

## **Items Passed by Executive Board from Minutes of the Organization**

### **June 13, 1978**

- Priorities Committee set the following minimum standards for LRC collections:
  - Book Collection
    - 15,000 titles as base
    - 5,000 college transfer or general education
    - + 10 titles for each FTE student
  - Periodicals Collection
    - 200 base
    - + 6 additional titles per curriculum program
  - Audiovisuals
    - 1000 base at \$100 per curriculum program
    - 6 additional AV items per curriculum program
    - Rental \$100 per curriculum program
  - Depreciation 12% annually
  - Staff – 2 additional staff
    - Librarians:
      - 2 up to 1000 FTE
      - 3 up to 2000 FTE
      - + 1 per 1000 additional FTE
- NCCCLRA be an affiliate with the NC Media Council. President Geneva Chavis and Malcolm Shearin were appointed representatives.

### **November 30, 1978**

- Honorary Membership awarded to Dr. Ben Fountain.

### **May 18, 1979**

- The Priorities Committee is now a standing committee with the Past-President as chair.
- Up to \$50 be provided for each district for district activities to be used by March 1980.
- Memorials and Scholarship Committee be appointed to establish guidelines with the Treasurer serving as chairman of the committee.
- A telephone credit card is being issued to the President and that the past president will cancel the card issued last year in her name.

### **August 8, 1979**

- The President of the Association of NCCC Presidents is invited to serve on the Priorities Committee of NCCCLRA.
- A scholarship fund that could be generated from dividends accrued to be used as seed money.

### **December 5, 1979**

- A contribution in the amount of \$50 is given in memory of any LRA Member. This contribution will be awarded as follows:
  - Institutional Member – to the respective LRC component (college)
  - Non-Institutional Member – to an established memorial fund or family

- A contribution in the amount of \$50 in memory of a non-LRA member at the request of a LRA member subject to LRA Executive Board approval
- Some expenses are incurred which serve the entire LRA membership and should be paid from LRA funds:
  - LRA Newsletter
  - Stationary
  - Telephone calls approved by the President or Treasurer
  - Expenses for Executive Board Members approved prior to activity
  - Expenses for Conference Program speakers
  - Conference expenses
  - Printing and copying costs

### **September 12, 1980**

- LRA will apply for a new bulk mailing permit as a non-profit organization.

### **December 1983**

- Final board approval to increase scholarship to \$300.

### **March 21, 1984**

- Executive Board suspended authorization for underwriting any district meeting expenses for the 1984-1985 year.

### **February 1, 1985**

- The NCCCLRA scholarship is renamed the Mertys Bell Scholarship.
- That at future NCCCLRA conferences, \$1 tickets be made available at the registration table for those to buy a chance for a prize to benefit the scholarship fund.
- That an option be listed on the pre-registration pamphlet so that conference participants could donate money to the scholarship fund.
- That the President of LRA forms an Audit Committee, which shall meet just prior to the first quarterly meeting after the conference. This will give time for the previous conference's finances to be cleared out. This (Audit) Committee shall be charged with the responsibility of performing an audit of the Association's books for the period since the previous audit and then report to the Executive Board.
- That the Audit Committee shall be composed of the incoming treasurer, the current President, the previous President and as many other members as the current President shall appoint. The outgoing Treasurer will continue to be responsible for association financial obligations until the conclusion of this meeting so that the obligations assumed for the conference can be concluded with continuity.

### **June 7, 1985**

- That the \$50 per year district meeting expenses allotment be reinstated effective immediately.

### **October 1, 1985**

- Governor Jim Martin was made an honorary life NCCCLRA member.

### **March 19, 1986**

- The Priorities Committee, composed of the LRA Past President and a representative from each district plus the current President's Association liaison to LRA and the current LRA Presidents now recognized as a "standing committee" and not an "ad hoc" committee.

### **October 1986**

- Professional award renamed to Achievement Award.

### **May 1987**

- Motion carried that a second money market account be opened.
- Proposal and motion passed to raise the Cox Scholarship Award to \$400.
- Motion passed to have (3) newsletters per year.

### **January 1989**

- Proposal made and motion passed that we return to (4) newsletters per year.

