Meeting Minutes (Approved)
Council of Chief Librarians Board of Directors
Friday, April 26, 2019
9:00 am – 3:30 pm
Laney College, Tower Building (T-850), Oakland, California

ATTENDANCE - Board Members:

Doug Achterman, Leslie Tirapelle, Evelyn Lord, Alicia Virtue, Marlene Forney, John Taylor, Susan Hines

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wiser, Brian Greene, Steve Hunt

ABSENT – Board Members:

Carol Hutte, Will Breitbach, Nancy Golz, Van Rider

ABSENT – Ex-Officio, Non-Voting Members:

Dan Crump

1.0 Housekeeping

The meeting was called to order at 9:15 pm.

1.1 Minutes approved

The minutes from the March 18, 2019 were approved.

1.2 Agenda approved

The agenda for today's meeting was approved.

2.0 Committee work time

Each committee met to discuss committee member evaluations of committee work, including successes, challenges, recommendations for coming year, and needs.

2.1 Committee Self Evaluation summary discussion

Each committee provided a summary of its discussion:

Advocacy Committee

The committee noted that, in addition to continuing advocacy work around the LSP, other areas for CCL advocacy include adjustments to the 50% Law (to bring counselors and librarians to the "right"

side of an increased percentage), Title 5 language regarding librarian staffing and space, IELM funding for 2019-20, and ongoing funding for LSP and associated tools.

In follow-up to a discussion at the Deans & Directors meeting, CCL will pay for lunch for regional groups that want to meet with CSU libraries to discuss the Alma/Primo implementation.

ACTION: Doug will send out a message to regional representatives to remind them that CCL will provide lunch for regional groups that want to meet with CSU libraries regarding the LSP implementation. He will also provide a sample agenda.

Communications Committee

Outlook has continued to improve, with substantive coverage of timely topics and more contributions coming from librarians in the field. Basecamp materials have been archived. The Basecamp account, which the board used to organize its work, is ready to be closed. (The board is now using Canvas.) The committee did not identify any challenges. The committee will look at ways that it can support the LSP. The committee also will review the current contract with Biscuit Technology. There is a suggestion to have a place in *Outlook* or the CCL website that will provide encouragement and support for the next phase of the Alma/Primo implementation (e.g. tips for using Alma/Primo, innovative ideas, etc.). The Committee suggests finding a way to use the Canvas calendar to improve board functionality.

ACTION: Doug will close the Basecamp account.

ACTION: Include discussion at the retreat on using Canvas (including calendar functionality) for more effective board communication and meetings.

Leadership & Professional Development Committee

The committee did not offer any professional development activities this year, other than support for the Deans & Directors meeting. In part, this was due to the moving target of the LSP project. There are two new members on the committee (and two experienced members left) so committee dynamics have changed, and the committee has had limited time to meet in-person due to shorter board meetings. There are regional meetings in collaboration with CSUs that that are springing up. CCL needs to capture evidence of this collaboration. CCL can set up a standard survey for the meetings. Evaluations indicate that there is interest in enlarging the committee and encouraging board members to rotate committee membership. The board suggests that the committee monitor professional organizations for emerging ideas and trends. Another suggestion is to create a Canvas self-paced course for Library Management 101.

ACTION: Brian and Communications Committee will create an evaluation for regions to use in the CCC-CSU activities. (See Advocacy Committee ACTION above.)

ACTION: CCL will revamp Library Management 101 to a self-paced Canvas course that can be supplemented with in-person time at the Deans & Directors meeting.

3.2 Evaluations from D&D

Overall, the evaluations of the Deans & Directors meeting were positive. All respondents were satisfied. Respondents were more critical of some of the speakers. For next year CCL will seek a national speaker. The board needs to identify dates for next year's D&D as soon as possible.

ACTION: The board identified two possible dates for the Deans & Directors meeting: March 5-6 and March 19-20.

3.4 Board Self-Evaluation

The board will postpone this discussion until the retreat.

3.5 Library Services Platform (LSP) Update

CCL hired an instructional designer at Butte College to redesign the Canvas interface.

There has been a deficit at the state level since we don't have a full-time LSP project manager.

The reclamation project (attaching an OCLC number to each record and updating holdings in OCLC and assigning an OCLC code to records, as needed) with OCLC is progressing.

The LSP Governance Committee has been addressing issues concerning access, privacy, and how to serve community members related to a proposed CCC tracking tool. There is concern that the CCC tracking tool proposed by the Tech Center (using CCC ID) will interfere with student use of the product.

CCL will sponsor spring regional meetings. It would be helpful to get reports from CCC attendees at the ELUNA conference.

Clear information regarding what is required of IT departments will be coming soon. There will also be an ExLibris contact assigned to the IT contact in each institution.

At the request of the Governance Committee, ExLibris has changed the fall training approach from two 3-day meetings to three 2-day regional meetings (North, South and Central). The dates will be identified soon.

3.6 Update on User Privacy

The board reviewed a draft CCL Policy Statement on Library User Privacy prepared by Marlene, Steve and Megan Kinney (CCSF). There is a recommendation to endorse the Stanford Statement on Patron Privacy and Database Access. It would be useful to include a statement that includes recommendations of appropriate use of data to demonstrate the value of the library.

Reports

4.1 President's Report

Consultation Council met last week. The council is adjusting the timeline and rules for the new funding formula. For example, they will extend the "hold harmless" period. Otherwise, colleges will

be severely damaged by the implementation of the funding formula. The 50% law is a holdover from K-12 and dates back to 1961. It does not include librarians and counselors on the right side of the 50% law. Counselors and librarians do count as part of the Faculty Obligation Number (FON). There is a statewide Consultation Council workgroup on the 50% law that agrees that librarians, counselors and tutoring should all be included as part of instruction. The 50% threshold would need to increase and the amount of the increase is still to be determined.

