

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

November 1, 1996, Durham, North Carolina

Members and Guests present: Patrick Valentine, Robert Burgin, Joline Ezzell, Carol Freeman, Sheila Core, Karen Perry, Renee Pridgen, Beth Hutchinson, Pauletta Bracy, Sue Ann Cody, Janet Flowers, Ross Holt, Betty Meehan-Black, Barbara Levergood, John Via, Kathryn Crowe, Teresa McManus, Kem Ellis, Mary Louisa Bryant, Elizabeth Laney, Dave Fergusson, Steve Sumerford, Gene Lanier, Martha Davis, Sheila Johnson, Barbara Akinwale, Ann Miller, Beverley Gass

President Fergusson called the meeting to order. He asked for approval of the minutes from the August 7, 1996 Board Meeting. Beverley Gass asked that the minutes be amended to show that a report was made by the Conference Committee and Martha Davis asked that the minutes be amended to show that she made a report as ALA representative. President Fergusson suggested that a statement in the Finance Committee's report be changed to read "costs for Administrative Office," rather than "costs for Administrative Assistant." Gene Lanier asked that the following phrase be added to the Intellectual Freedom report: In January ALA passed the proposed interpretation of electronic intellectual freedom. With those changes the minutes were approved.

President Fergusson asked for discussion of the recommendation from the previous meeting that all sections, round tables and committees charge a higher registration fee for non-NCLA members. Betty Meehan-Black said that the Roundtable on the Status of Women felt that charging \$20-\$25 was too much of a difference in cost and would decrease registration for their events. John Via suggested that we begin tracking registration of NCLA events to determine what percentage of the attendants are members and non-members. Teresa McManus suggested that a form be developed so that workshop and conference organizers can easily record this data.

Teresa McManus made the Treasurer's Report since Treasurer Wanda Brown was unable to attend. Teresa noted that we are making transitions to new accounting software. She reminded everyone to follow correct procedures as outlined in the NCLA Handbook for submitting check requests. She distributed the budget report and asked for comments. Beverley Gass said that we need time to review the new budget report format and then have a thorough discussion of the reporting format and the finances. Robert Burgin raised concern that we do not have a final report

on the previous biennial conference. Karen Perry noted that it has been difficult to get an itemized statement from the hotel.

Karen said that NCASL is again being questioned about its Federal tax number. This has happened before and NCASL lost money even though the Federal tax number is legal. President Fergusson said that our accountant will look into the problem.

Membership report:

We have 93 new members, for a total of 1829. Beverley Gass asked if we could use software to chart the membership so we could analyze it. President Fergusson will ask Marsha Wells to follow-up on this.

Reports from Sections and Round tables

Children's Services Section:

Beth Hutchinson reported that the Section sponsored a two day seminar called "Stories at the Summit." The seminar was attended by 64 children's librarians. Beth also reported that the Section contributed \$250 to the Leadership Institute. Beth and Susan Adams were co-presenters at a workshop sponsored by the Paraprofessional Association. It was pointed out that the Section's membership is actually 161 members now rather than the 202 reported in the Section's report.

College and University:

Kathryn Crowe reported that the Section held a workshop on Oct. 18, 1996. The topic was "Bringing it all Together: Campus Collaboration for Information Technology." While the Section was very pleased with the quality of the presentations, they were disappointed in the attendance. Only 35 people attended, about half of the usual number of registrants for one of the Section's workshops. The poor attendance may have been due to the fact that there were numerous other NCLA workshops during the fall including one scheduled for the same day.

Community Colleges Section:

The Section has not met.

Documents:

Barbara Levergood, the new chair, reported that the Section held a fall workshop, which was attended by 68 people. The topic was Legal Resources and Services. She pointed out that although the flyer came out late, the workshop received good publicity through the use of electronic communication. The Section will host a spring workshop on electronic use of resources.

Library Administration and Management Section:

Robert Burgin reported that the Section will be sponsoring a workshop November 21 and 22 called "Becoming a Better Coach." He also reported that the Section's Web page can be found at <http://thumper.acc.nccu.edu/~burgin/lams.html>. Robert added that the Leadership Institute was a great success. Feedback has been excellent.

