**North Carolina Library Association Executive Board Meeting Minutes April 26, 2019**

**UNC-G Jackson Library- 320 College Avenue, Greensboro, NC 27412**

*Attending:*

*Lynda Kellam (ALA Council), Marcellaus Joiner (Archives), Steve Cramer (Business Librarianship), Alisha Webb (College & Jr. College Libraries), William Gee (College and University), Jennifer Hanft (Continuing Education), Samantha Harlow (Distance Learning), Ralf Scott (NC Libraries), Kim Parrott (Executive Assistant), Paul Birkhead (Finance), Rebecca Freeman (Government Resources), Julie Moore (Leadership Institute) Jimi Wilson (Legislative & Advocacy), Rase McCray (Librarians Build Communities), Elizabeth Novicki (Library Administration & Management), Decca Slaughter (Literacy), Joel Ferdon (Marketing), Alan Bailey (NC School Media Association), Amanda Glenn-Bradley (New Members) Michael Crumpton (President), Decca Slaughter (Public Library Section), Alan Unsworth, Catherine Tingelstad (Regional Director, Membership), Kate Silton (Resources & Technical Services), Denelle Eads (Secretary), Wanda Brown (SELA), Karen Grigg (STEM-LINC), Julie Raynor (Technology & Trends), Siobhan Loendorf (Treasurer), Lorrie Russell (Vice-President, President-Elect, 2019 Conference), Erin Holmes (Web and Technologies Support), Jenny Boneno (Women’s Issues in Libraries), Kathy Shields (Conference Program Committee).*

The meeting was called to order by President, Mike Crumpton, at 10:10am.

Motion to adopt the Agenda. Second and Motion carries.
Motion to approve the Minutes of February 1 meeting. Second and Motion approved.

**President’s Report—Mike Crumpton**

The president begin the meeting with announcements

President Mike stated that the next meeting would be at Meredith College.
It was announced that the next conference planning meeting is scheduled for July 12, contact Lorrie Russell if you would like to get involved.

Mike Crumpton mentioned that Debra, Leadership Institute chair, was unable to make it to the meeting. He gave an update on the mid- year meeting. President Mike announced that Julie Moore will be the next Leadership Institute chair. Her first task it to find a venue for the next Leadership Institute. Greeneville and Wilmington are possible locations.

NCSLMA is a couple of weeks before NCLA. Please support them in any way you can.

The president reported that he has received a lot of positive comments on the newsletter. Mike mentioned that in the next issue he will talk about the change NCLA is going through and how Kim Parrott is stepping down from serving as the Executive Assistant of the association for more than twelve years.

The president announced that nominations for NCLA has been postponed.

Rase McCray showed the new logo for Librarians Build Communities. The logo is simple and can be blown up to be on a beach towel.

It was announced that the official address for NCLA is in High Point. The phone number to the association will be routed to Mike. The email will be nconline.wildapricot.org. This email will be transferred over to someone else later.

Wanda Brown spoke about her upcoming initiatives as ALA president. She mentioned during the conference, the Inauguration luncheon is a paid event. It was suggested that this information be advertised through the NCLA listserv. It would be good to get a count to see how many people are planning to attend. Wanda shared information on her initiatives: African Americans, Prisons; Finding Your ALA; the changes the ALA staff is going through. The headquarters in Chicago is moving to a new location.

Mike complimented Erin Holmes on her work with the website and the implementation of Wild Apricot.

Erin Holmes provided training for all the Executive Board. Erin gave an overview of what Wild Apricot can do and how the association can use it.

Erin Holmes and Lorrie Russell, conference chair, talked about the speaker profiles on the website and gave a demonstration of some of the components of the website. Registration for the conference will open on June 1.

*(Please see conference committee report for further details)*

**Treasure’s Report—Siobhan Loendorf**Blue- section and roundtables
Gold- actual budget remaining (balance) $55,996.09
Purple-financial report- Bottom of sheet (net worth) $82,196.35.