### **June 8, 1989**

- Standing committee annual reports will be disseminated to the membership through the Priorities Committee.

### **June 7, 1990**

- Motion carried to adopt mission statement, goals & objectives.

### **September 24, 1991**

- The Treasurer transfers all interest from all accounts to the scholarship fund in January of each year after receiving the December 31 bank statement.
- Motion carried to add remarks to award application, "statement of financial need, interest in the field, and their motivation to continue their education."

### **June 12, 1992**

- The Archives/Procedures Committee is converted to standing appointed office with the officer titled "Archivist."

### **September 24, 1992**

- Ballots were sent to the members for a proposed revision to Amendment IV, Section 2 of the NCCLRA Bylaws. The revision proposal carried and the section will be revised to read as follows: "the committee shall poll the membership for nominations and present the names of two candidates for each of the following offices: Vice President/President Elect, Secretary and Treasurer to the Executive Board **no later than six weeks** prior to the annual conference. The nominees should be members in good standing and should be qualified to fulfill the purpose of the Association."

### **March 12, 1993**

- Proposal made and motion carried that the President may request board approval for reimbursement of funds prior to attending professional meetings that would directly benefit NCCLRA.

### **December 3, 1993**

- The Priorities Committee has been renamed the Planning Committee and is chaired by Jerry Weaver.
- The Technology Committee, a new committee, is charged with preparing for the utilization of the N.C. Information Highway in the community college system.
- A second newly formed committee is the Library Technical Services Committee, chaired by Merrill Smith. It will deal with cooperative collection management.

### **June 17, 1994**

- A Finance Committee was formed with Bob Hudson as chair. Briefly stated some of their charges were:
  - To review fiscal management practices of LRA
  - To determine if an internal audit is sufficient
  - To review length of service by the Treasurer
  - To develop a plan for a fiscal management procedures manual
  - To determine if the association should be filing annual documents with the IRS, which it is not now doing

### **September 30, 1994**

- A motion was carried to send a ballot to the membership for possible change in the Constitution in combining archivist and parliamentarian to a procedures officer.

### **November 18, 1994**

- Motion was proposed and carried that the NCCCLRA go on record as supporting the NCPLDA request for increased funding for public libraries.
- Jeanne Whisnant moved that the NCCCLRA approve up to \$900 to pay for a three-site license for "Soaring to Excellence." The proposal was seconded and the motion carried.

### **January 25, 1995**

- Dot Elledge has resigned as treasurer due to health problems and Ann Webb has accepted the position in accordance with our constitution.

### **March 22, 1995**

- The Site Selection Committee recommended that the 1996 LRA conference be held at the North Raleigh Hilton March 12-15. The motion was seconded and carried by board approval.

### **March 23, 1995**

- As new president, Jeanne Whisnant has three major concerns and the following task forces will be asked to address those concerns:
  - The first task force will look at the many components of LRC's to see how we can better represent the entire body.
  - The second task force will focus on the location and timing of the NCCCLRA conference since it has always been a concern to members. Roxanne Davenport has agreed chair this group.
  - The final task force will examine how the treasurer is chosen by LRA and the term

lengths.

#### **February 9, 1996**

- After conference expenses are paid, any funds in excess of \$5000 will be transferred to the Scholarship fund.
- Annual dues for active and associate members shall be set by a simple majority vote of the Executive Board.
- The membership year will be from conference to conference.
- There will be a Library Director Council to report to Dr. Hackley by July 1996.

#### **April 17, 1996**

- That NCCCLRA extend the conference mailings to Virginia and South Carolina community colleges.
- That the Chronicle of Higher Education (Events), Library Journal and Tar Heel Libraries will be contacted to announce conference dates and themes.
- That Azalee Sain is presented with a life membership certificate in NCCCLRA upon her retirement.
- That vendor fees are increased to \$150 per table to cover the cash bar. Two tickets for free drinks will be issued to registered conference attendees.
- Utilizing a rotation system, each committee member will serve three years. The President will select the chairperson.
- A vendor committee should be appointed to work year-around on the conference.
- Fayetteville Technical CC will purchase the software to be billed to NCCCLRA to get the newsletter, the MEDIATOR, on the Internet.
- The MEDIATOR will be distributed via the Internet homepage (at FTCC) and electronically by e-mail to insure access for all institutions.
- Bob Hudson work with District Directors to study how changing district lines can increase system-wide participation in NCCCLRA.

