

# NORTH CAROLINA LIBRARY ASSOCIATION

## Minutes of the Executive Board

July 21, 1995

The Vance Chavis Lifelong Learning Center in Greensboro was site for the July 21, 1995, meeting of the North Carolina Library Association Executive Board. President Gwen Jackson called the meeting to order at 9:30 a.m. and thanked the staff of the center for hosting the meeting. Lou Sua welcomed the group to the library which is considered the literacy center of the Greensboro Public Library system.

The following Executive Board members and committee chairs were present: Barbara Baker, Augie Beasley, Frances Bradburn, Joan Carothers, Wanda Brown Cason, Cynthia Cobb, Eleanor Cook, Bryna Coonin, Martha E. Davis, Kem Ellis, David Fergusson, Nancy Clark Fogarty, Dale Gaddis, Beverley Gass, Beth Hutchison, Gwen Jackson, Plummer Alston Jones, Jr., Judy LeCroy, Maria Miller, Christine Tomec, Patrick Valentine, John E. Via, Catherine Wilkinson, Cristina Yu. Also attending were Barbara Akinwole, Phillip Barton, Judie Davie, Carol Freeman, Phyllis Johnson, Leland Park, and Karen Perry.

President Jackson called for two corrections to the April, 1995, minutes: 1) The NCLA Biennial Conference dates are October 3-6, 1995, and 2) Hiram Davis's title is Deputy Librarian of the Library of Congress. There being no further corrections, the minutes were approved.

The written treasurer's report, presented by Wanda Brown Cason, showed total receipts for the quarter of \$36,511.74, with total expenses being \$49,662.01. Nancy Fogarty noted the amount reported as section/round table dues. Treasurer Cason responded that the figure also included conference fees. In future reports, dues and other receipts will be listed separately. President Jackson informed board members that the \$4,070.00 fee shown as a penalty for late filing of 1993 taxes is being appealed to the Internal Revenue Service. Within approximately eight weeks, board members will know whether or not the late fee will be excused. The treasurer's report was accepted.

Administrative Assistant Christine Tomec reported that the association currently has 1,858 members. There have been 191 new memberships in 1995, and 69% of members have renewed this year.

In the absence of Marilyn Miller, Chair, the report from the Task Force to Study Governance of the NCLA Executive Board was presented by Barbara Baker. Other Task Force members were Judie Davie, Leland Park, and Pat Siegfried. Barbara Baker restated the charge that had been given by President Jackson in October, 1994: To "study the present structure of the NCLA Executive Board in light of equitable representation of the five library types (academic, community college, public, school, and special) representing NCLA and report to me the findings of your study, with recommendations."

Two observations were made by the Task Force - 1) The NCLA voting board is too large for effective

administration of association business.

2) Communication among board members needs to be improved for the best flow of information and ideas regarding business, background, and team building.

In response to these observations, Task Force members made five recommendations -

1) The Board of Directors of the North Carolina Library Association shall consist of

(a) thirteen voting members

President

Vice-President

Secretary

Treasurer

Past President

Three Directors, elected regionally

Elected Chairs of sections (type of library)

College & University Library Section

Community & Junior College Library

Section

North Carolina Association of School

Librarians

Public Library Section

Public Library Trustees and Friends of

Libraries Association

(b) non-voting members with privileges of the floor

Chairs, all other sections and round tables

ALA Councilor

SELA Representative

Editor, *North Carolina Libraries*

2) A comprehensive orientation should be developed and standardized.

3) A Task Force should be appointed to develop a plan for leadership training.

4) The Board should improve internal communication.

5) Conduct a self-study of the Board to look at various aspects of the way the Board conducts its work.

Discussion followed, addressing the issues raised by the Task Force report.

• When it was noted that orientation sessions for NCLA Executive Board members have been held for several years, members of the Task Force said they felt that a written recommendation would ensure continuation of this training.

• In response to the concern that round table chairs would not be voting members of the Board, it was stated that interest groups would be assured of a chance to express their concerns without affecting the fair balance of voting power. Task Force members believe that assuring every group of the option to speak and be heard but defining voting privileges by type of library would guarantee equal representation to all groups.

