

NORTH CAROLINA LIBRARY ASSOCIATION

Minutes of the Executive Board

April 17, 1998, Guilford Technical Community College

Attending: Beverley Gass, Ross Holt, Liz Jackson, Rhoda Channing, Martha Davis, Karen Gavigan, Augie Beasley, Karen Perry, Gerald Holmes, Carolyn Price, Barbara Best-Nichols, Gwen Jackson, Frances Bradburn, Kem Ellis, Tracy Babiasz, Liz Hamilton, Jackie Beach, Diane Kester, Gene Lanier, Steve Sumerford, Wanda Brown, Dave Fergusson, Peggy Quinn, Rich Anderson (for Carol Freeman), Marilyn Miller, Susan Adams, Ann Miller, Elizabeth Laney, Ginny Gilbert, Al Jones, Maureen Costello, Vanessa Work Ramseur, Lou Bryant, Eleanor Cook, Catherine Wilkerson.

President Gass called the meeting to order at 10:00 a.m. The October minutes were approved with a correction of September 21, as the date for the first day of the 1999 conference.

President's Report

A schedule of meetings has been sent to guests inviting them to come to NCLA board meetings. Liz Hamilton, Director of East Albemarle Regional Library, has agreed to chair a new committee, the NCLA Administrative Office and Personnel Advisory Committee.

Kathy Thompson has regretfully resigned as chair of the Special Projects Committee.

Several communication items from ALA were brought for board review. Two surveys have been completed from the ALA Chapter Relations Committee, on membership practices within NCLA, and our needs and priorities for the Chapter Relations Committee.

The NCLA vision and objectives drafted at the January retreat were reviewed. These draft statements appeared in the Spring 1998 issue in the President's Column.

Treasurer's Report

Diane Kester presented a 1997 end-of-year report of total revenues and expenses. Conference monies were recorded in this accounting. A first quarter report was also presented, showing the projected budget, and revenue and expenses to date. Reports are posted on the Web. Investment income is shown separately from each round table's operating expenses. Profit made during the conference by any section was returned to the NCLA parent organization. Expenses were also paid by the parent organization, rather than sections, for conference activities. All pre-conference session profits made by sections are returned to the sponsoring section. Further, revenues collected from section or round table workshops throughout the year are returned to sections. Each section received an individual report on their financial status. NCLA has purchased membership for an Internet Service Provider for Maureen Costello to have Web ac-

cess in addition to e-mail access. The Marketing/Publication committee has responsibility for Web postings.

Administrative Assistant Report/ Membership

Membership totals and unrenewed membership totals were reported. Unrenewed membership totals reflect members from the NCLA database from 1990. People who joined at conference have purchased membership through 1998. Seven different kinds of application forms are being used for renewals for 1998. The correct forms for each type of membership should be on the Web. An attempt will be made to consolidate the forms into one of each.

The State Library is renovating the building and the NCLA office will be moved to another State Library building at a later date.

Section/Round Table Reports **Children's Services Section**

The Children's Services Section had its first meeting on January 26, 1998, at the Eva Perry Regional Library in Apex. Conference activities and fund raising, and the state of the CSS and NCLA budgets were discussed. It was agreed that more complete and timely budget information is needed. A decision was made to put the section newsletter on hold until NCLA makes a determination regarding an Association newsletter. Preliminary planning for the CSS "off-year" retreat/conference was done. The retreat is scheduled to be held on October 26-27, 1998, at the Brown Summit Conference center north of Greensboro.

College and University Section

There was no report.

Community & Junior College Section

CJCS held its first meeting on March 4, 1998 at the Sheraton Research Triangle Park during the Learning Resources Association Conference. Discussion centered around pros and cons of having CJCS become a subset of the College and University section, how to increase membership, and programming for the biennium. Tara Guthrie

from Carteret Community College has been appointed to the director's position vacated by Carol Freeman after her appointment to the NCLA Publications Committee. The section is still seeking a representative to *North Carolina Libraries*.

CJCS Board has been invited to attend a future meeting of the College and University Section to discuss possibilities of merging the two sections. CJCS plans to co-sponsor, with the Paraprofessional Round table, a group of regional workshops on using the Internet. The workshops will hopefully be held in late summer, and will focus on community college paraprofessionals but will be open to all who wish to attend.

Documents Section

The Documents Section has been planning the spring workshop. Nancy Kohlenbrander of Western Carolina University has gathered a group of speakers to present "The Old North State: State, County, and Local Information in North Carolina" at the McKimmon Center May 15, 1998. *The Docket*, the newsletter of the section, is now available online at the Documents Section Web site: <http://sunsite.unc.edu/reference/docs/ncladocs/pub.html>. Click on Spring 1998 issue.

