

NCLA Minutes

North Carolina Library Association Minutes of the Executive Board

October 4, 1985

The Executive Board of the North Carolina Library Association met on October 4, 1985 at 5:00 p.m. in the White Oak Room of the Radisson Plaza Hotel in Raleigh, North Carolina. Board members present were Pauline Myrick, Leland Park, Patsy Hansel, Dorothy Campbell, Eunice Drum, Nancy Fogarty, Fred Roper, Frances Bradburn, Ariel Stephens, Benjamin Speller, Nancy Massey, Rebecca Taylor, Helen Tugwell, Mary Avery, Jean Amelang, April Wreath, Jake Killian, Mary McAfee, Stephanie Issette and Sylvia Sprinkle-Hamlin. Also present were Elsie Brumback, Johnny Shaver, Janet Freeman, Marti Smith, William H. Roberts, III and Reba Killian.

President Myrick called the meeting to order. She welcomed the group and acknowledged the fine work of the previous leadership.

At the request of the President all persons present introduced themselves.

Mrs. Myrick made the following announcements:

1. The minutes of the meeting of October 1, 1985, taken by Roberta Williams, out-going Secretary, are in preparation and will be distributed before the January meeting.
2. Section officers are requested to forward lists of section officers to the President as soon as they are ready.
3. Executive Board members who have not yet received copies of the *NCLA Handbook* may expect to receive them from their predecessors.

Mrs. Myrick distributed copies of the "NCLA 1986-1987 Guidebook for Executive Board and Committee Chairmen." She explained that she had adopted Leland Park's idea and prepared the Guidebook to provide answers quickly to questions that may arise. She reviewed the contents of the guidebook and urged all to make use of it. Changes requested in the directory section were recorded.

President Myrick called for reports on the 1985 Biennial Conference. Past President Leland Park referred to the Conference as a happy one and expressed his appreciation for all that was done.

Conference Manager Ariel Stephens thanked all for their participation and stated that he had heard positive comments. He noted that more has been added to a program that is carried out during a shorter time period. He advised that consideration be given these questions: Does the time need to be extended? Is there a need for stricter guidelines on what a section or roundtable may have in order to avoid putting too much in the time allotted for the 1987 Conference?

Leland Park suggested that reactions be gathered when Executive Boards of sections meet.

Johnny Shaver, Local Arrangements Chair, reported that there were 104 exhibits—enough for the participants to visit. The layout, too, was suitable. Shaver suggested that the mailing list be looked at and updated since some people complained that they did not receive the information. He expressed appreciation for having had the assistance of Sharon Kimble and praised Janet Freeman and Marti Smith for their work with registration.

Janet Freeman and Marti Smith agreed that all went well.

Treasurer Eunice Drum stated that she had heard some highly positive comments about the Conference from her staff, exhibitors and other participants.

Reporting on membership in the absence of the Chair of the Membership Committee, Mrs. Drum stated that a total of 2009 members was reached by Tuesday, October 1. She distributed copies of the File Count dated September 30, 1985 showing the following breakdown for sections and roundtables:

| | | | |
|-------------------------------------|-----|---------------------|-----|
| Public | 344 | Reference & Adult | 190 |
| Trustee | 173 | Junior College | 60 |
| Children's Services | 185 | School | 803 |
| Resources and Technical Services | 173 | Junior Members | 30 |
| College & University | 254 | Documents | 56 |
| Status of Women | 159 | Minority Roundtable | 63 |

Mrs. Drum then reviewed practices followed by her office since she became Treasurer. Quarterly and annual reports are prepared and the latter must be audited by outsiders. Funds have been maintained in the Wachovia Bank and the North Carolina National Bank in Raleigh. The checking account is in NCNB; savings are in both banks. Monies are transferred from savings as required, but the bulk is kept where interest is high. The budget of ninety-eight thousand dollars (\$98,000) was set in 1984 for the two-year period. A quarterly report will be mailed to Board members by the latter part of October. It was brought to the attention of the Board that accessibility of information in the databank is limited because present programming permits access by membership number only.

Mrs. Drum acknowledged the dedication of Jane Williams, the cooperation of Leland Park and the institutional support which have benefitted the Association. Communication with the in-coming Treasurer is planned to ensure a smooth transition when the change in office occurs in January.

President Myrick expressed thanks to everyone who had been involved in making the Conference of 1985 a success.

