

**Meeting Minutes
Council of Chief Librarians Board of Directors
Monday, March 18, 2019
8:30 am – 12:00 noon (Virtual Meeting)**

ATTENDANCE - Board Members:

Doug Achterman, Leslie Tirapelle, Will Breitbach, Evelyn Lord, Van Rider, Alicia Virtue, Marlene Forney, John Taylor, Nancy Golz, Susan Hines

ATTENDANCE – Ex-Officio, Non-Voting Members:

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

ABSENT – Board Members:

Carol Hutte

1.0 Housekeeping

1.1 Approval of January 2019 Meeting minutes

The board approved the minutes of the January 17, 2019 meeting.

1.2 Adoption of agenda

The board approved the agenda.

2.0 Discussion items

2.1 Finalize logistics - Deans & Directors Meeting

Thursday afternoon:

- Notetakers for speakers, sessions

The following board members volunteered to take notes at D&D:

Thursday

**LSP Update: Will
LLRPAC: Alicia
ASCCC: Nancy
Vanguard Panel: Evelyn
Consortium Report: James
Regional Meetings: Regional Rep or Regional Designee**

Mia Keeley: Steve
Barney Gomez: Brian
Jory Hadsell: Leslie
Raul Arambula: Van
Larry Galizio: Marlene

- Regional breakouts: Guiding questions/activity

CCL will provide regions a list of questions to discuss. Possible questions include:

- **What are your current challenges/needs and how are you meeting them? What solutions are you coming up with?**
- **What are you most nervous about concerning the LSP?**
- **Crowd source topics?**
- **Resource sharing after LSP implementation.**
- **What is your college saying about next year's budget?**
- **What would you like training/professional development in?**
- **Are you hiring? (Doug will ask for a show of hands at debrief.)**

Friday Morning:

Guest speaker care

There is no need to pick up speakers from the airport as they are all local.

What's missing?

Doug will do final check-in with speakers before Thursday and will send the agenda.

- Miscellaneous

2.2. LSP Update (Doug Achterman, Leslie Tirapelle, John Taylor, Alicia Virtue, Gregg Atkins).

The Canvas page will be overhauled by an instructional design professional in the Canvas system, with assistance from a librarian with instructional design experience. Canvas will be down during the overhaul (March 23 – 31). This time can be used for catch up.

There is an updated timeline and Doug will republish the timeline.

OCLC will do a reclamation process matching OCLC numbers. The details of this process are still evolving.

The Chancellor's Office is in conversation with the Governor regarding the budget. There is concern that the State will reduce the cost-of-living numbers and possibly additional budget areas. The Chancellor's Office wants to defer the CCL request for LSP funding

until the 2020-21 budget cycle. The current recommendation is to spend the remainder of the year reminding the Chancellor's Office and others about the value of the LSP project.

Advocacy options for this could include a faculty resolution at ASCCC. The deadline for resolutions at the spring plenary is April 11. Brian and Leslie have drafted a promotional flyer. CCC Tech is also drafting a promotional flyer.

It will be important for CCL to share the work that we have done to advance the LSP project at the Deans & Directors meeting.

ACTION: Doug will republish the LSP implementation timeline. (ACTION)

Feedback from Board

2.3 Spring Workshops: dates, activities

- What policies have been developed? What policies need to be developed?
- Specific details from workgroups about system-wide decisions
- Working with legacy system groups as part of the day
- Bring in someone from another consortium that has already implemented and can speak to how they came to decisions (example, Brandon Dudley)
- What are some big issues we'll be facing? What are policy implications for those issues?
- Virtual meetings could be used for the legacy system groups

ACTION: The Leadership & Professional Development Committee will meet with Gregg and Doug to further refine programs and identify dates.

2.3 User Privacy: ALA/ACRL Supporting Documents (Marlene Forney)

Follow-up action? Position statement from Board?

Marlene shared a document she prepared that reviews ALA positions and guidance on policies relating to user privacy, with references to sources.

ACTION: Marlene and Steve will follow up to create a draft position statement for the Board to consider.

2.4 May Meeting

Virtual or F to F?

The next board meeting will be face-to-face with option for virtual call-in on: Friday, April 26. Doug and Gregg will confirm location, possibly at Pasadena City College.

Board self-evaluation

The Board will conduct its annual self-evaluation prior to the May meeting.

2.5 CCL Retreat (Leslie Tirapelle) 9:45-9:50

Leslie is proposing a joint retreat with the LSP Governance Committee. The governance committee would meet Monday/Tuesday (July 29/30) and CCL would meet Tuesday/Wednesday (July 30/31) at Mission Inn Riverside. More details to come.

