

---

# NORTH CAROLINA LIBRARY ASSOCIATION

## MINUTES OF THE EXECUTIVE BOARD

January 27, 2006  
Cameron Village Regional Library  
Raleigh, North Carolina

**ATTENDING:** Frannie Ashburn, Phillip Barton, Beth Bernhardt, Mary Boone, Paulette Bracy, Wanda Brown, Robert Burgin, Bao-Chu Chang, Kevin Cherry, Kaye Cook, Harry Cooke, Bryna Coonin, Evelyn Council, Dale Cousins, Beth Cramer, Kathy Crowe, Mimi Curlee, Joan Ferguson, Beverley Gass, David S. Goble, Mary Hatcher, Paula Hinton, Loree Kelly, Diane Kester, Priscilla Lewis, Debbie Luck, Betty Meehan-Black, Susan Neilson, Tommy Nixon, Raye Oldham, Kim Parrott, Sherwin Rice, Jean Rick, Beth Rowe, Ralph Scott, Tina Stepp, Caroline Walters, Suzanne White, Bobby Wynn, H. Jamane Yeager.

### **Call to Order and Welcome**

President Robert Burgin called the meeting to order and recognized Dale Cousins, director of the Cameron Village Regional Library and our hostess, to welcome us. In doing so, she noted the newly renovated library opened the previous Saturday, and in the interim had issued 570 new library cards; in the first three days 2,500 books had been checked out. Tours immediately following the meeting were offered by Cousins.

President Burgin suggested the newly constituted Board introduce themselves to the assembled group, and passed around a contact list for updating as necessary. Mary Boone, the new State Librarian, was introduced.

President Burgin began and continued throughout the meeting to provide contextual comments to help new Board members understand processes. For instance, with regard to voting, those with blue place cards vote, because those people have been elected; those with yellow place cards, committee chairs, do not vote because those board members are appointed to their positions by the NCLA president. All attendees were welcomed to participate in discussions. President Burgin noted that although this day's lunch was funded by NCLA, in the future NCLA Executive Board meeting attendees each will pay ten dollars for lunch.

### **Minutes of Previous Meeting**

The minutes of July's meeting had been distributed previously electronically; corrections sent to Connie Keller, then Secretary, had been made. An additional correction was noted as necessary: in the announcements section, the Community College Conference was at Central Piedmont Community College, Levine Campus. With the incorporation of that correction, approval of the minutes was moved by Mary Hatcher, seconded by Priscilla Lewis, and voted by the Board. At the NCLA Biennial Conference the Executive Board meets but does not conduct business; therefore, no minutes reflect that gathering in September.

In the future, initial drafts of the minutes will be distributed via the NCLA Board Yahoo! listserv; corrections are to be forwarded to the Secretary, who will incorporate those prior to the following

Board meeting, shortly before which the corrected draft will be distributed electronically. Each meeting's minutes will be posted on the Internet (linked from the appropriate NCLA webpage) after adoption by the Board.

### **Announcements**

President Burgin iterated action taken by the Executive Committee, empowered to act for the Board and said action affirmed by e-mail to and from the Board membership. The two Committee actions in the interval since the previous Board meeting were the granting of a pay raise for the NCLA Executive Assistant, and the articulation and confirmation of a conflict of interest policy required by the state auditor's office due to NCLA's receiving state funds (for instance, LSTA grants). Both actions had been affirmed electronically by Board members. President Burgin stated that the chair of the Constitution, Codes, and Handbook Committee, Bobby Wynn, will note changes at meetings when motions are passed and will make the necessary adjustments to the Handbook online to keep the online version current.

### **President's Report**

President Burgin articulated four things he hopes our organization can accomplish in the next two years.

First, when Phil Barton accepts the gavel two years hence, President Burgin hopes NCLA membership will have increased by 15 percent. Recruiting for this increase is the responsibility of each member, section, and round table.

Second, President Burgin is focused on our organization's financial stability. To that end, he has initiated a Financial Vitality Committee, and appointed Diane Kester chair. In recent years we have consistently borrowed money from reserves to balance the budget; this is not a sustainable practice, and we must be as fiscally responsible of we can be. President Burgin desires this to be a biennium of a balanced budget.

Third, this organization needs to learn what members get out of membership, and why nonmembers are nonmembers. Reflecting on the strategic plan of immediate past president Pauletta Bracy,

President Burgin has asked Claudia Gollop to design a survey of NCLA members and those eligible for membership who have chosen not to join. Kevin Cherry noted that in some institutions, librarians are rewarded for membership in and service to national organizations such as the American Library Association, and not state level organizations such as NCLA.