She then called attention to the following:

1. The dates set for Executive Board meetings are: January 24, 1986 in the Jones Chapel at Meredith College; April 18-19, 1986 (Spring Workshop) at Greensboro College Library; July 25, 1986 a retreat at the Pinecrest Inn in Pinehurst; and October 22, 1986 at the Forsyth County Public Library in Winston-Salem.
2. Reports made orally should be submitted in writing to the secretary in the form of five copies to aid recording and distribution to the President, Vice President, the Secretary, editor of *North Carolina Libraries* and editor of *Tarheel Libraries*.
3. Committees of 1984-1986 will remain in office through the Spring Workshop at which time they will work with Committees of 1986-1988.
4. Committee chairs may select members, but the President reserves the right to add members. After returns of the interest survey conducted last year by Bill O'Shea had been sorted, appropriate categories were sent to committee chairs to aid them in the selection of committee members. (Packets were distributed to committee chairs present.)

5. The Literacy Committee is a newly created committee and is to be chaired by Judith Sutton.
6. Nancy Fogarty will take office as Treasurer beginning January 1, 1986.
7. The editorship of *North Carolina Libraries* will change in January when Frances Bradburn will succeed Patsy Hansel who will become Associate Editor.

Vice President/President-Elect Patsy Hansel indicated that plans for the NCLA Conference of 1987 are being considered.

Arial Stephens reported on his investigation of facilities for the Biennial Conference of 1989 and recommended that the Board consider holding the meeting in Charlotte in late October. During the discussion which ensued, the suitability of facilities and conditions in both Charlotte and Raleigh were reviewed. It was concluded that more research is needed. President Myrick stated that a report should be made in January; however, since early booking is important, a tentative agreement should be established.

Mrs. Myrick stated that thanks should be expressed to the State Library for sponsoring the reception during the 1985 Conference and to Governor and Mrs. Martin for the opportunity to tour the Governor's Mansion. Thanks go to Larry Roland and Fred Marble for helping us to know the needs of our exhibitors. We appreciate the service of Hugh Hagaman and Mel Shumaker, our photographers.

The need to fill the position of Second Vice-President due to the illness and subsequent resignation of Edith Briles was addressed. Mrs. Myrick read Article 5, Section 4, Paragraph B of the NCLA Constitution which reads as follows: "The Executive Board shall have the power: ... to appoint in case of a vacancy in any office a member from the Association to fill the unexpired term until the next regular meeting." She then recommended that a committee be formed to search for a replacement for the position; that the Past President, the Chair of the Nominating Committee and the two Directors of NCLA be appointed to serve as the Committee; and that the Committee report its recommendation to the Executive Board in January.

A motion was made by Jack Killian that Mertys Bell, Chair, with Leland Park, Arial Stephens and Benjamin Speller be appointed to serve as a search committee responsible for recommending a person to assume the vacant Executive Board position as Second Vice-President. The motion was seconded by Fred Roper and unanimously passed. The said persons were so appointed. It was advised that appropriate suggestions be forwarded to the Chair of the Committee.

There being no further business, the meeting was adjourned.

Dorothy W. Campbell, Secretary



Instructions for the Preparation of Manuscripts

for North Carolina Libraries

1. *North Carolina Libraries* seeks to publish articles, book reviews, and news of professional interest to librarians in North Carolina. Articles need not be of a scholarly nature, but they should address professional concerns of the library community in the state.
2. Manuscripts should be directed to Frances B. Bradburn, Editor, *North Carolina Libraries*, Central Regional Education Center, P.O. Box 549, Knightdale, N.C. 27545.
3. Manuscripts should be submitted in triplicate on plain white paper measuring 8½"x11".
4. Manuscripts must be double-spaced (text, references, and footnotes). Manuscripts should be typed on sixty-space lines, twenty-five lines to a page. The beginnings of paragraphs should be indented eight spaces. Lengthy quotes should be avoided. When used, they should be indented on both margins.
5. The name, position, and professional address of the author should appear in the bottom left-hand corner of a separate title page.
6. Each page after the first should be numbered consecutively at the top right-hand corner and carry the author's last name at the upper left-hand corner.
7. Footnotes should appear at the end of the manuscript. The editors will refer to *The Chicago Manual of Style*, 13th edition. The basic forms for books and journals are as follows:
Keyes Metcalf, *Planning Academic and Research Library Buildings* New York: McGraw, 1965), 416.
Susan K. Martin, "The Care and Feeding of the MARC Format," *American Libraries* 10 (September 1979): 498.
8. Photographs will be accepted for consideration but cannot be returned.
9. *North Carolina Libraries* is not copyrighted. Copyright rests with the author. Upon receipt, a manuscript will be acknowledged by the editor. Following review of a manuscript by at least two jurors, a decision will be communicated to the writer. A definite publication date cannot be given since any incoming manuscript will be added to a manuscript from which articles are selected for each issue.

Issue deadlines are February 10, May 10, August 10, and November 10.

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