Library Administration & Management Section

The LAMS Board met on April 16, 1998, in a conference call. LAMS has plans to pursue a joint program with RTSS on September 23 and 24 at the Friday Center on issues related to assessment of library processes, and to partner with the New Members Round Table, matching newcomers with LAMS members in the same type of library. Two regional workshops on mentoring, one in the eastern part of the state and one in the western part, are being planned. The section will support the Leadership Institute if asked to do so. Plans were made to publish the newsletter after August 1, electronically and in paper, including the survey.

Chair Rhoda Channing has agreed to contact the directors of the 3 largest academic libraries in the state to ask them to encourage

their staffs to join NCLA and LAMS.

North Carolina Association of School Librarians

The NCASL Executive Board met on March 9, 1998, at the Adam's Mark Hotel in Charlotte. Karen Gavigan and Melinda Ratchford reported on ALA Midwinter held in New Orleans. The *Information Power* materials were discussed. This information is to be formally presented on June 26, 1998, in Washington, DC to AASL state contacts. A letter was received from State Superintendent Mike Ward in response to a letter requesting a meeting regarding concerns of media coordinators. He did not respond to a meeting at this time. NCASL's conference has been changed from Raleigh to Winston-Salem and will be held from September 16-18, 1998. Requests to present were mailed the last of March. David Loertscher and Phyllis Reynolds Naylor will be among those presenting. The NCLA Board has stated that for every 350 members in a division that division can have another representative on the board. NCASL now has in excess of 550 members. A motion was made and passed for the first position to be filled by the past chair and, in the event that we receive a second position, the chair-elect will fill that position.

The next meeting will be on June 3, 1998, in Winston-Salem where conference facilities will be reviewed.

NC Public Library Trustee Association There was no report.

Public Library Section

The Public Library Section met on April 15 at the Glenwood Library in Greensboro and agreed to the following goals for 1998-99. Goal 1: To enhance the Public Library Section Web site so that it will contain valuable and current information. Strategies: Hold a workshop at the next PLS executive committee meeting. Encourage all PLS committees to use the Web site to communicate with their own members and other NCLA members. Promote our Web site to all public library staff through flyers and email. Goal 2: To raise level of competency of public library staff, with a particular focus on developing trends/problems. Strategies: Seek out cosponsors among other sections, round tables and committees.

The next meeting will be held June 17 in Fayetteville.

Reference & Adult Services Section

The RASS Executive Committee met on Friday, February 20, at the UNC-Greensboro campus. Plans were discussed for the fall program on the impact of the NC-LIVE project on reference and public services. The program has been planned for Friday, November 20, 1998, at the Friday Center in Chapel Hill.

The next meeting of the section will be May 1 at Durham County Public Library. Stephen Dew, who is moving to Iowa, resigned as chair of RASS. Carolyn Price from the Forsyth County Public Library will now chair this section.

Resources & Technical Services Section

The RTSS board had its first meeting in Feb-

ruary at UNC-G. The next meeting will be held on April 23, also at UNC-G. The major topic of business is planning a fall workshop tentatively scheduled for Thursday, September 24, at the Friday Center in Chapel Hill, on analysis and improvement of technical services processes. Board member Page Life participated in the UNC-CH School of Information and Library Science Career Fair with Peggy Quinn, membership chair. Brochures for RTSS and NCLA were made available for attendees.

New Members Round Table

The NMRT board met on Tuesday, February 10 to discuss goals for the biennium. Sondra Oakley, Director for Programming, has had to resign. The position will be held by Jennie Hunt for the rest of the biennium. Plans are in the works for the 2nd annual NMRT's Big Adventure to take place this summer. NMRT is looking into co-sponsoring workshops with other NCLA sections and round tables.

NC Library Paraprofessional Association

The Executive Board of the Paraprofessional Round table met at the Eva Perry Regional Library in Apex on March 24, 1998. The Program Committee met with the board to discuss programming aims for the year. No program Chair has been named at this time. Each district will be in charge of arranging the programs held in their own district. Martha Davis, Chair of the Community College Section, is to be contacted regarding a co-sponsorship of a workshop this summer on training Internet Trainers. The program will be held in each district. The board discussed the imminent resignation of Linda Morton, District 2 Director. The Chair was asked to try to find a replacement. Proposed By-law changes were discussed. Brief discussion was held regarding the finances of the Round Table.