#### **June 6, 1996**

- NCCCLRA will continue to reimburse travel at the state rate, currently 25 cents per mile.
- Canvas book bags, printed with the conference logo and "Mid-Pines Inn & Golf Club 1997" will be ordered and sold for \$10 at the conference for the scholarship fund.

#### **September 20, 1996**

- One hundred canvas bags with the LRA logo will be ordered by LRA with two-color design for \$508.80. These will be available for purchase at \$10 at the 1997 conference now slated at the Sheraton Imperial, RTP.
- NCCCLRA will pay for the receipt and download of the program "Managing the Electronic Library" on October 2, 1996 by Lenoir Community College, which will then make it available to the membership for individual college libraries or district meeting use.

#### **March 24, 1997**

- The \$50 per year funding for district meetings was increased to \$100 per year per district.

#### **June 5, 1997**

- \$300 was donated by LRA to the Jane Cunningham Memory Garden at Anson Community College.
- Harry Cooke volunteered to publish membership information for NCCCLRA on the Catawba Valley CC webpage.

#### **September 17, 1997**

- Harry Cooke has made an area of his webpage for all NCCCLRA items - it will now include membership, district meetings, news and the conference program.

#### **June 11, 1998**

- NCCCLRA will pay for the luncheon expenses of all award honorees.

#### **June 4, 1999**

- NCCCLRA Executive Board minutes will be posted on the webpage with “DRAFT” on them as soon as written. Minutes will then be updated and corrected. After approval at the next Executive Board meeting, “DRAFT” will be removed.
- The NCCCLRA newsletter, the MEDIATOR, will be maintained at FTCC with a link from the webpage at Catawba Valley CC.
- A survey will be conducted to determine computer labs, training needs and possible trainers across the system. After this survey, priorities for training will be determined.

#### **September 13, 1999**

- Unanimous vote to cancel the Holiday Inn –High Point contract and allow the Site Selection Committee to recommend another location. Selected was the High Point Radisson.
- Voted to send Beverley Gass, the NCLA President, one dozen roses from NCCCLRA.

#### **March 17, 2000**

- Executive Board voted that the summer meeting be held at the Distance Learning Conference in New Bern instead of the IIPS Conference this year.

#### **January 12, 2001**

- Bob Hudson, Pam Doyle and Shirley Jones were appointed to an Ad Hoc committee to research the financial history of the organization and report back to NCCCLRA.
- The Executive Board voted to increase the Scottie Cox and Mertys Bell scholarships to \$1000 each and to offer two Mertys Bell scholarships annually.
- Carolyn Oakley made a motion that NCCCLRA become an association member of Association of College Research Libraries. Bob Hudson seconded the motion and it was carried. It was further agreed that the president or her/his designee would attend meetings.

#### **December 7, 2004**

- The Executive Board approved annual dues effective July 2005 for active and associate members of ten dollars (\$10.00) for salaries under \$25,000 and twenty dollars (\$20.00) for salaries over \$25,000.

### **January 13, 2006**

- The Executive Board approved the creation of an ad hoc committee to review and revise the NCCCLRA Handbook. The committee will consist of member volunteers including the Procedures Officer.
- The Executive Board discussed establishing an active library reference group.

### **May 16, 2007**

- The motion carried to have the NCCCLRA *Handbook* revised to reflect a substitution of the position of “Webmaster” (or possibly “Website Manager”) for that of “Newsletter Editor.”
- The motion carried to designate \$3000 as the starting budget for the 2008 conference.
- The motion carried that the next NCCCLRA conference will be held in the western part of the state in spring of 2008.

