

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

January 23, 1998, Charlotte Public Library/Main Branch

Attending: Beverley Gass, Diane Kester, Maureen Costello, Liz Jackson, Susan Adams, Clarence Toomer, Martha Davis, Ann Miller, Peter Keber, Stephen Dew, Ginny Gilbert, Tracy Babiasz, Lou Bryant, Marilyn Miller, Eleanor Cook, Al Jones, Ross Holt, Vanessa Work Ramseur, Gayle Keresey, Catherine Wilkinson, Augie Beasley, Gene Lanier, Peggy Quinn, Carol Freeman, Dave Fergusson.

Bob Canon, Director of the Charlotte-Mecklenburg Public Libraries welcomed the committee to the Charlotte Public Library. Mr. Canon talked briefly about the strategic plan in place which drives the Charlotte library system.

President Gass called the meeting to order at 10:00 am.

President's Report

All committee chairs have been appointed and a schedule set for all Executive Board meetings. An attempt has been made to meet at various types of libraries throughout the state. Meeting dates and locations are as follows:

- April 17, 1998 - Guilford Technical Community College in Jamestown
- July 17, 1998 - Watauga County Public Library in Boone
- October 16, 1998 - West Lake Elementary in Apex
- January 15, 1999 - Greensboro Public Library
- April 16, 1999 - Wake Forest University in Winston-Salem
- July 16, 1999 - North Carolina Information Highway
- September 21, 1999 - Biennial Conference in Winston-Salem

Committee chairs were encouraged to contact NCLA members who volunteered for committee work at October's NCLA conference. Representation on each committee from all types of libraries is preferred. Further, anyone in charge of a committee, section, or round table was asked to send names of officers to Maureen Costello. A suggestion was made to put names of committee members on the NCLA listserv for member information and recognition. Section and Round Table Chairs were encouraged to invite the chairs elect to future Board meetings.

Gayle Keresey, Chair of the Constitution, Codes, and Handbook Committee, has agreed to serve as the Parliamentarian. NCLA operates following Robert's Rules of Order.

A reminder was given that all reports to the Executive Board should be written

and 50 copies brought to the meetings for distribution. All motions that are anticipated to be brought before the Board should be in writing and distributed with the announcement of Executive Board meetings that occur thirty days prior to each meeting.

The NCLA Handbook was reviewed as an important document which explains the organization and procedures.

President Gass set out her priority for the 1998-99 Biennium: to help NCLA grow in a manner that best meets the needs of the library personnel and the library community of North Carolina. A strategic plan will be created to lead us into the 21st century and to strengthen the organization through activities designed to provide a model for continuous membership and organizational development.

Suggestions made at the conference to consider a Retired Members Round Table and Friends of the Library group were mentioned to the board.

Minutes

The minutes for the October 1997 meeting were not available for approval. Minutes will be mailed to Executive Board members along with revisions to the handbook. Those minutes and the January minutes will be approved at the next board meeting.

Treasurer's Report

New Treasurer Diane Kester presented charts highlighting third-quarter information on unrestricted funds, revenues, and expenditures, prepared by the previous treasurer. The 1998 proposed budget was also presented.

Ross Holt pointed out that the conference start-up cost of \$10,000 (in the 1997 budget) came out of the 1997 operating budget and will not be incurred in the 1998 budget. He also cautioned board members to note that some projections in the budget are not substantiated. The 1998 budget proposes an increase in membership dues. Also, the exact confer-

ence revenue figures are not yet available, but will be shared at the next meeting.

On February 5, Diane Kester, Wanda Brown, Beverley Gass, and Maureen Costello will attend training on Peachtree Software.

Discussion was held about the need for monthly reports to be given to Round Table and Section leaders.

Administrative Assistant Report

Maureen Costello reported an end-of-the-year membership total of 1651. Some of those members joined during the conference and have memberships extending through 1998. Membership in sections and round tables declined during 1997.

Between January and March, membership renewal notices will be mailed.

A discussion was held about obtaining e-mail addresses for members. Maureen pointed out that the official NCLA application requests this information.

