers, Chair of ALA Self Study Committee in support of chapter councilors serving on ALA Council." Dale Gaddis seconded this motion. The motion passed unanimously.
- 2) Moved that "the North Carolina Library Association endorse the resolution from the ALA Library History Round Table on the preservation and retention of existing and future library records, authored by James V. Carmichael, NCLA member." The motion was seconded by David Fergusson. This motion also passed unanimously.

News from the State Library

Sandy Cooper could not be present but sent thanks to the board for supporting the State Library legislative agenda. She expressed concern that the State Library is already experiencing \$500,000 in cuts.

National Commission for Library and Information Science

Elinor Swaim will be stepping down from a position on the Commission which she has held since 1988. Recently commission efforts have focused on the reauthorization of LSCA and on studies promoting technology in libraries.

President's Report

President Jackson summarized recent accomplishments and challenges. A new Administrative Assistant will soon be hired. The 1992 tax report has been filed. She pointed out the opportunity to nominate a recent graduate in librarianship and/or information science for the Snowbird Leadership Institute to be held in August, 1995. She presented a challenge to board members—that all would subscribe to NCLA-L by February 1. (A poll of the 27 present at the meeting revealed that 11 are currently subscribers.) The President thanked the committee that prepared the Conference Handbook and thanked the Marketing & Public Relations Committee for their past work. She challenged board members to make three "e" words integral to their efforts: energy, enthusiasm, and excitement.

— 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.
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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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