

Minutes  
Council of Chief Librarians (CCL) Annual Retreat  
Monday, July 29, 2019  
Mission Inn Hotel, Riverside, California

**ATTENDANCE - Board Members:**

Doug Achterman, Leslie Tirapelle, Evelyn Lord, Marlene Forney, John Taylor, Susan Hines, Will Breitbach, Nancy Golz, Van Rider, Tina Inzerilla, Gary Ginther, Romelia Salinas, Catherine Cox

**ATTENDANCE – Ex-Officio, Non-Voting Members:**

Gregg Atkins, James Wisner, Brian Greene, Steve Hunt, Dan Crump

**Convening of the Retreat**

Doug Achterman opened the meeting at 9:00 AM by turning the meeting over to new CCL President Leslie Tirapelle. Leslie welcomed the board. Board members introduced themselves, including new regional representatives: Tina Inzerilla (San Francisco/East Bay Region), Romelia Salinas (Los Angeles Region), Catherine Cox (Northwest Region), and Gary Ginther (Desert Region). Leslie asked board members to write down and turn in an answer to “What I Wanted to Be When I Grew Up.”

Gregg reviewed housekeeping matters for the facility. He also shared that CCL arranged for a bouquet of flowers to be delivered to former Regional Representative/Treasurer Alicia Virtue on her first day on the job at her new position Dean of the Library at CSU Channel Islands.

**CCL Board Regional Representatives Overview**

Gregg provided a brief history of CCL, including its formation and key accomplishments over the years, such as TTIP funding for databases, the state EBSCO database buy, the CCC library data survey, the database consortium, inclusion of language specific to libraries in the accreditation standards, positions on various state committees and securing funding for the Library Services Platform.

Gregg provided a copy of the CCL Articles of Incorporation. CCL is a 501(c)(6) nonprofit. Gregg also provided a copy of the CCL Bylaws. Board members are directors of the corporation. Gregg reviewed key sections, including the conflict of interest policy.

CCL has ten regions. Regional representatives are the regional contacts for CCL. Communication is important. CCL will sponsor regional meetings, covering the cost of the meal and even mileage for members traveling more than 50 miles one way.

Leslie introduced a welcome letter template that regional representatives can use at the beginning of the academic year to make sure that the CCL roster of chief librarians is up-to-date, etc. Leslie also has a template of a letter introducing the organization to new chief librarians. Leslie will share the letter. The CCL mailing lists and website are highly valued by CCC librarians. Leslie acknowledged the work of the Communications Committee and Communications Director Brian Greene.

**Library Services Platform (LSP) Discussion**

Doug provided an update on the Library Services Platform (LSP) project. Consultation Council will be making a recommendation on continued funding (\$4 million / year). The implementation is proceeding. Colleges are at different stages in the process. Statewide trainings focusing on technical services and fulfillment will take place in September. There is some concern about the CCC proxy project (Federated Gateway) and possible impact on the LSP implementation timeline. A possible solution would be to delay implementation of the Federated Gateway until summer 2020.

Doug asked the board to consider how CCL could organize LSP member libraries to use our voting power most effectively in the ExLibris users group, ELUNA (ExLibris Users of North America). Every ExLibris institution has a vote in ELUNA. The Orbis Cascade users group in the Pacific Northwest organized their voting such that 80% of votes are cast on behalf of the Orbis Cascade organization, and 20% of votes are cast by the member libraries. There is a new regional California users group, California Regional Users Group (CalRUG). In the coming year, CCL committees and individual board members should also consider how to be more actively involved in supporting the LSP.

### **2019/20 Meeting Calendar**

CCL has transitioned from Basecamp to Canvas as an organizational tool. Most of our documents are stored in a Google drive, with a link in Canvas. Canvas has a calendar function that we could use. Leslie demonstrated how it could be used organizationally. The calendar function could be helpful for scheduling committee meetings. The calendar can be integrated into Outlook calendars. CCL will need to create a process for calendaring, including who has permission to add calendar dates. CCL will begin using the calendar function as an internal master calendar, with committee leads having appropriate permissions. CCL will use Canvas as the primary communication tool (e.g. Announcements) for the board.