**Finance Report—Paul Birkhead**No Report

**Section Reports

Business Librarianship-Steve Cramer**The section chair reported that quarterly workshops in March at the Frontier, RTP, on social entrepreneurship. There were 20 participants, four of them were first-timers for a BLINC workshop. A majority of the participants were public librarians, a nice change of pace. The section submitted three guaranteed programs for NCLA 2019. Each program will have at least one new member and NCLA conference first-timer on it. Several other BLINC programs will be submitted to, with additional new members involved (very intentional about that). Confirmed two BLINC vendor-funded socials at NCLA 2019. The next two workshops will be at Appalachian State in August. There was discussion of moving the Entrepreneurial Conference hosted by UNCG and WFU un BLINC.

**College and University-William Gee**On February 8, 2019, the section sponsored a multi-section virtual conference with CJCLS, DLS, and NCLPA. The conference offered 17 sessions. On March 18, 2019, CUS, chair Steve Bahnaman, resigned, making William Gee the new chair. In April, CUS called for nominations for officers and directors. The CUS Executive Committee continues to review the section’s bylaws for much needed revisions. In addition, CUS is sponsoring three presentations for the upcoming NCLA Conference: Libraries are for Everyone- Increasing Access and Equity in Academic Libraries; Access Services Trends, Issues, and Engagement; Creating Engagement Online: Best Practices for Creating and Hosting H5P Content. The section is in talks with CJCLS, DLS, and NCLPA about the possibility of hosting a joint Wine & Cheese social at the conference.

**Community College and Junior College—Alisha Webb**The section has several plans for the 2019 conference. They will offer a pre-conference on OER and one presentation on how to make outreach library videos. In addition, the section is also planning on sharing a wine and cheese business/social meeting with other academic librarians.

**Distance Learning—**No Report

**Government Resources-Renee Bosman (Rebecca Freeman)**The section had a Help! Webinar on February 8th- Census sources outside of American FactFinder. There were 31 attendees. On March 15th, the Help! Webinar, Government Information for Social Workers: From Students to Professionals. There were 20 attendees. There were 24 attendees for the Help! Webinar PEGI (Preservation of Electronic Government Information) Update. The next Help! Webinars are scheduled for May 1st. - An Introduction to researching Canadian Federal Documents and on June 7th- The New Log into North Carolina (LINC).

**Library Administration and Management-**No Report

**Literacy-Decca Slaughter**
The section has been communicating via email with members. They submitted two program proposals for the 2019 NCLA Conference. Noah Lenstra submitted a program titled, “I Have a Story Walk at My Library, Now What?” and the other program is a panel/presentation on the work NC library communities are doing around the campaign for Grade-Level Reading.

**New Members-Amanda Glenn-Bradley**No Report

**NC Library Paraprofessional Association-LaNita Williams**The section participated with the College and University, Community and Jr. College Library and Distance Learning sections for a virtual conference. The section’s very own, Diane Hampshire, Region 2 Director, presented “Professional Support and Learning Opportunities” along with Amy Whitmer on February 8, 2019. The section is also updating their Facebook page with upcoming webinars and conferences. In addition, Janelle Barbour, Region 1 Director, will be presenting at the 15th Annual Joyner Paraprofessional Conference on May 10th. Her presentation is entitled, “Strength in Numbers: Benefits of Professional and Personal Organizations. The section will also have an information table at the conference. La-Nita Williams will be presiding at the Networking Table Talk at the Triad Academic Library Association’s Paraprofessional Conference held at Winston-Salem State University on May 14th. NCLPA will also provide in information table there as well. The section is also planning for the NCLA Conference in October.

**Public Library Section- Decca Slaughter**The section met Friday, February 8, 2019 online, using the State Library’s JoinMe software. The session focused mainly on conference planning. The section is considering the following: One Pre-conference session (De-escalation Techniques at the Service Desk). Six other conference sessions. One Wine & Cheese event for the sections business meeting and for the announcement of the William H. Roberts Awards. They will be co-sponsoring this event with REMCo and YSS. In addition, the section will be co-sponsoring the World Café program with YSS and NCLSMA. The Author Luncheon will be sponsored with YSS. The next Public Library Section meeting will be an online meeting on Friday, May 10th.

