

**Minutes
CCL Board Meeting
Friday, January 27, 2023 | 9:00 am – 3:00 pm
Glendale Community College**

ATTENDANCE - Board Members:

Eric Hanson, John Taylor, Evelyn Lord, Alison Gurganus, Parisa Samaie, Tina Inzerilla, Carina Love, Mary-Catherine Oxford, Darryl Swarm, Treisa Cassens

ATTENDANCE – Ex-Officio, Non-Voting Members:

Amy Beadle, Dan Crump, Gregg Atkins, Nancy Golz, Elizabeth Bowman

ABSENT – Board Members:

Derek Monypeny, Will Breitbach, Elnora Tayag, Mai Soua Lee

ABSENT -- Ex-Officio, Non-Voting Members:

Cynthia Orozco,

CALL TO ORDER

The meeting was called to order at 9:00 am.

AGENDA AND MINUTES APPROVALS

1) Agenda

Agenda APPROVED (Acclamation)

2) Minutes

October 7, 2022 APPROVED (Daryl/Eric)

November 28, 2022 APPROVED (Mary-Catherine/Tina)

REPORTS

1) CCL Budget & Membership Update (Gregg Atkins)
There are currently 78 paid CCL members.

Gregg shared a CCL budget report. CCL is operating comfortably within its budget. Operating costs are starting to increase since we are no longer meeting entirely virtually. The

Board met in-person in October. CCL-EAR also had its first in-person meeting since the pandemic in the fall.

Gregg shared an LSP budget report. In November, CCL received the LSP payment for 2021-22 totaling: \$470,000.

CCL has not raised dues in at least ten years, but there is not a financial need to raise dues at this time.

2) LSP Update (Amy Beadle / Gregg Atkins)

Working with Foundation and New Contract

The Chancellor's Office has requested that the Foundation for California Community Colleges work with CCL to negotiate the new contract with ExLibris. Rancho Santiago will continue to be the fiscal agent. Gregg and Amy have met with representatives of the Foundation to discuss the negotiations. Although the Foundation representatives are not librarians, they are listening to CCL and discussions have been positive thus far.

CCCCO Response to Our Proposals

We do not yet have a signed agreement for 2022-23 with the Chancellor's Office regarding the LSP. However, the agreement is expected to be the same as the 2021-22 agreement.

CCL needs to make a couple additions to its MOU with CCLC (the League). Gregg shared the language of the proposed additions to Appendix 1 of the MOU. The changes relate to use of excess funds and the payment schedule:

6. CCL and the League jointly recognize that from time-to-time excess money may be held in the LSP account which may result from project costs actualizing under budget. When this occurs, CCL and the League will identify these funds and jointly determine the appropriate use for the funds, which may include purchasing additional software, additional staff-based projects, or similar.

6A. A quarterly financial report will be produced to track accumulated excess funds and ongoing use of such funds.

7. CCL agrees to provide the League with a full payment-in-advance of the amount for the fiscal year due as stipulated in this agreement within ten (10) working days of the date upon which CCL received payment from the CCCCOC for the previous fiscal year's CCL-CCCCO agreement.

MOTION TO APPROVE additions to MOU between CCL and CCLC (The League) **APPROVED (Eric / Mary Catherine)**

CCL has requested that unallocated LSP funds be used for statewide 3-year contracts for OCLC metadata, hosted EZ Proxy, and LibKey. There is an indication that the Chancellor's Office agrees with this, but CCL is still waiting for official confirmation.

3) Consortium Director's Report (Amy Beadle)

Renewal pricing should be available by early March. Renewals will be due May 9. New resource requests will be due June 10.

The consortium is exploring offers from Digital Theater, JAMA, Kanopy, Canva, Padlet, JOVE.

The roll-out of LibKey has started. Multi-college institutions will roll out after single-college institutions.

Wednesday Webinars will run Feb. 1 – May 10.

TexShare, a database consortium in Texas, recently moved from EBSCO to Proquest. A number of TexShare consortium members currently subscribe to databases through the CCLC consortium. The consortium has agreed to work with several 2-year colleges in the TexShare consortium so that they can maintain EBSCO databases.

