

**North Carolina Library Association Executive Board Meeting
Friday, January 29th, 2021**

ZOOM Online Conferencing Platform

Attending:

Summer Krstevska (Business Librarianship in NC), **Dawn Behrend** (Assoc. of College and Research Libraries (ACRL)-NC Chapter), **Vellapan Vellapan** (Assoc. of College and Research Libraries (ACRL)-NC Chapter), **Catherine Lee for Jennifer Seagraves** (Community and Junior College Libraries), **Laura Davidson** (Constitution, Codes & Handbook), **Paul Birkhead** (Finance), **Rebecca Freeman** (Government Resources), **Brandy Hamilton** (Leadership, Administration and Management), **Will Ritter** (Leadership, Administration and Management), **Sarah Miller for Breanne Crumpton** (Literacy), **Rachel Olsen** (Marketing), **Ralph Scott** (Editor, NC Libraries), **La'Nita Williams** (NC Library Paraprofessionals), **Emery Ortiz** (NC Public Library Directors Association), **Sedley Abercrombie** (NC School Library Media Association), **Amanda Glenn-Bradley** (New Members), **Mike Crumpton** (Past President, Nominating), **Lorrie Russell** (President), **Sandra Lovely** (Public Library), **Susana Goldman** (Reference and Adult Services), **Jeanne Hoover** (Regional Director [Eastern] / Membership), **Juli Moore** (Regional Director [Piedmont] / Membership & Leadership Institute), **Catherine Tinglestad** (Regional Director [Central/Triangle] / Membership), **Marcellaus Joiner** (Ethnic & Minority Concerns), **Brittany Champion** (Ethnic & Minority Concerns), **Kristin Calvert** (Resources and Technical Services), **Julie Raynor** (Secretary), **Amy Funderburk** (Scholarships), **Gerald Holmes** (SELA), **Timothy Owens** (State Librarian [Ex Officio]), **Sarah Jeong** (STEM-LINC), **Chad Haefele** (Technology and Trends), **Amy Harris Houk** (Treasurer), **Lara Luck** (Treasurer-Elect), **Erin Holmes** (Web and Technologies Support), **Michelle Hildreth** (Women in Libraries), **Lisa Donaldson** (Youth Services), **Morgan Pruitt** (NCLA Administrative Assistant)

The meeting was called to order by Lorrie Russell at 10:01 a.m.

President Lorrie Russell thanked everyone for coming. Because of conducting the meeting virtually, Lorrie asked Secretary, Julie Raynor, to take attendance by roll call. Julie determined that there was a quorum of board members present.

Motion to adopt the Agenda. There were no additions or changes to the Agenda. Agenda was adopted by unanimous consent.

Motion to approve the Minutes of October 30 Meeting. There were no additions or changes to the Minutes. Minutes were approved by unanimous consent.

Treasurer's Report—Amy Harris Houk

Association Budget

Fund Accounts

Amy mentioned that she had sent out the Fund Account reports to the Section Chairs and to contact her if you hadn't received it (treasurer@nclaonline.org). The email message comes from Quickbooks (Intuit eCommerce).

She shared that the association had a good year. The membership dues are ahead of where they were expected to be and are sometimes used to help balance the budget (*Income-Line 6*). The Prior Year fund balance is also sometimes used to help balance the budget (*Income-Line 12*). **Cumulative Income for 2020 Total: \$46,680.54** (*Income-Line 13*).

The association's expenses are also mostly on track. The Administrative Office expenses are good at this point. The bank fees are less than last year (*Expenses-Line 27*), and Quickbooks is less because we didn't have the payroll component (*Expenses-Line 37*). The Financial Review (*Expenses-Line 38*) wasn't conducted because we have a new accountant who performed a very thorough check of all of our accounts, so that amount was higher (*Expenses-Line 39*).

The Total Affiliate Dues (*Expenses-Line 49*) are on track and the Committees amount is up due to the lack of travel (*Expenses-Line 61*). Librarians Build Communities is included as a "negative" expense, so it is considered "income". That amount was \$511, so that brings the budget for Librarians Build Communities to \$761 (*Expenses-Line 56*). Just a reminder that the Ray Moore award was paid out in 2020 instead of 2019 (*Expenses-Line 77*). **Cumulative Expenses for 2020 Total: \$27,239.45** (*Expenses-Line 81*).