Fourth, procedures need to be tightened up. Sections, Round Tables, and committees are asked to submit their quarterly reports to Bao-Chu Chang, chair of the Web Committee, by the Wednesday preceding each NCLA Executive Board meeting, and to bring two copies of these reports to the Executive Board meeting: one copy for the administrative assistant and the other for the secretary. Additionally, those submitting motions are to present two written copies of the motion: one to President Burgin and the other to the secretary. Discussion of the previous biennium's orientation session ensued; President Burgin will e-mail Board members to assess the feasibility of an orientation session for new Board members. (Earlier overnight orientation retreats, while helpful, were viewed as too expensive in this stringent budget era.) To help orient new members, President Burgin is providing contextual comments as this meeting proceeds, and he encourages Board members to consult the NCLA Handbook, online and updated, and to follow the Handbook. Further, President Burgin notes that each of us has a responsibility to orient the person who succeeds us as a Board member. Visitors to our Board meetings are welcome, and such visits are helpful in orienting our vice chairs and others.

Another procedural practice we need to be careful to follow is submitting our section, roundtable, and committee biennial reports to Ralph Scott, *North Carolina Libraries* editor.

Forms for requesting an NCLA license plate were distributed and are also on the NCLA website. These can be acquired by library staff, supporters, and any others wishing to display a library license plate. This organization will receive twenty dollars of each thirty dollar application fee, and will realize reimbursements in license renewal years as well.

### **Treasurers Report**

The treasurer's term of office is four years, rather than two as is the case with other positions within this Board. Our new treasurer is Tina Stepp, who has been meeting with Diane Kester, previous treasurer, and sharing responsibilities with her in this transition time. A CPA is reviewing the financial records of the previous biennium. When a section or roundtable plans a workshop, the registration forms and checks are to be submitted to the administrative assistant. Completed forms for reimbursements and for sales tax exemption (these forms are on the website) are to be submitted to the NCLA treasurer.

### **Old Business**

President Burgin distributed pins for NCLA board members, and noted at present there is no functional distinction between Sections and Round Tables. (Earlier there had been a distinction which had to do with the number of the group's membership; this distinction no longer is made.) Sections and Round Tables are expected to sponsor programs at the biennial conference, and to offer workshops or similar events in non-conference years.

## **Section/Round Table Reports**

### **Business Librarianship in North Carolina**

Susan Neilson reported on the section's quarterly meeting in Wilmington. The section is formulating a strategic plan for the coming three years. The section members are excited about business-related databases in NC LIVE, and are holding meetings to learn about these databases. The section is in the black following its first year, and all members have renewed for the coming year. On February 17 the section will meet at Cameron Village Regional Library.

### **Children's Services Section**

Loree Kelly reported this section's board met on December 5, 2005, at Forsyth County Public Library. Past section chair Carol Laing is interested in updating their website, and will work with Bao to do so. The section is planning their traditional off-year retreat at Brown's Summit on November 2 and 3, 2006. The section hopes project grants will be available for the retreat's support. <<http://www.nclaonline.org/css/reports/cssrpt060127.pdf>>

### **College and University Libraries**

Tommy Nixon noted the report is on the website and this section's board hopes to meet in the next few weeks. Amending the section report on the web, Nixon noted that Joseph Thomas has accepted a director's position for the section. <<http://www.nclaonline.org/cus/reports/cusrpt060126.pdf>>

### **Community and Junior College Libraries**

Debbie Luck noted that this section's report is on the web. The section hosted two successful programs at the biennial conference, the third session having been cancelled due to hurricane Katrina. <<http://www.nclaonline.org/cjcls/reports/cjclsrpt060127.pdf>>

### **Government Resources Section (Documents)**

Beth Rowe reported for Beth Kaylor. The section's board is excited about working jointly with other sections. Usually this section hosts two workshops a year, and is considering sponsoring a workshop on using government resources.

### **Library Administration and Management Section**

Raye Oldham reported for Mary Sizemore. The section sponsored a pre-conference, luncheon, and program at the biennial conference. The section's webpage has been updated. <<http://www.nclaonline.org/lams/reports/lamsrpt0601.pdf>>

### **Literacy**

Betty Meehan-Black reported on this Round Table's successful program on family literacy, which was project grant funded. Meehan-Black announced a Librarians' Association of the University of North Carolina at Chapel Hill workshop on March 13, 2006.

