

NORTH CAROLINA LIBRARY ASSOCIATION

MINUTES OF THE EXECUTIVE BOARD

July 30, 1999

Joyner Library, East Carolina University

Attending: Beverley Gass, Al Jones, Ross Holt, Joan Boudreaux, Diane Kester, Barbara Best Nichols, Robert Cendida II, Pauletta Bracy, Martha Davis, Eleanor Cook, Bill Gates, George Taylor, Steve Summerford, Dave Fergusson, Catherine Wilkinson, Susan Adams, Maury York, Peggy Quinn, Carol Freeman, Ben Speller, Liz Hamilton, Teresa McManus, Ginny Gilbert, Melinda Ratchford, Karen Perry, Patrick Valentine, Michael Cotter, John Via, Liz Jackson.

The meeting was called to order at 10:00 AM by President Gass. ECU was thanked for allowing us to meet in the Joyner Library. Maury York invited board members to join him on a tour of the library after the meeting. Introductions were made and a review of the agenda was conducted.

Corrections to minutes

The April minutes were approved with small editorial changes.

President's Report

NCLA's new address is: NCLA, 4646 Mail Service Center, Raleigh, 27699-4646.

Various members of NCLA board have been elected to SOLINET. They are: Rhoda Channing, Wake Forest University, Waltrene Canada, NC A&T University, and Larry Alford, UNC-CH.

Board members are encouraged to begin preparation of their biennial report, due at the next board meeting (the Executive Board dinner at the conference). Frances Bradburn requests a paper copy and disk copy. Exact specifications will be announced in the letter for the next meeting.

The President highlighted a meeting held on June 22 with the leadership of NCASL. The topic of the meeting was an intention by NCASL to form a new organization outside NCLA. After a meeting of the Executive Board, an NCLA Commission on School Librarians was proposed to NCASL. The commission would include a chair, agreed upon by the President of NCLA and chair of NCASL and six members, three of whom would be appointed by NCASL and three of whom would be appointed by the Executive Committee of NCLA. The commission would seek broad-based input from the library community and begin work September 1, 1999 and complete the work by August 31, 2000. The commission would be charged with: identifying issues vital to school librarians and school librarianship throughout North Carolina; identifying remedies and resolutions to those key issues that are creative, innovative and appropriate for assuring that school librarianship remains strong and able to

meet the needs of students throughout North Carolina schools; and creation of an action plan that remedies and resolves key issues for school librarians with clearly established timelines and lines of responsibility.

The Executive Board supported the idea of a commission as discussed.

Treasurer's Report

Diane Kester announced that NCLA is in good shape financially. Statements for each section and round table were presented.

NCLA is moving into a premier business account so that monies in the account over the minimum amount will be swept into an interest bearing account. Interest earned will be maximized. Further, accounts have been consolidated to maximize growth.

The 990 form for the IRS has been completed for \$750.00.

Section/Round Table Reports

Children's Services Section

A new board has been elected. Changes may need to be made to the conference bulletin due to a change in presenters.

College and University Section

A program at the biennial conference on "Copyright and the Digital Age" is being co-sponsored by CUS and CJCLS. Laura Gasaway of UNC Chapel Hill will focus on the Digital Copyright Act and how it relates to academic libraries, faculty, students, staff and publishers.

The BI Discussion Group is sponsoring a session called "What We Wish They Knew Before They Got to Us." Panel members include Rhoda Channing, Donna Gunter, and Libby Lasley.

The CUS's Curriculum Librarian Interest Group is sponsoring a breakfast meeting of curriculum librarians Thursday morning, September 23 at 7:30 AM.

The CUS nominees for the 1999-2001 Board of Directors was presented.

Community and Junior College Library Section
The CJCLS Executive Board did not have a

formal meeting last quarter. Fax and phone contact was made with board members of both CJCLS and the College and University Section as talks continue about the feasibility of combining sections.