Financial Report

The bank accounts are in pretty good shape currently. The Community Fund had a good quarter (this reflected the 3rd quarter since their report is always a quarter behind). Our **Total Net Worth for 2020 is \$120,877.14** (*Line 31*).

Finance Committee—Paul Birkhead

Paul presented the Motion for the proposed budget for 2021-22.

Income

- Line-6, Membership is \$33,551, a conservative estimate based on last year and some expected increases due to the conference
- Line 8-2019 Conference profits, they didn't budget to use any of this revenue because there were a lot fewer expenses because of no regular employee or office overhead. They may use some of this money to add to the Endowment or the CD.
- Line 10-Endowment income, not budgeting anything for this line because we didn't need to rely on this amount in 2020, so we don't anticipate needing it for 2021
- Line 11-Prior year Fund Balance, this was money we saved and we don't need this to balance for 2021. It may also be used for our investments. There was also \$19,000 carried forward.
- **Total Proposed Income for 2021-22 is \$34,901 (Line 12).**

Expenses

- Line 16-Contract Work, we want to continue paying Morgan for her work and we've budgeted \$10,000 for that.
- The Banking (Line 22), Liability Insurance (Line 24), Postage (Line 25), and Storage Unit (Line 26) are still necessary.
- Line 29-Wild Apricot, now has its own budget line and we've budgeted \$3264 for a two-year subscription. We won't need to budget for this again until 2023.
- Line 30-Zoom Account, we've budgeted \$1999
- Line 34-Accounting Services, includes a full Financial Review in 2022
- **Total Operational Support Expenses for 2021-22 are \$25,701 (Line 37)**
- **Line 54-Total Committees Expenses for 2021-22 are \$4,200, mostly Conference scholarships**
- **Line 60-Total Executive Board Expenses for 2021-22 are \$1,500 are for travel expenses for the ALA Council representative**
- Miscellaneous Expenses
 - Line 63-Leadership Institute Expenses for 2021-22 is \$500
 - Line 67-Statewide Advocacy Support Expenses for 2021-22 is \$500. This is a new expense to assist the new Library Advocacy and Legislative Section start their work.
- **Total Proposed Expenses for 2021-22 is \$34,901 (Line 73)**

Lorrie asked for any comments or questions about the proposed budget motion.

Erin asked if the Wild Apricot amount budgeted included the increased number of contacts to include vendors and exhibitors for the upcoming conference. Paul said that it did not include that. They need to be able to go up to 5000 contacts (we're allowed 1400 now). This would be an additional \$110 per month (or \$2640 for the year). Paul said that they could always make a budget amendment for this if needed. Lorrie added that it would be a good idea to increase the limit to 5000 contacts because many virtual conferences bring in attendees from outside the state. The new total amount for the Wild Apricot subscription would be \$5,916.

Lorrie asked Paul if he would be able to amend the budget and keep it in balance. He said that since the Membership dues expected were on the conservative side, he was confident that increasing that income amount to cover the subscription increase could be done. Paul took a few minutes to make this change.

Paul's amended budget proposal:

Income-Line 6 Membership Dues was increased to \$36,203 to account for the increase in the Wild Apricot two-year subscription up to 5000 contacts of \$5,916 (Expense-Line 29, Wild Apricot subscription).

There were no seconds needed since it came from the Finance Committee, so Lorrie asked for a vote to be conducted in Chat. There were 24 votes in favor of the motion, so the motion passed. (the chat record will be saved and included with the Minutes)

President's Report—Lorrie Russell

Lorrie mentioned that most of her mother's treatment had been completed, so she will be more available for NCLA business matters going forward.

She shared that she had heard from many ALA chapters in different states had been reaching out to their State representatives to advocate for librarians to be deemed essential workers for inclusion in the COVID-19 groupings. She asked the Board members to think about whether we ought to make this appeal as well and to let her know. Since there was overwhelming support for this offered in the Chat, Lorrie agreed to contact our NC representatives about this. Lorrie also said that she would speak to Timothy about this to ask the State Library to serve as a partner in this effort.