Alma implementations continue to present more challenges to multi-college institutions.

4) CCL Communications Manager Report (Cynthia Orozco)

No report.

5) CCL-EAR (Nancy Golz)

Nancy reported that CCL-EAR met in October in-person for the first time in years. The committee continues to focus on DEIAA. They plan to send out a survey. The committee is working on an ongoing methodology for weeding the old Netlibrary books. Several reviews will be coming out in the spring.

6) LLRPAC (John Taylor)

LLRPAC has not met recently.

7) TTAC (Gregg Atkins)

TTAC is the Telecommunications and Technology Advisory Committee. There are no new dollars for colleges in the current budget. Based on the success of the LSP, CISOA pushed for a statewide ERP (student / business information system) but was turned down. The State is requiring colleges to adopt new security measures and offer online courses through the California Virtual Campus.

8) ASCCC Updates (Dan Crump)

The Chancellor's Office has been visiting campuses. Dan encourages librarians to attend these meetings. Lifelong learning will likely no longer be a transfer requirement and this may affect library courses. With the roll-out of AB 1705, it makes sense to include library courses as supplementary instruction. The ASCCC Accreditation Committee remains active. Almost half of OERI liaisons are librarians.

BUSINESS

1. ACCJC Proposed Accreditation Standards

Unfortunately, the 2024 draft standards include just one reference to the library and it is again interspersed with student services. There are no documentation requirements relating to the library.

2. Approval of Speaker Honorariums

The Current Issues Committee recommends adding bullet points to the Honorarium section of the *Honorarium and Consultant Services Guidelines* to include an allowance for solicited *Outlook* articles:

- ***Written articles for publication solicited or approved by the Communications Manager***
- ***Position paper, technical papers, or analysis paper solicited by CLL Board***

MOTION to approve addition of bullet points above **APPROVED (Treissa / Eric)**

3. Approval of Budget for Outlook Writers

MOTION to allocate \$1500 of Special Projects funds to pay for articles in 2022-23, with an ongoing allocation of \$3000. **APPROVED (Mary Catherine / Alison)**

4. Discussion of Merger of Leadership & Professional Development and Current Interests Committees

The leaders of Leadership & Professional Development and Current Interests Committee are interested in merging the committees. There is need for further discussion at the next meeting.

5. Annual Library Data Survey (Gregg Atkins reporting for Doug Achterman)

Doug Achterman will be working with the Chancellor's Office and CCL to ensure a smoother rollout of next year's survey.

6. Open Questions

North / South Workshops

There are no North/South workshops planned for this year. As an alternative Gregg suggests that we use CCL and LSP professional development funds to pay for registration fees for ELUNA in May 2023 in Los Angeles.

MOTION: CCL will use up to \$65,000 to pay for one registration from each college to attend the ELUNA Conference in May 2023. **APPROVED (Gregg / Parisa)**

Funding for In-Person Meeting for LSP Work Group Chairs

MOTION: CCL will use up to \$5000 to fund one in-person meeting for the LSP Work Group Chairs. **APPROVED (Gregg / Parisa)**

- 7) Board Self Evaluation Discussion

Thirteen surveys were completed. In the future, we should make an extra effort to get everyone to complete the survey. The survey indicates a need for an improved orientation process for new board members. An option to write comments in the survey response could be useful.

ACTION: Improve the orientation process for new and continuing board members at the annual retreat.

ACTION: Add a comments field to the evaluation form.

ACTION: The board will review and update the Board Communication Norms (<https://cclibrarians.org/about-us/governance#communication-norms>) at an upcoming meeting.

9) CCL Communication Plan

No discussion.

9) Open Issues and Conversation

Deans & Directors Meeting Planning

CCL will offer Library Management 101 on Thursday of Deans & Directors. Eric and Carina will facilitate.

ACTION: Gregg will make arrangements with the hotel to provide Wednesday night hotel rooms and meeting space for Library Management 101.