### **September 21, 2007**

- The recommendation was approved by the Board that the 2007-08 NCCCLRA Conference be held at the Walker Center at Wilkes Community College on April 2, 3, and 4, 2008.
- The Board approved the proposal to increase registration fees for the 2008 conference as follows:
  - Full-conference preregistration for members – \$50, for nonmembers – \$55
  - On-site (walk-in) full-conference registration for members – \$60, for nonmembers – \$65
  - One-day (pre- or on-site) registration for members – \$35, for nonmembers – \$40
  - Half-day (pre- or on-site) registration for members – \$20, for nonmembers – \$25

### **February 13, 2008**

- The motion was made that the Executive Board put before the membership for vote the proposed change in NCCCLRA membership term from “conference to conference” to “date of receipt by Membership Chair to one year following that date.” The motion was passed with a vote of 10 in favor, none opposed, one abstaining.
- The motion was made that the Executive Board put before the membership for vote the proposed change in NCCCLRA membership fee structure and categories from “\$10.00 for salaries under \$15,000; \$20.00 for salaries \$15,000 and above” to “\$10.00 for retired library personnel, paraprofessional personnel, and students; \$15.00 for non-library personnel; \$25.00 for professional staff; \$75.00 for corporate membership, not to include voting privileges.” The motion was passed unanimously.
- The motion was made to present to the membership at the upcoming NCCCLRA Business Meeting the idea of holding a combined conference with the DLA in 2009. The motion was passed unanimously.

### **September 22, 2009**

- Motions passed to change the awards guidelines as follows:
  - Change the term "learning resources center" to "library" for both scholarships.
  - Change the term "learning resources area" to "library and information studies field" for both scholarships.
  - For the Scottie W. Cox award, change "a learning resources professional having a

- "baccalaureate degree" to "a library employee having at least a bachelor's degree."
- For the Mertys Bell award, add "master's degree" to "a student working toward an associate or bachelor's degree."

#### **August 25, 2011**

- The Executive Board approved the recommendation to support the endeavors of the ad-hoc committee created to address Sirsi/Dynix issues, with the stipulation that a non-CCLINC member be added to the committee.

#### **October 27, 2011**

- The motion passed for the NCCCLRA to move forward with planning conferences for the next two years by arranging to have an "unconference" in April 2012, and a "full conference" with vendors in 2013.

#### **March 22, 2012**

- The Executive Board approved the Awards Committee's recommendation to add the word "certificate" to the first and second point on the Mertys Bell scholarship application to clarify who the scholarship will be awarded to.

#### **May 31, 2012**

- The motion passed to send the call for NCCCLRA officer nominations not only to current (paid) members but to all community college library professionals and paraprofessionals who are not yet members, as this would provide an excellent marketing opportunity to reach potential new members.

#### **October 25, 2012**

- The Executive Board approved as written the Awards Committee's submission of the wording for a new Professional Development Grant to be awarded annually.

#### **April 30, 2013**

- The Executive Board approved the formation of an NCCCLRA Handbook Revision Task Force.

#### **August 27, 2013**

- The Executive Board accepted the recommendation of the Handbook Revision Task Force to keep the latest 10 years of Executive Board minutes in PDF format on the NCCCLRA website.
- The motion was passed to launch an LRA Facebook page on a trial basis.

#### **February 25, 2014**

- The motion passed to hire the Graphic Design Specialist at Gaston College to design a new logo for the Association.

#### **March 25, 2014**

- The Executive Board approved the recommendation of the Handbook Revision Task Force to reinstate the appointed position of Archivist, so as to have a willing steward of



historical LRA documents and the physical LRA archives file cabinet at the System Office.

- The Executive Board approved the recommendation of the Handbook Revision Task Force to dissolve those standing committees and appointed officer positions that are no longer active in actual practice: Automation Committee, Site Selection Committee, Nominating Committee, Public Information Officer.
- The Executive Board approved the recommendation of the Handbook Revision Task Force to change the Nominating Committee to the appointed officer position of Nominating Officer.
- The Executive Board approved the recommendation of the Handbook Revision Task Force to take the Conference Planning Committee guidelines from the Vice President section and make it into a separate section of the *Handbook*, and to include the site selection guidelines in that section.

#### **May 27, 2014**

- Based on a majority vote of the responding membership via electronic survey to “change the name of our organization from the ‘North Carolina Community College Learning Resources Association’ (NCCCLRA) to the ‘North Carolina Community College Library Association’ (NCCCLA) and to make any relevant changes to the Constitution and Bylaws,” the name of the Association will be officially changed.
- The Executive Board approved the purchase of a booth at the NCCCS conference at a cost of \$400 (the rate for non-profit organizations).