### **NC Association of School Librarians**

Catherine Edwards-Spratley will chair this section. She and another person volunteered to serve this section, which has been inactive in recent years. These volunteers were reported to be hoping to meet with President Burgin and Bracy.

### **NC Library Paraprofessional Association**

Annis Barbee, past chair, was absent, and the present chair's identity is unknown to President Burgin. A question was raised regarding recommendations pursuant to the report of the mutual respect survey conducted by this group. President Burgin will confer with Bracy to determine which recommendations are actionable by this board.

### **NC Public Library Trustee Association**

Mary Hatcher reported that at the biennial conference Bill Millet spoke about strategic planning, and this group also cosponsored a luncheon featuring Tim Tyson and a gospel singer. Discussion of potential members for this section and ways to attract their participation followed. Consideration was given to changing the name of the group to something more reflective of the body: friends, advocates, consumers or customers, trustees. Procedures for and ramifications of such a change were noted: for instance, Boone noted that the person in Hatcher's position is a member of the credentialing commission for public librarians in the state.

### **New Members**

Kaye Cook reported the group will be electing officers. She encouraged attendees to promote this group within our libraries: by virtue of its definition, this Round Table needs constant refreshing of its membership.

### **Public Library**

Priscilla Lewis reported for Lynn Thompson that the section report is on the website. The section sponsored or cosponsored fifteen programs at the biennial conference. The William H. Roberts Public Library Distinguished Service Award was given to June Evans of the High Point Public Library. <<http://www.nclaonline.org/pls/reports/plsrpt060127.pdf>>

### **Reference and Adult Services**

Paula Hinton reported the section report is on the website. The section sponsored or cosponsored a highly successful pre-conference, luncheon, and three other programs at the biennial conference. <<http://www.nclaonline.org/rass/reports/rassrpt060127.html>>

### **Resources and Technical Services**

Beth Cramer reported on plans underway for a workshop offering twelve sessions (four time slots with three concurrent sessions offered in each segment); a flyer for the workshop is to be distributed in February.

### **Ethnic Minority Concerns**

Jamane Yeager reported that the Round Table's report soon will be on the website.

### **Special Collections**

Joan Ferguson attended to represent this roundtable as the new chair has moved out of state. The Round Table is considering sponsoring a joint workshop with another organization.

### **Status of Women in Librarianship**

Kathy Crowe reported the Round Table's report is on the website. The Round Table plans a fall workshop, and will be meeting February 17 to continue planning for the workshop. <<http://www.nclaonline.org/rtswl/reports/rtswlrpt060127.pdf>>

### **Technology and Trends**

Beth Bernhardt noted this Round Tables' report is on the website. Four successful sessions were hosted by this group at the biennial conference. This Round Table's LISTSERV is being resurrected to facilitate monthly conversations among its members. <<http://www.nclaonline.org/tnt/reports/tntprt060127.pdf>>

### **Committee Reports**

#### **Archives**

Jean Rick listed expectations from each section, Round Table, and committee at the end of the biennium: minutes, notes from planning meetings, literature/flyers for workshops. These materials are to be submitted to her in a folder identified by date or biennium. Materials may be submitted in paper, on floppy, or on compact disc. If materials are handed down from one chair to another, these need to be sent or given eventually to Rick.

#### **Conference 2005**

President Burgin's report is on the website. Total attendance was hard to quantify as preconference registrations are added to conference registration numbers, and therefore may result in double counting. Nonetheless, it is clear that although the conference hosted fewer attendees than the 2004 Centennial Conference, co-sponsored with the Southeastern Library Association's conference, attendees did outnumber those of the 2003 NCLA biennial conference. This conference yielded a profit of approximately \$22,500, which makes it the most profitable conference in recent years. The profits, in addition to being used to supplement the organization's income for that year, yielded a contribution of \$3,650 to the Endowment and \$990 to Katrina recovery efforts. President Burgin expressed his appreciation for his committee and their fine work. Conference profits are intended to fund project grants, rather than balancing the organization's budget, as was necessary for this conference. <<http://www.nclaonline.org/conference/reports/Committee%20012706%20Report.pdf>>

#### **Conference 2007**

Phil Barton welcomed volunteers for this committee. He, Suzanne White, Corky Jones Miller, and Karen Foss met in Hickory to review the 2007 conference site. Cost-wise, this site may be very good: Barton circulated a list showing hotel rates for the conference, October 17 through 20, 2007. Four hotels are within easy walking distance of the convention center. The 2009 conference is scheduled for Greenville.

