

**North Carolina Library Association Executive Board Meeting
Friday, January 28, 2022**

ZOOM Online Conferencing Platform

Attending:

Libby Stone (President), **Lorrie Russell** (Past President, SELA Representative), **Dawn Behrend** (Vice-President/President Elect), **Jenneffer Sixkiller** (Secretary), **Lara Luck** (Treasurer), **Kate Englebrecht** (Treasurer-Elect), **Siobhan Loendorf** (ALA Council Representative), **Juli Moore** (Regional Director-Piedmont, Leadership Institute), **Wanda Brown** (Regional Director-Central/Triad), **Paul Birkhead** (Finance), **Erin Holmes** (Web and Technologies Support), **Mark Sanders** (Constitution, Codes and Handbook), **Susan Forbes** (Interim State Librarian), **Morgan Ritchie-Baum** (Business Librarianship in North Carolina), **Tim Hunter** (Community and Junior College Libraries), **Jessica O'Brien** (Distance Learning Services), **Elisabeth Garner** (Government Resources), **Brandy Hamilton** (Leadership, Administration and Management), **LaJuan Pringle** (Library Advocacy and Legislative), **Sarah Miller** (Literacy), **Rachel Olsen** (New Members), **Ronald Headen** (Paraprofessional), **Sandra Lovely** (Public Library), **Michelle Osborne** (Reference and Adult Services), **Brittany Champion** (Ethnic & Minority Concerns), **Tiffany Henry** (Resources and Technical Services), **Denice Lewis** (STEM-LINC), **Kate Hill** (Technology & Trends), **Michelle Hildreth** (Women in Libraries), **Matt Mano** (Youth Services), **Pamela Mason** (Archives), **Michael Crumpton** (Development), **Amanda Glenn-Bradley** (Marketing), **Katy Henderson** (Scholarships), **Brian Hart** (NCPLDA), **Delandrus Seales** (NCSLMA), **Ralph Scott** (NC Libraries), **Siobhan Loendorf** (ALA Councilor), **Anne Mavian** (Intellectual Freedom)

This meeting was called to order by Libby Stone at 10:07 a.m.

President Libby Stone thanked everyone for coming. Jenneffer was monitoring the virtual attendees and was able to confirm that a quorum of board members was present.

Motion to adopt the Agenda by Lorrie Russell. There was one change to the Agenda, adding the two other regional directors, Wanda Brown and Jennifer Daugherty. Seconded by Dawn Behrend and Motion carries. Agenda was adopted **(see chat record for attendee votes)**.

Motion to approve minutes of October 21, 2021 by Lorrie Russell, second by Rachel Olsen. No additions or changes, minutes approved. **(see chat record for attendee votes)**.

President Libby Stone welcomed the new Executive Board. She described this meeting as not typical since it would focus on orientation and training. Libby asked everyone to introduce themselves to the group. *We will not have section or committee reports during the meeting

President's Remarks – Libby Stone

A lot has transpired since we held our conference in October. All of the necessary committee appointments have been made to ensure that our board is ready to begin! Discussions regarding the Librarians Build Communities committee have been underway, and we have decided to discontinue this as a board position, but it will remain as a conference committee. Request for Erin Holmes to move LBC from the sections list on the website and place that page under "Support NCLA." There is a motion to dissolve the Continuing Education committee, which is a standing committee. There is no longer a need for a liaison to work with the State Library. There is a need for a committee to address diversity, equity and inclusion issues that may come up. As concerns have arisen in the last several years, they have been addressed by our REMCo section. As president, Libby has decided to appoint a special DEI committee which, according to the handbook, "shall function until their purposes have been fulfilled." This may become a standing committee later on, but that would have to be voted upon by the Executive Board. Looking for recommendations or volunteers, please let Libby know. She hopes to find a chair before the April 29 meeting.

The LALS section and Intellectual Freedom committee have drafted a censorship statement, which has been posted on our website. We also sent a letter of support to Mike Wasilick, Library Director for Wake County, regarding the current controversy.