#### **October 28, 2014**

- The motion passed for the Webmaster, in conjunction with the Website Task Force, to move forward with building the new NCCCLA website on WordPress, using the “Able” theme as selected by electronic survey.
- The Executive Board approved changing the NCCCLA mission statement from “The mission of the North Carolina Community College Learning Resources Association is to advance the goals of the membership” to “The mission of the North Carolina Community College Library Association is to serve as a statewide voice for learning resources and services, to advance the cause of education for all individuals, to promote professional development and unity of purpose for all personnel involved in community college library programs, and to encourage innovations for support of the instructional process.”

#### **December 2, 2014**

- The Executive Board approved the purchase of an iPad mini tablet for the NCCCLA Treasurer to retain and use to accept in-person or manual credit/debit card payments.

#### **April 30, 2015**

- The Executive Board passed the motion to partner with CJCLS at the NCLA conference co-sponsoring a pre-conference session, a social event, and a table.

#### **July 27, 2015**

- The Executive Board voted to adopt the Member Planet platform as presented by the Membership List Subcommittee and enter into a yearly contract.

### **October 13, 2015**

- The Executive Board voted to accept the resignation of Lionell Parker from the position of Vice President.
- The Executive Board voted to accept Catherine Tingelstad for the position of Vice-President/President Elect.

### **November 18, 2015**

- The Executive Board voted to approve the use of the exhibitor letter for the upcoming NCCCLA Conference.

### **February 22, 2016**

- The motion passed to make changes to the bylaws and constitution for a vote by the membership at the annual association conference. The changes included the name change and other changes that would make the constitution and bylaws reflect actual practice.

### **April 13, 2016**

- The Executive Board voted to approve a one-time purchase in the amount of \$35 to boost our profile on Facebook to people in North Carolina with an interest in “libraries” and “books.”

### **June 13, 2016**

- A unanimous vote to add new benefits for corporate members in order to increase the rate and encourage more vendors to join as corporate members.
- The board passed the motion to change the Membership Application form to the following categories and prices: \$10.00 Active Membership for retirees, paraprofessionals, and students; \$25.00 Active Membership for professional staff; \$35.00 Associate Membership for non-library personnel; and \$200.00 for Associate Corporate Membership.

### **July 25, 2016**

- The Executive Board voted to approve an increase in the annual reimbursement amount for district meetings to \$200 (retroactive to the last conference).

### **August 22, 2016**

- Motions passed to change the Handbook as follows:
  - Delete the section of the Mission Statement and History with notable accomplishments, as only three accomplishments were listed and had not been updated in thirty years.
  - Add to District Director responsibilities to review and update contact lists in MemberPlanet.
  - Update procedure for District Meetings with “NCCCLA allocates \$200 per district annually for expenses.”
  - Update procedure for Archivist by removing instructions to “print out and file one copy of the quarterly Association newsletter.”
  - Update procedure for Membership Chairperson to delete the instructions to “advertise

- membership benefits in the quarterly Association newsletter.”
- Update Awards Committee to add “committee members will serve two-year terms (from conference to conference).
- The Executive Board voted to remove the Newsletter position and add the Communications Officer position.

#### **November 17, 2016**

- The Executive Board voted to establish the category of reciprocal membership to allow one conference registration waiver per organization.

#### **January 23, 2017**

- The motion passed to invest \$50,000 with the NC Community Foundation, which will administer the Scottie W. Cox and Mertys Bell scholarship awards; must be approved by a two-thirds majority of members responding to an e-mail vote to be distributed after the annual conference.

#### **July 12, 2017**

- The Executive Board voted to rescind the January 23, 2017 motion to notify the entire membership regarding investing \$50,000 with the NC Community Foundation to allow time for the task force to obtain further information.
- The Executive Board voted to apply for a nonprofit organization credit card.

#### **September 21, 2017**

- The motion passed to put out a vote to the membership to approve the transfer of \$25,000 from the SECU Money Market Account to the NC Community Foundation for the Scottie W. Cox Scholarship.