North Carolina Association of School Librarians:

Karen Perry reported that the NCASL Biennial Work Conference was held August 7-9, 1996 in High Point. The Section was disappointed with the attendance- 369 people. The net profit from the conference is about \$7,000, which is about half of the usual conference profits. Gene Lanier asked if the main problem was the date, since the conference was held earlier than in previous years. Karen replied that may have been the problem but there is not conclusive evidence. The NCASL Executive Board decided to contract for September 16-18, 1998 with the Raleigh Civic Center and Radisson Hotel. The Board also requested that the NCASL Chair re-negotiate a contract with Benton Convention Center for the years 2000 and 2002 for September dates.

Dave asked if NCASL conferences could run through Saturday, but Karen said that some members may not approve. Dave said that there has been discussion of an annual NCLA conference and suggested that we could collaborate with

NCASL and expand on the NCASL conference. Karen said she felt that would be worth considering.

In other NCASL business, the NCASL Board also approved the administration by the Scholarship Committee of three \$500 awards to first time attendees at the National AASL conference April 2-6, 1997. They also recommend a by-laws change which is intended to eliminate the elected position of Affiliate Assembly representative. The Children's Book Award Committee will be distributing booklets. The Finance and Nominating Committees are making adjustments in plans due to the decline in the financial situation.

Trustee Association:

There was no report.

Public Library Section:

The AV committee is holding workshops around the state. Other committees are actively making plans for upcoming workshops as well as the Biennial Conference.

RASS:

Is sponsoring a Fall program.

RTSS:

The Fall workshop, entitled "The Interconnected Information Systems Environment: Perspectives for Resources and Technical Services," had 80 attendees. They have mounted a web page linked to the NCLA page. The Section is conducting a membership survey, preparing a membership directory, and planning a spring workshop.

New Members Round Table:

The Board approved a donation of \$250 to the NCLA Leadership Institute. They also decided that the mail ballot for the change in NMRT Bylaws would be sent on a business reply postcard accompanied by a letter from the chair. They hope to have the results by November 22.

NC Paraprofessional Association Round Table:

Renee Pridgen reported that the "Sizzlin Storytelling Techniques" workshops held around the state were a tremendous success. She thanked the Children's Services Section for presentations at regional workshops. About \$2,000 was received from registrations and sales of NCLPA logo items. In other business, the committee has discussed having a homepage and they are planning other workshops. Renee added that in some libraries there was some confusion about whether or not paraprofessionals could participate in the Leadership Institute. Robert Burgin commented that the letter clearly stated that paraprofessionals were encouraged to attend, but possibly some library systems assumed it was primarily for professionals.

Round Table on Minority Concerns:

The round table has met twice since the last board meeting. They will hold a workshop in early spring and they are discussing the role the round table should play in the African American Librarian confer-

ence which will be held in late July in Winston-Salem.

Special Collections:

There was no report.

Roundtable on the Status of Women:

Betty Meehan-Black reported that they are working on a program called "Hiring Smart," which will be held in April 1997. It will focus on legal aspects of hiring as well as hiring, training, and orientation for a diverse staff.

Technology and Trends:

They were holding a workshop on the same day as the meeting and thus unable to send a representative.

Committee Reports

AIDS:

There was no report.

Archives:

There was no report.

Conference Committee:

Beverly Gass reported that the committee has selected a theme for the 1997 conference, Choose Quality: Choose Libraries. The conference will be held at the Raleigh Civic and Convention Center on October 7-10. The Raleigh Plaza is the conference hotel. Kem Ellis reported that the committee is trying to plan more programming for Friday. Meeting time slots will be uniform throughout the conference with set beginning and ending times. The opening session of the conference will be at 11:00 am on Wednesday and the second general session will be on Thursday at 2:00. An all-conference breakfast buffet will be on Friday morning. Wednesday evening will be left open. Two all-conference gala events are being planned for Thursday evening. The speaker for the opening general session is Marshall Keys, Executive Director of NELINET. Judith Krug will deliver the Ogilvie Lecture. Kem reminded sections and round tables that their plans for speakers and workshop topics will be very important to boosting conference attendance.

