
NORTH CAROLINA LIBRARY ASSOCIATION

MINUTES OF THE EXECUTIVE BOARD

Friday, April 19, 2002

Elon University

Elon, North Carolina

Attending: Ross Holt, Pauletta Brown Bracy, Martha Davis, Diane Kester, Jim Carmichael, Vanessa Work Ramseur, John Via, Al Jones, Irene Laube, Jennie Hunt, Evelyn Council, Joline Ezzell, Paula Hinton, Keith Burkhead, Beverley Gass, Robert James, Elizabeth Leonard, Linda Hearn, Peggy Hoon, Jan Blodgett, Priscilla Lewis, Laura West, Terry Brandsma, Gerald Holmes, Michael Sawyer, Sue Williams, Teresa Wehrli, Suzanne White, Phillip Barton, Patrick Valentine, Mark Pumphrey, Elizabeth Laney, Catherine Wilkinson, Cathy Rocco.

Call to Order, Welcome, and Approval of Minutes:

President Ross Holt called the meeting to order at 10:00 a.m. Laura West welcomed the NCLA Executive Board to Elon University and urged members to tour the new campus library before leaving today. John Via made a motion that the minutes of the January 25, 2002 NCLA Executive Board meeting be approved. After two corrections were noted by President Holt, the minutes were approved as written.

President's Report:

(Full report: <<http://www.nclaonline.org/ExBd/meetings/agenda/mtg020419.html>>)
President Holt noted that the Fall/Winter 2001 edition of *North Carolina Libraries* and the first edition of the newly revived *Tar Heel Libraries* have been published and that NCLA Executive Board members have been given copies today. Holt introduced Cathy Rocco as the new interim NCLA Administrative Assistant, who has been working in the NCLA office three days a week since early March. During that time, Rocco has mailed 2,000 postcards requesting address corrections for 1999-present NCLA members. Two hundred address corrections and 50 return addresses have been received to date, and 1,273 membership renewal packets containing the Fall/Winter 2001 *North Carolina Libraries*, the April 2002 *Tar Heel Libraries* newsletter, a membership brochure, an invitation to renew from President Holt, and a renewal form were delivered for mailing on April 17, 2002. In addition, Rocco will mail packets containing the publications, a membership card, and a personalized welcome letter to the 400 members who have already joined or renewed for

2002. The association has made great strides in the reorganization of the administrative office since January 2002.

Treasurer's Report:

(Full report: <<http://www.nclaonline.org/ExBd/meetings/agenda/mtg020419.html>>)
Treasurer Diane Kester reported that NCLA is stable financially, with money market accounts still earning in spite of low interest rates. Vice-President Pauletta Brown Bracy asked Treasurer Kester how the problems with unknown expenditures on the NCLA credit card occurred. Kester explained that NCLA obtained a credit card, but did not write guidelines for its use. The former NCLA Administrative Assistant submitted a synopsis of expenditures to the Treasurer. Kester thought all expenditures were legitimate until she was able to obtain and examine the bank statements. She said that unknown and unexplained expenditures were then reported to the bonding company, from whom NCLA will receive most of the money back. In answer to Mike Sawyer's question about pressing charges, President Holt replied that charges do not have to be filed in order to get the money back from the bonding company. Holt said that he has consulted an attorney for advice on the matter. Secretary Martha Davis explained that to insure a system of checks and balances for NCLA, some office processes have been changed. The NCLA credit card has been canceled and all check requests now go directly to the NCLA Treasurer instead of the NCLA Office.

Section/Round Table Reports

(Full reports for Community and Junior College Libraries Section, Documents Section, NC Association of School Librarians, Public Library Section, Reference and Adult Services Section, Resources and Technical Services Section, Round Table for Ethnic Minority Concerns, Round Table on the Status of Women in Librarianship, Technology and Trends Round Table are available at <<http://www.nclaonline.org/ExBd/meetings/agenda/mtg020419.html>>).

Children's Services Section:

No report.

College and University Libraries Section:

Chair Jim Carmichael reported that members of the College and University Libraries Section are working on programs to present at the Association of College and Research Libraries (ACRL) National Conference to be held in Charlotte. Barbara Moran is in charge of this effort.

Community and Junior College Libraries Section:

Vice-Chair Keith Burkhead noted that the CJCLS Board met in January, discussed ways to recruit and retain members, and brainstormed ideas for a Fall 2002 workshop. On March 8, Chair Peggy Quinn promoted NCLA and CJCLS at a meeting of the Council of Community College Library Administrators with the NCLA display board and brochures for library directors to take back to their libraries.

