

Minutes
CCL Board Meeting
Friday, January 31, 2020 | 9am – 3:30pm
Pasadena City College Library | Terrace Room

ATTENDANCE - Board Members:

Leslie Tirapelle, Will Breitbach, Marlene Forney, Romelia Salinas, John Taylor, Van Rider, Evelyn Lord, Doug Achterman, Catherine Cox, Eric Hanson

ATTENDANCE – Ex-Officio, Non-Voting Members:

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

ABSENT – Board Members:

Tina Inzerilla

GUESTS:

Amy Beadle, CCC Tech Center, Project Director, Library Services Platform

1) CALL TO ORDER / OVERVIEW OF DAY / GENERAL HOUSEKEEPING

President Leslie Tirapelle called the meeting to order at 9:00 am. Leslie welcomed the board to the PCC Library and shared room logistics.

1a) Approval of Minutes

**The board approved the minutes of October 19, 2019 (Rider, Salinas).
The board approved the minutes of December 10, 2019 (Rider, Salinas).**

1b) Adoption of Agenda 1/31/2020

The board adopted the agenda with the addition of an update on the status of the Annual Data Survey report. The board also added reports on TTAC and LLRPAC. (Hanson, Taylor)

1c) Welcome and Introductions

The board welcomed new board member Eric Hanson (Glendale Community College).

1d) Board Departures

Nancy Golz (East Central Region) and Susan Hines (Southwest Bay) have both left the board and their seats are currently open.

2) LIBRARY SERVICES PLATFORM (LSP) UPDATE

2a) Project Status

Project Director Amy Beadle reported that all 110 LSP colleges are now live on Alma. A survey will be going out shortly to gather a list of outstanding issues. The Tech Center has hired Jessica Hartwigsen as the LSP Network Zone Manager and Brandon Dudley as a part-time consultant. In the coming months, there are plans to launch an OCLC reclamation project for colleges that have a substantial numbers of non-OCLC records in the LSP.

2b) Funding Update

There is no line item for the LSP in the Governor's budget that was released earlier this month. It is not clear if funding for the project is embedded within a new funding category that has \$125 million. The budget trailer bill will be released next week and there will be more details. The LSP program is currently funded through June 30, 2020. The LSP software is funded through January 2021.

2c) ELUNA Membership

This year, CCL will pay the ELUNA membership fees for all CCL member colleges. ELUNA members are able to vote on enhancement requests. ExLibris is contractually obligated to address the top three enhancement requests that come out of the ELUNA enhancement process. ELUNA membership also entitles members to a \$100 discount to the ELUNA conference. The next conference takes place in May 2020 in Los Angeles. Eve Miller and Lauren Saslow are serving as the CCL representatives on ELUNA.

2d) Accessibility and Usability Testing

The Tech Center has started accessibility testing and student testing for Alma/Prmo. If colleges have students that would be interested in participating, they should contact Amy Beadle. The Tech Center will be offering gift cards as incentives to student participants.

2e) ELUNA Scholarships

The ELUNA Conference will take place in Los Angeles in May. The board discussed a proposal to reallocate the leadership scholarship funds toward ELUNA registration scholarships. Early-bird registration is \$525, and ELUNA membership provides a \$100 discount.

MOTION: Reallocate the \$3000 leadership scholarship to fund 7 scholarships of \$425 to cover discounted early-bird registration for the ELUNA conference in Los Angeles. (Breitbach, Taylor)

APPROVED

ACTION: Will Breitbach will take the lead with the Communication Committee on setting up the application process, rubric and communication to the field.

3) REPORTS

3a) CCL Budget Overview

Gregg provided a budget report for December 2019. CCL receives a leadership grant to fund its support for the Library Services Platform project. If state funding for the LSP project does not come through, CCL risks losing this grant funding. For this reason, Leslie and Gregg will propose two CCL

budgets for next year--Scenario 1 with full funding and Scenario 2 with reduced funding due to the loss of the grant. The proposed funding scenarios will be discussed at the CCL May board meeting.

3b) Telecommunications and Technology Advisory Committee (TTAC)

The VC of Technology Barney Gomez is proposing more statewide system-wide technology projects. A presentation at the Board of Governors highlighted a diagram of Student Digital Touchpoints. The Library Services Platform is included among the points that students encounter.

3c) Library & Learning Resources Program Advisory Committee (LLRPAC)

Dan reported that LLRPAC has filled membership vacancies and will hold its first meeting soon.

3d) Academic Senate for California Community Colleges (ASCCC)

Dan reported that current ASCCC President John Stankas is termed-out. The senate will vote for a new president at its meeting in May.

3e) Consortium Report

James Wisner reported that the migration to the new consortium management system went smoothly.

Late payments by colleges have created a cash-flow problem for the League. Colleges should pay bills on time.

The LACCD accessibility lawsuit appeal was filed this week.

4) CCL MEETING CALENDAR

To accommodate schedules the board is moving its next virtual meeting to Friday, March 6 (1:30 – 3:00 pm).

The Deans & Directors meeting will start at noon on Thursday, March 12. Board members should come earlier to assist with setup if they are able to.

