

**Approved Minutes
Council of Chief Librarians Executive Board Meeting
Embassy Suites, 100 Capitol Mall, Sacramento
March 8, 2018, 8:30 – 11:45 am**

ATTENDANCE - Board Members:

Doug Achterman, Will Breitbach, Evelyn Lord, Mary-Catherine Oxford, Carol Hutte, Van Rider, Susan Hines, Alicia Virtue, Darryl Swarm, Marlene Forney

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wiser, Brian Greene, Norman Buchwald, Dan Crump

ABSENT – Board Members:

Pearl Ly*, Leslie Tirapelle*, John Taylor*, Meghan Chen

***Absent due to attendance at Library Management 101 workshop.**

1.0 Housekeeping

The meeting was called to order at 8:30 am.

1.1 Approval of January 2018 Meeting Minutes

The minutes from the January 2018 meeting were approved. (Hines / ?)

1.2 Adoption of Agenda

The agenda was adopted. (Breitbach / Lord)

2.0 Discussion Items

2.1 Finalize Logistics – Deans & Directors Meeting
Thursday Afternoon:

Speakers

How do we capture these sessions?

Volunteer notetakers:

**LSP Presentation : Evelyn,
Guided Pathways : Susan, Carol**

Feedback on CCL Activities:

Regions will sit together and answer questions as a group on pads. Regional reps will be responsible for sharing this feedback on the Google docs form.

Small group conversation follow-up

2.2 Spring Workshop

Will reported that the spring workshop is nearly sold out. There are 42 registrations for both the north and south workshops. Capacity is 50, possibly 60 for the Ontario program.

Van will be assisting with the south program. Evelyn and Dan can assist with the north program. Evelyn will have to leave early.

2.3 CCL-EAR Proposal

CCL-EAR met via teleconference in January and face to face in February and discussed possible budget reductions. The group came to a consensus proposal which Norman shared. Meetings would be reduced to two-in-person one day meetings per year. The group could use virtual software tools for additional meetings. There were also other suggestions that would save money on food, transportation and hotels for CCL-EAR activities. In total, the suggested reductions would reduce the CCL-EAR budget by about 50%, from \$26,500 to \$13,000. The biggest cost savings would come from hotels and catered meals.

Hotels add costs beyond the rooms. Meeting at colleges could save substantial money. Since finding space during the week at colleges can be challenging, workshops or meetings could take place on Saturdays. The Un-Conference at Santa Rosa that took place on a Saturday a few years ago had more than 100 attendees. Meetings could also take place at the League office. The new website will provide usage statistics on how often the CCL-EAR reviews are accessed.

2.4 Budget

Gregg shared the February 2018 Grants Income and Expenditure Report. Due to the elimination of the leadership grant provided by the state database purchase, operating expenses are \$106,000 over current income. CCL has about \$400,000 in savings which could allow us to ease into a reduced budget over the course of a couple years.

CONSENSUS: Reduce budget over two year period until we are on budget.

The board discussed possible ways to increase revenues and decrease expenses:

Sponsorships

Workshops and D&D are good opportunities for vendor sponsorships. Suggestion to create a workgroup to explore possible sponsorships. The workgroup could also look at advertising.

Membership Fees

There was a suggestion to raise the membership fees. There were mixed reactions to how this would affect libraries.

Increase Percentage from Consortium for Database Purchases

CCL and the League each receive a percentage from databases purchases. Although the total amount for database purchases has risen dramatically over the years and the League's share more than covers the cost of the consortium director, the division of percentages has never changed.

Special Leadership Project (Scholarships)

There was a proposal to reduce the leadership scholarship to one \$3000 scholarship and open up the scholarship to all CCC librarians.

ACTION: There was board consensus to refer proposal to reduce leadership scholarship to one \$3000 scholarship and open up the scholarship to all CCC librarians to the Leadership and Professional Development Committee. Additionally, LPD should consider adding eligibility requirements that prohibit board members from being considered.

Outgoing Members at Retreat

We can save money if we eliminate participation of outgoing members at the retreat.