Documents Section:

Chair Paula Hinton reported that Laura West has developed a program entitled "The Virtual Depository Library," which is scheduled for Friday, May 17, 2002, at the McKimmon Center at North Carolina State University.

Library Administration and Management Section:

Martha Davis reported that the LAMS Board held its first meeting at Guilford College on April 12, 2002. Topics of discussion included ideas for a workshop and the recruitment of members. Chair Dale Cousins has contacted possible presenters for two workshops on Customer Service in late fall, one in the eastern part of the state and one in the western part. Other possible workshop topics suggested were "marketing the message" and public relations in tough times.

North Carolina Association of School Librarians:

Chair Al Jones is seeking a school librarian who can assume the office of Vice Chair and work with him to revive this section. Meanwhile, Jones will be attending the AASL Affiliate Assembly meeting at the ALA Conference in Atlanta this summer on behalf of NCASL.

North Carolina Public Library Trustee Association:

No report.

Public Library Section:

The PLS Planning board met on February 15, 2002. Members discussed completion of the balloting, membership, participation in the Leadership Institute in October, and holding a "Disaster Planning and Recovery" workshop on Thursday, September 12, 2002, conducted by Robert James. Chair Patrick Valentine reported that the PLS Awards Committee is exploring a Public Librarian of the Year Award to be named after Bill Roberts. A \$2,000 donation to start the award has already been promised. The award is in the development stages only and will be brought to the NCLA Executive Board later.

Reference and Adult Services Section:

Chair Joline Ezzell reported that the RASS Executive Committee is working on a new membership brochure for the section. Committee members have also identified potential speakers and topics for a fall workshop to be held once in the eastern part of the state and once in the western part.

Resources and Technical Services Section:

Chair Evelyn Council reported that the RTSS Board will meet on May 7, 2002. The RTSS Board will discuss steps that can be taken to increase membership in the section and also brainstorm a list of possible topics and speakers for a late fall workshop. Possible topics will be how to deal with budget cuts and cancellations, electronic licensing, and electronic vs. print purchasing decisions.

New Members Round Table:

The New Members Round Table plans to send a welcoming letter to each new NMRT member by the end of May. Chair Jennie Hunt reported that NMRT is also interested in reviving the "Big Adventure" event, which focuses on group visits to several libraries and other major sites in a single city. Raleigh might be a possible site for a summer "adventure."

North Carolina Library Paraprofessional Association:

This section plans to have a workshop in October on paraprofessional certification.

Round Table for Ethnic Minority Concerns:

Vice-Chair Gerald Holmes shared that the REMCo Executive Committee met on February 15. Round Table members evaluated their NCLA program, HATS, discussed ways to increase membership and let NCLA members know that this section is not just a round table for African Americans, and brainstormed some possible off-conference year programs. Potential topics include evaluation of resources and services for diverse communities and recruiting minorities into the profession. Holmes is also recruiting volunteers for the

April 10-13, 2003 ACRL Conference to be held in Charlotte.

Round Table on Special Collections:

This section is planning two workshops in September, one to be held in the eastern part of the state and one in the western part. Focus of the workshops will be on outreach, marketing, and promotion of individual departments within the larger library.

Round Table on the Status of Women in Librarianship:

RTSWL is sponsoring a workshop on September 27, 2002, in Winston Salem. Dr. Arabelle Fedora will present "Effective Presentations to 1 or 1,000." Registration forms for this workshop will appear in the June issue of the *Ms. Management* newsletter. The section is also proceeding with plans to give a biennial award to a "library professional who has supported women in North Carolina librarianship." Hopefully, the first award will be given at the September 2003 Biennial Conference in Winston Salem.

Technology and Trends Round Table:

Chair Terry Brandsma reported that TNT is planning a full-day workshop possibly in mid-September 2002, centering on innovative uses of technology and creative problem solving using technology. TNT has also been approached by the UNC Teaching and Learning with Technology Collaborative and the University Library Advisory Council about possible participation in a "Best Practices Technology Fair."

Committee Reports

(The link to full reports for the Archives, Finance, Governmental Relations, Intellectual Freedom, Leadership Institute, Literacy, and Operations committees are available at <<http://www.nclaonline.org/ExBd/meetings/agenda/mtg020419.html>>).

Constitution, Codes, and Handbook Revision:

Chair Phil Barton indicated that this committee is starting to go through the NCLA bylaws and highlight issues that need to be examined. There is some confusion about how to do policy statements and where they go in the *NCLA Handbook*. President Holt said that there is a section for policies in the Web version of the *Handbook* and under "Standing Rules and Policies" in the back of the printed *Handbook*. We need to review the placement of policies in the *Handbook* and also create a section on contracts.

