

**Minutes**  
**CCL Board Meeting**  
**Thursday, February 1, 2024 | 9:00 am – 4:00 pm**  
**Embassy Suites Sacramento**

ATTENDANCE - Board Members:

**John Taylor, Evelyn Lord, Alison Gurganus, Tina Inzerilla, Will Breitbach, Elnora Tayag, Glorian Sipman, Mai Soua Lee, Andrew Kuo, Carina Love, Darryl Swarm**

ATTENDANCE – Ex-Officio, Non-Voting Members:

**Amy Beadle, Gregg Atkins, Nancy Golz, Elizabeth Bowman, Cynthia Orozco**

ABSENT – Board Members:

**Mary-Catherine Oxford, Parisa Samaie**

ABSENT – Ex-Officio, Non-Voting Members:

**Dan Crump,**

Call to Order

**The meeting was called to order at 9:08am. Board members introduced themselves.**

1. Agenda approval

**The Board approved the agenda with no changes.**

2. Review minutes from previous board meeting [draft: October 20, 2023 CCL Board Meeting minutes.docx - Google Docs](#)

**The Board approved the minutes from the October 20, 2023 meeting.**

3. Financial Report (Gregg)

**Gregg shared the latest update on the budget for the LSP and CCL. As part of the LSP budget, CCL is paying the OCLC bill directly. OCLC reduced its final invoice**

by \$35,000. In terms of the operating budget, meetings and workshops have been costing more than was budgeted due to rising travel and hotel costs. CCL has enough reserves to cover these unexpected increases. CCL currently has 80 paid member libraries. (Report attached to end of minutes.)

4. Supporting ELUNA in Minneapolis with LSP funds for 15 people (prioritize work group leads)

Because OCLC lowered its subscriptions cost in the final invoice, CCL is saving \$35,000. Gregg proposed using the savings to cover the costs of 10-12 librarians to attend ELUNA. Will suggested we first offer the opportunity to LSP incoming and outgoing workgroup leads, then the entire LSP governance committee, then individuals who are presenting, then the broader community. The proposal is for up to \$3000 per attendee. CCL will also request that attendees contribute a write-up for Outlook. This will be brought to the LSP Governance Committee.

**MOTION:** Allocate up to \$35,000 (or up to \$3000 per person) for ten to twelve CCC library employees to attend ELUNA. (Tina / Alison) **APPROVED**

5. Scholarships for aspiring leaders

The Board discussed bringing back the leadership scholarships that CCL previously offered. CCL could offer \$3000 scholarships for up to 4 individuals. The Leadership & Professional Development Committee will determine the process.

**MOTION:** Allocate up to \$6000 each for two scholarships to attend a leadership institute, with a request that attendees report in Outlook or at a workshop. (Will / Carina) **APPROVED**

6. Update on LSP and CCCCCO contract (Gregg and Elizabeth)

This year CCL received new vendor reporting templates from the Chancellor's Office. Elizabeth prepares the reports on behalf of CCL. The new reporting requirements are much more detailed than the previous templates. There are quarterly, semi-annual, and annual reports. (There is no template for the quarterly report.) Elizabeth has developed methods for tracking and organizing data in preparation for the reports.

Below is a sample of the reporting requests from the Chancellor's Office:

**Scope of Work & Budget**

Vendor will provide the Chancellor's Office with professional services for the continued administration, management, and implementation of LSP and other related systemwide library services technology.

**Quarterly Reporting on LSP Participation and Stakeholder Engagement and Support**

**Semi-Annual Reporting Documenting existing agreements and outlining suggestions for future systemwide LSP-related investments:**

- Ex Libris
- OCLC
  - Cataloging and Metadata Service
  - EZProxy Authentication Service (Hosted)
- Other, if any

**Annual Report Summary and Analysis**

**7. LSP Charter update -- Gregg and Amy**

The Chancellor's Office has moved CCL and LSP activities to the Office of Innovation, Data, Evidence and Analysis (Vice Chancellor John Hetts). There are several issues that need to be addressed with the Chancellor's Office, including approval of the LSP Charter, funding to bring on additional CCC libraries to the LSP, and addressing annual price increases for subscription services. Amy has directed these inquiries to VC Hetts.

**8. Website updates (Amy, Cynthia, Tina and Will)**

The current version of Drupal expires in 2025 so the timing of the update is ideal. The group has reviewed each page of the website and made notes. The current website is six years old and needs updating, including an accessibility analysis. The group is also considering a different platform. The group will be meeting soon to consolidate their findings. Carina will join the group.

**9. LLRPAC update – John**

John has been in conversation with Raul Arambula regarding LLRPAC (Library and Learning Resources Program Advisory Committee). Dean Arambula agreed to turn over responsibility for the administration of the annual data survey to CCL. However, he also suggested that he was disbanding the LLRPAC. There is frustration with this committee because it has failed to convene for many years and is, therefore, seen as ineffective. However, it has been highly effective in the past and it is the only formal CCC library advisory group to the Chancellor's Office.