Timothy immediately added that according to NCDHHS officials, library workers are considered to be Essential Workers in the Government and Community Services category, even though they aren't mentioned specifically, and fall into two groups: Group 3 is library workers who have to work on site and Group 4 is library workers who are teleworking primarily. He will share the email notification he received with the NCLA Board Group that explains this in more detail.

Lorrie also asked Section and Committee Chairs to be mindful of submitting the reports before the Board meetings. According to the Board Handbook, the reports need to be posted to the NCLA website two weeks before the Board meetings, so they need to be submitted to Julie in advance of this. Julie will be sure to ask for these to be submitted earlier in the month for the upcoming meetings.

Section Reports

Business Librarianship—Summer Krstevska

The section held our free winter workshop on Dec. 16th, 2020 virtually. Barbara Alvarez, author of Embedded Business Librarianship for the Public Librarian, came to speak to the group! An upcoming Spring (free) workshop will be in Feb/March 2021, actual date TBD.

Assoc. of College and Research Libraries (ACRL)-NC Chapter—Dawn Behrend

Following a successful vote by our section to approve our name change and revised bylaws, our chapter has been busy updating our NCLA website and Facebook page with our changes. We are also happy to announce that Laura Johnson, Director of Library Services at Livingstone College, has joined our board to serve as Secretary/Treasurer. Finally, in December we hosted attendance for our section members to attend the ACRL eLearning webcast, "Student Wellness and Libraries: Contributing to Students Success through the Promotion of Digital Wellness, Activity, and Peer Support". In the upcoming months, we will be working to organize our biennial virtual conference to be held on May 6, 2021. The theme of our virtual conference is "Transforming Our Future: How Our Practices Today Inform Our Future Tomorrow". We will be collaborating with the Community and Junior College Libraries Section to organize this event. We are pleased to announce that ACRL President, Jon Cawthorne, will be the keynote speaker for the conference. Please look for a Call for Proposals in early February if you are interested in presenting at this event.

Community and Junior College Libraries—Catherine Lee for Jennifer Seagraves

CJCLS is partnering with ACRL-NC to work on the upcoming conference "Transforming Our Future: How Our Practices Today Inform Our Future Tomorrow" on May 6th. CJCLS is meeting regarding being represented at the NCCCLA conference, March 10-11th, 2021. NCCCLA and CJCLS are holding a social today.

Distance Learning—Vacant

No report

Government Resources—Rebecca Freeman

GRS had 1 Help! Webinar this quarter on November 16. They had a Help! Webinar on January 21 and one is upcoming on February 18. GRS is working with ALA Government Documents Round Table (GODORT) to switch the running of the Help! webinars over to GODORT. The webinars will still be connected with GRS.

Leadership, Administration and Management—Brandy Hamilton

LAMS met on Jan. 13 and is planning a Presenter's Forum. LAMS has held two Leadership webinars in partnership with NC Live and they promoted the benefits of NCLA and LAMS membership to the attendees. They are planning their Spring Leadership workshops, to offer one each month (Jan.-Apr.) They are working on their Winter Newsletter. They offered a Workplace Anxiety Workshop, with a local, but outsourced presenter with 230 attendees from all over the country. Possibly present more on this topic. They are working on fee structures for presenters and welcome any suggestions or plan. They have created an informational slide for LAMS for use in virtual presentations which includes missions and goals for LAMS and NCLA. Is there a standard one for NCLA? Brandy will talk to the Marketing Committee about this.

They are looking at their volunteer program for those who submit volunteer requests when they join NCLA. They are compiling a list of opportunities and they will share that list once its done.

They recently conducted a member survey for training topics and have and reviewed it. They had discussed adding a "Members only" section of their webpage, but they're tabling that for now. They want to thank the Website Committee and Morgan for their questions about the virtual aspects of the workshops. Their "Happy Place" workshop at the Conference Live was selected by ACRL.