Continuing Education:

No report.

Development:

Chair Elizabeth Laney had no report at this time.

Intellectual Freedom:

Chair Michael Sawyer has received no reports of problems in North Carolina so far. Everyone is anxiously awaiting the outcome of the Child Internet Protection Act (CIPA) trial being held in Philadelphia. He spoke of other cases and decisions related to free speech. Details can be found in the NCLA Intellectual Freedom Committee Report on the Web.

Leadership Institute:

Chair Robert James said this committee is now accepting contributions for scholarships for people to attend the Leadership Institute. A brochure has been designed and will be mailed out in May to NCLA members along with information being posted to various listservs. Targets have been identified and fundraising for the Institute will soon begin.

Literacy:

Chair Mark Pumphrey reported that the Literacy Committee plans to have a workshop on English as a Second Language programs in libraries to be held in late September 2002 at the Glenwood Branch of the Greensboro Public Library.

Membership:

Chair Teresa Wehrli indicated that the Membership Committee created the welcome letter and a new business-card size membership card to go into the membership renewal packets now in the mail. She has a plaque for Frances Bradburn in appreciation of her years as editor of *North Carolina Libraries*. Committee members are also working to contact NC library schools and be able to attend introductory meetings in the fall to generate student interest in joining NCLA. Now that the membership database is up-to-date and many address corrections have been made, sections may request updated membership lists from the NCLA Office at any time.

Scholarships:

Chair Sue Williams reported that in spite of some technological difficulties, information and applications for the various scholarships have gone out. However, since interest rates are so low and monies available are less than expected, some decisions need to be made about the number and dollar amount of scholarships to be given before applications can be considered. Williams presented a proposal to fund the scholarships from money available to special projects. However, Catherine Wilkinson indicated that operating monies have never been used to fund scholarships. Endowment funds were used to supplement scholarships last year. Beverley Gass suggested that we move the scholarship interest monies into the Endowment and use those combined dollars to give scholarships. Since this suggestion met with general agreement from NCLA Board members, President Holt asked Elizabeth Laney, Chair of the Endowment Committee, to work

with Williams and the Scholarship Committee to explore this possibility. Laney noted that the Query Long Scholarship may have to be kept separate since it was established specifically for library school students who want to work with children. However, other scholarship funds are a combination of money. We can also receive at least 5% interest from the Endowment each year. The general feeling was that we need to give some scholarships (including the Appalachian Scholarship awarded through NCASL) this year according to funds available. Student loans also need to be considered. Records of repayment of these loans at 1% interest are kept in the NCLA Office.

Other Reports

ALA Councilor:

Vanessa Work Ramseur asked NCLA Board members to let her know of any issues and concerns that she should address at the ALA Council and the ALA Chapter Council meetings at the ALA Conference in Atlanta, June 13-19, 2002.

SELA Representative:

John Via reported that the SELA conference will be held in Charleston, October 24-26, 2002. He hopes that NCLA sections will not schedule workshops on these dates. Many interesting programs are planned for the SELA Conference including a proposed pre-conference on African Americans in Library Services in the 21st Century. Via is still looking for someone to do a program on new library buildings in the southeast. No lodging information is available yet.

North Carolina Libraries:

(Full report available at <<http://www.nclaonline.org/ExBd/meetings/agenda/mtg020419.html>>).

North Carolina Libraries has now entered into the electronic age. Editor Al Jones said that the NCL Editorial Board is accepting manuscripts on any topic of interest to librarians. Submission of manuscripts is entirely voluntary and no longer needs to reflect a common theme. Jones commented that the Editorial Board is still a volunteer organization of NCLA members but no longer has to include a representative from each NCLA section and round table.

State Library:

In Sandy Cooper's absence, President Holt reported that the State Library is sending mailing labels to the NCLA Office so that the *Tar Heel Libraries* newsletter can be mailed to state legislators and other key individuals, as well as to NCLA members. Kester reported that NCLA is still working with the State Library on the "Libraries, The Very Best Place to Start" project. Vice-President Bracy feels that NCLA knows very little about the projects it administers for the State Library and said that we should request a periodic written report from Sandy Cooper. Gass said that NCLA should also have a designated seat on the LSTA Board. That

representative could then regularly report on LSTA and State Library activities. President Holt will talk to Sandy Cooper about a designated seat on the LSTA Board and if she can provide a periodic report on progress with projects administered through NCLA. Currently, President Holt and Vice-President Bracy sit on the State Library Commission. Holt has recommended Richard Wells for a position on the LSTA Advisory Committee, but at this time does not know if he has been appointed. Kester reported that at this time the NCLA Treasurer and the NCLA Administrative Assistant are two NCLA officials mainly in contact with the State Library on these projects. She said that we are supposed to have a signed contract with the State Library for each collaborative project and that NCLA is paid for being the fiscal agent.