Section/Round Table Reports Children's Services Section

Susan Adams reported that the Children's Services Section held its final meeting of the 1995-97 biennium on August 25, 1997, at the Eva Perry Regional Library in Apex where plans were finalized for NCLA Conference activities. The October conference was very successful for CSS and included programs on North Carolina children's book illustrators and mini-grants, as well as the CSS breakfast featuring Rosemary Wells. Fund-raising projects at the conference included sales of note cards, NC Children's Book Award seals, and CSS book bags.

CSS has not met since the conference because it was felt to be valuable to have current budget reports and a sense of the "state" of NCLA before the first meeting.

When the CSS Board meets on Monday, January 26, they will be discussing the fate of the Section Newsletter "Chapbook." There is some question whether this publication needs to be continued, or whether some alternate form or format should be considered.

The Board will begin planning for the CSS "off-year" retreat/conference to be held in October 1998. Some of the themes being discussed include: reading trends and tips, learning games for groups, high-tech library services for children, and how to get organized and de-stressed. The conference will be open to all interested library workers and informational fliers will be sent out this summer.

College and University Section

Clarence Toomer named the newly elected members of the CUS Board for 1997-99. Their first meeting will be next month on the campus of UNC-Pembroke in the newly renovated and expanded Sampson-Livermore Library.

Community and Junior College Section

The new CJCS board members were contacted in January and asked to send ideas regarding the purpose and future of NCLA and the CJCS section for use at the NCLA Executive Board Retreat on January 22, 1998. The first board meeting will be held at the Sheraton Research Triangle Park during the Learning Resources Association Conference, March 4-6, 1998.

Documents Section

The Documents Section NCLA Biennial Conference program was one of the best attended in recent memory. Over 100 persons attended a session on federal web resources for public, school, and small academic libraries. Mary Horton (Wake Forest University), Nancy Kohlenbrander (Western Carolina University), and Linda Reid (Ruscola High School, Waynesville, NC) presented useful Web resources. The program was very well received. Documents Section members commented that there was new information for all!

During the Documents Session Executive Board meeting on December 12, 1997, the board agreed upon the spring and fall programs. In the spring, the Section will present a program on state and local government information. The fall program will be on government information on CD-ROM and handling those products. Nancy Kohlenbrander as Vice Chair/Chair Elect is also responsible for program planning.

Government information was the focus of the Fall 1997 issue of *North Carolina Libraries*. Michael Van Fossen was the guest editor and many Documents Section members contributed to the issue. This issue of *North Carolina Libraries* provides all with a window on the changing nature of government information.

At the December 1997 Executive Board meeting it was decided to press forward with plans for moving the section's publication *The Docket* to the World Wide Web. The section's Web site is maintained at UNC-Chapel Hill (<http://sunsite.unc.edu/reference/docs/ncladocs/index.html>). The site is linked from the main NCLA web site. A move to the World Wide Web would allow the Section to cut costs and provide the opportunity for expansion without incur-

ring further cost.

Library Administration and Management Section

Martha Davis reported that on December 5, the first LAMS board meeting was held. Since there was no representative to *North Carolina Libraries*, a decision was made to appoint a representative.

A fall LAMS program was discussed, and ideas brainstormed. The board talked about working with the Membership Committee to increase their membership. Since that time, letters have been sent to many directors of North Carolina libraries encouraging personal membership in LAMS and promoting membership for professional development among staff.

Director Rhonda Channing attended the Council of LAM Affiliates at ALA Mid-Winter and got some good information.

NC Association of School Librarians

In a written report, Melinda Ratchford reported that the NCASL Executive Board met on December 1, 1997, in Greensboro. The Budget Committee met and approved the 1998 budget. The treasurer was instructed to contact Beverley Gass about trying to get the federal withholding stopped.

A letter had been written in October 1997 to State Superintendent Mike Ward asking for a meeting with him and selected district library supervisors to discuss concerns relative to monies available for print materials in public schools. Superintendent Ward has not responded as of January 22, 1998.

Karen Gavigan and Melinda Ratchford attended ALA Mid-Winter in New Orleans. A report will be given to the Executive Board in February in Charlotte, but it was felt among the regional attendees that Mid-Winter was not the most opportune time for Affiliate Assembly members to meet.