John proposed that CCL meet with the Academic Senate to inform them of this issue and seek their support in addressing the need for an advisory role for libraries at the Chancellor's Office.

**10. EAR update – Nancy [CCL-EAR and LSP ERM](#) ; New CCL-EAR Reps [South Coast, LA](#)**

Nancy reported that there has been confusion regarding the roles of CCL-EAR and the LSP Electronic Resources Management work group. The leadership of the two committees met and developed a document that describes the similarities and differences between the two groups. The charge for CCL-EAR is focused on content and is vendor agnostic. The ERM work group is focused on the technical aspects of providing access to electronic resources within the LSP. As a committee, CCL-EAR has a firmly established system of continuity. The ERM work group faces ongoing continuity challenges due to time limits on appointments.

**MOTION: Approve appointment of Mary McMillan (El Camino) as South Coast representative on CCL-EAR. (Tina / Gloriann) **APPROVED****

**CCL-EAR will conduct a Wednesday Webinar on February 21.**

11. Consortium update – Amy

Amy reported that the consortium has been busy. She has been spending considerable time working with vendors. There is now a direct deal with the New York Times. She is also working on an agreement with Gobi. The consortium is focused on website cleanup and a possible in-house system to replace Consortium Manager. There are now 46 out-of-state institutions purchasing through the Consortium. Renewal offers for July-June orders should be available by March 1. Some colleges have begun to reduce spending due to budget cuts.

12. [ASCCC](#) highlights and [details](#) from Dan Crump – John

Dan submitted a written report. There are 6.8 million students with a high school diploma but not a college degree. There is a big push for dual enrollment.

13. Marketing the CCL to newer librarians in the system – (Advocacy Committee to discuss)

Will suggested finding a way to market CCL to library classified professional staff. The Board also discussed the CCL Directory and what information is included in the directory. The Advocacy Committee will discuss this topic further during the afternoon breakout.

14. Review and Approve DEIA Statement (Elnora, Parisa, Cynthia) [DEIAA statement](#)

Elnora and Cynthia presented an initial draft of a CCL DEIAA Commitment Statement for the Board to review and offer comments.

15. Bylaw subcommittee report -- Will

**The by-laws are old and need updating. Will, Gregg, Alison, and Daryl will form a sub-group to review the bylaws and provide a report prior to the retreat.**

**16. Feedback on the PD Pilot Project – expand scope to support all PD projects or new role - report by Elizabeth and then discussion of future**

**Elizabeth has a list of 50 sources that she is using to identify professional development opportunities. She is looking for more ways to track engagement. There may also be ways to automate professional development content updates on the CCL website. The Board expressed positive feedback on the project and offered ideas for additional possibilities. CCL will develop a survey for distribution this spring to get feedback from the field on the project.**

**Will suggested a paid position to support professional development. The Board also discussed how to use and improve our communication tools such as the website and Outlook. Gregg will identify someone who can provide professional advice on communications.**

**17. What is the role of the CCL in the CCCO's Vision 2030?**

**The Board had an extensive, wide-ranging discussion on this topic. It would be useful to focus discussion on the library's contributions to Vision 2030 at the Annual Meeting in March.**

**18. Open Positions in South Coast, Northeast, Northwest, Desert and Board recruitment**

**Gregg will send an email announcement seeking interested candidates.**

**19. Time for committees to work together. (1 hour?)**

Advocacy

CCL Board Orientation – not yet more than an outline (Gregg, John, Glorian, Alison or Advocacy committee)

#### CCL BOARD ORIENTATION

##### 1. Organization

Structure, History

Board & Officers; "Staff"

Committees

Strategic Plan

CCL-EAR

LSP Task Force

Deans & Directors

Documents – Articles of Incorporation, Bylaws

- Website, Listserv
- 2. Library Consortium
- 3. LSP Vendor Status
- 4. Current Projects/Activities
  - LSP – Vendor responsibilities, LSP budget, TF work, Governance Committee, OCLC subscriptions, ELUNA, eCAUG
  - ALDS
  - Vision 2030
  - Prof Development pilot
  - Fall workshops
- 5. Budget Review
- 6. Website review

#### Leadership and Professional Development

Fall survey results

CCL Annual Meeting in March

Spring North/South workshops and lightening talks

#### 20. Review of committee discussion / results to whole group

**The Advocacy Committee refined the outline for the Board orientation. The President or Executive Director will individually reach out to new Board members to review the outline. The Advocacy Committee plans to improve communications with the CCC library community by sharing information about what CCL does, including the LSP. CCL wants to focus more on local libraries again.**