Library Advocacy and Legislative—Anthony Chow and LaJuan Pringle

No report

Literacy—Sarah Miller for Breanne Crumpton

This past quarter we were not terribly active with the holidays, but we started planning for the upcoming Spring. We have a few project ideas lined up including crowdsourcing resources around different types of literacy (adult, early childhood, digital, etc.), as well as doing some 20-minute interviews with different literacy experts. If you know of a literacy expert or have literacy resources, please share with Breanne. Other than those two initiatives, we'll be working on our programming for the Biennial in the Fall.

New Members—Amanda Glenn-Bradley

The section has not met as a group. The section has been doing some Drop-in sessions with UNCG LIS classes. They will be meeting with some ECU students on Feb. 9th. They are having conversations with students to determine what they'd like to see from the 2021 conference.

NC Library Paraprofessional Association—La'Nita Williams

They sponsored a zoom "Meet and Greet" for our NCLPA members on Dec. 3, 2020. They also hosted an online COVID 19 Roundtable to discuss how libraries were handling this virus and what steps they had taken since it started. They hope to meet again in February. They are talking with NCLive about co-sponsoring an online event on their Homegrown Collection and possible include a NC author. Another Meet and Greet for our members will be held soon.

Public Library Section—Sandra Lovely

Public Library Section held virtual conference meetings, November 12, 2020 and January 21, 2021. At our November meeting the committee bid farewell to Martha Sink who was the longtime webmaster for the section. Martha retired on November 30, 2020. We wish her well in her retirement and will miss her. Rachel Webb, Chair of the Marketing Committee will now take on the new role as PLS webmaster. With the vacancy at Marketing, the Executive Committee decided to revamp that committee and establish a Programming/Marketing Committee. This committee will be charged with outreach and programming as a way to make PLS more visible, and to be more interactive with our members. The committee continued the programming preparations for the 2021 NCLA Biennial Conference.

Reference and Adult Services—Susana Goldman

The section started a Facebook Group for members, but everyone is invited to join. They are planning their BUZZ sessions for Spring, which are the 3rd Wednesday at 2pm. Here are the topics for Spring:

Feb.: Collaboration with REMCo to talk about Black History Month

March: Green program (St. Patrick's Day)

April: National Library Week

May: Summer Reading plans

They are also working on plans for the Conference.

Roundtable for Ethnic Minority Concerns—Marcellaus Joiner and Brittany Champion

REMCO Cultural Conversations presents "Creating Social Spaces to Improve Networking, Collaboration, and Library Growth for Librarians of Color", Presented by: Leander Croker and Claudia Aleman 11-5-2020

- REMCo Spotlights Gerald Holmes 11-30-2020
- REMCo Winter Newsletter Published: 1-7-2021
- REMCo Cultural Conversation: International Librarianship: Session 1 Jan-11-2021
- REMCo Cultural Conversation: International Librarianship: Session 2 Jan-18-2021

Brittany Champion worked on the above two events promoting the work of Library Aid Africa and has established an ongoing partnership with them. On March 24th they will have a program with STEM-LINC, "Branching into Stem: Expanding Retention and Improving Diversity in STEM Librarianship".

Resources and Technical Services—Kristin Calvert

The section didn't meet at all and have no new activities to report.

Special Collections—Jennifer Daugherty

No report

STEM-LINC—Sarah Jeong

STEM-LINC sponsored a fourth quarter webinar on November 12, 2020 called "The Road to Becoming an Engineering Librarian," presented by J. Denice Lewis. 29 people registered for the event, and the video recording has been viewed 34 times on the STEM-LINC YouTube Channel. STEM-LINC was featured as the Section of the Month in the NCLA January e-Newsletter. It was submitted by STEM-LINC Chair Sarah Jeong and STEM-LINC Past Chair Karen Grigg.

REMCo and STEM-LINC have partnered to create a space of conversation on how to improve diversity and retention efforts in STEM librarianship. REMCo and STEM-LINC will jointly co-sponsor a webinar on "Branching into STEM: Expanding Retention and Improving Diversity in STEM Librarianship" to be held on Wednesday, March 24, 2021 from

10:30am-12:00pm. The keynote presentation will be led by Krista Schmidt from West Carolina University. Panelists include J. Denice Lewis from Wake Forest University and Shaun Rutherford from Wayne County Public Library. The STEM-LINC Programs Committee met virtually on January 14, 2021 and has started planning two webinars for 2021 and a virtual program for the NCLA Biennial Conference. They also want to thank Lisa Donaldson for including them in YSS's upcoming grant project.