**Reference and Adult Services-**
No Report

**Round Table for Ethnic Minority Concerns-Jewel Davis**No Report

**Resources and Technical Services-**No official report
 **Special Collections—Sara Carrier**The section proposed two sessions for the October meetings, both are about community archiving. The next major event the section is considering is a day-long conference or workshop on the same topic. Planning for this is in the very early stages.

**STEM—Karen Grigg**
The section hosted a spring STEM-LINC Workshop on Friday, May 10. 2019 at the NC Museum of Natural Sciences in Raleigh, NC. They will be planning a Summer Webinar and will be delivering several programs at NCLA Biennial: STEM-LINC Panel: “Get Involved in STEM: Partner Organizations across NC,” “Beyond MakerSpace,” and a program on implicit bias.

**Technology & Trends Section-Julie Raynor**
The section submitted three general presentation proposals and one pre-conference proposals for the 2019 NCLA conference. They are actively seeking participants for the “Library Tech Resource List”: They are looking for interested librarians to provide support for library students and early career librarians with specific questions about technology. The section is accepting registrations for the three half-day seminars: “Emerging Technology Trends in Libraries,” presented by David Lee King (partnering with the State Library’s Library Development Department), May 21-23, 2019.

**Women’s Issues in Libraries-**No Report

**Youth Services-**No Report

**Committee and Liaison Reports**

**Archives-**No Report

**Conference 2019-Lorrie Russell**Lorrie Russell went over the registration rates. There was a motion to approve the conference registration rates. Motion: The conference planning committee would like to submit a motion that the following registration rates be approved for the 2019 63rd NCLA Biennial Conference –
Full conference
Early
Members-$150.00 (on site) - $200.00
Non Members- $200.00 (on site) $275.00
Student $75.00 (on site) $75.00
One day
Early
Members- 125.00 (onsite) 150.00
Non Members- 175.00 (onsite 200.00
Student $50.00 (onsite) $60.00
Exhibits Only $50.00
For revisions or questions, please follow-up with Laura Davidson.

 Lorrie complimented Kathy Shields on her work with the conference proposals. Kathy mentioned that acceptance letters will be sent by May 8th.

There was discussion about the Wine & Cheese event. It was mentioned that this event is designed to allow smaller sections to participate. Lorrie extended the deadline for sections to get meal information in.

Decca Slaughter reported the baseline for food/drink. There was discussion about charging various amounts for eating events-Wine & Cheese.

Kathy Shields mentioned code of conduct, ALA’s commitment. She talked about steps to take with inappropriate behavior. President Mike reiterated this. NCLA statement: The North Carolina Library Association (NCLA) values everyone’s attendance at our events. We strive to provide a welcoming, safe, and supportive environment where participants may learn, network and share information with colleagues in an atmosphere of mutual respect. To that end, we request that attendees abide by the ALA Statement of Appropriate Conduct at our biennial conference and other association sponsored events: <http://www.ala.org/conferencesevents/statement_appropriate_conduct>

There was mention of nametags with pronouns, ribbons as an option. In addition, there was mention of family restrooms being available at the conference site.

It was mentioned that the Endowment event is no longer a sit-down event. It will be an Escape Room event, coordinated by Megan Bowers. The sign-up for volunteers will open on June 1.The chair of the committee reported that the call for proposals closed on April 15. There were 17 submissions for Pre-Conference events, 24 Conversation Starter proposals, 2 Lightning Round sessions, 12 individual Lightning Round proposals, and 161 panel and single presenter submissions. The program committee hopes to finalize their list of accepted proposals by May 5th and they will immediately send out acceptances with presentation dates and times. AV for the conference has been finalized and a vendor has been selected. The committee will be using the in-house company from the Benton, ITA. Requests for food events such as luncheons, breakfasts, and wine/cheese events have been sent to sections and have a return date of April 24, 2019.

The call for Posters has been published and will be open until June 15, 2019. Currently, four posters have been submitted to the committee, but the committee will be asking for more submissions via the NCLA newsletter, the listserv and through social media.

Two emails have been sent out to potential vendors, with 19 responding that they will attend. The exhibits committee will continue to reach out to potential vendors. The chair asked if the board has a favorite vendor that should be approached, to please contact Catherine Tingelstad.

The Sponsorship committee is reaching out to confirmed vendors who are attending, and currently has one commitment from EBSCO.