Deans & Directors (Initial Draft Outline of Agenda)

Thursday, March 23

8:30 am – 12 noon	Library Management 101	Eric / Karina
12 pm – 12:45 pm	Lunch	
12:45 – 1 pm	Welcome (CCL President)	John
1:00 – 1:30 pm	LSP Update	
1:30 – 3:00 pm	DEIAA Librarian Panel and Questions	
	Table / Breakout Discussion Session	

Friday, March 24

9:00 am – 10:30 am	Keynote Speaker & Questions	Nicole Cooke? Ann Roll? Abdimalik Buul?
	Vision for the Future of the LSP	

Add to schedule:

**CCL Executive Director
President (ASCCC)
Consortium Director (CCLC)
CCLC President
Chancellor Office Representatives (Technology and Educational Services)**

COMMITTEE BREAKOUTS AND REPORTS

The committees broke into two groups: 1) Advocacy Committee and 2) Leadership & Professional Development and Current Issues Committees, which met jointly.

The joint committees discussed the possibility of a more extensive restructuring of CCL board organization that relies on a workgroup or project-based model versus a 2 or 3 committee model.

ACTION: The joint group assigned tasks for the Deans & Directors meeting and has a planning meeting scheduled for February 6.

ACTION: The Advocacy Committee wants to link to the LSP DEIAA statement, with prominent placement of the CCL website.

ACTION: In follow-up to Advocacy Committee discussion, John will reach out to Catherine Webb, ACCJC, regarding new standards. Gregg will draft a letter to the ACCJC.

ANNOUNCEMENTS

Next Board Meeting: Monday, March 6, 2023 (3:00-4:00 pm) [Virtual]

ADJOURNMENT

The meeting adjourned at 3 pm.

BUDGET REPORT

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- CHASE ACCOUNTS / TRANSACTION REPORT 2021-22

STATEMENT FOR NOVEMBER, 2022

SAVINGS	
Beginning Balance	317,820.59
Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,825.74
<i>Savings Ending Balance</i>	<i>317,825.74</i>

CHECKING	
Beginning Balance	261,054.20
Income (GENERAL FUND)	30,700.00
Income (LSP)	470,000.00
Transfer to Savings	0
Transfer from Savings	0
Expenditures (GENERAL)	15,252.37
Expenditures (LSP)	353,911.98
<i>Ending Balance</i>	<i>392,589.85</i>
ACCOUNT TOTAL	710,415.59

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- CHASE ACCOUNTS / TRANSACTION REPORT 2021-22

STATEMENT FOR DECEMBER, 2022

SAVINGS	
Beginning Balance	317,825.74

Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,830.89
<i>Savings Ending Balance</i>	<i>317,830.89</i>
CHECKING	
Beginning Balance	392,589.85
Income (GENERAL FUND)	
Income (LSP)	
Transfer to Savings	0
Transfer from Savings	0
Expenditures (GENERAL)	4,408.85
Expenditures (LSP)	
<i>Ending Balance</i>	<i>388,181.00</i>
ACCOUNT TOTAL	706,011.89

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET REPORT 2022-23 / NOVEMBER 2022**

INCOME	Annual Budget	Current Month	Year-To-Date
Membership	15,750.00		
Consortium	158,000.00	7,200.00	60,176.29
Interest	100.00	5.15	26.26
LSP Agreement	23,500.00	23,500.00	23,500.00
TOTAL	197,350.00	30,705.15	90,897.55

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support	5,000.00		
<i>CCL-EAR Meetings/Grants</i>	5,000.00	4,470.59	4,779.34
Professional Development & Training	64,450.00		
<i>D & D Mtg</i>	52,000.00		2,000.00
<i>Workshops</i>	0		
<i>Area Meetings</i>	3,450.00		
<i>Special Leadership Project</i>	9,000.00		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00		5,998.78
<i>Board Meetings</i>	15,000.00	3,644.70	4,997.43
External CCC Group Collaboration	7,000.00		
<i>President's Travel</i>	7,000.00	617.20	1,205.48
Operational Support for Leadership Activities	85,900.00		
<i>Exec Director Salary</i>	25,000.00	2,083.00	10,415.00
<i>Communication Mgr Salary</i>	7,500.00	625.00	3,125.00
<i>LSP Program Mgr Salary</i>	23,500.00	1,495.88	3,187.65
<i>Website & Outlook</i>	3,500.00		
<i>Supplies & Operations</i>	2,000.00	12.00	440.00
<i>Databases</i>	9,500.00		384.00
<i>Tax Prep</i>	850.00	630.00	630.00
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00	1,674.00	1,674.00
<i>Miscellaneous</i>	2,000.00		
<i>Special Projects</i>	27,550.00		
TOTAL	197,350.00	15,252.37	38,698.68