#### **Constitution, Codes and Handbook Revision**

Bobby Wynn noted that the Handbook's current iteration is on the website. Board members are encouraged to send to him relevant items. For those sections or Round Tables for which the Handbook has no information, he was unable to find bylaws on the NCLA website; please send any to him. Barton congratulated Wynn on the truly remarkable accomplishment of updating the Handbook and getting it on the website. <<http://www.nclaonline.org/handbook/index.html>>

#### **Continuing Education**

Sherwin Rice reported her committee plans to meet in February with the continuing education committee of the State Library to approach issues collaboratively.

## **Endowment**

David Goble stated his committee's report is on the website. At the biennial conference this committee hosted a president's dinner—he hopes subsequent conferences will continue this tradition. The dinner was attended by 63 persons, with a resultant donation to the endowment of \$3,650. A drawing also added funds to the endowment; prizes included a gift basket and Barnes and Nobles gift cards. The committee is seeking ways to invigorate the funds for endowment, with an envisioned goal of reaching \$50,000 by the next biennium. Conversation produced suggestions for additional endowment fund generation, and these included hosting non-conference year events, allocating one dollar of dues to the fund, sending letters at the beginning of December to potential donors, developing a mini-grant program, and considering reshaping the committee's mission. <<http://www.nclaonline.org/endowment/reports/endowrpt060127.pdf>>

## **Finance**

Treasurer's Report on the end of 2005, from immediate past treasurer Diane Kester: <<http://www.nclaonline.org/finance/2006/index.html>>

Wanda Brown is replacing Catherine Wilkinson, committee chair most recently. A committee including Steve Kramer, Diane Kester, and Vanessa Work Ramseur developed a proposal with four different options for the 2006 budget: <[http://www.nclaonline.org/finance/2006/NCLA\\_06\\_proposedbudget.xls](http://www.nclaonline.org/finance/2006/NCLA_06_proposedbudget.xls)>

Following discussion, Phillip Barton moved and Dale Cousins seconded that Option C, with an amendment to decrease to \$500 the allocation for the ALA councilor/representative's travel, be adopted. The motion passed. Diane Kester moved that NCLA certificates of deposit currently on deposit at the Bank of America be moved to Wachovia. This motion was seconded. The motion passed.

## **Ad Hoc Committee on Financial Viability**

President Burgin had appointed Diane Kester chair of this newly-created committee which will include Harry Cooke, Catherine Wilkinson, Beverley Gass, Ralph Scott, and other members not yet appointed. A grant writing member of the committee is sought. This committee may be taking some action before it returns to the Executive Board.

## **Intellectual Freedom**

No report.

## **Leadership Institute**

No report.

## **Membership Committee**

Caroline Walters noted this committee's integral nature to President's Burgin's goal of increasing NCLA membership by 15 percent in this biennium. Avenues to honoring members were discussed. Walters noted that the NCLA display board, which had been brought to this meeting, was available for display at workshops and other gatherings of library people. She requested that each section and Round Table designate one member to serve on the membership committee. This designee will meet with the committee electronically, and may be helpful in passing the display board around the state.

The committee brought a motion to offer special membership pricing at special events for those who join on site. For example, all Wake County library staff who join at their Staff Day (February 22, 2006) will pay five dollars off the published membership rate for the first year of their membership. This motion passed.

The committee brought a motion that remaining NCLA Conference Store items be used for giveaways to new members who join on site, or as drawing prizes for NCLA members at events. This motion passed. <<http://www.nclaonline.org/members/reports/memrpt060127.pdf>>

Kester suggested that the committee review the Constitution article IV sections 4 and 5, and bring to this Board's attention at the next meeting any action needed.

## **Membership Report**

This report from Kim Parrott is on the website.

<<http://www.nclaonline.org/members/reports/membership060127.pdf>>

## **Nominating**

Pauletta Bracy presented no report at this time. It was noted that due to the last biennium's change granting nominating power to the immediate past president rather than the past past president, Ross Holt was not given an opportunity to chair the nominating committee, as he preceded Bracy as NCLA president.