Our administrative assistant, Morgan, resigned in December 2021. She did a fantastic job during the last biennium and we are sorry to see her go, but she will still be active as an NCLA member and as a librarian at Central Carolina Community College. Lara Luck and Amy Harris-Houk are currently working on finding a replacement, so hopefully that position will be filled by late February 2022.

Initiatives for the 65th Biennial: focus on our health as individual members, sections, and as a whole organization, and remember our mission to “promote libraries, library and information services, and librarianship; and to champion intellectual freedom and literacy programs.” Look for ways to engage with each other as an Executive Board and with our members. We held a joint conference with the Southeastern Library Association (SELA) so once our Finance Committee finalizes our budget we will be sending a small portion of our conference proceeds to SELA. There were 79 SELA members in attendance in October.

Conference planning committee is being assembled, looking for volunteers in Local Arrangements and Registration

Orientation of New Board Members

Standing Rules of the Executive Board - Libby Stone attached a brief portion of NCLA handbook, and assigned homework for all members to review the handbook prior to the next meeting. All sections should present at the meetings going forward, all should be active. All monies should be channeled through the treasurer, and please note

ALA Council Report - Siobhan Leondorf

Big changes in meetings, no more ALA Midwinter Meeting. LibLearnX is a new format for workshops and training. For the last 6 years, they have been restructuring. Chapter councilors are not going away, they serve in a representative capacity. Links to all the documents can be found in the report. Highlights on EDI (equity, diversity and inclusion) and book challenges especially. Membership levels will be completely changed by September of 2023.

Membership Committee Report - Juli Moore

Four members serve 4 year terms, met recently about membership in the new biennium. Past work has been on retaining members in non-conference years. This group meets on a quarterly basis. Libby said we each have a role in working on retaining and increasing members, not only this committee. Rachel Olsen suggested that the New Members Roundtable should elect a member to sit on this committee, according to bylaws, but this has not been done in a while. They will work together to collaborate.

Finance Committee Report – Paul Birkhead, Finance Chair

Main project is to come up with a budget for the year, but January for a new biennium is a tight turnaround time to vote and approve. Mid-March is the estimated timeline to send e-mail budget approval requests. Updating members on the process. Most revenue comes from membership dues, and then conference profits. Expenses are administrative assistant, funding committee projects that are requested. Sections are able to fundraise. Committees must have all monies approved through this committee, including grant applications.

Treasurer’s Report – Lara Luck, Treasurer

Paul and Laura share both the budget and the fund account, and a financial report. Budget came in over predicted. Subscription royalties came in higher than predicted. Expenses came in under than expected, with the addition of a travel stipend refund that came in. Sections and roundtables chairs should receive an email directly with their balance. Please email questions to treasurer@nclaonline.org. Endowments are still in the third quarter. Net worth \$164,000, we are in the black. Statement of activity still in the works, just under \$21,000 for conference profit. One difference this year is we did not use money from previous conferences, \$10,000 is always allocated to start. Special thanks to Amanda Glenn-Bradley for securing the vendors last conference, and she has volunteered to do it again for 2023. No progress yet

on Morgan's replacement. Finished documents will be available at the April meeting. Check requests reimbursements are available as a form on the executive board web page.

There was no further discussion of the budget.

Website Committee - Erin Holmes, Chair

Erin Holmes gave a demonstration on features of the website (www.nclaonline.org) that were of importance to Executive Board Members. She mentioned how to find the page to submit reports and motions prior to board meetings: <https://nclaonline.wildapricot.org/executive-board>. Motions and Reports that are submitted are automatically sent to: Libby (President), Julie (Secretary), Mark (Constitution, Codes and Handbook), and Erin (Web and Technologies Committee). She also mentioned how to find the page to submit events, and those automatically go to Web Admin (Erin) and Publicity (Amanda Glenn-Bradley). Erin then gave a short demonstration on how to edit your page and indicated that there is further training on editing pages available. Sections have the ability to use Wild Apricot to create their own newsletters, the contact lists are built in and available. Discussion about emails the section chairs receive with new members is outdated, and Erin mentioned there is a tab for every month, and she does want to clean up the list this year.