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET REPORT 2022-23 / DECEMBER 2022**

INCOME	Annual Budget	Current Month	Year-To-Date
Membership	15,750.00		
Consortium	158,000.00		60,176.29
Interest	100.00	5.15	31.41
LSP Agreement	23,500.00		23,500.00
TOTAL	197,350.00	5.15	90,902.70

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support	5,000.00		
<i>CCL-EAR Meetings/Grants</i>	5,000.00		4,779.34
Professional Development & Training	64,450.00		
<i>D & D Mtg</i>	52,000.00		2,000.00
<i>Workshops</i>	0		
<i>Area Meetings</i>	3,450.00		
<i>Special Leadership Project</i>	9,000.00		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00		5,998.78
<i>Board Meetings</i>	15,000.00	266.09	5,263.52
External CCC Group Collaboration	7,000.00		
<i>President's Travel</i>	7,000.00	432.46	1,637.94
Operational Support for Leadership Activities	85,900.00		
<i>Exec Director Salary</i>	25,000.00	2,087.00	12,502.00
<i>Communication Mgr Salary</i>	7,500.00	625.00	3,750.00
<i>LSP Program Mgr Salary</i>	23,500.00	806.25	3,993.90
<i>Website & Outlook</i>	3,500.00		
<i>Supplies & Operations</i>	2,000.00	17.50	457.50
<i>Databases</i>	9,500.00		384.00
<i>Tax Prep</i>	850.00	149.55	779.55
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00	25.00	1,699.00
<i>Miscellaneous</i>	2,000.00		
<i>Special Projects</i>	27,550.00		
TOTAL	197,350.00	4,408.85	43,107.53

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **LIBRARY SERVICES PLATFORM AGREEMENT BUDGET REPORT 2022-23**
NOVEMBER 2022

INCOME	Annual Budget	Current Month	Year-To-Date
CCCCO	470,000.00	470,000.00	470,000.00
TOTAL	470,000.00	470,000.00	470,000.00

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Sub-Contract Vendor <i>CCLC</i>	348,500.00 348,500.00	348,500.00	348,500.00
Professional Development	34,000.00		
Policy Development <i>Gov Comm Retreat</i> <i>Gov Comm Meetings</i>	25,000.00 20,000.00 15,000.00	5,411.98	3,246.22 5,411.98
Administrative Management <i>LSP Task Force Meetings</i>	5,000.00		
ELUNA Participation <i>Memberships</i> <i>Representatives' Travel</i>	23,500.00 30,000.00 4,000.00		
LSP Program Oversight <i>LSP Program Manager</i>	23,500.00 23,500.00		23,500.00
TOTAL	470,000.00	353,911.98	380,658.20

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **LIBRARY SERVICES PLATFORM AGREEMENT BUDGET REPORT 2022-23**
DECEMBER 2022

INCOME	Annual Budget	Current Month	Year-To-Date
CCCCO	470,000.00		470,000.00
TOTAL	470,000.00		470,000.00

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Sub-Contract Vendor <i>CCLC</i>	348,500.00 348,500.00		348,500.00
Professional Development	34,000.00		
Policy Development	25,000.00		
<i>Gov Comm Retreat</i>	20,000.00		3,246.22
<i>Gov Comm Meetings</i>	15,000.00		5,411.98
Administrative Management	5,000.00		
<i>LSP Task Force Meetings</i>			
ELUNA Participation	23,500.00		
<i>Memberships</i>	30,000.00		
<i>Representatives' Travel</i>	4,000.00		
LSP Program Oversight	23,500.00		
<i>LSP Program Manager</i>	23,500.00		
TOTAL	470,000.00		380,658.20