

**NCCCLA Board Meeting**  
**Aug. 13, 2019, 3-4 pm**  
**Minutes**

**Attending**

Cheryl Ann Coyle, President  
\*\*Jennifer Seagraves, Vice President  
Samantha O'Connor, Secretary  
Maria Saldarriago Osorio, Treasurer  
\*\*Sally Goodman, Immediate Past President  
\*\*Katy Hoffler, Communications Officer  
Angela Davis, Webmaster  
\*\*Libby Stone, Procedures Officer/Advocacy  
Chair  
Alisha Webb, Awards Chairperson

Retha Hall, Nominating Officer  
Carmen Ellis, Membership Chairperson  
\*\*Helen Colevins, Archivist  
\*\*Katy Hoffler, District 1 Director  
\*\*Leigh Russell, District 2 Director  
Stephen Brooks, District 3 Director  
\*\*Shannon Paul, District 4 Director  
Grant LeFoe, District 5 Director  
Dane Secor, District 6 Director

\*\*Unable to attend

**Call to Order**

The meeting was called to order by Cheryl Ann Coyle at 3:02 p.m.

**Approval of Minutes**

[July 9, 2019](#)

The minutes of the previous meeting were approved by the Board. Stephen Brooks made the motion to approve the minutes, and the motion was seconded by Alisha Webb.

**Old Business**

**Director's Institute**

Carmen Ellis provided a summary of the Advocacy Committee presentation by Dr. Anthony Chow at the Director's Institute, held on July 17th at Johnston Community College. Dr. Chow provided a pre-recorded session on advocacy which was well-received by the attendees. Cheryl Ann Coyle sent the letter to the Presidents informing them of the Institute.

**Reports**

**Advocacy & Procedures**

Libby Stone was unable to attend the meeting. Nothing to report.

### **Treasurer**

Maria Saldarriago Osorio noted that \$6000 has been moved into the BB&T checking account. This increased balanced was necessary to raise the credit limit on the credit card to \$2000.

SUMMARY OF ACCOUNTS Statement Date 08/13/2019				
Accounts	Beg. Balance	Debits	Credits	Ending Balance
SECU Interest Checking	\$5,514.40	\$501.00	\$169.46	\$5,182.86
SECU Money Market Shares	\$6,147.00	\$0.00	\$9.14	\$6,156.19
SECU Money Market Shares	\$37,426.97	\$0.00	\$55.67	\$37,482.64
SECU Shares	\$26.08	\$0.00	\$0.02	\$26.10
<b>BB&amp;T Checking*</b>	<b>\$8,006.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,006.33</b>
Totals	\$57,120.78	\$501.00	\$234.29	\$56,854.12

\*We transferred \$6,000 from SECU Interest Checking to BB&T Checking in June in order to increase the credit in our credit cards.

Current Balances at 08/13/2019

Checking= \$4982.93

Money Market Big = \$37,482.64

Money Market Small = \$6,156.19

### **Membership**

Carmen Ellis shared current membership numbers:

- 122 professional members (74 active, 48 lapsed)
- 28 paraprofessional members
- 17 lifetime members
- 7 corporate members (2 active, 5 lapsed)

Membership numbers have been shared with Libby Stone for inclusion in the most recent update of the Handbook.

Cheryle Ann Coyle suggested sending an email to lapsed members. Carmen Ellis recommended reaching out to the new directors to invite them to join.

Maria Saldarriago Osorio asked about the timeline for transferring money in MemberPlanet. Cheryl confirmed that MemberPlanet holds the money from membership dues while allowing for the payment to clear completely before transferring the money to the Association.

### **Communications**

Katy Hoffer was unable to attend the meeting. Cheryl Ann Coyle shared that the most recent newsletter was sent by Jackie Kilberg and the next newsletter will be sent in the second week of September.

### **Conference Planning**

Jennifer Seagraves was unable to attend the meeting. Samantha O'Connor gave an update on the most recent conference planning committee meeting. In that meeting, held on August 12, the committee discussed the three theme ideas that have been submitted:

- Diversity and Inclusion in Libraries: A Call to Action and Strategies for Success.
- “The Future Is Now: Community College Libraries in the 21st Century” with the idea being that the future has arrived and we are living it and shaping it every day.
- Sustainability and Libraries

Cheryl Ann Coyle confirmed that the conference planning committee should vote internally on the proposed themes to select one.