Technology & Trends—Chad Haefele

The section has had some informal meetings, but nothing significant. They will be resuming their regular webinars soon. They have been busy moving their website content from their external site to the NCLA.org platform and that is going smoothly.

Women in Libraries—Michelle Hildreth

They have met twice on Nov. 5th and Dec. 2nd. They will be having a virtual panel discussion of past Marilyn Miller Award Winners in March. This will be presented prior to putting out a call for nominees for the 2021 Conference, to give people an idea of the accomplishments and careers of the past winners. They are planning on collaborating with the Library Advocacy and Legislative section on a session for the conference.

Youth Services—Lisa Donaldson

YSS met by Zoom on December 1st, 2020. After a successful virtual Youth Services Retreat in October, the board discussed how we can continue to support Youth Services staff in a virtual environment. A survey was created and shared with YSS members. This survey asked for feedback from those who attended the Retreat, as well as feedback on what topics and formats members would like to see offered in the coming year for professional development. YSS also discussed a new grant opportunity. This year's grant will offer a Pandemic Programming Kit designed to provide the technology required to offer socially distanced programming as the state recovers from the coronavirus. Our interest is in providing equipment to support libraries as they reopen and reconnect with their communities while accommodating changing programming needs over time. YSS has already reached out to STEM-LINC with a request to collaborate on the grant project.

Committee and Liaison Reports

Conference 2021—Amanda Glenn-Bradley for Libby Stone

Lorrie mentioned that Libby Stone had a death in her family and that Amanda had graciously offered to make the report and present the motions for Libby.

The conference planning committee is now meeting monthly. On Friday, January 15th, Kathy Shields, Lara Luck and I visited the Benton Convention Center; the event managers hosted a Zoom meeting for planning committee members and gave us a demo of what an in-person conference will look like under current circumstances and guidelines from Governor Cooper regarding COVID-19.

As you know, we have surveyed the Executive Board as well as the NCLA membership; Amanda Johnson will be compiling those results for us and I'll have the data to share with the Benton. 16 of 20 respondents from the Executive Board indicated that travel restrictions were already in place, or would be likely, which will affect them in attending an in-person conference.

I will be meeting with the event managers in the next few weeks regarding our 2021 contract. They seem to be willing to work with us given our budget situation and are amenable to offering an addendum to our contract. We will likely hold a one-day or day and a half in-person event with a keynote speaker and hope to offer a luncheon or reception. We will be having mostly virtual pre-recorded sessions, and live pre-conference sessions.

The committee has decided to use the Whova Event App, which will integrate with Wild Apricot and our Zoom accounts; Whova offers technical support and was used by SELA and GLA for their library conference (they had a very positive experience with it). According to their website, Whova is the winner of the Best Event App (the "Oscars" of Event Technology), and one of the Global Top 100 Software Companies.

Site selection will meet again in February to consider our venue for 2023 and will have a recommendation to the Executive Board at the April meeting. The Programs Committee will send out their Call for Proposals on February 15th. Each section will be guaranteed one session, while PLS & YSS will be guaranteed two.

There were two motions put forward by the Conference Committee. The first motion read: I move that the Executive Board approve a new "corporate membership class" for vendors in the amounts listed below and which will give the following benefits:

NCLA offers corporate membership opportunities for businesses, vendors, and organizations related to libraries, archives, information agencies, and museums. Corporate members retain all the rights of active members except voting and holding executive office.

As a corporate member, your organization receives the following benefits:

- Logo, company summary, website link on a specific page on the NCLA website
- Complimentary membership for a specific number of your employees, depending on organization size
- Complimentary members attend all NCLA events at the member rate
- Opportunities once per year to feature a product and/or service in our monthly newsletter
- Priority registration and a discount on booth rental rates for our biennial conference
- Networking opportunities with library professionals

Lorrie called for comments and questions. A question was asked about whether the column for “Membership Fee” should read “Annual Membership Fee”. Amanda agreed that it would be much clearer to add it. A concern was raised about the benefit of offering ads in the newsletter, with the strong feeling that any ads would need to be small, tasteful, and positioned at the bottom of the newsletter. Lorrie asked about adding in some language to the provision about the ads and adding a disclaimer about the association having final say on the ads. Lorrie also thought that asking the corporate members to sign a Memorandum of Understanding would be appropriate as well.