At-Large Members

The by-laws allow for two at-large members. The positions could be unfilled when the terms of the current at-large members expire. The positions could be filled as needed for workload capacity. Participation of the community could be leveraged more, though that may not save money.

Management of LSP

CCL could manage the activities of an LSP governance group and be compensated.

One Time Vendor Price Increase Limit

Vendors could be limited to a 3% increase for one year, with 1% allocated to CCL and 1% allocated to the League. For one year the price increase would be 5%, but CCL and the League would be able to secure ongoing increased income. There was some discomfort with this among board members.

May Meeting – Committee Evaluations

Doug proposed that the Board conduct a one-day May meeting, during which the three committees conduct a self-evaluation followed by the full Board meeting to discuss budget reductions. The self-evaluation would begin virtually before the meeting so that each committee is prepared to discuss. The Leadership and Professional Development Committee (LPD) Committee will organize the self-evaluation, in conversation with Doug.

ACTION: The Board will conduct a one-day face-to-face meeting on May 4 at the League office in Sacramento, 9am – 4 pm.

ACTION: The Leadership and Professional Development Committee, working with Doug, will organize a self-evaluation process for the CCL Committees. The evaluation process would begin virtually before the May meeting.

3.0 Reports

3.1 President's Report (Doug Achterman)

Doug reported that there was no CIO meeting to attend. He also noted that there will be an update at the Deans & Directors meeting regarding the Library Services Platform project. Based on participation in the RFP meeting, vendors are very interested.

3.2 Executive Director (Gregg Atkins)

Due to some cost savings that are already underway, Gregg does not anticipate that we will go over \$190,000 for the year, although we had budgeted \$234,768. Gregg will use savings to pay the difference between this year income and expenses. Doug would like to form a workgroup with reps from each of the CCL committees to make recommendations on a budget to be presented at the retreat.

ACTION: Doug will form workgroup with representatives from each of the CCL committees to make recommendations on a budget to be presented at the retreat.

Gregg attended the fall TTAC meeting. There is so much change in the Chancellor's Office that the future of the TTAC advisory committee (and other advisory committees) is up in the air. There will be a TTAC retreat in April. Catherine Kendall is the new Vice Chancellor of Digital Initiatives and Infrastructure.

3.3 Consortium Director (James Wiser)

James reported that Turnitin has purchased VeriCite. He also provided a written report.

3.4 Library Learning Resources Program Advisory Committee (Dan Crump, Leslie Tirapelle, Van Rider, Pearl Ly)

Dan reported that there was a conference call meeting last week. Regarding the annual survey, there is a proposal to change the Title 5 deadline for the survey to: October 31 (instead of the current August 31). There is a group that is working on simplifying the survey to be presented to the advisory committee in May. The survey would be sent out in June. The OEI grant will be up for bid for the coming year. The RFP is coming out soon.

3.5 Academic Senate for California Community Colleges (Dan Crump)

Dan reported that Van will be the resource person for updating the library white paper. ASCCC is working on an OER initiative, but they are still looking for a sponsor. There is a supervised tutoring bill that would allow self-referral. ASCCC continues to have many concerns with the Guided Pathways initiative.

3.6 Publications (Brian Greene)

The website changes recommended at the last meeting have been completed with one exception: the resource page links still need to be identified. There is also a suggestion for

a welcome page for new librarians. An alternative could be a tool kit page for new librarians.

ACTION: Advocacy Committee will set up a list of resources to be included on the resources webpage.

3.7 CCL-EAR (Norman Buchwald)

Norman reported that two criticisms that appeared in a recent *Outlook* article have been addressed by the respective vendors, Gale and Films on Demand. NoodleTools and Curriculum Builder reviews are now available. CCL-EAR has a proposal to create a one-year past-chair position on the CCL-EAR Committee. This would improve continuity and make it easier to recruit a new chair.