Doug Achterman noted that this is the last meeting of his term as President. Leslie Tirapelle will take on her new role as President at the retreat in July. Doug will continue to serve as Past-President. Doug expressed appreciation to the board for its support.

4.2 TTAC Report

Gregg provided a TTAC report. The Chancellor's Office is reviewing technology. However, the LSP project is part of the Shared Infrastructure Program (SIP) grant and thus will not be under review. There is discussion of developing a new, updated plan.

4.3 Budget Report

Gregg provided a budget report. (See below.) Our final spending will be similar to past years. There will be carryover money. The board recommends increasing funding for the D&D meeting to $65,000, workshops to $30,000, Area Meetings to $8,000 and including $10,000 for a project to create a Canvas version of Library Management 101. The President's travel fund would increase to $8,000. Gregg will bring back a proposed budget to the July retreat, based on this feedback.

4.4 LRPAC Report

LLRPAC has not met since the last board meeting.

4.5 ASCCC Report

Dan and Van provided a written report of the Academic Senate for California Community Colleges (ASCCC).

Librarian Stephanie Curry (Reedley College) was elected to the ASCCC board at the April plenary session.

4.6 Publications Report

Brian requested feedback from the board on content for *CCL Outlook*. He is receiving increased interest from librarians who want to submit articles.

4.7 CCL-EAR Report

Steve provided a draft of a survey developed by CCL-EAR regarding electronic resources and the board provided feedback. He also shared a draft review of Leganto. The CSUs are using Leganto and may be able to share useful information regarding their experience. CCL-EAR has three vacancies (South Bay, Northeast and Northwest).

4.8 DEETAC Report

Susan reported on proposed revisions to the Distance Education regulations. There will be a replacement for the term "hybrid." Hybrid may become "partially online," in contrast to "fully online." There is interest in requiring courses that are fully-online except for proctored assessments to be required to meet fully online standards. There is stronger and clearer language regarding accessibility. There is new language on course quality. The new language is expected to become finalized by late 2019.

5.1 Elections

The board elected the following individuals to the CCL Board:

Catherine Cox, College of the Redwoods (Northwest Region)
Gary Ginther, College of the Desert (Desert Region)
Tina Inzerilla, Las Positas College (San Francisco / East Bay Region)
Romelia Salinas, Mount San Antonio College (Los Angeles Region)

MOTION: Elect the above individuals as new regional representatives (Taylor, Hines) APPROVED

The board re-elected the following individuals to the CCL Board:

Marlene Forney, Palomar College (San Diego / Imperial Region)
John Taylor, Orange Coast College (South Coast Region)
Susan Hines, San Jose City College (Southwest Bay Region)

MOTION: Re-elect the above board members to a second 2-year term as regional representatives. (Lord, Virtue) APPROVED

The meeting adjourned at 3:15 pm.

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

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

STATEMENT FOR MARCH, 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,500.00		14,850.00
Consortium	95,000.00		70,100.01
Miscellaneous	0		
Interest	0		
TOTAL	**110,500.00**		**84,950.01**

EXPENDITURES	Annual Budget
(None)	0
TOTAL	**0**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **CHASE ACCOUNTS / TRANSACTION REPORT 2018-19**

STATEMENT FOR MARCH, 2019

SAVINGS	
Beginning Balance	317,393.08
Income	20.16
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,413.24
Savings Ending Balance	*317,413.24*
CHECKING	
Beginning Balance	166,715.37
Income (GENERAL FUND)	0
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	48,953.86
Ending Balance	*117,761.51*
ACCOUNT TOTAL	**435,174.75**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GRANTS INCOME AND EXPENDITURE REPORT 2018-19 /** MARCH 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	100,000.00		75,000.00
LSP Reimbursemnt	6,290.30		6,290.30
Interest	250.00	20.16	189.71
Miscellaneous	0	0	0
TOTAL	**106,540.30**	**20.16**	**81,480.01**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP	0		
EBSCO Support	10,000.00		
CCL-EAR Meetings/Grants	10,000.00	1,567.16	2,510.17
Professional Development & Training	75,000.00		
D & D Mtg			
Workshops	60,000.00	41,085.10	46,085.10
Area Meetings	20,000.00		
Special Leadership Project	2,000.00		302.35
Info Comp Project	3,000.00		
	0		
Policy Development	35,000.00		
ard Retreat	20,000.00		25,812.15*
Board Meetings	15,000.00	811.67	5,575.56
External CCC Group Collaboration	5,000.00		
President's Travel			
		540.13	4,929.59
Operational Support for Leadership Activities	53,263.00		
Exec Director Salary	18,000.00	1,500.00	13,500.00
Communication Mgr Salary	5,000.00	415.00	3,735.00
Website & Outlook	2,500.00	325.00	1,625.00
Supplies & Operations	1,400.00	37.33	1,074.46
Databases	8,750.00		7,875.00
Tax Prep	850.00		725.00
Data Survey Analysis	6,000.00		
Insurance	1,750.00		1,386.00
Misc/Other Projects	37,790.30	1,952.47	3,307.55
TOTAL	**217,040.30**	**48,953.86**	**121,864.68**

BEGINNING BALANCE	11,239.69
Income	+20.16
Expenditures	-48,953.86
ENDING BALANCE	-37,694.01

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