• A question was asked as to whether there would be follow-through to the Task Force recommendations ensuring that every NCLA member would be assigned to a voting section. If bylaws changes were required, the entire membership would have to ap-

prove such changes, but the intention of the Task Force would be that everyone who joins NCLA be a member of one of the voting sections. If the Executive Board approves the report, members would instruct the Constitution, Codes, & Handbook Revision Committee to assure a process whereby every member would be represented in voting procedures.

• In regard to concerns that round table chairs might be prohibited from making motions, it was stated that non-voting members would probably be able to make motions. Such motions would, of course, be subject to being seconded and would be submitted to a vote.

• The report recommended that SELA Representative, ALA Councilor, and the Editor of *North Carolina Libraries* be included as non-voting representatives because they are seen as appointees who carry out the Board's wishes.

• The Task Force recommendations would make governance more equitable for the largest sections. It was noted, however, that while equity in number of members is an important issue, equity of interests is also important. The possibility was mentioned of specifying a minimum number of section and round table members in order to bestow voting privileges on their chairs.

• The interests of special librarians were not addressed in the proposals. Even though special librarians have a separate association, Task Force members recognized that something needs to be done in this area.

• The concern was raised that morale among para-professionals might be affected if they no longer have voting privileges on the Board. Some voiced the opinion that all non-librarians could fit into the organization through the Friends section if this section were named more appropriately, e.g. Library Advocates.

• While it is possible that some members might stop participating if they do not have voting privileges, it was recognized that something must be done to ensure voting equity or the association is in danger of losing half its members. It was noted that there are already many NCLA members who work hard for the organization but do not have voting privileges.

• The possibility of apportioning directors by library-type membership rather than geographically was discussed.

President Jackson reminded Board members that the purpose of the Task Force was to report findings. She commended Task Force members for their work. Dale Gaddis moved that "Action on the Report of the Task Force to Study Governance of NCLA Board be postponed until the January (1996) Board meeting." Cynthia Cobb seconded this motion, and it was approved with one negative vote.

### Committee Reports

AIDS Materials Awareness Committee:

Frances Bradburn said that the committee met July 6 to prepare their conference program. Members continue to work on the bibliography of AIDS materials. President Jackson asked whether or not the bibliography is being distributed, and Chair Bradburn stated that it is distributed at conferences and at other times upon request.

**Archives Committee:** On behalf of the committee, President Jackson reminded section and round table chairs that their biennial reports would be due to the President at the October meeting.

**Conference Committee:** Conference Chair David Fergusson distributed postcards promoting the conference which are to be mailed within a week. The logo for the conference was developed jointly with the Publications & Marketing Committee. Presently 88 vendor booths have been sold. Fergusson distributed a form to Board members asking that sections and round tables indicate any awards to be given at the Conference Awards Gala. The form also provided for requests for exhibits and for speakers' hotel reservations. The form was corrected to indicate a September 1 due date.

Keynote speaker for Session One will be Richard Preston, author of *The Hot Zone*. On Wednesday evening there will be a casino night and on Thursday night, school reunions. Exhibits will be open on Wednesday and Thursday. Preregistration packets will be mailed soon, and President Jackson encouraged all to make plans early. The Biennial Executive Board Dinner is scheduled for Tuesday evening, October 3, at Guilford College. There will be no business meeting.

**Constitution, Codes, & Handbook Revision Committee:** Kem Ellis distributed two items: handbook updates and a committee report including amendments to the bylaws that will be voted on by the general membership at the Biennial Conference. Since proposed changes to bylaws must be mailed thirty days ahead of voting, these will be included in preregistration packets. The major amendment to be addressed concerns the method of dealing with amendments. If approved, the Executive Board will have a more efficient procedure for presenting proposed amendments to the membership.

President Jackson reminded Board members that one of their duties is to keep their NCLA Handbooks up to date. The handbook should be brought to the October meeting and delivered to the new Board member replacing each present member.