Hotel rates and things to do are listed on the website as well as all the keynotes and schedule.com. In addition, sponsorship and exhibits forms are on the website and invoices are being processed through Wild Apricot.

The Sponsorship and Exhibits committees are being sent lists of when vendors pay their invoices, so they can add the profiles to sched.com.

On April 14, all memberships in NCLA were uploaded to Wild Apricot which allows all active members to register for the conference at the membership rate when it opens on June 1st. Non-members will need to sign up for membership in order to receive the membership rate. Registration rates will be added to the website once approved by the Executive Board, during the April 26th meeting.

For local arrangements, a subcommittee has been assembled to handle details for the All Conference Reception. Another subcommittee has been formed to handle the local information booth near registration. Menus have been planned for the meal functions, and pricing has been provided to the sections. Bitsy Griffin will work with Twin City Quarter staff to coordinate VIP packages for our keynote speakers.

Endowment entertainment will be an Escape Room, planned and executed by Megan Bowers of High Point Public Library. No dinner will be planned, but drink tickets will be issued with a cash bar to follow as well as a heavy hors d’oeuvres, served before and during the entertainment. The cost to attend the event will be $55.00 per person.

The Raffle Chair, Libby Stone, asked the executive board to please consider donating a basket for the raffle this year. She said, “we have had great success with raffle baskets at past conferences. If your section plans to donate a basket, please send your information to Libby Stone and Rachel Sanders, so they can compile a list. The Raffle basket committee hopes to have a nice selection of GOODIES! In addition, the committee ask that each section provide a list of what is in each basket. Please note that NCLA and the sponsoring section split the proceeds of the baskets, so this is a fundraiser for participating sections.

Designs are in the works for a conference t-shirt. Inventory of prior conference store items has been completed. Conference store volunteers are selecting items to sell in this year’s store.

The committee chair noted that they will be using signup.com again for the conference to signup and schedule volunteers. Section chairs need to contact Susan de Guzman if they will need volunteers to assist with meal events. Volunteer sign up will start on June 1, a link will be available on the registration page.

**Constitution, Codes and Handbook**No Report **Development –**No Report
 **Intellectual Freedom-**No Report

**Leadership Institute- Debra Shreve**Leadership Institute Report-Activity this quarter- Mid-year meeting took place on Friday, April at Central Library, Winston-Salem. This is a time for the whole group to reunite, reconnect and share personal or professional updates that have occurred since the Institute. This is also a time for each participant to present a brief update on their project. Each participant prepared a slide and presented for approximately 5 minutes. In addition, we also had a few guest speakers. State Librarian, Timothy Owens, gave an opening address to talk about the importance of networking and being involved in the profession and shared news about upcoming events/project/job openings at the State Library. Karen Feeney, from the 2014 LI class, gave a brief talk about her experience at the Institute and how it positively impacted her career. Finally, Jen Haft, gave a condensed version of *Present Like a Pro.* Since there is an expectation for LI participants to be involved at conference and potentially present, we thought this would be a great addition to this meeting. Going forward, mentors will continue to meet with their groups as each participant works through the remainder of their project. Julie Moore is working as liaison between the conference planning committee and participants, to help get each involved in presenting a program, poster or volunteering. Also, at this meeting, Debbie Shreve announced that Julie Moore will be stepping in as LI chair. Debbie and Julie will work together over the next few months to begin plans for 2020. We are looking to possibly secure a place in the eastern part of the state and will begin reaching out to people for assistance and recommendations.

**Marketing-Joel Ferdon**The Marketing Committee continues to be an active participant in the 2019 conference planning committee and has been putting graphic design, editing, and collaborative efforts forth in that area. Since the last time the committee met in January, the Marketing Committee has sent 12,483 e-blast emails between the newsletter and special announcements such as the Conference Save-the-Date and presentation reminder. The Conference 2019 Save-the-Date e-blast has 1,292 unique opens alone. The committee brought forth a motion to the Executive Board. The motion states, “The Marketing Committee move the creation of an Instagram account for the Association, to be managed by the Committee.”