**ACTION: CCL will begin using the calendar and announcement tools for organizational business.**

Committee meetings should be pre-scheduled and meeting discussions should be documented. Ideally, committees should use a template for recording the notes.

**ACTION: Committees will pre-schedule meeting times prior to each board meeting. Committees will use a simple template to report meeting decisions. Doug will create a template.**

**ACTION: The board agreed to the following meeting dates for 2019/20:**

- **Virtual Board Meeting, Monday, October 14, 2019 (9 am – 12 noon)**
- **Board Meeting (Pasadena), Friday, January 31, 2020 (9 am – 4 pm)**
- **Virtual Board Meeting (1/2 day), Tuesday, March 3, 2020 (9 am – 12 noon)**
- **Deans & Directors Meeting (Embassy Suites, Sacramento), Thursday-Friday, March 12-13, 2020**
- **Board Meeting (Sacramento, CCLC Office), Friday, May 8, 2020 (9 am – 4 pm)**
- **Retreat and Board Meeting, July 27-28, 2020**

### **Committees Review / Discussion**

Leslie shared a summary of the results of the board self-evaluation conducted in the spring.

Doug provided a brief history of how CCL reorganized its structure a few years ago and formed three board committees: Communications, Leadership & Professional Development and Advocacy.

Leslie shared proposed changes to committee membership, based on preferences expressed in a survey and committee needs. The following are the recommendations for the new committee memberships:

Advocacy

Dan, Doug, Gregg, John, Leslie, Van

Leadership & Professional Development

Marlene, Nancy, Evelyn, Susan, Tina, Gary

Communications

Brian, James, Steve, Will, Romelia, Catherine

Before breaking into groups, the board provided feedback for committees, including possible topics for professional development:

- Consider using CCC/CSU meeting model
- Consider professional development topics outside of LSP
- Concerns about information metrics and privacy
- How to use Primo for instruction
- Provide recommendations on topics of interest and establish working relationship with Professional Development LSP Workgroup
- People want in-person training
- How to restructure workflow
- Guided pathways
- OER and libraries (Leadership & Professional Development, Communications)
- Service to prison libraries
- New funding formula and libraries
- Library facilities, renovations
- Lynda.com changes: Requirements to have LinkedIn account (Advocacy)
- Best practices for collecting data in library

The board broke into three groups by committee to develop action plans for the year. Each committee reported back to the full board.

The meeting concluded with an activity where the board collectively guessed and matched board members with the careers collected on slips of paper at the beginning of the meeting.

The meeting adjourned at 4:10 pm.

**Minutes**  
**Council of Chief Librarians Meeting**  
**Mission Inn Hotel, Riverside**  
**Tuesday, July 30, 2019**

**ATTENDANCE - Board Members:**

Doug Achterman, Leslie Tirapelle, Evelyn Lord, Marlene Forney, John Taylor, Susan Hines, Will Breitbach, Nancy Golz, Van Rider, Tina Inzerilla, Gary Ginther, Romelia Salinas, Catherine Cox

**ATTENDANCE – Ex-Officio, Non-Voting Members:**

Gregg Atkins, James Wisner, Brian Greene, Steve Hunt, Dan Crump

**CONVENING OF MEETING**

The meeting was called to order at 9:05 am. President Leslie Tirapelle welcomed the board to the business meeting.

**BUSINESS ITEMS**

**1) Adoption of Agenda**

A motion was made to approve the agenda. (Breitbach/Rider) **APPROVED**

**2) Approval of Minutes**

A motion was made to approve the minutes from the last meeting. (Breitbach/Hines)  
**APPROVED**

**3) Conflict of Interest Statement**

Gregg reviewed the conflict of interest statement and asked board members to sign and turn in.

**4) Travel & Reimbursement Review**

Gregg reviewed the *CCL Expense Policy & Reimbursement Procedures*. He highlighted the importance of submitting reimbursement requests in a timely manner (no more than 30 days following the event). He also asked that board members book flights as early as possible to benefit from lower fares.

**5) Google Contact Form**

Leslie will update the Google contact form based on the responses she received for updated contact information.