Break 9:50-10:05

2.6 Advocacy Committee Update

Communications Committee Update

Leadership & Professional Development Committee Update

Advocacy Committee: The committee has focused recently on advocating for funding for the LSP.

Communications Committee: The committee has completed configuration of Canvas for CCL board meetings.

Leadership & Professional Development: Will has asked scholarship recipients to write an article for *CCL Outlook*.

3.0 Reports

3.1 President's Report (Doug Achterman)

Elections of new board members

Beyond the LSP

- **Consultation Council met just prior to the release of the new state budget. However, the new governor's budget proposal changed things.**
- **CCL needs to stay vigilant and involved in the conversations concerning the library's contribution to student success in state initiatives (AB 705, guided pathways)**
- **We can use the D&D evaluation to solicit interest in serving on the board. Regional Reps can also reach out to their regions to recruit candidates.**

ACTION: Doug will confirm that the board members who are up for a second terms are still interested in serving.

3.2 Executive Director (Gregg Atkins)

- Financial Report

Gregg provided the latest CCL financial report. CCL is on sound financial ground and will continue to receive grant funding next year.

- TTAC

At the January meeting, the committee reviewed the projects that are currently underway, including the LSP.

3.3 DEETAC (Susan Hines)

Susan reported that DEETAC is revising the state guidelines on distance education. In response to student confusion, DEETAC is interested in eliminating the word “hybrid.” A proposal is to use “fully online,” “partially online” and “fully online with proctored exams.” The group is also discussing accessibility guidelines. Some textbook publishers will not meet the new accessibility guidelines.

3.3 Consortium Director (James Wiser)

Spring renewals are due May 10. New offers coming up include Adam Matthew Explorer (digital primary source content), Lean Library (library resource authentication service), and Docuseek (streaming video). The tentative date for deployment of ConsortiumManager, the new procurement system, will be August 15.

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

LLRPAC hasn't met since January so there is no report. Raul Arambula has been overwhelmed with additional assignments and has not received staffing to support LLRPAC. The Chancellor's Office has not yet followed up on who has completed the state data survey. Also the questions on the survey need to be updated.

3.5 Academic Senate for California Community Colleges (Dan Crump)

The spring plenary is scheduled for April 11-13 in Millbrae. Adoption of the library paper will voted on.

3.6 Publications (Brian Greene)

The next due date CCL Outlook is April 7. For the last issue, several board members volunteered to proof-read and this was very helpful. Brian is also recruiting articles based on listserv traffic. Brian also encourages board members to write content.

Brian demonstrated the expanded library profile information now available in the CCL Directory.

3.7 CCL-EAR (Steve Hunt)

CCL-EAR met last week, timed to coincide with SCEL. Several members are cycling off the committee (Southwest Bay, Sacramento, Los Angeles). The committee needs a new chair-elect. CCL-EAR will have a review of Leganto ready by May. Also, in follow-up to earlier discussions, the committee is interested in distributing a survey to CCC libraries and will provide a draft of the survey soon.

Adjournment

The meeting adjourned at 12:00 noon.

Minutes submitted by Evelyn Lord, CCL Secretary

BUDGET REPORT

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• GRANTS INCOME AND EXPENDITURE REPORT 2018-19 / FEBRUARY 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	80,000.00		75,000.00
LSP Reimbursemnt	6,290.30		
Interest	250.00	19.46	169.55
Miscellaneous	0	0	0
TOTAL	179,540.30	19.46	75,169.55

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		942.99
Professional Development & Training	75,000.00		
<i>D & D Mtg</i>	60,000.00		5,000.00
<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>Board Retreat</i>	20,000.00		25,812.15*
<i>Board Meetings</i>	15,000.00	995.83	4,763.99
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>		882.14	4,399.46

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	3,320.00
<i>Website & Outlook</i>	2,500.00		1,300.00
<i>Supplies & Operations</i>	1,400.00	37.33	1,037.13
<i>Databases</i>	8,750.00		20.00
<i>Tax Prep</i>	850.00	50.00	725.00
<i>Data Survey Analysis</i>	0		
<i>Insurance</i>	1,750.00		
<i>Misc/Other Projects</i>	10,000.00	1,283.93	1,355.08
TOTAL	173,250.00	5,164.23	62,365.05

BEGINNING BALANCE	17,949.16
Income	+19.46
<i>Expenditures</i>	-5,164.23
ENDING BALANCE	12,804.39

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

CUURENT Chase Account Balances (as of 03/17/2019):

- Savings \$317,393.08
- Checking \$151,888.30
- *TOTAL* \$469,281.38