Every section, round table, and committee chair will be sent a packet indicating that January 3 is the deadline for submitting requests for their program topic and requested schedule. The committee is encouraging joint sponsorship of conference activities. John Via asked if it would be appropriate for NMRT to sponsor an event on Wednesday night. Kem said individual groups could sponsor events on Weds. night, but there would be no all-conference event. He added that the SIRS reception will be the gala event for the conference. There will be no conference activities scheduled at the time of the SIRS reception. Program for the breakfast will be entertainment, probably a storyteller. Program planners will be invited to a planning meeting in Raleigh on January 24. The final budget for the conference will be set on February 28.

Constitution Codes and Handbook Revisions Committee:

Ross Holt reported that the committee had made the changes in the handbook as directed by the Board. The Distinguished Service Award recipients are now listed on page B:1. He reported that a mail vote to change the NMRT bylaws was underway. This change, if passed, would bring the round table's bylaws in line with the new NCLA procedure of providing free NMRT membership for the first two years of paid membership in the association.

The committee revised the handbook to reflect the change to an annual budget. This affected the calendar (G:1) and the Finances section of Standing Rules and Policies. The committee also wanted to alert the Executive Board to the use of the word "biennial" in section 2.2. 4 (H:4) and questioned whether we wanted to change it to "annual." The committee also recommended that the Board establish a Financial Policy. Also the committee had been asked to place a statement in the handbook about fee levels for members and non-members attending NCLA events, but they found that there was already such a statement (2.1.3, page H:3).

The committee proposed the following amendments: Article VI, Section 1: Add the phrase "and others as stipulated in the Association's bylaws." Article IV, Section 5: Sections and Round Tables whose paid membership on the last day of the preceding biennium exceeds 20 percent of total NCLA membership shall name one additional representative to serve as a voting member of the NCLA Executive Board. For every additional 10 percent of total NCLA membership above the initial 20 percent, the section or round table shall name one additional representative to serve as a voting member of the NCLA Executive Board.

Theresa questioned the use of percentages rather than actual numbers that were agreed upon during the workshop in High Point. Ross and Kem explained that by using percentages the new bylaws adhere to the spirit of the decision which was to assure that larger sections were proportionately represented. Beverly said she feels that we should stick to the agreement that we made in High Point.

Robert Burgin moved that the Constitution be amended as recommended in the report of the Constitution, Codes and Handbook Committee. The motion was seconded by Karen Perry. Beverly made a motion that the motion be amended to include the specific numbers agreed upon at the August 7 meeting rather than the use of percentages. (A Section with more than 350 members will receive one additional voting member on the board and an additional voting member for every additional 200 members of the Section). Barbara Akinwale seconded the motion. The Board voted in favor of the amendment. Subsequently, the Board voted in favor of the

main motion as amended.

The committee recommends that the Board also take the following actions: For the 1998-1999 biennium, determine the manner in which new board seats will be filled by members of the affected section or round table and require that during the 1998-1999 biennium, sections and round tables arrive at a permanent method for selecting any new executive board representatives and amend their bylaws accordingly.

Robert made a motion that Section 2.2.4 be changed to use the word "annual" instead of "biennial." Sue Ann Cody seconded the motion and the motion carried.

Finance Committee:

At its May 22, 1996 meeting the committee approved submission of Annual Budget, President's appointment of Economic Vitality Committee and its recommendations for NCLA 1997 budget. They also developed a time table for contracting with an accountant and a time table for review of NCLA finances by the accountant. Audits are to be conducted every other year, reviews are to be conducted during alternate years. They discussed obstacles to consolidation of various NCLA accounts.

Financial Vitality Committee:

President Fergusson charged the committee with the task of formulating recommendations to improve the ways in which NCLA's operations are funded. He noted that the Committee needs to focus on the short-term problem of balancing the 1997 budget proposal and a long-term goal to ensure that it doesn't happen again. The committee made a recommendation that \$11,000 in profits from the 1995 Biennial Conference and \$10,000 from the 1997 Biennial Conference start-up fund should be allocated to the 1997 NCLA operating budget to balance the budget.

Robert Burgin noted that this would abolish the project grants, since most round tables and sections have funds that can be used. Patrick added that conferences generate the profits, so if we do not use conference profits for future conference programs, then sections and round tables will need to shift their thinking and not expect to be able to reserve funds from one biennium to the next. Beverley asked how much the Special Projects committee granted for the 1995 conference. Patrick estimated about \$19,000. Beverly added that often sections, committees and round tables also receive project grants. President Fergusson said that the accountant is confused by our tradition of allowing sections and round tables to keep the money at the end of the biennium. Karen pointed out that the reason for reserves was so that the sections and round tables could book speakers and conference sites.