## **6) Other (Follow-up from LSP Discussion at Previous Day's Retreat)**

The cost of ELUNA membership is \$200 annually per institution. CCL will investigate further the benefits of ELUNA membership. It may be possible for the LSP project to subsidize ELUNA membership costs.

**ACTION: CCL will identify benefits of ELUNA membership and explore possibility of subsidizing ELUNA membership through LSP project.**

## **DISCUSSION ITEMS**

### **1) Privacy Group Update**

Steve shared an updated draft statement on Library User Privacy, including extensive supporting documentation. The board discussed strategies for how to adopt a privacy statement. Will shared a resolution adopted by the CSU Council of Library Deans (COLD) that seems better attuned to community colleges than the Stanford Statement on Patron Privacy and Database Access.

**ACTION: The library privacy workgroup will reconvene to consider new language that the CCL could endorse. Will Breitbach will join the workgroup.**

### **2) Review 2019/2020 Professional Development Activities**

The board discussed dates for fall 2019 professional development workshops.

**ACTION: The board recommended the following dates for fall 2019 workshops:**

**Thursday (October 17) and Friday (October 18)**

#### Online Library Management 101

CCL offers Library Management 101 every other year at the Deans & Directors (D&D) meeting. The next Library Management 101 will take place at D&D 2020. Leslie suggested a hybrid model focusing on a facilitated online Library Management 101 course, with time at D&D more focused on networking for those enrolled in the course.

#### Authorization for Honorariums to President/Executive Committee

CCL has a written policy on honorariums. The president or executive committee can provide authorization for funding honorariums.

## Ideas for Deans & Directors Meeting

Possibilities for the spring D&D meeting include a panel from Orbis Cascade who could speak to their experience as a consortium working with ExLibris, workflow changes, Alicia Virtue on her dissertation topic, a national speaker on library privacy (e.g. Megan Oakleaf), a speaker from the Library Freedom Institute (e.g. Alison Macrina). Susan set up a discussion thread in Canvas where board members can submit ideas for speakers.

### **3) OER/ZTC : Does CCL Have a Role to Play?**

Susan provided an update on OER/ZTC (Open Educational Resources/Zero Textbook Cost). SB 1359 took effect in January 2018. Enrollment in ZTC courses appears to be strong and the success rates are higher.

Although many librarians are serving as OER Liaisons on the Academic Senate OER Taskforce, most of the liaisons are non-librarians. There is a need for OER evaluation and curation. There is also a need for training in copyright and licensing.

At Pasadena City College, the library serves as an OER acquisitions resource, providing recommendations on OER sources to faculty who are seeking assistance in identifying OER. PCC also has a subcommittee of the Student Success Committee that is focused on OER.

## REPORTS

### **1) Library Learning Resources Program Advisory Committee (Dan)**

Dan reported on the May 17 meeting of LLRPAC. The group made recommendations for changes to the annual data survey. The Chancellor's Office is redoing its website. Much of the LLRPAC content is gone. The group is also looking at have separate subcommittees to focus on libraries and learning resources .

### **2) Academic Senate for California Community Colleges (Dan)**

Dan reported that ASCCC is focusing on OER. Faculty across the state submitted about 140 grant requests relating to OER.

### **3) Budget, TTAC, Membership (Gregg)**

Gregg provided a budget report, which is included at the end of the minutes. There were 106 CCL members (out of 114) in 2018-19.

Gregg estimated new income for 2019-20: \$15,500 (Membership), Consortium \$100,000, Interest \$250. Gregg estimated new income from LSP MOU: \$100,000. Total income would be \$215,750

Gregg recommended increasing workshops budget to \$30,000 and area meetings to \$4000. Other recommendations: The special leadership institute could be increased to \$6000 to cover two scholarships. Board meetings \$20,000. President's travel increase to \$7500. Data survey analysis needs a budget of \$6000.

Leslie recommended that we vote online to approve the budget.

**ACTION: CCL board will vote online via Canvas to approve the 2019-20 budget.**

**4) Consortium Director (James)**

James provided a written report. The consortium will launch a new procurement system (ConsortiaManager) in the fall.