**Finance Committee:** Beverley Gass reported that committee members have met twice since the April Board meeting. Revision of the draft *Financial Procedures—Operating Funds* has been completed. This revision was mailed to Board members prior to the meeting. Chair Gass read four motions that came from the Finance Committee at their June 15, 1995, meeting:

- 1) That the NCLA Executive Board be informed that the accounting software purchased does not have fund accounting and cash management functions recommended by the Finance Committee.
- 2) That, on the basis of the new Operating Fund Procedures and the increased responsibility of the Administrative Assistant for fiscal operations, the Finance Committee strongly recommends that an accounting firm be identified in Raleigh to work with NCLA.
- 3) That the NCLA Executive Board be informed that the NCLA Finance Committee, in keeping with the recommendations of the Long Range Task Force and the Special Committee on Financial Management Practices, recommends that no separate checking account be established for any conference funds.

4) That the NCLA Executive Board be asked to vote to approve the Operating Fund Procedures developed by the NCLA Finance Committee.

Dale Gaddis inquired about the nature of the software deficiency reported by the Finance Committee. Wanda Brown Cason responded that the Peachtree software, while not true fund accounting software, should do what is required for the association at a savings of several thousand dollars. President Jackson approved the purchase of the software based on several issues including training costs. Beverley Gass said that the new software may work out well and that since an accounting firm is working on this, the committee is not particularly alarmed. It was felt wise, however, to go on record as stating that the software did not meet the committee's original recommendation.

Nancy Fogarty stated that new duties of the Administrative Assistant necessitate that the holder of that position be bonded. President Jackson stated that the current Administrative Assistant has already been bonded.

The Finance Committee requested that the Board approve a \$1,272 expense for relocation of the Administrative Assistant's office at the State Library during the upcoming asbestos removal project with funds to be taken from the Salary account. Dale Gaddis moved that "\$1,272 be moved from the 'Salary' account to establish a new budget line within the Administrative Assistant fund called 'Repairs and Alterations' for the purpose of covering moving in and out of office space during the removal of asbestos." Nancy Fogarty seconded this motion and it was passed.

At their next meeting, Finance Committee members will consider the issue of charges billed to sections and round tables for "labor" when availing themselves of the Administrative Assistant's office services. Chair Gass also reported that an extension has been granted by IRS for the late filing of the association's 1994 Form 990.

Members of the Finance Committee were commended by the president for their diligent work.

**Governmental Relations:** A written report by Carol Southerland told of National Legislative Day in Washington, D.C. on May 9, 1995. The platform carried to all of the North Carolina delegation focused on the simplification of the Library Services and Construction Act, funding library programs at \$1.00 per person (versus the current level of \$.57), and supporting the Snowe-Rockefeller-Kerrey-Exon Amendment to ensure telecommunications access to schools and libraries at affordable rates.

**Membership Committee:** John Via reported that while membership renewals are not presently doing as well as hoped, the Biennial Conference should do much to increase numbers. Nancy Fogarty called attention to the problem of the date for dues renewal as related to qualification for reduced conference registration fees. Gwen Jackson said that the Finance Committee is in the process of making a recommendation to propose jointly with the Membership Committee about how this problem can be addressed. One issue to be discussed is the suggestion that continuous membership be a requirement for reduced conference registration fees. President Jackson inquired as to whether there had been a transfer of funds from the Membership Committee to the New Members Round Table. John Via responded that this is in process.

**Nominating Committee:** Barbara Baker was congratulated by President Jackson for a good election. New officers of the association for the 1996-1997 biennium are:

Vice President/President Elect: Beverley Gass

Secretary: Steve Sumerford  
Director: Barbara Akinwale  
Director: Jackie Beach

**Publications & Marketing Committee:** Co-Chair Eleanor Cook reported that the combined committee had met for the first time in April. Next meeting will be August 11 at Livingstone College in Salisbury. At the Biennial Conference, a Wednesday session sponsored by the committee will focus on the ways individuals can "market" themselves. The next newsletter will include publicity about the conference.

**Special Projects Committee:** Patrick Valentine stated that fifteen grants have been awarded for the Biennial Conference for a total of more than \$16,000, leaving \$6,000 to be used next year. Two groups have qualified for awards of more than \$1,500, NCASL and the Technology & Trends Round Table. Chair Valentine expressed concern that the committee's charge needs clarification. Members have not judged the quality of proposed programs but have only considered finances.

Catherine Wilkinson asked whether a speaker who purchased an airline ticket must wait until after the conference for reimbursement. While there has been some precedent for paying ahead, discussion indicated that NCLA may need to consider written contracts for all speakers.