As a result of the July 7 resignation of Lynette Finch as Vice-Chair/Chair-Elect, Martha Davis has appointed Carol Freeman to take her place on the CJCLS Board. A partial slate of officers for the 1999-2001 biennium was identified.

Documents Section

The Documents Section held its spring workshop "Technical and Medical Literature on the Web" on May 21 at the McKimmon Center.

Mary Horton, Documents Section chair-elect, has agreed to serve as the section representative for the NCLA Continuing Education Committee until September 1999, at which time Nancy Kolenbrander will become the representative.

The Event Committee has made recommendations regarding NCLA activities during the non-conference year. They were to schedule off-year, mini-conferences, an NCLA leisure/social retreat, and a technology mini-conference. This section already offers two workshops a year in the spring and fall, which it plans to continue. The Documents Section may also be interested in working with other sections to sponsor mini-conferences.

Volunteers are being recruited to form a study group on issues related to preservation of state agency information in digital form. North Carolina state agencies currently have no plans for saving their digital information.

Arrangements are being finalized for the Biennial Conference program "Government Statistical Information on the Web: International, National, and State" to be held September 22 from 3:30 - 4:45. Speakers will be Mary Ellen Spencer and Catherine Shreve.

Mary Horton, Documents Librarian at Wake Forest, will present state data compiled by Alex Hess, Librarian for the Institute of Government.

Library and Management Section

The Mentoring Subcommittee met with members from LAMS and NMRT on June 21 to discuss the mentoring match process, the response from NCLA members to the initial brochure, and next steps. The mentoring program at the NCLA Biennial Conference was discussed. Barbara Moran will be the speaker for the program. As a result of the meeting, a follow-up program may be planned, using several pairs of past mentors and mentees representing different types of libraries.

LAMS is sponsoring the pre-conference session on Assessment and is anticipating strong attendance. SOLINET is offering an assessment training series and each program will serve to enhance and reinforce the other.

The Personnel and Staff Development Interest Group is launched and plans a luncheon with round table discussions at the Biennial Conference. The Circulation Librarians Interest Group, being organized by Robert James of UNC-G, is just getting organized.

NC Association of School Librarians Section

The ALA representatives to the Affiliate Assembly will be Karen Gavigan and Karen Perry. Numerous presenters for the Biennial Conference are scheduled. Grants are being considered for speaker Denise Fleming and for Andrew Clemens, speaker and Children's Book Award winner, presented jointly with CSS.

AASL has asked NCASL as an affiliate to make a pitch for membership with college programs. Karen Gavigan will coordinate the distribution to volunteers at various colleges.

Laura Williams is working on a new host and name ncasl.org. Invitations to join NCASL executive board list serve went out. The Web site address is <http://members.zoon.com/ncasl>.

Summer conferences have been abandoned due to date conflicts. Children's Book Award committee reported that voting may have been down due to Easter break timing.

Current membership is 507. Applications from Awards and Scholarships are moving briskly. Members were asked to promote the Carolyn Palmer Media Specialist of the Year award.

NC Library Paraprofessional Round Table

The slate of officers for the next biennium is not yet complete. A call for paraprofessionals interested in serving should be made to Susan Adams at 919-662-2265.

NC Public Library Trustee Association

No report.

New Members Round Table

A newsletter went out in June. An error regarding speakers for the conference program has been corrected on the NCLA Web page.

A program on fundraising, "Does Your Piggy Bank Need to Be Fattened?" is being planned for next spring.

The mentoring subcommittee met to finalize plans for a program at the conference and brainstorm ideas for having pairs of mentors and mentees speak about their experiences. The announcement of the program has been met with an excellent response. The first mentor and mentees will be matched up in August.

A slate of nominees for officers in the next biennium has been finalized and an election mailing is being prepared.

Public Library Section

The section is continuing to meet quarterly. A strong slate of officers for the next biennium has been compiled. Consideration is being given to streamlining PLS to take care of overlapping committees.