**The Leadership & Professional Development Committee continued planning work for the Annual Meeting. Committee members will confirm speakers and meet online on February 8 to refine details. There will be a focus on Vision 2030, including dual enrollment, equity for special populations, and AI. CCL offers Library Management 101 every other year. The next offering will be in 2025. CCL will also offer an online workshop in April.**

#### 21. Upcoming Dates

**Next meetings:**

**Friday, April 26, 2024, 9 am - 12 noon (virtual)**

**CCL Retreat, Tuesday – Wednesday, July 23-24, 2024 (including overlap time with the LSP Governance Committee on Wednesday afternoon)**

#### 22. Adjournment

**The meeting adjourned at 4:09 pm.**

Financial Report

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **LIBRARY SERVICES PLATFORM AGREEMENT BUDGET 2023-24** / December 2023

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
CCCCO	500,000.00		500,000.00
CCCCO(OCLC)	805,000.00		500,000.00
<b>TOTAL</b>	<b>1,305,000.00</b>		<b>1,305,000.00</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Sub-Contract Vendor <i>CCLC</i>	<b>365,925.00</b> 365,925.00		
Professional Development	<b>44,075.00</b>		11,394.41
Policy Development <i>Gov Comm Retreat</i> <i>Gov Comm Meetings</i>	<b>20,000.00</b> 10,000.00 10,000.00		6,022.15 18,700.78
Administrative Management <i>LSP Task Force Meetings</i>	<b>5,000.00</b> 5,000.00		
ELUNA Participation <i>Memberships</i> <i>Representatives' Travel</i>	<b>35,000.00</b> 30,000.00 5,000.00		42,800.00
LSP Program Oversight <i>LSP Program Manager (MOU)</i>	<b>30,000.00</b> 30,000.00	960.00	8,284.80
OCLC Subscriptions <i>OCLC subscriptions (2)</i>	<b>805,000.00</b>		643,819.86
<b>TOTAL</b>	<b>1,305,000.00</b>	<b>960.00</b>	<b>731,022.00</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GENERAL OPERATING BUDGET REPORT 2023-24 / DECEMBER 2023**

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Membership	15,750.00	1,650.00	10,350.00
Consortium	160,000.00		23,140.36
Interest (SAVINGS)	0	.28	10.67
Interest (CD)	18,000.00		
<b>TOTAL</b>	<b>193,750.00</b>	<b>1,650.28</b>	<b>33,501.03</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
EBSCO Support	<b>12,000.00</b>		
<i>CCL-EAR Meetings/ Grants</i>	12,000.00	3,006.53	11,529.08
Professional Development & Training	<b>85,000.00</b>		
<i>D&amp;DMtg</i>	40,000.00		
<i>Workshops</i>	30,000.00	6,910.55	20,460.11
<i>Area Meetings</i>	3,000.00		236.66
<i>Special Leadership Project</i>	12,000.00		
Policy Development	<b>30,000.00</b>		
<i>Board Retreat</i>	15,000.00		5,568.27
<i>Board Meetings</i>	15,000.00		10,662.22
External CCC Group Collaboration	<b>7,000.00</b>		
<i>President's Travel</i>	7,000.00	8.75	1,090.26
Operational Support for Leadership Activities	<b>98,400.00</b>		
<i>Exec Director Salary</i>	27,000.00	2,250.00	13,500.00
<i>Communication Mgr Salary</i>	8,000.00		3,330.00
<i>Prof Dev Coard (MOU)</i>	10,000.00	1,600.00	6,400.00
<i>Website &amp; Outlook</i>	3,500.00		1,095.00
<i>Supplies &amp; Operations</i>	2,000.00	12.00	72.00
<i>Databases</i>	9,500.00		468.00
<i>Tax Prep</i>	850.00		790.00
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00		1,674.00
<i>Miscellaneous</i>	2,000.00		
<i>Special Projects</i>	27,550.00		
<b>TOTAL</b>	<b>232,400.00</b>	<b>13,787.83</b>	<b>76,875.60</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **CHASE ACCOUNTS / TRANSACTION REPORT 2023-24**

[ STATEMENT FOR DECEMBER, 2023

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<b>SAVINGS &amp; CD</b>	
Beginning Balance	417,872.52
Income (Savings)	.28
Income (CD)	0
Transfer from Checking	0
Transfer to Checking	0
Transfer to CD	400,000.00
Transfer from CD	0
Reserve	3,000.00
Unrestricted Amount	14,872.80
<i>Savings Ending Balance</i>	<i>417,872.80</i>
<b>CHECKING</b>	
Beginning Balance	763,457.50
Income (GENERAL FUND)	1,650.00
Income (LSP)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures (GENERAL)	-13,787.83
Expenditures (LSP)	-960.00
<i>Ending Balance</i>	<i>750,359.67</i>
<b>ACCOUNT TOTAL</b>	<b>1,168,232.47</b>