Dr. Marilyn Shontz from UNC-G has agreed to chair the Research Committee for NCASL and will report back to the February Executive Board.

The handbook will be revised during this biennium.

NCASL plans to attend ALA Legislative Day in the spring of 1998 in Washington, D.C. Karen Gavigan, chair elect, reported that plans are well under way for the NCASL Conference on September 17-19, 1998, in Raleigh at the Civic Center. The issue of August library sessions was discussed and a decision will be made at the February Board meeting. The three August 1997 sessions across the state were exceptionally well attended and well received.

NCASL Executive Board will meet on Tuesday, February 10, 1998, in Charlotte prior to NCAECT.

NC Public Library Trustee Association

There was no report.

Public Library Section

Ross Holt reported that committee chairs are being recruited and committees are being organized. The planning committee

will be meeting in early February.

Reference and Adult Services Section

Stephen Dew reported that at the NCLA Biennial Conference in October 1997 the Reference and Adult Services Section sponsored two events. On Thursday, October 9, the Section sponsored its regular conference program as well as a special conference luncheon. The regular program was concerned with the subject "Technostress," and was presented by Sally Kalin and Katie Clark from Pennsylvania State University. The luncheon program was highlighted by a presentation from Joel Achenbach, a writer for the *Washington Post*, author of *Why Things Are*, and frequent guest on National Public Radio's *Morning Edition*. Both programs were well attended, and evaluations were quite positive.

The RASS Executive Committee met on Friday, December 12, 1997, at the UNC-Charlotte campus. The committee began its deliberations by discussing matters related to the Section's two programs presented at biennial conference, and afterwards it moved on to discussing preliminary plans for a fall program to be held this year. RASS tentatively plans to present a program related to the impact of the NC-LIVE project on reference, and public services. Although the date has not yet been set, the program will most likely be held during October or early November.

Resources and Technical Services Section

Ginny Gilbert summarized the activities of the Section at the NCLA Biennial Conference. The election of officers for the 1997-1999 board was held at the business meeting of the Section prior to their major program. The major program, attended by 120, was "Perspectives on Outsources of Technical Services Operations," presented by Arnold Hirshon, Vice Provost for Information Resources, Lehigh University. Table Talks included "Increasing User Input in Developing and Managing Collections," facilitated by Teresa L. McManus, Fayetteville State University (attendance: 36); "The Web in Technical Services Operations," facilitated by Eleanor Cook of Appalachian State University and Alan Keely, Wake Forest University (attendance: 40); and "Passport for Windows," facilitated by Margaretta Yarbrough, from the University of North Carolina at Chapel Hill (attendance: 35).

Two awards were presented. Robert Galbreath received an award for the best technical services article in *North Carolina Libraries* for his article, "Nailing Jell-O to the Wall? Collection Management in the Electronic Era," *North Carolina Libraries* 55 (Spring 1997), 19-21. Carrie McLean received the Resources & Technical Services Student Recognition Award.

The new board will have its initial meeting in February and begin planning a workshop to be held in the fall of 1998.

A membership directory of the Section was distributed in the spring of 1997. There is a commitment to keep this directory up-to-date.

The chair reported on the activities of RTSS at the Council of Regional Groups at ALA Mid-Winter in New Orleans. One of the ideas presented was keeping a listserv of speakers available for programs.

New Members Round Table

Tracy Babiasz reported that the New Members Round Table has not met since the conference. Speaker Doreen Sanders was very successful at the conference.

Discussions about mentoring NCLA members who are first-year librarians, one of the action plans developed at the January 22 retreat to increase membership, have started with LAMS.

Committee chairs for three of the four standing committees have been named. A chair for the fourth standing committee and those interested in serving on a committee are still needed. The NCLA Web site contains job descriptions for those positions. President Gass suggested that the committee volunteer list from the conference be checked for interested committee members.

NC Library Paraprofessional Association

Lou Bryant reported that there was an organizational meeting on January 15 at Eva Perry Library. They are making a real effort to attract people who have never been involved before.