NCLA Governing Documents - Mark Sanders, Constitution, Codes & Handbook Committee Chair

Motion: Eliminate the standing committee of Continuing Education

Discussion: Lorrie Russell, Past President, is in full support of the motion. Brandy Hamilton, as past chair, concurs. Lorrie reminded that as this request is coming from a committee, it does not need a second.

With no further discussion about the motion, it was put to a vote and carried.

Additionally, Mark Sanders provided background information about the NCLA Executive Board Governing Documents, and where to find it on the Executive Board webpage. What it is, rules and best practices for running the organization, as well as historical information. The handbook can be changed by the Executive Board by vote, and he is interested in gathering more members to look at moving the historical information out of the handbook and into a different place on the website. Please contact Mark with your interest. If you need to change your bylaws, please email Mark, and he will work with you to pass along to the Board for a vote. Motions may be submitted via the website at least two weeks in advance of the upcoming meeting to be included in the agenda. Homework assignments, please everyone review the handbook and understand your role and responsibilities.

State Library Update - Susan Forbes, Assistant State Librarian

State has a budget this year, \$10 million additional appropriated this fiscal year, in addition to the \$14 million already appropriated. \$300,000 recurring allotment for NC Kids digital literacy platform. Revised Public Library Standards, last one was in 2012. Racial Equity Toolkit almost ready to roll out. The State Library will be teleworking through February due to COVID-19 pandemic. State Librarian position search was also delayed. Library for the Blind is now Accessible Books and Library Services, name change. Expanded their scope to include those with reading disabilities, not just physical disabilities. Librarians can certify patrons, no need for a physician, like it was before.

The Government and Heritage Library has new databases that can be accessed remotely. NC Cardinal update, 10th anniversary was September 2021. Short disruption in service due to UPS contract expiring, but now working with FedEx. NorthStar digital literacy platform now available, please contact Jeffrey Hamilton if interested in partnering. Laundry literacy programs have been awarded almost \$500,000, there is still more IMLS grant money available.

Continuing Education, there are ongoing grants, Southeast Collaborative upcoming conference March 15th. Reminder about Niche Academy available through the State Library website. Intellectual freedom challenges are known, there is training, and please reach out to your state library consultant for guidance and support.

Old Business:

Update on migrating our listservs to Simplelists – Libby Stone

The migration is complete; new members are periodically added to the “all members listserv” after they join with no action needed by the member. If you're not receiving messages check your spam folder first if it's not there, then you can email Chad Haeefe for troubleshooting chaeefe@email.unc.edu. You may need to add these addresses to your allowed or non spam list ncla-executive-board@ncla.simplelists.com. Questions about Sections having their own Simplelist account, Libby suggested talking with Erin Holmes/Webteam about how to go about setting that up.

New Business: Discussion and questions about Remco’s new literacy partnership with an NGO regarding storytelling, no conflict with bylaws.

With no other business, Libby adjourned the meeting at 11:53a.m.

Next Meeting: *Friday, April 29, 2022 10:00 AM, Mooresville Public Library, Mooresville, NC 28115*

Chat Transcript:

09:59:33 From Tiffany Henry to Everyone:

Good morning!

09:59:52 From Jenneffer Sixkiller to Everyone:

Good morning!

10:01:19 From Ronald Headen to Everyone:

Good Morning!