PLS is encouraging members to volunteer and attend the National Public Library Conference in Charlotte in March 2000.

The AV Committee is sponsoring Celtic Jam, a musical group, on Thursday at 4:45 PM at the Biennial Conference.

Reference & Adult Services Section

RASS will be sponsoring a luncheon at the Biennial Conference on Thursday, September 23rd, featuring Maggie Jackson, Associated Press agent from New York. Her topic will be "N-Gen, Gen 'Xers and Who's Next: Our Patrons in the New Millennium." A program titled "Managing Electronic Resources" will be co-sponsored with RTSS on Wednesday, September 22.

The 1999-2001 slate for the RASS Executive Board has been selected and sent to members. All types of reference librarians are encouraged to join the section. Those interested may contact Carolyn Price at cc_price@forsyth.lib.nc.us or Philip Banks at pbanks@ncsl.dcr.state.nc.us.

Resources & Technical Services Section

Mailings will soon be sent to RTSS members and include a membership survey, a listing of the RTSS programs at the NCLA conference, and the slate of officers for the 1999-2001 biennium. Election of officers will take place immediately prior to the major programs being co-sponsored by RASS. Summaries of RTSS Biennial Conference programs can be found on the Web page: www.unc.edu/~ldsmith/rtss/ncla99.htm.

RTSS is presenting the following awards at the general session on Thursday afternoon: Best Article in North Carolina Libraries Award, Student Award, and Significant Contribution Award. In all three cases, the focus of resources and technical services must be present.

Round Table for Ethnic Minority Concerns

This section has been meeting via email. Plans are being finalized for programs for the Biennial Conference. Two events are planned, one of which is a panel discussion by recipients of the ALA Spectrum Initiative Scholarships, moderated by Gerald Holmes. Hilda V. Peacock, a Maryland based storyteller will also read from her first book, *Happy Umbrellas*. Peacock is a native of Johnston County, North Carolina, the setting of her book. She will also autograph copies of *Happy Umbrellas*.

REMC0 will also conduct a business meeting where officers will be elected and RoadBuilder awardees announced.

Solicitations are currently being sought for officers and Roadbuilder nominees. Areas in which awards are to be made are academic, school, public and special librarianship.

REMC0 reminded the Executive Board that membership in the round table is open to anyone with an interest in the materials, publications, curricula, artifacts, realia, and related areas as they pertain to cultural, ethnic, religious, challenged, or other areas of minority involvement.

Round Table on Special Collections

Administrative Assistant Maureen Costello was praised for her support of this round table during the past biennium.

A program will be sponsored for the Biennial Conference on Thursday, September 23rd, entitled "Documenting the African-American Experience: African-American Archives in North Carolina."

Helen Tibbo published the newsletter, North Carolina Special Collections, in June containing an article on planning considerations relating to scanning projects in libraries and archives. The newsletter is on the round table's Web site: http://library.rcpl.org/ncla/spec_coll/. A state law has been passed requiring several state agencies, including the Department of Cultural Resources, to consider cutting costs by putting resources on the Web instead of in print format. While each agency is charged with studying the impact this would have, they are considering it from a cost cutting standpoint, not one of preservation. This round table, and the Documents Section, was charged with preparing a resolution regarding this impact to submit to the Executive Board for action.

Round Table on the Status of Women in Librarianship

At a July meeting of the RTSWL Executive Board, final details for the September program and business meeting were discussed and appropriate decisions made for managing the two meetings and the membership table. Content for the next two issues of the *MS Management* was approved. A final slate of officers will be presented at the September business meeting. The Board discussed needed by-laws changes and voted to make further discussion and probable membership vote a top agenda item in the next biennium.

Rex Klett was recognized as an outstanding newsletter editor and has agreed to continue in this position.