Ralph offered that ads could be included in NC Libraries. This offer was appreciated, but it might not be enough of a benefit. NC Libraries is an annual publication. It was agreed to include wording about ads being placed in both the newsletters and the journal.

It was also suggested that the corporate membership details be added to the website. Laura Davidson added that this motion is a first step in this process since it would involve By-laws being amended and NCLA members to approve of the changes. This motion is just to gain approval from the Board to explore this. The details would need to be worked out before it went into effect.

Lorrie took a call for a vote on the motion, on the condition that this was a preliminary step and more work needs to be done and the Board would be involved in that process. The motion passed by a majority of responses in chat (the chat record will be included with the Minutes).

The second motion concerned registration rates for the upcoming 2021 NCLA/SELA Conference. The motion read: The Conference Planning Committee would like to submit a motion that the following registration rates be approved for the 2021 64th NCLA Biennial Conference. We plan to hold a mostly virtual conference with a mix of pre-recorded sessions, live preconference sessions, and a one-day (or day and a half) in-person conference in Winston-Salem.

We also want to offer some kind of “Pay it forward” option for attendees to contribute to scholarships for those who are furloughed or part-time staff. The State Library and NCLA Sections will be offering scholarships as well. Full conference registrants will be able to attend any in-person events at no extra charge (though we may want to ask them to pay for any food or beverages we offer). Full conference registrants will automatically have access to the recorded sessions at no extra charge.

Lorrie called for any questions or concerns about the motion. Mike asked how the rates related to the Conference budget? He agreed that lower rates are appropriate for a virtual conference and they are reasonable rates. However, this is the main money-maker for the association. Lorrie will look into this with Libby. Juli Moore clarified that the Pre-conference rates were for half-day sessions and they weren’t planning on offering any full-day sessions.

Rachel raised some concerns that there had not been a discussion with the full Conference Planning Committee on the final rates before they were presented to the Board. She mentioned that this was the second time this had happened. She also was not in favor of having a hybrid conference. Lorrie thanked Rachel and the others for their comments and feedback.

Lorrie asked Laura if it would be reasonable for her to table this motion to give the Conference Planning Committee time to fully discuss and review the registration rates and motion again. She asked when the committee was meeting next and Juli Moore said it would be next week on Feb. 2nd. Lorrie said that this decision needed to be made before the next Board meeting, so the Committee could send out the motion for approval via email once a consensus had been reached. Laura said that she would need to call for a vote on that, but it was appropriate.

Juli Moore also added that the reason the committee was considering any in-person events had to do with the contractual obligations with the Benton. Marcellaus asked about the contract with the Benton and whether there were clauses in the contract and how they would be negotiating those? Lorrie explained that if they had to pull out completely to offer a virtual conference only they would have a fairly significant loss, but that amount could be considered as a deposit on the 2023 Conference. Lorrie said that the loss would be 50% of the revenue expected from the conference, which included hotel and restaurant income for Winston-Salem.

Lorrie also acknowledged that Libby had done a very good job in handling this difficult situation. She had shown grace under pressure and was doing the best she could to work with the Convention Center to honor the contract that had been signed in 2019.

Lorrie asked for someone to make a motion to table the Conference Committee's motion until after the Program Committee meets and comes to consensus. Sarah Jeong made the motion and Amanda Glenn-Bradley seconded it. Lorrie called for a vote in the chat. The motion passed in the chat (the chat record will be included with the Minutes).

Sarah Jeong also cautioned against offering any type of food events at an in-person event due to COVID-19. She also asked that the sections be allowed to hold their Business meetings virtually, not in-person for the same reasons. Sedley also offered that the Benton is losing money and it's trying to recoup their losses and they could go under if they are unsuccessful. NCSLMA had been producing an income of around \$100,000 for the Benton and they lost this when NCSLMA was forced to move their conference to a virtual format.