Round Table for Ethnic Minority Concerns

The Executive Board of REMCo met on March 28, 1998. An archival committee was formed. Clarence Toomer of Pembroke will serve as chair. Since REMCo was formed to serve as a voice for minorities within the Association, emphasis will be placed on identifying and seeking out minorities. Identified groups are Native Americans, Asians, Hispanics, Polynesians, etc. Both professional and non professionals will be earmarked. A survey done last year to determine programming ideas was reviewed. Discussions centered on the type of program/fund raising event that would provide the greatest value to participants.

Round Table on Special Collections

There was no report.

Round Table on the Status of Women

The RTSWL Board met on February 20 and April 3, 1998, to discuss the workshop planned for May 1 at the Forsyth County Public Library. Dr. Richard Rubin will present "Motivation, Satisfaction and Commitment in the Library Workshop." *MS MANAGEMENT* is a valuable tool for communicating with Round Table members publishing interviews with women leaders, bibliographies,

and features related to the status of women in librarianship.

Technology and Trends Round Table

TNT's executive board met on Friday, April 3, 1998 for a get-acquainted and orientation meeting. Carol Freeman, Chair of Publication & Marketing committee, was invited to this meeting. Eleanor Cook, TNT Chair, attended the Publications & Marketing committee's first meeting on April 7th.

Ideas were brainstormed for a fall series of workshops. Ideas were reviewed for workshops collected by RTSS, shared by Ginny Gilbert. A 2-day series with general themes of catching up and keeping ahead was chosen. One day will focus on upcoming trends and issues, and the second day will be for workshops for people to "fill in the gaps" of their technology knowledge. The plan is to provide a series for the eastern and western parts of the state. Ideas were discussed with Carol Freeman about NCLA-L, the care and maintenance of the home page (since NCLA Webmaster Michael Roche is on the TNT executive board), and ways the two groups can collaborate. It was decided that Michael Roche should be an ex-officio member of the Marketing & Publications committee. The master calendar is on the Web site for scheduling purposes of all round tables and sections. A master calendar is available with Maureen. People planning activities should submit dates to her.

Committee Reports

Administrative Office/Personnel Advisory Liz Hamilton is looking for committee members. This committee has already been charged with 4-5 activities. They will be planning the office move, looking at personnel and procedures, updating manuals, clarifying database questions, and making the NCLA office more electronically connected.

Archives

A portion of the Archives Committee met in late March to review the work which needed to be done, to review the status of the records, and to review the retention policies. The committee plans to meet in late April to begin processing the materials and getting them ready to go into the State Archives. The committee asks that all members of the NCLA Executive Board review the materials in their possession and review the Records and Retention and Disposition Schedule. Any files that should be in Archives should be sent to the NCLA Archives Committee at the following address: Carrie Nichols, Carlyle Campbell Library, Meredith College, 3800 Hillsborough Street, Raleigh, NC 27607

Conference

Both the 1999 and 2001 NCLA Biennial Conference will be held at the Benton Convention Center in Winston-Salem. The dates for the conference are September 21-24, 1999. Subcommittee chairs have been appointed, and accepted, for the 1999 Conference Committee. The Conference Committee is on the NCLA listserv so people know who to contact about a particular topic. The Full Committee will meet at Catawba College on May

15 to decide on the theme for the conference, to get to know one another, and to discuss the process of planning the conference. The Full Conference Committee will begin monthly meetings in the late summer, with an orientation meeting at the Benton Convention Center. The convention centers of Charlotte, Greensboro, High Point, Raleigh, and Winston-Salem have been contacted as possible sites for 2003 and 2005 biennial conferences. Planning committee sheets were passed to Board members with a request to indicate the name, address, telephone number(s), and e-mail address of the person in each section or round table who will be responsible for the program(s) of those groups at the 1999 Biennial Conference and to return names to Al Jones.

Constitution, Codes & Handbook

There was no report.