Technology & Trends Round Table

The spring workshop was successful but concerns were raised about the amount of money returned to NCLA, leaving the round table with little profit for the amount of effort put into the planning and implementation of workshops. It was urged that future programming be planned with these limitations in mind.

A project grant has been submitted to cover speaker expenses for the Biennial Conference program. The main program will be held on Wednesday, September 22nd and will feature William Terry. Also on Wednesday a panel discussion is being co-sponsored with the Recruitment and Placement Conference Committee. A membership luncheon and business meeting will be held on Friday.

Executive Committee members are currently being recruited. A proposed slate should be completed soon and an announcement to

the membership mailed out in August.

Committee Reports

Administrative Office and Personnel Advisory Committee

The NCLA Personnel Manual, which contains policies and procedures relating to the position of the Administrative Assistant, has been completed. The manual, along with the Administrative Assistant job description completed earlier by this committee will guide the association in its dealings with the Administrative Assistant, and in her dealings with the association.

Several issues dealing with the Administrative Assistant position were brought to the attention of the Board about which the Committee was uncertain how to proceed. One item is the number of financial and administrative tasks the Administrative Assistant handles for the Conference Committee, although not a member. Discussion followed. A suggestion was made to include this support as a job assignment rather than serving as a committee member. Currently, the Conference Committee pays for travel as the Administrative Assistant attends Conference Committee meetings. Other issues dealt with the Work Plan delineating duties, and the performance appraisal instrument.

The NCLA Office has been readied for the move from the State Library to the Library for the Blind and Physically Handicapped. Numerous other relocating staff within those two buildings must move before the NCLA move can proceed. No move is expected before September.

Archives Committee

The Archives Committee is continuing to work on processing archival materials. At a November 1998 meeting, James Sorrel from the State Library Archives Department gave helpful tips on preserving archival papers, handling newspapers and photographs.

The committee asks that correspondence papers, newspapers and photographs sent to them be labeled and that members keep prints of e-mail correspondence as it pertains to NCLA duties. Headers and dates should be included on e-mail correspondence.

A revision of the "Records Retention and Disposition Schedule" is being worked on to include types of materials the Archives Committee solicits as follows:

12: E-Mail (Prints of E-Mail)

Conference Committee

The 53rd Biennial Conference will be held 21-24 September 1999 at the Benton Convention Center in Winston-Salem. The LAMS Pre-conference on Assessment will be held on Tuesday, September 21st. The Executive Board Dinner for Board members finishing their terms of office and newly elected Board members will be held on Tuesday evening, September 21st. The Conference Schedule and Pre-registration materials have been mailed. The booklet included the preliminary schedule as of June 30th. Final corrections will be made during late July and early August before going to the printer in mid-August. Over 70 programs and events are scheduled. The Conference Web site will have up to the minute changes included.

The pre-registration booklet also includes a list of over 60 vendors who have registered as of June 30th, 1999 and a volunteer form for expressing interest in serving on NCLA committees and becoming more actively involved in NCLA Sections and Round Tables.

Constitution, Codes and Handbook Committee
Proposed changes to the NCLA Constitution were brought before the Executive Board for a vote in order to present them to the membership for a vote:

1. ADD Article XIII. Non Profit Status
 - a. The North Carolina Library Association is not operated for profit. No profit shall inure to the benefit of any individual connected with the organization except in consideration of services rendered.
 - b. In the event of the dissolution of the organization, its assets would be conveyed to one or more types of organizations and institutions as set forth in NC G.S. 105-164.14. The Executive Board will vote as to which organization(s) will receive the assets. The vote must be a 2/3s affirmative vote. Entities eligible will be one or more non-profit educational, professional, or library entities.
2. CHANGE: XIII: Amendments to XIV: Amendments

Discussion included input from the treasurer that the language used in the proposed changes was provided by the State. A motion was made and passed to accept the addition of Article XIII, subject to review by an attorney.

A motion was passed to change Article 11 of the NCLA Constitution under Standing Committees to include the Development Committee. A description of the Development Committee will be included in by-law change announcement.