Gwen Jackson asked Patrick Valentine to make suggestions relating to the work of the Special Projects Committee in his biennial report.

#### Reports of Work Groups

**Personnel:** Martha Davis presented no formal report but said that the group will be working on the scholarship plan which has previously been outlined. A program co-sponsored with REMCO at the Biennial Conference will address the need to attract women and minorities to North Carolina library positions.

**Technology:** John Via had no formal report but stated pride in two accomplishments of the group: formation of the Technology & Trends Round Table and increased participation in NCLA-L. He expressed concern because of lack of information concerning the North Carolina Information Highway. Karen Perry reported that the current NC General Assembly has decided to support those video conferencing sites that are already in use but not to establish new educational sites. Patrick Valentine said that some other governmental agencies are being added to the NCIH. There was discussion about NCLA support for a resolution or a petition that would state the Executive Board's and/or the NCLA membership's support for public access to Internet resources.

Dale Gaddis told Board members that State Librarian Sandy Cooper is working to provide SLIP accounts for all public libraries. Discussion ensued as to whom a resolution or petition would be addressed. Kem Ellis said it would be appropriate for the Technology Work Group to formulate a resolution or petition and present it at the Biennial Conference. Chair John Via was asked by President Jackson to work on this proposal with the intent of distributing the document to Board members via NCLA-L prior to the conference.

#### Other Reports

**North Carolina Libraries:** Frances Bradburn requested that all chairs send duplicate copies of their biennial reports to her for their inclusion in *North Carolina Libraries*. Reports should be limited to 250 words because of budget restrictions. Chairs were asked to discuss the section and round table positions on the NCL board with incoming chairs and with the editor. President Jackson again congratulated Editor

Bradburn for winning the H.W. Wilson Award for the 1994 publishing year.

**ALA Councilor:** Martha Davis presented a report on the ALA Conference in Chicago. There was a record attendance at the conference. The proposed dues increase of \$25 over several years time was approved as members gave a vote of confidence to ALA Goal 2000. ALA has already taken action to expend these additional funds for expansion of the Washington Office and the establishment of an Office for Information Technology Policy. The proposed Code of Ethics which the Executive Board voted to endorse at the April meeting was approved. The 1996 conference site has been changed from Orlando to New York. Betty Turock took office as the 1996-97 ALA President and Mary Somerville is President-Elect.

**SELA Representative:** Nancy Fogarty asked that members send information for inclusion in *The Southeastern Librarian*. John Via, Chair of the Recruitment Subcommittee of SELA, asked for signatures on a petition to establish a new SELA round table similar to NCLA's REMCO.

#### Section and Round Table Reports

**Children's Services Section:** Beth Hutchison reported on the section's May 15, 1995, meeting. There was wrap-up of the spring conference where Frances Bradburn and Roger Sutton were presenters. Final plans were made for the Biennial Conference, and a proposed slate of officers was presented. Winners of the 1995 Book Awards are (K-3 level) *The Rainbow Fish* by Marcus Pfister and (4-6 level) *The Boys Start the War* by Phyllis Naylor. The section will meet August 28, 1995, in Raleigh.

**College & University Section:** Al Jones stated that the Bibliographic Instruction Group had a successful workshop on May 19, 1995, at Davis Library, UNC-Chapel Hill. Both this group and the Academic Curriculum Materials Librarians' Interest Group will have sessions at the Biennial Conference.

**Library Administration & Management Section:** Dale Gaddis gave details of the section's plans for the Biennial Conference. Activities will include a preconference—"A Leadership Survival Kit," a session entitled "Internet Resources for Library Man-

agers," a session entitled "Managing in a Networked Environment," plus networking dinners on Thursday evening. Plans for the Leadership Institute which will be held in 1996 are progressing. Goals, objectives, and a target audience for this institute have been established. Next meeting will be September 8, 1995.