Lorrie concluded that everyone had raised valid concerns and she appreciated them. She added that no one knows what it will look like in the Fall and that we have to plan for the worst but offer the best experience that we can to the members. We have to find a balance between maintaining our relationship with the Benton and keeping everyone safe.

NOTE: *The Conference Planning Committee discussed the motion for the registration rates for the upcoming 2021 NCLA/SELA Conference and made a revision to that motion (document with revised motion is on the NCLA Board webpage). The motion was put to an electronic vote for the Board on Feb. 15, 2021 with the deadline for voting to be March 1, 2021. The motion was approved with a majority of Board members voting in favor of it.*

Constitution, Codes and Handbook—Laura Davidson

No report

Intellectual Freedom—April Dawkins

No report

Leadership Institute—Juli Moore

The Leadership Institute Planning committee met on December 3, 2020 to discuss the survey results and options for moving forward:

1. Continue planning for in-person and make a final decision by mid-January.
2. Choose to go virtual in March, virtual and/or in person at conference.
3. Push those selected for 2020, that want to wait and not have to reapply, out to 2022. Put out a call for applications to review new applications, fill the available spots, and have a cohort of 24 for 2022. (The 2020 cohort was 18.) Ask the 2020 cohort to provide an updated letter of support from their institution/director during the 2022 call for applications.

We decided unanimously to move forward with option #3 and postpone LI until 2022. An email was sent to the cohort, mentors, and presenters in December. Everyone supported the decision. The facilitator and venue are rebooked for September 2022. The State Library of North Carolina has been notified that we will not be using the \$5000 LSTA grant and LI will apply for the grant again in 2022.

Librarians Build Communities—Nora Bird

No report

Marketing—Rachel Olsen

We have been focusing on supporting the NCLA Conference Planning Committee. A quiet quarter - more to come once a few things have been nailed down about the 2021 conference. Also, if sections and committees produce their own newsletters, they could be featured in the association's monthly newsletter, too. They also manage a YouTube channel for NCLA and they can add your video to it or link to a channel if you have one. They will be looking for a replacement for Chair of the Marketing Committee next Biennium since Rachel will be moving into the position of Chair for NMRT.

Membership/Regional Directors—Jeanne Hoover and Catherine Tinglestad

The Regional Directors continue to contact NCLA members as they join or renew. They also have been working with Rachel on soliciting members to be featured in the newsletter's "Member Spotlight".

Nominating Committee—Mike Crumpton

Mike has a draft ballot for Officers for the 2021-23 Biennium which he will be presenting to the Board in April for approval. He plans to hold the Election of officers in May and to make announcements in June so that the current officers can start training the new ones. Please let him know about your interest in serving.

Legislative and Advocacy—Anthony Chow & LaJuan Pringle

No report

Scholarships—Amy Funderburk

They have received approval for \$3000 for Conference scholarships, 3 at \$1000 each. They will also have some scholarships through the library schools. Applications for these will be available in February.

Web & Technologies Support—Erin Holmes

The website is working well and the committee is ready to start work for the conference.

NC School Library Media Association—Sedley Abercrombie

NCSLMA will be holding a mini-conference with virtual sessions featuring expert presenters with great ideas to help you recharge your battery and add new tools to your educator toolbox. It will be 2/22/21-2/26/21. This is free to all NCSLMA members. Planning is underway for our 2021 Annual conference. At this time, we are planning for a face-to-face conference in Winston-Salem, but that might need to be adjusted due to the pandemic. Jenny Umbarger is the conference chair and is in the process of getting signed contracts from speakers. The theme is "I Like Big Books and I Cannot Lie."

NC Public Library Directors Association—Emery Ortiz

No report

ALA Council—Siobhan Loendorf

No report

Southeast Library Association (SELA)—Gerald Holmes

Gerald had no recent activities to report for SELA, but he did want to ask for SELA representatives that will be involved in the conference to be included in all the planning meetings. This would be himself, Melissa Dennis, and Crystal Gates.

Editor, NC Libraries—Ralph Scott

Ralph reported that he has begun working on the 2021 Issue of NC Libraries and it will focus on COVID-related issues. If you're interested in submitting an article, please contact Ralph.