A proposed by-law to Article III. Membership, #4, #5, and #6 resulted in much discussion including concerns brought to the Executive Board by this committee, possible wording of changes, and technology eliminating some previous concerns about keeping up with membership years. A motion was made and passed to return this concern back to the committee and charge them with investigating how ALA, SELA, and SCLA are handling membership renewals and reporting the results of this investigation within one month to the Administrative Assistant to put in the mailing packet announcement of the next board meeting to Executive Board members. An additional request for the committee to consider pro-rated memberships for first time members was made. A change in this article would require a mail ballot of the membership.

Continuing Education Committee

"Development of Libraries and Library Personnel for a Multidimensional Global Society" is the theme for six major contextual and functional categories for continuing education activities. These six categories are: strategic issues and trends; reframing through effective management and analysis; concepts, principles, and developments in organization of information; information services and collection development; and research expertise. Recommendations, prin-

ciples and strategies were presented to the executive board. A motion was passed to accept this report as presented.

NCLA has its own calendar of only NCLA events on the Web. A suggestion was made to look into a state-wide calendar of all library events.

A recommendation was made and passed to conduct a state-wide needs assessment for continuing education purposes by this committee. A sample survey was presented. The survey would be put on a Web site, with a cut-off date for completion. Then a report would be brought back to the Executive Board and results posted to the same site.

Development Committee

Procedures have been established for receiving donations, acknowledging them and transferring the donated money to the NCCF. These procedures have been confirmed with the president, treasurer, administrative assistant and North Carolina Libraries editor where necessary.

A brochure is being developed to be included in the conference registration packets to promote the endowment at the conference and beyond. A table will be set up at the conference and an announcement made at the general session as well. A continuous advertisement for the endowment will run in North Carolina Libraries.

Finance Committee

The Year 2000 proposed budget is on the NCLA Web site. Expenditures are about the same this year as last year. It is thought that there will be enough profit for project grants. State Library projects are still being anticipated, which will bring additional revenue to NCLA. The Leadership Institute is not a line item on this budget as alternative funding sources are being sought.

A motion was passed to accept the budget as presented.

Governmental Relations Committee

A North Carolina delegation went to Washington DC to meet with our elected officials. It was suggested that NCLA may need to add some North Carolina agenda items to the charge of this committee.

Intellectual Freedom Committee

The IFC continues to respond to about one challenge per week in North Carolina. A case in Cumberland County is being followed very carefully at this time. The Committee will soon be choosing the recipient of the 1999 NCLA/SIRS Intellectual Freedom Award to be presented at the fall conference.

Leadership Institute

Several issues have been discussed by this group with regard to the next Leadership Institute: location, facilitators, and fundraising.

The Institute is sponsoring a contest at the Biennial Conference. Participants will be asked to complete the sentence "When I imagine the future of North Carolina libraries ..." Judges will choose three winners, each of whom will receive \$100.00 and a rocking chair donated by Carolina Rocking Chair Company.

Literacy Committee

At a May 27, 1999 meeting, plans were finalized for a presentation of best practices offered by library literacy innovators.

A recommendation was made to the Executive Board that a formal relationship be established with the North Carolina Literacy Center. This collaboration would include: an ex-officio position on the committee for a person representing the Center and a plan for regular exchange of pertinent information between the Center and NC public libraries, community college libraries and school libraries. A motion was passed to establish such a relationship.

After discussion, a motion was passed to send to the Constitution, Codes and Handbook Committee a request to determine wording that would add the Literacy Committee as a Standing Committee.

Membership Committee

The unduplicated membership count as of July 14, 1999 is 1641, 1551 of which are personal memberships. Section and round table member breakdowns can be accessed on the NCLA Web page.

A revised brochure (minus art for the front cover) is ready for Executive Board review.

The committee recommended purchase of two three-panel displays for organizational use at conferences, seminars, and other travel. A motion passed accepting the recommendations of the membership committee in this regard.

