

**NCCCLRA Executive Meeting  
Conference Call  
September 18, 2008  
2:00 PM**

**Attendees:**

Tara Guthrie – Carteret  
Allen Mosteller – Cleveland  
Ruth Bryan – System Office Rep.  
Michael Rose – Rockingham  
Cathy Campbell – Craven  
Susan Williams – Blue Ridge  
Myra Blue – Pamlico  
Kay Houser – Southeastern  
Marilyn Carney – Wake Tech

Cathy started the meeting by telling everyone that she had emailed the minutes from the planning committee conference call to everyone.

**Hotel & Lodging**

Michael reported hotel and lodging updates for the upcoming NCCCLRA Conference in March 11-13, 2009 in Sanford, NC. Everything is confirmed with Hampton Inn per conversations at the last planning meeting. They have reserved a block of 60 rooms. They will honor the conference rate for association members after the release date. Any vendor who mentions the association can get the conference rate until the release date. Michael got them to put wording in the contract that we will not be financially liable for any unused rooms after the release date. Michael will send the information along to Allen as soon as he gets confirmation from Holiday Inn Express, he has not heard from them yet. Michael said he would wait to send everything to Allen at the same time and Allen agreed that was easier for him.

Michael asked for a block of 50 rooms from Holiday Inn Express but they offered 30 rooms so Michael said that was fine. Holiday Inn Express is just a little higher but they will let vendors get conference rate until the release date. Conference rate is not available to anyone after the release date. Michael got them to put in the contract that we would not be responsible for any unused rooms after release date.

Cathy said that Suvanida asked if the executive committee has to approve any of the planning committees' planning processes or procedures. Cathy said she thought that the executive committee would only have to become involved when it came to money. Suvanida and the planning committee has to report on their progress on a regular bases.

**Speakers & Sessions**

Session Topics:

Library Technical Assistant and the Library World Today  
Extreme Basic Reference  
Becoming a library Professional  
Handling Conflict at Work

Cathy said that Suvanida is doing a great job on the sessions. Allen has posted a conference proposal submission form online for the concurrent sessions. Suvanida already has several good speakers coming in on already pre-arranged subjects but Cathy didn't know if they would be for concurrent sessions. Allen said his session on "Extreme Basic Reference" is concurrent and so are the other sessions, including Barbara Miller Marson's. Allen noted that he was not sure about Mrs. Bolick, he hasn't heard from her yet. Ruth said she could talk about "Having Conflict at Work". She said Vanessa had contacted her to talk about "How to deal with Difficult People". She also mentioned a group from the Employee Assistance Program at the system office who could come and talk about workplace difficulties and they are very inexpensive. But they would only be available to us if we could arrange it through the system office.

It was suggested that "Handling Conflict at Work" could be a good general session topic or a pre-conference topic. That maybe could be presented around 9 or 10AM -12 PM on the first day.

Tim Rogers is lined up to talk about what's new on NC LIVE. Ray Oldham is designated to talk about the Master Trainer Program. Cathy has gotten Dr. Scott Ralls to be keynote speaker. He asked her what topics he should talk about. Cathy said she would get with everyone later to suggest a topic for Dr Ralls. Some topic suggestions are Funding Libraries and Staffing and Ruth mentioned topics about increases in expenditures.

### **Vendors**

Tara briefly discussed meals and additional fees to be added to registration for food. She said they need to first find out how much meals will cost. They did not discuss whether vendors would have meal options. Allen added that EBSCO will be handling the reception.

### **Financial Report**

Cathy mentioned that Deborah Foster sent her the treasurer's report which Cathy emailed to the executive committee members.

As of 8/18/2008, our checking account has an ending balance of \$10,783.52. The scholarship fund account has an ending balance of \$46,072.65.

Cathy asked for a motion to accept the treasurer's report. Allen made the motion to accept the treasurer's report, Michael seconded the motion. All who were present voted and the motion was passed unanimously.

### **Scholarship Committee**

The committee's last meeting was in July. Allen has updated some of the information on the webpage. Scholarship deadline has not been updated. The committee talked about getting in touch with Janice Pope at Central Carolina to discuss how to promote the scholarships in their department. Some ideas were to get on some listservs, getting in touch with library schools, and creating a flyer. The committee wants to make sure that people getting A.S. degrees are aware of the scholarships. Flyers could be emailed and posted in libraries. The committee expects to get applications this year for scholarship money. It was suggested that maybe the executive committee might consider looking at changing the scholarship to include money for pursuit of PhDs. But in reviewing the Scottie W. Cox Scholarship, in the handbook, it indicates that scholarship money can be applied for to obtain a PhD.

Kat Clowers was going to join the conference call but could not; she sent an email saying she will be up to date on the membership within the month. She did say also that she would like to host a membership drive in February so we could advertise the conference. They had discussed having a statewide mailing to libraries for membership and to advertise the conference. It was decided that further discussion could wait until the next meeting.

### **Other Business**

It was suggested that the executive committee meet at the system office on October 22, to discuss what's there, what we should keep, what we can throw away. Because several people were not able to meet on that date it was decided that the system office meeting would be tabled. Cathy said she would send out an email about that later.

### **District Meetings**

District 1 - Monique could not join us for any of the conference times.

District 2 - Tara said they're in the planning stages of planning another district 2 meeting sometime in Nov at Beaufort CC, maybe the week before Thanksgiving (but not on Nov 14, that's site visit).

District 3 - Michael is planning meeting for early January.

District 4 - Kay hopes to have one at new library at Bladen CC

District 5 - Libby had last meeting in July, they had a good meeting and had speakers. They're not sure when they would have their next meeting, probably Nov.

District 6 - Susan had no report.

**Closing Business**

Allen added that he would go ahead and put all available information on the website including the keynote speaker but will indicate that the keynote topic is to be announced later. Cathy added that she will wait and watch for additional information and contact other community college library directors letting them know that NCCCLRA information is being posted and to stay tuned for additional information.

Ruth mentioned that she is advertising the conference in her signature when she sends out her emails. Cathy asked that we think of topics that Dr Ralls could address. Ruth wanted to know if she should contact Dr Gretchen Jones at Employees Assistance Program, Cathy thought that Ruth, Vanessa and Suvanida could discuss that further when Suvanida returns.

The meeting was adjourned at 3:40 PM.

Respectfully submitted by:

Marilyn Carney

Secretary