10:07:00 From Jessica O'Brien to Jenneffer Sixkiller(Direct Message):

This may disable the chime! Select Manage Participants from the toolbar in the bottom

Select on the right Tool bar under the Participants section, Select “More” button

From the drop-down menu

Select, Play Enter/Exit chime

10:08:09 From Rachel Olsen to Everyone:

Yes

10:08:11 From Lorrie Russell, NCLA Past President to Everyone:

yes

10:08:13 From Brittany Champion (she/her/hers) to Everyone:

yes

10:08:14 From Kate (she/her) to Everyone:

yes

10:08:15 From Sandra Lovely to Everyone:

yes

10:08:15 From Lara L. to Everyone:

yes

10:08:15 From Morgan Ritchie-Baum (she/her) to Everyone:

yes

10:08:16 From Stacey Krim (she/her) to Everyone:

Yes

10:08:17 From Michelle Hildreth to Everyone:

yes

10:08:20 From Elisabeth Garner to Everyone:

yes

10:08:21 From Brandy Hamilton to Everyone:

yes

10:08:23 From Matt Mano, YSS to Everyone:

yes

10:08:23 From Dawn Behrend NCLA Vice President to Everyone:

yes

10:08:24 From Denice Lewis to Everyone:

Yes

10:08:25 From Timothy Hunter to Everyone:

yes

10:08:26 From Ralph Scott to Everyone:

yes

10:08:27 From Sarah Miller, Gaston County Public Library to Everyone:

yes

10:08:34 From Juli Moore to Everyone:

Do we need to add Wanda & Jennifer to the Directors?

10:08:38 From Juli Moore to Everyone:

Yes.

10:09:20 From Lorrie Russell, NCLA Past President to Everyone:

yes

10:09:21 From Kate (she/her) to Everyone:

yes

10:09:22 From Rachel Olsen to Everyone:

Yes

10:09:22 From Sandra Lovely to Everyone:

yes

10:09:23 From Lara L. to Everyone:

yes

10:09:24 From Morgan Ritchie-Baum (she/her) to Everyone:

yes

10:09:25 From Juli Moore to Everyone:

yes

10:09:25 From Dawn Behrend NCLA Vice President to Everyone:

yes

10:09:25 From Brittany Champion (she/her/hers) to Everyone:

yes

10:09:28 From Brandy Hamilton to Everyone:

yes

10:09:30 From Matt Mano, YSS to Everyone:

yes

10:09:35 From Delandrus Seales to Everyone:

Good morning all! I wasn't sure if I needed to add a report for my first meeting. I added the NCSLMA report yesterday evening using the form online.

10:09:35 From Denice Lewis to Everyone:

Yes

10:09:38 From Ronald Headen to Everyone:

Yes.

10:09:39 From Ralph Scott to Everyone:

yes

10:09:39 From Elisabeth Garner to Everyone:

yes

10:09:43 From Tiffany Henry (she/her) to Everyone:

yes

10:09:49 From Timothy Hunter to Everyone:

yes

10:10:51 From Delandrus Seales to Everyone:

Vote: Yes

10:12:04 From Jenneffer Sixkiller to Everyone:

reports submitted after the deadline will be updated within the next 30 days, thank you

10:17:17 From Delandrus Seales to Everyone:

Thank you @Jenneffer!

10:25:35 From Brian Hart to Everyone:

Hey Ron and Morgan! Great to see my former GSO Library colleagues here. 😊

10:25:52 From Morgan Ritchie-Baum (she/her) to Everyone:

Hey Brian!!! Good to "see" you

10:26:25 From Brian Hart to Everyone:

Happy Friday, Brittany!

10:28:29 From Brandy Hamilton to Everyone:

yes!!! 😊

10:28:38 From Juli Moore to Everyone:

That's correct!

10:31:34 From Brian Hart to Everyone:

Happy Friday, Amanda!

10:33:28 From Kate (she/her) to Everyone:

Loud librarians forever!

10:35:06 From Elisabeth Garner to Everyone:

@Delandrus, I live in Holly Ridge! :)

10:35:14 From Dawn Behrend NCLA Vice President to Everyone:

I am an Onslow native...love seeing you all here :)

10:36:17 From Delandrus Seales to Everyone:

@Elizabeth, I pass by you daily coming to/from Wilmington.