Development

The Development Committee met on Friday, March 6, at the Asheboro Public Library. The initial goal of the committee is to raise an endowment that would generate enough interest to fund at least one issue of *North Carolina Libraries* per year. This amount would be in the range of \$100,000 to \$125,000. The committee expanded the concept of the endowment, viewing it as a vehicle for major corporate contributions to NCLA as well as a vehicle for individual contribution with the opportunity to give in memory or in honor of a person or group. The primary goal is to endow the one issue per year of *NCL*. Secondary goals are to be able to fund other NCLA projects, such as Leadership Institute, scholarships, special projects and the like. There will be four areas of effort:

- An endowment campaign that possibly targets major North Carolina corporations, library vendors, NCLA members, Friends organization, trustees, and local library associations.
- Handling gifts to the endowment. Gifts will have to be deposited into a fund in the NCLA account until they can be transferred to the endowment account. The committee is investigating means of investing the money. Note was made that the Executive Board at some point will need to adopt a policy governing the endowment and use of the proceeds.
- Receipt and acknowledgement of gifts including acknowledgement of gifts given in honor or memory of a person sent to the family of the person being memorialized or individual/group being honored, an acknowledgement in *NCL*, and acknowledgement by the NCLA president or Development Committee Chair.
- Endowment brochure, which describes the endowment, the association and how to contribute. The content was agreed upon by the committee and Sharon Johnston at PLCMC designed and produced the drafts for consideration by the Executive Board. The development brochure draft was presented. A suggestion was made to consider adding the vision statement we are currently refining to the brochure.

Since the March meeting, an investiga-

tion has been made of NCLA's tax exempt status. The association is exempt under section 101(6) of the IRS code of 1939, and received the status in 1950. Dick Pahle investigated and determined that this status is almost the same as the current 501(c)3 designation. The association is listed in the IRS Publication 78, Cumulative List of Organizations, which lists organizations to which contributions are tax deductible.

The committee will meet again in May or June to plan the endowment campaign and begin making contact with potential major contributors. The committee will work with the Finance Committee and treasurer to establish a fund. The Finance Committee may have a possible liaison to this committee. Updates will be posted on the listserv.

Finance

A written report, "Financial Procedures for Operating Funds," was submitted in an effort to provide clarification for the procedures to be followed for the handling of operational funds. When the committee meets, it will review these procedures in order to identify any changes which may help improve the financial paperwork flow. Topics included were Income, Expenses, Reporting, Reconciliation, and IRS Procedures. A suggestion was made that perhaps this committee should deal with the investments being considered instead of creating a new committee for that purpose.

Governmental Issues

The committee is looking for people who can attend Legislative Day in Washington on May 4 and 5. They will be meeting in Bobby Etheridge's office. It was recommended that each district be represented. Objectives are to reinforce the need for the E-rate and other important issues for libraries. NCLA can only afford to pay registration for those attending. A training session on Monday would be helpful to know how to lobby once in Washington. North Carolina Legislative Day is May 27 in Raleigh. An important lobby is for NC LIVE, with specific emphasis on more funding for community colleges. Last year's event was fruitful for funding.

Intellectual Freedom

IFC members met online to discuss functions of the committee, listservs of interest, publications of interest, and Web sites of interest. The IFC membership list with phone and email addresses has been forwarded to the NCLA listserv. The committee investigated the offer by Jim Broadwell with SIPS (Systems Information Processing Services) in North Carolina of a filter option to users of their services. Those interested are being directed to the Internet Filter Assessment Project (www.bluehighways.com/tifap/) for information. People are also being encouraged to contact members of Congress concerning pending digital copyright legislation, the McCain bill (Internet School Filtering Act) tying e-rates funding to filters, WIPO Copyright Treaties Implementation Act, and The Collection of Information Antipiracy Act. E-mail addresses make it easy to comment di-

rectly to our representatives on pending legislation. It was reported that 42 bills in Congress deal with the Internet. The IFC will alert us through the listserv. It was noted that Ann Symons' theme for her presidential year is Intellectual Freedom. Peter Keber, Chair of Trustees section, and former head of trustee for the Charlotte-Mecklenburg Library System has joined this committee.

Leadership Institute

The proposed 1998 Leadership Institute is a full day longer than the 1996 Institute, based on recommendations of Institute attendees. Discussion was held about how to pay for the extra day. Additional corporate sponsors are being sought. An attempt is being made to keep the cost low so people can participate, and to make attendance widely available. Applications were sent to public and academic directors, and school system media supervisors. An application will be added to the Web site so people can nominate themselves, with the approval of their supervisor. The expectation is that the professional's parent institution would pay the tuition. A postcard will be sent to NCLA members. Letters will be sent to library directors. A motion was made, and carried approving the \$525.00 tuition.

Literacy

There was no report.

Membership

The Membership Committee met Friday, February 20, 1998, at Wake Technical Community College. The following proposals to increase the membership of NCLA were referred to the Executive Board for further discussion:

- Update the NCLA brochure.
- Investigate the feasibility of dividing the state into regions to market membership actively. Committee members will be assigned a region and local library partners will be solicited.
- Purchase a table-top display to use for recruiting.
- Change dues structure to \$10/year for all years in school for library school students.
- Mail membership renewal notices during the last quarter of the year.