MOTION: CCL-EAR will add a one-year past-chair position. The position would become a chair-elect in the second year. (Hutte / Lord) APPROVED

4.0 Action Items

4.1 Annual survey analysis and report by Terrence Willett

CCL will revisit this item at a later date. The analysis of the survey only takes place if CCL pays for it.

4.2 Approval of library leadership scholarship recipients

The Library Leadership Scholarship Review Committee (Van, Leslie, and Elizabeth Horan) recommended the following awardees: \$3000

1. Darryl Swarm (Library Director, Feather River College)
2. Parisa Samaie (Department Chair, Los Angeles Southwest College)
3. Sarah Lehmann (Co-Dept Chair, American River College)

The LPD Committee will be asked to consider adding a statement that board members are not eligible to apply for the scholarships.

MOTION: The board approved the recommendation of the committee. APPROVED.

4.3 Nominations and elections

Mary Catherine is stepping down from her position. As a result, there is a vacancy in the East Central Region. She is contacting several possibilities. The board will postpone a decision about the at-large positions until the May meeting.

MOTION: Reappoint Van and Will to 2-year terms as regional representatives. (Oxford / Hutte) APPROVED

Doug will step down as President of CCL next year in 2019. He asked for nominations from the Board.

MOTION: Elect Leslie Tirapelle as the CCL President-elect, effective July 2018. (Virtue / Oxford) APPROVED

4.4 Expense policy

Gregg shared a draft policy, borrowed largely from the Academic Senate for California Community Colleges. He asked for feedback. The policy will be brought back to the May meeting for approval.

ACTION: Gregg will bring back a draft of the new expense policy to the board for the May meeting.

4.5 DEETAC Representative

Doug asked board members to send him an email if they are interested.

The meeting adjourned at 11:50 am.

Minutes recorded by Evelyn Lord.

Budget Report by Gregg Atkins follows:

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT 2017-18 / FEBRUARY 2018**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	101,386.00	0	44,000.00
Interest	200.00	19.45	168.73
Miscellaneous	133,182.00	0	0
TOTAL	234,768.00	19.45	44,168.73

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	5,000.00		121.37
Funding Mechanisms for LMP	0		0
EBSCO Support	26,500.00		
<i>CCL-EAR Meetings</i>	23,000.00	437.00	9,552.17
<i>CCL-EAR Grants</i>	3,500.00	500.00	500.00
Professional Development & Training	95,000.00		
<i>D & D Mtg</i>	60,000.00		0
<i>Workshops</i>	20,000.00		18,662.09
<i>Area Meetings</i>	3,500.00		1,160.50
<i>Special Leadership Project</i>	11,500.00		
<i>Info Comp Project</i>	0		
Policy Development	50,000.00		
<i>Board Retreat</i>	20,000.00		16,706.76
<i>Board Meetings</i>	30,000.00	1,793.65	18,658.29
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>		447.20	2,049.75
Operational Support for Leadership Activities	53,263.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	12,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	2,697.50
<i>Website & Outlook</i>	2,500.00		2,294.14
<i>Supplies & Operations</i>	1,413.00		353.24
<i>Databases</i>	8,750.00		7,855.00
<i>Tax Prep</i>	850.00		849.19
<i>Data Survey Analysis</i>	5,000.00		
<i>Insurance</i>	1,750.00		1,655.00
<i>Misc/Other Projects</i>	10,000.00		693.03
TOTAL	234,768.00	5,092.85	95,262.27

BEGINNING BALANCE	-46,060.14
Income	19.45
Expenditures	5,092.85
ENDING BALANCE	-51,133.54

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **BANK OF AMERICA & CHASE ACCOUNTS / TRANSACTION REPORT 2017-18**

STATEMENT FOR FEBRUARY, 2018

SAVINGS	
Beginning Balance	317,118.78
Income	19.45
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,138.23
<i>Savings Ending Balance</i>	<i>317,138.23</i>
CHECKING	
Beginning Balance	147,702.26
Income (GENERAL FUND)	900.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	5,092.85
<i>Ending Balance</i>	<i>143,509.41</i>
ACCOUNT TOTAL	460,647.64