10:37:03 From Delandrus Seales to Everyone:

@Dawn I was born in Onslow. I attended schools in both Onslow and Lejeune.

10:39:30 From Rachel Olsen - NMRT (she/her) to Everyone:

I'm 90% sure I submitted my report but it is not on the reports document online

10:40:09 From Jenneffer Sixkiller to Everyone:

@Rachel, reports submitted after the deadline will be updated within the next 30 days, thank you

10:40:15 From Rachel Olsen - NMRT (she/her) to Everyone:

I submitted before the deadline

10:40:17 From Rachel Olsen - NMRT (she/her) to Everyone:

No worries though

10:46:10 From Tiffany Henry (she/her) to Everyone:

Can someone add the orientation document link in the chat?

10:46:24 From Jenneffer Sixkiller to Everyone:

sure

10:46:34 From Tiffany Henry (she/her) to Everyone:

Thanks!

10:49:25 From Brittany Champion (she/her/hers) to Jenneffer Sixkiller(Direct Message):

I thought the former chair had submitted the last report online (for this meeting). I realized it counted for October and not January. Is it okay if I go ahead and submit the report today?

10:53:37 From Rachel Olsen - NMRT (she/her) to Everyone:

I had to walk away for a minute

10:53:41 From Rachel Olsen - NMRT (she/her) to Everyone:

Did someone mention new members?

10:55:38 From Jenneffer Sixkiller to Brittany Champion (she/her/hers)(Direct Message):

yes, you definitely can. I have 30 days to add all additions and resubmit the report document online

10:55:50 From Jenneffer Sixkiller to Everyone:

https://drive.google.com/file/d/1AGm8EfETEJhe_3AMeb_nLmFAXgsb1S6/view?usp=sharing

10:55:58 From Elisabeth Garner to Everyone:

Yes! I'm all for that

10:56:28 From Amanda (AGB) - NCLA Marketing Chair to Everyone:

Yeah, COVID kind of kiboshed all of my grand plans for in person outreach across the state 😊

10:56:43 From Tiffany Henry (she/her) to Everyone:

@Jenneffer, looks like I had to send a request to view the document?

10:56:47 From Rachel Olsen - NMRT (she/her) to Everyone:

COVID kiboshed everything

10:56:54 From Amanda (AGB) - NCLA Marketing Chair to Everyone:

TRUTH

10:57:40 From Jenneffer Sixkiller to Everyone:

link to Orientation Document. Also sent in e-mail with the agenda and zoom link for this meeting, 1/26. Please check spam folders if you didn't see it in your inbox

10:57:50 From Tiffany Henry (she/her) to Everyone:

okay, thanks!

10:57:51 From Rachel Olsen - NMRT (she/her) to Everyone:

Thank you for reminding me to renew my lapsed membership

11:01:37 From Brittany Champion (she/her/hers) to Jenneffer Sixkiller(Direct Message):

Thank you!

11:02:58 From Jenneffer Sixkiller to Brittany Champion (she/her/hers)(Direct Message):

you bet :)

11:08:47 From Amanda (AGB) - NCLA Marketing Chair to Everyone:

WOO SPONSORSHIPS ;)

11:10:30 From Kate (she/her) to Everyone:

YAY VENDORS

11:18:17 From Jenneffer Sixkiller to Erin Holmes(Direct Message):

can I share the link to the training you e-mailed me here in the chat?

11:19:14 From Brandy Hamilton to Everyone:



11:19:29 From Brandy Hamilton to Everyone:

thanks for your work Erin!

11:21:20 From Dawn Behrend NCLA Vice President to Everyone:

Erin's trainings are awesome so I highly recommend signing up for one!

11:22:41 From Brandy Hamilton to Everyone:

that happened to me

11:22:53 From Dawn Behrend NCLA Vice President to Everyone:

Same

11:22:55 From Brandy Hamilton to Everyone:

you have to scroll far right

11:23:19 From LaJuan Pringle to Everyone:

LALS has an intern who is going to work on updating web information. Will I be able to get our intern access to our Wild Apricot account as an admin?