State Library—Timothy Owens

Timothy shared that the deadline for LSTA grants is coming up on March 1st for the 2021-22 cycle. They have a new website for the State Library that is getting ready to launch and he hopes it will improve overall communication for libraries and library staff across the state. They have added a new position, Communication and Digital Engagement Librarian and hired Rebecca Hyman to fill that role.

State Library staff will be participating in the SE Collaborative Conference on March 16-18th with colleagues from Virginia, South Carolina and Georgia.

As he mentioned earlier, NCDHHS has clarified categories for vaccine recipients to include library workers. While library workers are not explicitly named in North Carolina's vaccination plan, NC DHHS has confirmed that library staff who meet both of the following fall under Group 3 ("Government and community services"):

- have to report to their usual worksite (not telecommuting)
- have roles which require interactions with the public and/or other staff (and continue wearing face coverings)

Those 65 and over fall under Group 2 which is currently active; any other library employees will be eligible in Group 4.

In case you haven't seen it, DHHS has an online tool to [Find My Vaccine Group](#) (and a version in [Spanish](#)) that you may wish to share with your community. He also encouraged libraries to help get the word out about vaccines in their communities. He hopes that the distribution will pick up soon.

Tanya Prokrym, the Director of Library Development will be retiring at the end of February, so they will have a position to fill.

Rachel mentioned that there had been a question posed to the NCLA Twitter account about the State Library advocating for library workers getting the vaccine. She will respond with the resources that Timothy will be sharing.

Timothy thanked everyone for what they're doing. Libraries have really stepped up for their communities and are always trusted to share good and trustworthy information.

Old Business

NCLA Listserv—Chad Haeefele

Lorrie asked Chad to look into NCLA communication options going into the future since the server at UNC Chapel Hill that had been hosting it is old and becoming obsolete. Chad recruited a committee including Erin Holmes, Kristen Calvert, and Julie Raynor and they worked together to come up with a survey to send to the NCLA membership to determine their communication preferences. The survey was sent out in early December and they had a good response to it.

Chad presented a summary of the survey results (the entire results will be included with the Minutes). The survey showed that NCLA members do consider email an important form of communication. They made a distinction between the Email newsletter and Email among librarians and there was a lot of positive feedback about the Email newsletter.

There was a general concern about members not being able to connect to their sections more directly and a request to receive more communications from their sections. There was less engagement with NCLA's social media because it was perceived not to have much content. And, of the social media users, most were engaging with Facebook. There is a question whether there would be more engagement if there was more content, but that would be a question for the Marketing Committee.

There was a suggestion to share some best practices for engaging with the listserv, since some people didn't know how to work with it. It is this committee's recommendation to continue with a listserv for the association. The two options that were considered were Google, which is free to use, but it can be problematic and not the most secure. They also considered SimpleLists, which the State Library has just adopted and has been using for a few months. Chad explored the costs and it would be \$190/year subscription for a listserv for the association. If there was a desire for each section to have its own listserv, it would be \$570/year. Timothy replied that they had been using SimpleLists and he can connect Chad with the staff at the State Library who have been managing it.

Sarah Jeong had a related question about allowing Corporate members to access the listserv, especially any section listservs, which she cautioned against. Lorrie agreed with only allowing General members access to the listservs and she would include that in the Memorandum of Understanding.

Lorrie asked Chad and the committee to get some formal pricing for SimpleLists and bring that to the April Board meeting. She also asked Chad to poll the Section and Committee chairs about interest in having individual email channels. With that information, she asked Chad to come to the April Board meeting with a proposal and a motion. She feels like there should be money to cover all sections having an email channel, if desired. If the motion is approved the Finance Committee can make a budget adjustment.

New Business

Discussion of Contract for Presenters – Lorrie Russell and Laura Davidson

Lorrie said that she had not had time to have a discussion with Laura about this, but she wanted to have something decided for the Conference. She would work with Laura and bring something to the April meeting.

Lorrie reminded everyone that the next meeting would be on April 30th and it would be virtual via Zoom.

With no other business, Lorrie adjourned the meeting at 12:07pm

Minutes respectfully submitted by Julie Raynor, Secretary, February 3, 2021; revised March 4, 2021