Old Business

Commission on Charter/Home Schools:

Vice-President Bracy asked the NCLA Executive Board members if they still want a position statement on charter/home schools. Some of the issues and concerns are (1) charter schools do not have to have school libraries staffed with accredited library professionals; (2) more often than not, charter schools do not communicate needs to the public libraries; (3) children are not getting adequate instruction at the "substitute" public library; and (4) public library collections and activities do not reflect the needs of school children in the same way that school libraries do. Patrick Valentine said that a position statement, which was addressed to the State Legislature, was presented to the NCLA Board about four years ago, but was not adopted at that time. John Via said that the NCLA position needs to be presented to the Charter Schools Association and to the State Board of Education that approves charter schools. Vice-President Bracy plans to have something in writing by the July 19 Board meeting so that an article can be written for *North Carolina Libraries*.

Finance – 2002 Budget:

On behalf of the Finance Committee, Chair Catherine Wilkinson submitted another draft of the NCLA 2002 Budget for possible approval. As she explained the budget items, Wilkinson noted that we carried over \$1,688 from last year. Conference profits were \$18,000 to be spread over two years—\$9,000 per year. One third of the projected 2002 revenue is from NCLA's administration of State Library projects. If we meet these revenue goals, only \$1,086 will have to be pulled out of reserves to balance the budget. In reference to budgeted expenses, there is concern about expenditures by committees. Last year, two committees spent the largest portion of funds budgeted for committee use. Therefore, the Finance Committee recommends that beginning with FY 2003 all standing committees submit operating budget requests for consideration by the Finance Committee in building the budget. Once established, the amounts indicated for each committee

in the approved budget may not be exceeded by more than 5% without prior approval.

Relative to the award of scholarships, the Finance Committee is of the opinion that operating funds should not be used for scholarships. Perhaps some scholarships should not be given this year if the funds have not generated enough interest. Private and corporate donations are being solicited to support the Leadership Institute. If enough monies are not donated, the Executive Board will have to consider whether or not to have the Leadership Institute this year. Wilkinson said that the bylaws state that we must have 10% of the budget in reserves. A motion was made and passed to adopt the 2002 NCLA Budget as presented.

Marketing and Publications – Logo:

The Marketing and Publications Committee had been given a charge to look for new NCLA logo ideas that would work equally well on the NCLA Web page, promotional items, and stationery. Chair Suzanne White presented several new NCLA logo designs to the Board for consideration. Board members expressed concern that none of the design symbols has any special meaning or significance for libraries or NCLA. White explained that if selected the symbol would become the symbol by which NCLA is recognized even if it has no obvious meaning now. Sawyer made a motion to accept the logo in the upper left corner of the suggestion page. Ramseur seconded the motion. The motion failed by a vote of 7 in favor to 8 opposed. Even though a logo is needed for the new NCLA Web site, Marketing and Publications Committee members were asked to solicit other designs more related to libraries and the NCLA mission statement for consideration at the July 19, 2002 Board meeting. Vice-President Bracy suggested that White's mother, the designer of these logos, should be paid even though she was willing to donate her time. Gass suggested that graphics staff in some of our libraries should be asked to submit logo ideas.

Fundraising Liaison Committee:

President Ross Holt will establish an ad hoc Fundraising Liaison Committee to create guidelines and coordinate the solicitation of corporate funding for any NCLA activities. He asked the chairs of the Development, Conference, Exhibits, and Leadership committees to submit names of members to serve on this committee. Robert James asked if NCLA has a media person to advertise donations in both print and electronic media. Holt stated that he will create a sub-committee within Marketing and Publications to be the media liaisons.

New Business

Nominating – Board Vacancy:

Since Teresa McManus has left the state, there is a vacancy on the NCLA Executive Board for a Director.

Nominating Committee Chair Gass made a formal recommendation that Robert Canida of UNC-Pembroke be appointed to fill the unexpired term formerly held by Teresa McManus. A motion was made and passed with no opposition.

Archives – Retention Schedule Changes:

In Jean Rick's absence, President Holt reported that the Archives Committee has proposed two changes to the NCLA archives retention schedule: (1) retention of a hard copy of the different versions of the NCLA Web pages as they evolve; and (2) placement of materials related to workshops held by round tables with other round table materials rather than in a miscellaneous category. Kester suggested that the first proposal needs to be more specific since Web pages change daily and many sections and round tables maintain their own Web sites. Diane suggested that a hard copy of the Web pages could be printed out and submitted with each section's biennial report. Since the first suggestion is complicated, the Board decided to table the discussion until July 19 when Jean Rick can be here. The second proposal was accepted by the Board.