They were very pleased with the overwhelming response to programs held this past year. Between 90 and 125 attended each.

New programming will include training to help patrons use the Internet. A program chair is still needed.

Round Table for Ethnic Minority Concerns

There was no report.

Round Table on Special Collections

Last year a successful series of five regional workshops was held on the development of local history collections. RTSC is planning a series of three workshops this spring on how to administer oral history projects and programs. Workshops will be held in April, May, and June in Williamston, Pinehurst, and hopefully, Lenoir.

Round Table on the Status of Women

Marilyn Miller reported that their program at the conference featuring Margaret Marin was very well attended. This program was presented in collaboration with the Public Library Section.

The second executive board meeting of this biennium will be held in February at which a discussion of the mission and objectives, and an evaluation of the activities and projects needed to ensure carrying out of the mission and objectives, will take place.

A workshop in the area of motivation is being discussed for late spring.

The first newsletter of the biennium is in the mail.

Technology and Trends Round Table

Eleanor Cook reported that a membership luncheon and Table Talk featured Richard Dougherty of the University of Michigan

and a panel of experts discussing the North Carolina Information Highway.

New board members' names are posted on the Web site.

No meetings have been scheduled as yet. Meetings will be planned after the Executive Board retreat which will determine the demands for the biennium. Technology and Trends sees its round table as a collaborative group, working with other sections, round tables, and committees in a service capacity. They have had a history of successful workshops in training to use the Internet. Incoming chairs have already been contacted and a wide range of collaborative possibilities for this biennium exist.

Committee Reports

Archives

Carrie Nichols of Meredith College will be serving as chairman of this committee.

President Gass explained that it is the practice for each outgoing committee chair to pass to the current committee chair the files for the biennium just ending. Then, in two years the records being received now by committee chairs from predecessors will be sent to the Archives. Archival records are kept at the State Library.

Conference

Al Jones reported that the 1999 NCLA Biennial Conference will be held September 21-24, 1999, at the Benton Convention Center in Winston-Salem. The 2001 Conference will be held there also. Convention sites for 2003 and 2005 will be contacted within the next quarter. Sites to be sent proposals are Raleigh, Charlotte, Winston-Salem, and High Point.

The following Subcommittee chairs for the 1999 Conference Planning Committee have been appointed and have accepted:

- Phil Barton (Rowan Public Library), Program
- Rodney Lippard (Catawba College Library), Exhibits
- Gayle Fishel (Davidson College Public Relations), Publicity
- Gerald Holmes (UNC-Charlotte), Recruitment
- Ednita Bullock (NC A&T University), Conference Store
- Richard Wells (Randolph Public Library), Fundraising
- Leland Park (Davidson College Library), Conference Advisor

Decisions are pending on chairs for Local Arrangements and Registration.

The full committee will meet at Catawba College in the spring to decide on the theme for the conference. Subcommittee chairs will appoint members. The full conference committee will begin monthly meetings in September 1998.

A request was made of the Executive Board that Al Jones be e-mailed or called with the names of those responsible for program planning from each section and round table.

Constitution, Codes and Handbook

There was no report.

Finance

There was no report.

Governmental Issues

There was no report.

Intellectual Freedom

Gene Lanier reported that since the conference, the IF Committee has received three to four challenge calls per month.

IF is helping libraries update selection policies and formulating Internet Use Policies. The term "Acceptable" is being dropped from this terminology. To follow up on changes, members can connect to ALA.ORG, then click on Offices, then click on OIF to view documents, the Library Bill of Rights, and interpretations.

New committee members will be posted on the NCLA-L listserv and can be contacted for challenges. The IF Committee can send documentation to support libraries as needed during challenges.

Leadership Institute

The LI Committee is still in the development stages.

The two leaders who conducted the 1996 Institute will be returning to lead this year's Institute, tentatively scheduled for Thursday, November 5, through Sunday, November 8, 1998.

Marketing and Publications

Carol Freeman reported that committee members have been contacted.

The committee is looking for volunteers with expertise in Web pages or electronic newsletters.

Membership

Peggy Quinn, Membership Chair, reported that this committee is still forming. A firm date has not been set for the first meeting.