## **Operations**

Dale Cousins reported on her meeting with Irene Laube, previous chair of this committee, to transfer files, notebooks, and information. Our administrative assistant has been busy, having closed out the conference, processed invoices, requested payment, processed memberships, sent renewal notices, mailed ballots from some sections, attended a free three day conference planning session; and she will be looking at vendor contracts.

## **Public Policy**

Although Holt was unable to attend, his report is on the website.

<<http://www.nclaonline.org/ppc/reports/ppcrpt060127.html>>

## **Publications and Marketing**

Suzanne White reported this committee has been focused on promoting the NCLA license plates. The committee will be working with Frannie Ashburn, Mary Hatcher, and friends groups to encourage the sale of these license plates. White is available to assist with membership activities also.

## **Scholarships**

Harry Cooke noted that this committee had voted to grant just one award; some loans have not been repaid. There is now a mechanism in place to track repayment of loans.

## **NCLA Website**

Bao-Chu Chang emphasized the importance of her receiving section, Round Table, and committee reports by the Wednesday prior to each Board meeting so that she can ftp them to the website to be available to committee members prior to each meeting. She requested these reports be in Word format as that will convert easily to pdf. In

February the website password will change, necessitating her being notified of each group's webmaster. She can update webpages if groups are unable to update their own.

## **Other Reports**

### ***North Carolina Libraries***

Ralph Scott reported the Editorial Board is working on the conference issue. The funding of one print issue, this conference issue, is in place. The Board discussed alternative publishing formats. One or two new Editorial Board members, especially someone to represent public libraries, would be most welcome. Section reports not yet submitted are to be sent to Scott. Discussion of the feasibility of publishing book reviews on the website (to enhance timeliness) followed. Several examples of the utility of the journal were noted.

### **Task Force on Pay Equity**

Beverley Gass distributed handouts regarding the work of the task force. An initial grant of \$5,800 funded the retention of the Singer Group, Inc., to plan a survey on pay and benefits for librarians in North Carolina. This survey will be within an IMLS survey which will collect data about librarians' pay and benefits. The report shows the projected budget and itemizes the educational materials and tools, including a web-accessible North Carolina library salary database, an educational resource guide for library personnel, and reports and presentation materials as expected outcomes.

<http://www.nclaonline.org/payequity/payequity2006.01.27.pdf>

### **ALA Councilor**

Kevin Cherry reported his attendance at ALA Council and Chapter Relations meetings on behalf of this association. On the ALA spring ballot will be a dues increase proposal. At present ALA is selling titles from its backlist, as nothing new has been published by ALA of late. ALA has just approved a certification program for public library administrators. The No Child Left Behind Act (Public Law 107-110) does not mention librarians or media persons; therefore, concerns surfaced regarding funding for school library media centers and librarians should budget cuts be forthcoming. ALA is lobbying to amend the current statutory stipulation forgiving library school loans if the librarian goes to an underserved area to work immediately upon graduation; this currently applies only to undergraduate majors in library science, and ALA seeks to have the loan forgiveness applicable to masters level graduates as well, if they upon graduation immediately find employment in underserved areas. Considerable attention at the ALA Council meeting was focused on the PATRIOT ACT and intellectual freedom issues.

### **SELA Councilor**

Evelyn Council distributed paper copies of her report and information regarding the Frances Coleman/Thomson Gale Conference Grant for SELA members. The Tennessee Library Association will conduct a joint meeting with SELA. Beth Bernhardt and Joan Ferguson will be presenting at that conference.

### **State Library**

Mary Boone, new State Librarian, was welcomed. Boone distributed State Library folders containing flyers and brochures. She noted some current initiatives of the Library and recently funded LSTA projects. One such project is the NC ECHO workshop scheduled

for February 22-March 8, 2006, in Raleigh. In September there will be an LSTA funded conference for public library trustees at the State Library.

### **New Business**

A question surfaced about contracts with Hickory and Catawba County for the 2007 biennial conference. It is thought that this contract situation has been handled properly.

Dates and places for subsequent NCLA Executive Board meetings:

2006:

April 28: South Rowan Library, China Grove

July 21: Z. Smith Reynolds Library, Wake Forest University

October 20: Henderson County Public Library, Hendersonville

2007:

January 19: Charles W. Chesnutt Library, Fayetteville State University

April 20: New Hanover Public Library, Wilmington

July 20: Joyner Library, ECU; or Sheppard Memorial Library, Greenville

October: biennial conference in Hickory

There being no further new business, the meeting was adjourned.

Respectfully submitted,

Paula Pearce Hinton, Secretary