#### **November 16, 2017**

- The NCCCLA membership voted to approve the transfer of \$25,000 from the SECU Money Market Account to the NC Community Foundation for the Scottie W. Cox Scholarship.

#### **March 9, 2018**

- During the annual conference, districts reinstated the position of CCCLA Representative.

#### **June 6, 2018**

- The Executive Board voted to approve the creation of an Advocacy Committee. The committee will include the six CCCLA Representatives along with a presidential liaison from the North Carolina Association of Community College Presidents, as well as a representative from the North Carolina Community College System Office (NCCCS).

#### **June 18, 2019**

- The motion passed to transfer sponsorship of the annual Directors Institute from NCCCS to NCCCLA.

#### **September 10, 2019**

- The motion passed to accept the following addition to the composition of the committee in the handbook: Two at-large members of NCCCLA will be appointed by the NCCCLA President and will serve two-year terms (from conference to conference).

#### **February 11, 2020**

- The motion passed to deny NCLA's request for funding of the NCLA Leadership Institute.

#### **May 27, 2020**

- The motion passed to move \$18,000 to the foundation in order to meet the account minimum of \$40,000 by July 1st.

#### **June 17, 2020**

- The motion passed to waive the Vice President's registration fee for the conference.

#### **August 19, 2020**

- The board approved the revision to the Treasurer/Treasurer-In-Training Job Descriptions and noted the by-laws would need to be amended after approved by membership vote.

#### **September 23, 2020**

- The board approved the Equity Statement, released it to the membership in the October 2020 Newsletter, and posted to the website.

#### **April 21, 2021**

- The motion passed to create an OER task force with the potential to become a standing committee.

#### **October 27, 2021**

- The motion passed to increase membership fees by \$5; paraprofessional/student/retiree rates would go to \$15 from \$10. Non-library: \$40 from \$35.
- Motion passes to partner with CCLA on professional development of 6 webinars.

#### **January 20, 2022**

- The motion passed that a CJCLS liaison would sit on NCCCLA board as a non-voting member.

#### **February 8, 2022**

- The motion to approve a revision to the by-laws and create the Communications Committee.

#### **June 28, 2022**

- The board voted to accept the vendor donation on behalf of CCCLA and to send a check to CCCLA to cover the costs of the Director's Institute.
- The motion to raise the amount for district meeting meal allotments from \$200 to \$300 passed.

#### **August 29, 2022**

- The motion passes to present to the membership that NCCCLA move to an in-person, biennial conference on the opposite years as the NCLA conference starting fall of 2024.

#### **September 14, 2022**

- The board accepted the proposal from CCCLA to become a committee under NCCCLA.

#### **November 30, 2022**

- The motion passed to increase the conference grant from \$200 to \$400 for one professional and one paraprofessional.

#### **February 6, 2023**

- The motion passed that the Communications Committee design a new member/marketing flyer and send it out to all staff.

#### **May 25, 2023**

- The motion passed to create a standing committee for conference planning with a chair appointed by the president.
- The motion passed to change the job description of the Vice-President and President to reflect that they will both be members of the conference planning committee, but neither will be required to chair the committee.

#### **January 31, 2024**

- The motion passed to hold a virtual conference in 2024 based solely on financial reasons.
- The motion passed to increase all membership levels by \$10 beginning March 1, 2024.

#### **April 17, 2024**

- The motion passed to bring to the membership for a vote changing the executive board terms to two-years to coincide with the biennial conference schedule.
- It was approved to change the conference dates from February 18-20, 2025 virtual conference and a fall 2026 in-person conference.

#### **August 7, 2024**

- The motion to approve the proposed 2025 conference budget passed.

#### **September 3, 2024**

- The motion passed to present the amended bylaws to the full membership for vote.

#### **October 8, 2024**

- The motion passed to not award the Scottie Cox scholarship for 2025-2026.

#### **February 4, 2025**

- The motion passed to rescind the vote that occurred in May 2023 to remove conference planning responsibility from the Vice President/President-Elect.

**December 2, 2025**

- The motion passed to disband the OER Task Force.
- The motion passed to start a 6-month CD from SEC Money Market Shares of \$10,000.
- The motion passed to contract Pheedloop for the 2026 NCCCLA Conference website and registration.