Nominating

There was no report.

Scholarships

There was no report.

Special Projects

There was no report.

NCLA Development Committee

Ross Holt explained the purposes of the NCLA Development Committee:

1. To serve as a source of expertise and advice on fundraising for NCLA, its sections, round tables and committees;
2. To build relationships with potential donors including corporations, individuals, philanthropic organizations and other groups;
3. To educate sections, round tables, committees and members of NCLA about the practices associated with development;
4. To serve as a vehicle for liaison among various NCLA groups raising funds for special projects;
5. To develop an endowment for North Carolina Libraries.

In addition to committee members drawn from the general membership, the committee will include a member of the

Finance Committee, a member of the Conference Fundraising Committee and members of any other NCLA group raising funds for special projects, such as the Leadership Institute. Peter Keber has also agreed to serve.

North Carolina Libraries

The *North Carolina Libraries* editorial board held its annual retreat in November. During the retreat, new issues of the journal were planned. After several rather major problems, the conference issue will be out in a couple of weeks.

Many NCLA Sections and Round Tables may be contemplating a change in their editorial board representation. Before doing so, please contact Frances Bradburn, editor.

New Business

President Gass reviewed the goals, objectives, and action plans brainstormed at the retreat. Goals and objectives are as follows:

Goal 1: Increase membership.

Objective: Create a perception of worth
Objective: Actively recruit library school students

Goal 2: Intellectual Freedom

Objective: Continue advocacy for Intellectual Freedom

Objective: To educate the public about freedom of information

Objective: Form coalitions with other local, regional, state, national organizations to promote intellectual freedom issues

Goal 3: Continuing Education

Objective: Increase accessibility of continuing education to all members

Objective: Learn how to market and promote continuing education opportunities

Objective: Identify and maximize continuing education resources

Objective: Encourage administrators to promote Continuing Education

Goal 4: Communication with Membership

Objective: Electronic access

Objective: Develop an electronic newsletter to include continuing education, advocacy, legislation, committee/round table/section minutes and announcements, news releases and jobs.

With respect to the Goal 4 Objective to Communicate with the membership to "Develop an electronic newsletter to include continuing education, advocacy, legislation, committee/round table/section minutes and announcements, news releases and jobs," Ross Holt moved to ask the Marketing and Publication Committee to examine the possibility of a monthly or bimonthly newsletter or report. They further were asked to determine the best format for delivery (electronic or print), and return with a recommendation to the Executive Board. The Marketing and Publication Committee was authorized to take a survey of the membership if necessary. Special funding for such a survey can be requested.

The motion was seconded and carried.

Discussion clarified that the NCLA Web page is an ad-hoc subcommittee of the Marketing and Publication Commit-

tee. President Gass was questioned if section, round table, and committee chairs turned in a list of meeting dates to Maureen. If schedules were channeled to her, and Maureen worked with the Webmaster to have those dates posted, some of the immediacy discussed for newsletter items could be addressed. Maureen noted that an NCLA calendar was set up through the year 2002. President Gass reminded all members of the importance of checking the master calendar for conflicts before scheduling meetings and activities.

Dave Fergusson suggested that the Marketing and Publication Committee is one that has two completely separate functions, and that perhaps it should be split into two committees - the Marketing Committee and the Communications Committee, which would include all forms of communication. He also expressed concern that the committee's responsibilities were too large. Another comment was made that marketing perhaps should belong with the Development Committee. The point was made

that the Marketing and Publications Committees had been joined after some effort. President Gass announced that a decision to split the committee could not be quickly made, but acknowledged that the marketing element and communication element and their relationships to Development were items to be addressed.

Discussion was held about the need for a Continuing Education committee to serve all sections and round tables, concluding that members just need access to a general NCLA calendar of events.

A Continuing Education "event" held on the off-year from the conference was proposed. This event would be as low-cost as possible, held at a community college instead of a conference center, and draw on the expertise of NCLA members. Discussion will continue.

The meeting was adjourned at 12:00.

— Respectfully submitted
Liz Jackson

ABOUT THE AUTHORS ...

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