Conference – Annual Conference Discussion:

Vice-President and Conference Chair Bracy indicated that the Conference Committee will hold its first meeting at the end of June 2002. She asked for three minutes of input on burning issues that should direct the theme for the 2003 Conference. Mike Sawyer suggested "Accessibility to Information." Al Jones suggested "Safeguarding Our Freedoms." Bracy suggested "Celebrate Librarians." Jan Blodgett suggested "Creating a Sense of Community." Evelyn Council suggested "United We Stand — Librarians Access Everything."

Vice-President Bracy also brought up the possibility of having annual conferences. John Via thinks that annual conferences are a viable idea since many state library associations have annual conferences and many NCLA sections and round tables schedule fall workshops anyway. Annual conferences might encourage more members to join NCLA each year rather than waiting to join just before each biennial conference. Yearly conferences might enable NCLA to do a joint conference with the Southeastern Library Association or other library associations. Sawyer commented that an annual conference might precipitate yearly elections of officers. Gass commented that an annual conference would need to be scaled down from the present conference. Others asked about the effect on getting exhibitors to come to an annual conference. To examine these and other questions, President Holt formed a Task Force on Annual Conferences with John Via, Vice-President Bracy, Patrick Valentine, Nancy Fogarty, and Elizabeth Leonard as members.

Governmental Relations – NC LIVE Resolution:

Chair Peggy Hoon presented a resolution drafted by

Kevin Cherry in support of NC LIVE and making access of information more equitable. Hoon made a motion that NCLA Executive Board accept this resolution as a general statement of support for NC LIVE by NCLA. Such a resolution could be used to solicit support for NC LIVE and libraries from political groups and gatherings such as the League of Women Voters, county commissioner conferences, NC Legislative Day. A friendly motion was made to change the word "citizens" to "people of North Carolina." The motion to adopt the resolution with this change passed with no opposition.

Hoon also reported that 8 NCLA members are going to participate in Legislative Day in Washington, DC, and that NCLA will have a luncheon at that event with our state representatives.

Operations – Office Computer:

Chair Irene Laube described the process used to hire interim Administrative Assistant Cathy Rocco and listed a number of things she has been able to accomplish since beginning work on March 11, 2002. Rocco has set up voice mail, updated the membership database, sent out the address correction postcards, worked on subscription claims, and prepared materials for the renewal/publication mailing. She has done a terrific job of getting the office moving again. However, since she is only temporary, the Operations Committee will need to advertise the position again soon.

Since the lease on the NCLA Office laptop will expire in two months, the Operations Committee has been exploring the purchase of a new laptop. Kester has proposed that NCLA purchase the existing laptop and give it to the NCLA Treasurer, and then purchase a new laptop for the NCLA Office. However, the Operations Committee needs to know how much money can be allotted for the purchase of a new office computer and possibly a laser printer. Wilkinson noted that in the newly adopted 2002 NCLA Budget, the \$24,000 budgeted for the Administrative Office includes \$5,000 for a new computer. The Operations

Committee can proceed with the purchase of a new laptop.

Listserv Policies – Commercial or Advertising Use:

The question was raised as to whether or not commercial messages should be allowed on the NCLA listserv (NCLA-L). The general consensus was that the NCLA listserv should be used for NCLA business only. President Holt asked the Constitution, Codes, and Handbook Revision Committee to prepare a statement for consideration at the July 19, 2002 Board meeting.

ALA CIPA Contribution Request:

Intellectual Freedom Committee Chair Mike Sawyer said that ALA is asking state library associations to contribute \$2,000 to support the CIPA legal action. Even though we might not be able to give that amount, Sawyer feels that NCLA should give some amount to ALA for this purpose. President Holt referred the issue to the Finance Committee to see what amount of money, if any, can be found within the 2002 Budget to contribute to the CIPA cause. A decision can then be made at the July 19, 2002 Executive Board meeting.

Announcements, Other Business

Elizabeth Laney made a motion that the NCLA Executive Board commend and express gratitude to Diane Kester, Martha Davis, Irene Laube, and Cathy Rocco for their contribution to the Association during the transition of the NCLA office. The motion passed without opposition.

The next NCLA Executive Board Meeting will be held on July 19, 2002 at Fayetteville State University. Evelyn Council is the contact person for this meeting.

The meeting adjourned at 3:15 p.m.

Respectfully Submitted,
Martha Davis, Secretary
Minutes Revised as Adopted on July 19, 2000