**5) CCL-EAR (Electronic Access and Resources) (Steve)**

Steve shared the results of the survey that CCL-EAR conducted in May. Steve reported that CCL-EAR needs representatives for Southwest, Northeast and Northwest regions.

**6) Publications/Outlook (Brian)**

The next issue of *Outlook* is due in September.

**ACTION ITEMS**

**Nominations**

**1) Treasurer**

Motion to nominate Will Breitbach as Treasurer.(Inzerilla/Rider) **APPROVED**

**2) CCL-EAR Vice Chair**

Motion to nominate CCL-EAR Vice Chair, Tamara Weintraub (Palomar) (Achtermann/Inzerilla) **APPROVED**

**3) CCL Liaison Academic Senate**

Motion to nominate Dan Crump CCL Liaison Academic Senate (Achtermann, Cox) **APPROVED**

ADJOURNMENT

The meeting adjourned at 12:00 noon, and was followed in the afternoon by a joint retreat with the Library Services Platform Governance Committee.

BUDGET REPORT

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GRANTS INCOME AND EXPENDITURE REPORT 2018-19 / JUNE 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	80,000.00	25,000.00	75,000.00
LSP Reimbursemnt	6,290.30	1,923.56	8,213.86
Interest	250.00	19.47	233.20
Miscellaneous	0	0	0
<b>TOTAL</b>	<b>179,540.30</b>	<b>26,943.03</b>	<b>108,466.53</b>

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP	0		
EBSCO Support	10,000.00		
<i>CCL-EAR Meetings/Grants</i>	10,000.00		2,511.17
Professional Development & Training	75,000.00		
<i>D &amp; D Mtg</i>	60,000.00	250.18	47,832.35
<i>Workshops</i>	10,000.00		
<i>Area Meetings</i>	2,000.00		302.35
<i>Special Leadership Project</i>	3,000.00		
<i>Info Comp Project</i>	0		
Policy Development	35,000.00		
<i>oard Retreat</i>	20,000.00		25,812.15*
<i>Board Meetings</i>	15,000.00	4,625.69	13,302.31
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>			4,954.59
Operational Support for Leadership Activities	53,263.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	18,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	4,980.00
<i>Website &amp; Outlook</i>	2,500.00		1,950.00
<i>Supplies &amp; Operations</i>	1,400.00	182.27	1,753.87



<i>Databases</i>	8,750.00		7,875.00
<i>Tax Prep</i>	850.00		725.00
<i>Data Survey Analysis</i>	0		
<i>Insurance</i>	1,750.00		1,386.00
<i>Misc/Other Projects</i>	10,000.00	3,065.75	10,450.62**
<b>TOTAL</b>	<b>173,250.00</b>	<b>10,038.89</b>	<b>141,835.39</b>

<b>BEGINNING BALANCE</b>	-50,273.00
Income	+26,943.03
<i>Expenditures</i>	-10,038.89
<b>ENDING BALANCE</b>	<b>-33,325.86</b>

\* Amount includes \$6,290.30 expended by LSP Project and reimbursed 10/31/2019

\*\* Amount includes \$1,923.56 expended by LSP Project and reimbursed 06/15/2019

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2018-19**

STATEMENT FOR JUNE, 2019

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	15,500.00	150.00	15,900.00
Consortium	95,000.00		101,517.92
Miscellaneous	0		
Interest	0		
<b>TOTAL</b>	<b>110,500.00</b>	<b>150.00</b>	<b>117,417.92</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>
(None)	0
<b>TOTAL</b>	<b>0</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- CHASE ACCOUNTS / TRANSACTION REPORT 2018-19**

STATEMENT FOR JUNE, 2019

<b>SAVINGS</b>	
Beginning Balance	317,457.03
Income	19.47
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,476.50
<i>Savings Ending Balance</i>	<i>317,476.50</i>
<b>CHECKING</b>	
Beginning Balance	126,274.47
Income (GENERAL FUND)	150.00
Income (GRANTS)	26,923.56
Transfer to Savings	0
Transfer from Savings	0
Expenditures	10,038.89
<i>Ending Balance</i>	<i>143,309.14</i>
<b>ACCOUNT TOTAL</b>	<b>460,785.64</b>