The board will meet at the League office in Sacramento on Friday, May 8 (9 am – 3:30 pm)

The board would like to dovetail with the LSP Governance Committee retreat. Tentatively, the board will meet on July 27-28.

5) ANNUAL DATA REPORT

Doug reported that Terrence Willett can provide a report on five-years of data from the Annual Data Report in time for the next board meeting. Moving forward, the survey should use a tool that will automatically provide reports. The board recommends that discussion of a new tool be placed on the next LLRPAC agenda.

ACTION: Doug will contact Terrence to confirm his availability for the March 6 board meeting. Leslie will place the report on the CCL Board Meeting agenda for 15-20 minute timeslot.

6) SUBCOMMITTEE REPORTS

6a) Advocacy

Doug reported that a big focus right now is getting funding for the LSP. We will find out next week if there is funding for the LSP. If not, CCL will need to begin organized advocacy efforts, leveraging our supporters.

6b) Leadership & Professional Development

CCL is supporting 23 librarians to take the Creative Commons course. Nineteen librarians started in a cohort last week and an additional 4 will join a cohort in the summer.

The board identified tentative dates for a spring workshop: Thursday, April 23 (South) and Friday, April 24 (North).

6c) CCL-EAR (Electronic Access to Resources)

The board approved the appointment of Sean Flores (San Diego Mesa) to CCL-EAR. (Breitbach, Forney)

Sean will be filling a vacancy in Southwest Bay, which has had the longest vacancy.

There are currently CCL-EAR vacancies in the following regions: Northeast, Northwest

CCL-EAR is working on reviews for a number of products.

6d) Communications Committee

The Board discussed further developing a CCC Library Toolkit on the CCL website, which would cover core topics relevant to CCC librarians and library leaders – i.e. How to advocate for more librarians, how to retain library spaces, strategies to obtain lottery/instructional equipment & library materials money, how to advocate for an MLIS requirement for a Dean, etc.

Brian Greene will be on sabbatical in fall 2020 on a semester at sea. James Wiser will serve as the Communications Manager during his absence.

7) PRIVACY STATEMENT

The board reviewed a revised draft CCL Privacy Statement. The board recommended additional changes to the privacy statement. Will and Leslie will coordinate the revisions.

ACRL has new privacy guidelines and a privacy toolkit. Erin Berman will be speaking at Deans & Directors.

8) DEANS & DIRECTORS MEETING

Leslie shared a draft Deans and Directors Meeting agenda.

The board discussed ideas for the regional meetings at D&D, including ways to improve communication.

The board also discussed ways to celebrate the go-live of the LSP. Ideas include awards, top ten list, swag (CCL, LSP, 110%). The Executive Committee will review the ideas and funding.

9) ADJOURNMENT

The meeting adjourned at 3:25.

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• GRANTS INCOME AND EXPENDITURE REPORT 2019-20 / DECEMBER 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	100,000.00		75,000.00
LSP Reimbursement	0		
Interest	250.00	22.26	129.35
Miscellaneous			3,375.87
TOTAL	100,250.00	22.26	78,505.22

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP <i>Travel, Marketing, Etc.</i>	5,000.00 5,000.00		0 569.67
EBSCO Support <i>CCL-EAR Meetings/Grants</i>	7,500.00 7,500.00		
Professional Development & Training	91,000.00		
<i>D & D Mtg</i>	52,000.00		5,000.00
<i>Workshops</i>	30,000.00		17,610.00
<i>Area Meetings</i>	3,000.00		
<i>Special Leadership Project</i>	6,000.00		3,000.00
<i>Info Comp Project</i>	0		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00		4,583.16
<i>Board Meetings</i>	15,000.00		
External CCC Group Collaboration	7,000.00		
<i>President's Travel</i>	7,000.00		3,143.93
Operational Support for Leadership Activities	67,650.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	9,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	2,510.00
<i>Website & Outlook</i>	2,500.00		975.00
<i>Supplies & Operations</i>	2,000.00	95.78	465.55
<i>Databases</i>	9,500.00	7,855.00	8,239.00
<i>Tax Prep</i>	850.00		
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00		
<i>Misc/Other Projects</i>	24,800.00	12.00	65.84
TOTAL	216,150.00	9,877.78	51,293.11

BEGINNING BALANCE	31,472.86
Income	22.26
<i>Expenditures</i>	-9,877.78
ENDING BALANCE	21,617.34

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2019-20**

STATEMENT FOR DECEMBER, 2019

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,900.00		11,700.00
Consortium	100,000.00		70,453.00
Miscellaneous	0		3,375.87
Interest	0		0
TOTAL	115,900.00		85,528.87

EXPENDITURES	Annual Budget
(None)	0
TOTAL	0

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

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

STATEMENT FOR DECEMBER, 2019

SAVINGS	
Beginning Balance	317,583.49
Income	22.26
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,605.75
<i>Savings Ending Balance</i>	<i>317,605.75</i>
CHECKING	
Beginning Balance	181,828.01
Income (GENERAL FUND)	0
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	9,877.78
<i>Ending Balance</i>	<i>171,950.23</i>
ACCOUNT TOTAL	489,555.98