This committee endorses the six nominations received from the membership for the NCLA Life Membership Award (5 nominations) and the Honorary Membership Award (1 nomination). The nominations were forwarded to President Gass and Vice-President Jones.

Nominating Committee

The following people have been elected as 1990-2001 NCLA officers: Vice-President/President-Elect: Ross Holt; Secretary: Sue Ann Cody; Director, East: Patrick Valentine; Director, West: Phil Barton; SELA Representative: John Via. They will serve with President Al Jones and Treasurer Diane Kester.

Non-Conference Year Event Planning Committee

A written report outlined suggested events for non-conference year events and guidelines. The events would be the responsibility of the Executive Board. The committee itself would be headed by the Past President and Directors, with members serving from the various sections and round tables of NCLA. It was suggested that two mini-conferences be held—one towards the east and one towards the west. Income would be shared with sections and round tables, less the \$5.00 returned to NCLA.

Event suggestions included: a social retreat, technology mini-conference, mini-conference at NCASL's biennial conference, and virtual or electronic meetings.

A survey may be taken at the biennial conference to determine areas of interest.

Publications and Marketing Committee

On August 13, this committee will have its Biennium Wrap-up meeting. One of the items on the agenda is a general clean-up, which will include additions and deletions,

of the NCLA Web site. Corrections were asked to be sent to Carol Freeman before that meeting.

NCLA E-News, the organization's electronic newsletter, is up and running. A demonstration was given to the Executive Board.

A question was raised about whether E-News is being archived? This question will be sent back to committee for discussion and a report back to the Executive Board.

Scholarship Committee

The following recipients were chosen for NCLA scholarships: NCLA Memorial Scholarship, Robin Imperial; Query-Long Scholarship, Samra Childers.

Special Projects

Project Grants Committee

The committee met June 2 to discuss application forms and procedures as well as the proposal submitted by Public Library Section's AV Committee. Another grant has been requested from the NCLA Leadership Committee. \$500 was awarded to PLS AV Committee. Funds are still remaining for grants. The application can be found on the Web and can be returned electronically to speed up the grant approval process. Patrick Valentine <pvalentine@wilson-co.com> can also e-mail the application directly.

Other Reports

North Carolina Libraries

There was no report.

ALA Councilor

There was no report.

SELA Councilor

John Via, newly elected representative to SELA, reported to the board.

SELA is in good financial shape at this time. The next annual Leadership Meeting, a planning session which includes officers and com-

mittee members, will be held April 28-29, 2000 in Atlanta, timed to coincide with the conclusion of the SOLINET annual meeting. It is hoped that this meeting could be an opportunity to revitalize many areas of SELA.

The SELA journal, the *Southeastern Librarian*, is not on schedule, but still being published.

The next SELA biennial conference, a joint one with the Georgia Library Association, will be held at Jekyll Island October 11-13, 2000. It is hoped that the location will attract attendees from other states. Efforts are being made to minimize transportation costs for those attending from out of state.

John considers this regional library organization to still be relevant and encourages feedback on how communication throughout the southeast can be maintained. It was noted that NCLA has a link to SELA on its Web page and that SELA must maintain a current Web site.

Discussion was held on topics for the SELA representative to consider as he serves in this position including determining the value of SELA to NCLA members, minority concerns and membership benchmarks.

North Carolina State Library Commission

Joan S. Boudreaux, a Friends representative, was welcomed by President Gass.

Charter & Home School Impact Task Force

Julie Hersberger has resigned as chair of this task force. The Executive Board felt there was a need to clarify the charge of this committee. A suggestion was made to send out a call on E-News for those working in areas where charter schools are located. The task force could possibly be a joint venture among Children's Services, Public Library Section and NCASL. Susan Adams has agreed to contact people from each of those round tables.

Respectfully submitted,
Liz Jackson, Secretary

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