Robert made a motion that \$10,140 in conference profits and \$10,000 in conference start-up funds be allocated to the 1977 NCLA operating budget. Kathryn

Crowe seconded. Motion carried.

Robert made a motion that the total allocated to the individual sections and round tables for each member should be reduced from the current \$5.00 to \$4.00. Sue Ann Cody seconded. Barbara asked if there is a problem that the membership form is \$5.00 for each. Sheila said that it implies that each section and roundtable is receiving the \$5.00.

The Committee also suggested that in the future the NCLA Executive Board should decide on the allocation of profits from the Biennial Conference and unexpended sums form the conference start-up fund on a case-by-case basis.

The Committee also recommended that the president of NCLA appoint a grants committee. President Fergusson announced that the following people would be asked to serve on such a committee: Joline Ezzell, Ross Holt, Theresa McManus and Ben Speller.

The committee asked that the Membership Committee conduct a survey of professional librarians to determine obstacles to their membership. Renee asked if paraprofessionals could also be included in the survey. Robert agreed.

North Carolina Libraries:

Portia Starks is the newest member of the Editorial Board representing the New Members Round Table. The Fall issue, *Community of the Book*, will be mailed in mid-November.

Governmental Relations:

The committee is reviewing regulations related to lobbying by nonprofit associations such as NCLA. John Via initiated a conversation about the appropriateness of our members and association congratulating elected officials, particularly those who have been supportive of libraries.

Intellectual Freedom:

Gene Lanier reported that the committee met on August 9, 1996 and discussed intellectual freedom problems. Gene has made several presentation throughout the state and the country. He also distributed a list of titles that have been challenged recently in NC and he discussed upcoming activities of the committee.

Literacy Committee:

Pauletta Brown Bracy reported that a body of the Literacy Committee had drafted five goals for the current biennium. These are: monitor relevant statewide legislation; present a program at NCLA-1997; complete the directory of libraries engaged in literacy activities; conduct a survey of ESL activity in libraries and make recommendations for further development; and prepare a bibliography of recommended audio-visual and software materials suitable for literacy instruction. Pauletta also asked for permission to reconstitute the committee. Permission was granted.

Membership Committee:

Barbara Akinwale asked sections, committees, and round tables to distribute new membership forms at the conferences and workshops that they sponsor. Barbara asked the groups for ideas as to how to get nominations for NCLA awards. Elizabeth Laney said that in the past the committee did not discuss the nominees in front of the full board.

Marketing/Publications:

The committee has worked with Wake Forest University basketball players to produce a thirty-second television ad. It will be distributed to local media outlets.

Scholarships:

There was no report.

Special Projects:

Patrick Valentine reported that 6 grants have been made for a total of about \$7,935. He reminded the group that NCLA rules state that we do not pay NC librarians for presenting workshops in NC.

ALA Representative:

Martha Davis reported that there will be much discussion about intellectual freedom and technology at the midwinter conference. She also noted that she is concerned about the number of people who may be ALA members but not members of NCLA. Ross Holt said that he had initiated discussion over the listserv about a Packard Bell commercial that portrays libraries in a very negative light. He said that he had also contacted ALA.

SELA:

Nancy Fogarty was unable to attend the NCLA Board Meeting but she sent a written report indicating that the SELA held its biennial conference jointly with the Kentucky Library Association October 23-26. There were 947 registered attendees plus exhibitors. The Executive Board of SELA discussed the future of SELA. There was a feeling at the Board Meeting that SELA could be re-energized. At a future NCLA Board Meeting, Nancy Fogarty will be asked to present more information about the SELA Board's recommendations.

New Business

Beverley Gass reported that the NC Library Commission is involved with a project called NC Live (Libraries and Virtual Education). A steering committee has been formed to investigate and seek funding for shared electronic database licensing, training, and retrospective conversion.

Robert Burgin motioned that we adjourn. Gene Lanier seconded. President Fergusson declared the meeting adjourned.

— submitted by
Steven L Sumerford