Peggy Quinn attended the Career Day at UNC-Chapel Hill on February 18 to promote NCLA through conversation and distribute brochures. Committee members are contacting NC Library Schools to inquire about Career Days and to establish a liaison with the faculty and students. Brochures from round tables and sections were requested for use in displays for future recruiting.

Nominating

There was no report.

Publications & Marketing

The Publications & Marketing Committee met April 7 at Forsyth Technical Community College. Discussion was held regarding the draft vision and objectives for NCLA with particular regard for the three objectives which most concern this committee:

- An extension and development of the

NCLA Web site, including threaded discussions (similar to chat rooms) on library and technical topics of interest.

- Establishment of an electronic newsletter, with concern about the efficiency of sending print to those who need it without sending print to those who don't.
- Marketing the organization. A possible idea was to locate a communications or ad class that might be willing to put a spot together for the NC News Network.

The committee will meet again on Friday, June 12.

Scholarships

There was no report.

Special Projects

This committee has no chair.

Other Reports

NC Libraries

The Spring issue should be mailed before the end of April. Editorial board representatives Sharon Noles (Paraprofessional Association) and Brigitte Blanton (REMCO) were noted. Representatives are still needed for the Public Library Section, the Community/Junior College Section, and the Trustees Section. Some upcoming issues need guest editors. Please contact Frances Bradburn.

"Between Us" is a new column, to be edited by Kevin Cherry, in which anyone is welcome to bring a point of view. It is an opinion piece replacing "Point/Counterpoint," and debuts in the Summer 1998 issue.

Using both the Web site and listserv, the editorial board representatives will be plan-

ning to communicate between meetings.

ALA Councilor

A report was made on Council sessions at ALA Midwinter. Council I reports included those dealing with Endowment Trustees, Fund for America's Libraries and the Executive Director's search, nominating, and execution of previous Council actions. There was concern over attendance at ALA membership meetings and the action taken by Council in San Francisco in an attempt to free up time at conference for membership meetings.

At Council II, the International Relations committee requested that Council support increased funding for the International Relations Office. The request was referred to the Budget Committee. The Bill Gates family was proposed, and approved, for membership in honor or their development of the grant program for libraries.

Treasurer Bruce Daniels presented a detailed report of ALA's finances. ALA revenues must increase if the Association is to continue to pursue the objectives of Goal 2000 which will increase the Association's expenditures over projected revenues by \$1 million within the next few years. The key action areas were identified and approved by Council as Diversity, Education and Continuous Learning, Equity of Access, Intellectual Freedom, and 21st Century Literacy.

In Council III, the Committee on Legislation reported on and asked for support on several non-controversial resolutions for Council. Resolutions attempting to improve

the ALA Membership meeting schedule at conference were debated and revised for approval.

The posting of actions by Council to the Council listserv was approved. It was noted that some of the credit for fast and productive council session could be attributed to the use of the listserv for debate over the issues. Also discussed was the resolution process and the need for it to be followed by Council members, directing appropriate consultation to the Committee on Resolutions and other committees which handle association procedures prior to taking issues to the entire Council.

SELA Councilor

There was no report.

Old Business

There was no old business.

New Business

ACRL is considering having its 2003 conference in Charlotte and has asked for NCLA support. A motion was made to extend our warm welcome and support. Discussion was held regarding sending the new brochures to members who have not renewed membership and former members who have allowed their memberships to lapse. This proposal was sent to the membership committee and Peggy will talk with Beverley about how to proceed. It was noted that new members have joined at workshops.

The meeting was adjourned at 1:00.

Respectfully submitted,
Liz Jackson

Broadfoot's has TWO Locations Serving Different Needs

Broadfoot's of Wendell

6624 Robertson Pond Road ~ Wendell, NC 27591
Phone: (800) 444-6963 ~ Fax: (919) 365-6008



Spring & Fall Catalogs

Are you on our mailing list?

Tar Heel Treasures
for
natives & newcomers
young & old



Broadfoot Publishing Company

1907 Buena Vista Circle ~ Wilmington, NC 28405
Phone: (800) 537-5243 ~ Fax: (910) 686-4379

Recent Publications:

The Colonial & State Records of NC (30 vols.)

North Carolina Regiments (5 vols.)

Roster of Confederate Troops (16 vols.)

Supplement to the Official Records (100 vols.)

Full Color Catalog (free upon request)