11:23:49 From Kate (she/her) to Everyone:

Its really big!

11:23:56 From Amanda (AGB) - NCLA Marketing Chair to Everyone:

Erin is magic <3

11:24:38 From Erin Holmes to Everyone:

Training for Updating Web Pages https://drive.google.com/file/d/1Kwg40ti7jllXb_Bhc0_eiCl5HkkRsRb/view

Training for Sending Emails

https://zoom.us/rec/share/ZMeAyaXYWUuJxZzWrwuExR3_g6nFTx88LhjKl0ImRBjwKiyzMU31eCbmdpKtJTY.jXqkEXvkhtODtr

Access Password: 7pN6Qs&R

11:30:15 From Brandy Hamilton to Everyone:



11:32:25 From Brandy Hamilton to Everyone:

I agree, as past chair

11:32:46 From Brandy Hamilton to Everyone:

state library does a great job

11:33:09 From Lorrie Russell, NCLA Past President to Everyone:

yes

11:33:10 From Juli Moore to Everyone:

yes

11:33:10 From Matt Mano, YSS to Everyone:

Yes

11:33:12 From Brandy Hamilton to Everyone:

yes

11:33:13 From Dawn Behrend NCLA Vice President to Everyone:

yes

11:33:13 From Morgan Ritchie-Baum (she/her) to Everyone:

yes

11:33:13 From Lara L. to Everyone:

Yes

11:33:14 From Kate (she/her) to Everyone:

yes

11:33:14 From Elisabeth Garner to Everyone:

Yes

11:33:14 From Rachel Olsen - NMRT (she/her) to Everyone:

yes

11:33:14 From Siobhan to Everyone:

yes

11:33:17 From Ronald Headen to Everyone:

Yes.

11:33:18 From Sandra Lovely to Everyone:

yes

11:33:18 From Tiffany Henry (she/her) to Everyone:

yes

11:33:19 From Ralph Scott to Everyone:

yes

11:33:19 From Brittany Champion (she/her/hers) to Everyone:

yes

11:33:20 From Denice Lewis to Everyone:

Yes

11:33:23 From LaJuan Pringle to Everyone:

yes

11:33:26 From Michelle Hildreth to Everyone:

yes

11:33:52 From Delandrus Seales to Everyone:

yes

11:46:01 From Elisabeth Garner to Everyone:

The laundromat learning center sounds great!

11:48:09 From Amanda (AGB) - NCLA Marketing Chair to Everyone:

Make sure to whitelist ncla-all-members@ncla.simplelists.com to get all the messages (Including the newsletter!)

11:48:32 From Jenneffer Sixkiller to Jessica O'Brien(Direct Message):

@Amanda, thanks so much

11:48:51 From Jenneffer Sixkiller to Everyone:
@Amanda, thanks so much

11:51:20 From Elisabeth Garner to Everyone:
Is that the library on 304 Main Street?

11:51:26 From Jenneffer Sixkiller to Everyone:
yes!

11:51:34 From Elisabeth Garner to Everyone:
Thanks, Jenneffer!

11:51:41 From Ronald Headen to Everyone:
Thank you Libby and others.

11:53:54 From Morgan Ritchie-Baum (she/her) to Everyone:
Thanks all!

11:54:02 From Kate (she/her) to Everyone:
Thanks all!

11:54:09 From Tiffany Henry (she/her) to Everyone:
Thanks!

11:54:10 From Matt Mano, YSS to Everyone:
Thank you! Happy Friday all!

11:54:15 From Sarah Miller, Gaston County Public Library to Everyone:
Thank you!

11:54:19 From Lorrie Russell, NCLA Past President to Everyone:
Bye all have a good weekend!

11:54:22 From Brian Hart to Everyone:
Have a great day/weekend!

11:54:26 From Delandrus Seales to Everyone:
Thank you! See you all next time@