**NC Association of School Librarians:** Augie Beasley stated that the NCASL Executive Board met on July 15, 1995, in Hickory. New officers have been elected for the coming biennium:

Chair Elect: Melinda Ratchford  
Secretary: Freeda Holladay  
Treasurer: Claudette Weiss  
Director from the Piedmont: Sue Spencer  
Director from the Coast: Kay Small  
Affiliate Assembly: Jane Parker

Membership in NCASL has been dropping, partly because of the strength of another organization for school librarians. Dues for this organization are approximately one-half of NCASL's dues. Another problem involves timing of conferences. Chair Beasley has continued to emphasize to members that NCASL is the only organization that addresses all aspects of the school media coordinator's job. David Fergusson suggested that one service that NCLA can provide that may not be otherwise available is help with censorship issues. Both Chair Beasley and Karen Perry who is Chair-Elect stated that they believe it important that NCLA be aware of these issues since NCASL membership seriously impacts NCLA membership.

**Reference & Adult Services Section:** Chair Bryna Coonin reported that RASS presented a successful spring program on April 28, 1995, with more than 100 attendees. Sandy Cooper was keynote speaker on the topic of "Tool or Toy: The Role of Internet in Information Services." Orson Scott Card, Karen Gottovi, Tammy Worthy, and Elfreda Chatman will participate in a panel discussion sponsored by RASS at the Biennial Conference. Next quarterly meeting will be August 4, 1995.

**Resources & Technical Services Section:** Catherine Wilkinson presented a written report. The section has arranged for two programs at the Biennial Conference along with a table talk. Committees have been appointed to solicit nominations for and identify the winners of the Student Award and the Significant

Contribution Award. Deadline for these nominations is July 31, 1995.

**New Members Round Table:** Maria Miller told Board members that the round table will host a reception on Tuesday evening, October 3, 1995, prior to the beginning of the Biennial Conference.

**NC Library Paraprofessional Association:** Joan Carothers said that the association met July 13, 1995, in Boone. Members worked on plans for the Biennial Conference. A reception will be co-hosted at the conference with Children's Services. More than \$700 profit has been earned from workshop fees.

**Round Table for Ethnic Minority Concerns:** Cynthia Cobb reported that members met on March 31, 1995, and the next meeting will be July 27, 1995. Plans are finalized for the Biennial Conference. Several events are planned, including an author luncheon with Joyce Hansen. Thursday's program will be entitled "Stop Talking and Start Doing."

**Technology & Trends Round Table:** Cristina Yu stated that the May teleconference on copyright was a success. Two programs and a reception are planned for the Biennial Conference.

#### Old Business

President Jackson said that Kem Ellis had studied the recommendations of the Finance Committee and found that they would require procedural changes but not changes in bylaws. Dale Gaddis made the motion that the recommendations *NCLA Financial Procedures — Operating Funds* be approved by the Board. Dave Fergusson seconded this motion.

During discussion, Nancy Fogarty asked for clarification as to why item number three under "Incomes" stated that NCASL interest on operating funds would be prorated when other sections and round tables did not retain prorated interest. Wanda Cason responded that because the NCASL operating budget is quadruple that of most sections, it was decided not to combine their funds with those of other sections. Beverly Gass stated that the association needs NCASL and the section has managed its own funds for years.

Nancy Fogarty expressed concern that the reconciling of each month's bank statement necessarily be performed by the past president. She offered the motion that the wording in "Expenditures" number 5b be changed to "delete 'the past president' and insert in their place: 'a third party appointed by the president'." David Fergusson seconded this motion. The motion was carried.

With this change, the original motion to accept the guidelines prepared by the Finance Committee was approved unanimously by the Board.

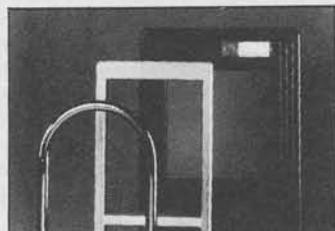
#### President's Report

President Jackson thanked Board members for the part each has played during the 1993-1995 biennium. She stated that many challenges had been turned into opportunities. The difficulties faced by the association with the IRS have led to better-defined financial procedures. The resignation of the first Administrative Assistant has led to a new job description which will include day-to-day bookkeeping activities. Budget limitations have led to a leaner *North Carolina Libraries*. In addition, there have been opportunities for collaboration through work groups, and projects have produced better communication. Two "births" have occurred—NCLA-L and the Technology & Trends Round Table. Also, work has begun toward a new scholarship.

There being no further business, the meeting was adjourned.

— Respectfully submitted,  
Judy LeCroy, Secretary

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