The Committee also discussed the results of the survey, which was overall positive. Some of the suggestions from the survey include more vegetarian options for food, a session or meet and greet opportunity for new members, and avoiding planning the sessions too heavily around a single theme. In addition to suggestions for the full conference, the survey collected responses to the idea of having a pre-conference event. The responses were very evenly distributed between having some sort of educational event, either lightning talks from attending library representatives or an update from the State Library or NCLive, a tour of the Ava Gardner Museum, and a social event. The museum provides opportunities to rent space, so it may be possible to provide a tour of the museum along with an educational event and some socializing. Spencer Tart will look into options for renting the museum.

The committee also discussed costs. The use of the library building will be free. One potential keynote speaker is an instructor at Johnston Community College who could speak on diversity. It's possible that she will not incur a fee. This leaves most of our costs tied up in food.

### **Priorities Committee**

Sally Goodman was unable to attend. Nothing to report.

## **Awards**

Alisha Webb reported on the follow up information she received from the foundation.

Online statements are not yet available. The foundation hopes to have this feature available by January 2020. For now, the paper statement will go to Maria Saldarriago Osorio. Maria stated that she will include this information in the Treasurer's report on a quarterly basis.

In the previous meeting, there was concern about the potential of the account falling below \$40,000 due to a dip in the market. According to Beth Jenkins, if this happens there will be no penalties or fees assessed. Cheryl stated that the deadline to reach the \$40,000 balance is July 2020. We will need to vote to allocate those funds into this account at the annual conference this year.

On the timeline for the Scotty Cox Memorial Scholarship, the Foundation will send a form in December or early January to ask if the association wishes to make an award in the coming year. When that form is returned with a due date set by the Awards committee, the foundation will open the scholarship up for applications. While this provides the board some control over the timeline, it does result in a very short application period if we wish to award the scholarship at the annual conference.

## **Webmaster**

Angela Davis will start migrating the website to the new theme this week. The migration should be fairly simple. Most of the content will auto populate when she turns on the new theme, but there may be extensive clean up, so expect the site to be under construction for some time. Additionally, Angela asked that everyone who has photos from the previous conference or other association events to please share them, as the new theme has more graphics built into its design than the previous theme.

In addition to the migration, Angela also wanted to share an idea for continuing education. She recently met with the UX Tester for the UNC Charlotte Libraries about the potential for conducting a UX workshop. The board was enthusiastic about the idea and suggested hosting a webinar. Maria suggested that a charge could be applied to the session for non-members. Cheryl stated that this could bring in some extra funds, or it could be a strong impetus for non-members to become members.

## **Nominating**

Retha Hall had nothing to report.

## **Archives**

Helen Colevins was unable to attend the meeting. Nothing to report.

## **District Reports**

### **District 1**

Katy Hoffler was unable to attend. Nothing to report.

### **District 2**

Leigh Russell was unable to attend. Nothing to report.

### **District 3**

Stephen Brooks reported on District 3's annual meeting, held on July 16th at Surry Community College. Christy Earp of Wilkes Community College provided a presentation on replacing textbooks with primary sources in history classes. Additionally, they toured the Surry County Digital Heritage Center. David Wright provided a tour and overview of the college's winemaking program and spaces.

### **District 4**

Shannon Paul was unable to attend due to a cyberattack at Richmond Community College. The college was working on restoring internet to the campus at the time of the meeting.

### **District 5**

Grant LeFoe reported that District 5 will be holding their annual meeting on September 27th. Joel Ferdon will be hosting at Stanly Community College. They will have representatives from the State Library there to discuss State Library updates and LSTA grants.

### **District 6**

Dane Secor reported that District 6 held their annual meeting on July 29th. Helen Colevins attended and gave an update on the System Office. That had a round table discussion about Summon tips & tricks, Sirsi reports, programming and outreach. They followed the meeting with a tour of the Carl Sandburg home.

## **Other**

Cheryl was contacted by a former member who needs to prove her professional development for a new position in the public school system. She asked if there was any way to check on past conference attendance. Carmen suggested that Cheryl check receipts as proof of payment for attendance.

**Next Meeting: Sept. 10, 2019, 3-4pm**

## **Adjournment**

The Board meeting was adjourned at 3:45 p.m.

Respectfully Submitted by  
Samantha O'Connor  
Secretary