**Membership Regional Directors-**No Report

**Nominating Committee-**No Report
 **Operations-**No Report

**Legislative and Advocacy- Jimi Wilson**The Legislative and Advocacy representative reported on activities since the last Executive Board meeting, February 1, 2019.
1) ALA Inaugural Fly-In Advocacy - Dr. Chow and ALA President-Elect Wanda Brown represented North Carolina at ALA's Inaugural Fly-In, February 25-26. There they received training and met with Senators Burr and Tillis, and select members of the House.

2) Student Library Ambassador Program as a Success - Sixteen K-12 students were selected as NCLA student ambassadors. Grand prize winners are Lance Williams from NC-02 and Diana Mansfield from NC-10.

3) Supporting NC School Library Media Association (NCSLMA) on NC House Bill-315 - NCLA is helping NCSLMA and working with ALA to educate legislators on HB-315 which establishes a statewide governing board that will determine "suitable" instructional materials—which includes book challenges coming from any North Carolina school district. We are united in opposing removal of such decisions from local control. Additionally, school librarians are not identified as participating members of this proposed board. NCLA will work with NCSLMA and ALA to target senators in the NC General Assembly who now have to approve HB-315 on the senate side.

4) NCSLMA State Library Legislative Day (SLLD) - NCLA will support NCSLMA in their first ever NCSLMA SLLD on May 20th where they will be meeting with legislators from their own districts as well as on the House and Senate appropriation committees to discuss the state of school libraries along with two specific asks: 1) A certified school librarian in every school; 2) Equitable funding for all school libraries

 5) National Library Legislative Day - In collaboration with UNCG's LIS Department, NCLA will be sending a few advocates, two student ambassadors, and a group of graduate students to represent libraries on Capitol Hill on June 20-21, during the ALA Annual Conference and Convention.

6) First Annual Advocacy Awards - We will be providing four advocacy awards we will be providing four advocacy awards (a plaque) for public libraries, school libraries, academic libraries, and special libraries. Criteria and rules will be developed soon.

7) New Social Media Coordinator for Advocacy and Communications Officer - Jimi Wilson has agreed to serve as our committee's communications officer and Dr. Chow has brought in an intern over the summer to help with the committee's social media presence.

**Librarians Build Communities-Rase McCray**The committee chair reported that this past quarter, Librarians Build Communities has been working on starting an online print-on-demand store. After further research, the committee chose to use *Threadless* for selling their merchandise and have begun the process of printing up five separate designs that are submitting to the Executive Board for approval. The chair mentioned that the Librarians Build Communities packing event at the conference will take place between 12:00pm or 12:30pm-4:00pm.

**Scholarships-Amy Funderburk**No Report

**Website-Erin Holmes**The committee chair reported that they have moved the membership records from Abila to Wild Apricot.

**Continuing Education-
No Report**
**Student Relations-**
No Report
 **NC School Library Media Association-Alan Bailey**The North Carolina School Library Media Association (NCSLMA) has a new webpage. The section chair invited the board to visit the site, [www.ncslma.org](http://www.ncslma.org) and to take a tour of the new page. The NCSLMA’s 2019 conference will be held October 2-4 at the Benton Convention Center in Winston Salem, NC. The call to present 3-6 hour pre-conference sessions closes on May 1. The call to present on 50 minute concurrent sessions closes on May 31. The committee chair stated that the theme for this year’s conferences is “Connect, Create, Curate.” If anyone has questions about the conference contact Laura Long, conference chair.
 **State Library-Timothy Owens**No Report

**ALA Council-Lynda Kellam**The ALA Midwinter meeting for 2019 was held in Seattle, WA from January 25-29, 2019.  Including meeting registrants, exhibits only passes and exhibitors, total attendance at the 2019 meeting was 9,711. [ALA Council Report](https://docs.google.com/document/d/1Z3WU1oQQ29XoekY242SY9Ierd6P1pj20P9JM9yFUURc/edit)

**SELA-**No Report

**Editor, *NC Libraries***The committee is working on the 2019 (summer) issue. Working on web interface upgrade (have sandbox for this). Hope to hire a student to help with graphic design of site. The chair asked for board members to encourage staff to submit articles.

Meeting adjourned -12:22pm