

Approved Minutes  
CCL Board Meeting  
Friday, May 8, 2020 | 1:00 pm – 3:00pm  
Virtual Meeting

**ATTENDANCE - Board Members:**

Leslie Tirapelle, Will Breitbart, Marlene Forney, Romelia Salinas, John Taylor, Evelyn Lord, Doug Achterman, Catherine Cox, Tina Inzerilla, Van Rider

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

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

**ABSENT – Board:**

Eric Hanson

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

**GUESTS:**

Tamara Weintraub

- 1) Welcome

**Leslie called the meeting to order at 1:03.**

**CCL Welcomed Guest Tami Weintraub, Palomar College, incoming CCL-EAR Chair. Tami was the e-resources librarian at Palomar College until a few years ago.**

- 2) Approval of Minutes

**The Board voted to approve the minutes from the last two Board meetings.**

**January 31, 2020 (Rider, Cox) APPROVED**

**March 6, 2020 (Rider, Cox) APPROVED**

- 3) LSP Update

**The Academic Senate for California Community Colleges (ASCCC) submitted a letter supporting funding for the Library Services Platform, and calling for an end to the 115<sup>th</sup> college (CalBright).**

**ExLibris was unable to explain a formula for the original per college pricing structure that it provided for ongoing maintenance of the LSP. The Library Services Platform Governance Committee recommended using an FTEs-based structure to determine costs for each college.**

**The OCLC Reclamation project is proceeding with most colleges opting to participate. The Acquisitions & ERM Workgroup is recommending that we switch to ExLibris's new indexing tool CDI on June 7, 2020.**

ELUNA just posted results about the preferred enhancements for our consortium.

Doug shared an update on the accomplishments of the LSP Governance Committee, which he co-chairs. There are eight LSP workgroups and, due to the timing of this project, nearly everyone's term is expiring. CCL has requested permission from the Statewide Academic Senate to stagger appointments so that membership is not all new every year. Doug reposted a call to participate in the LSP workgroups today. The deadline is: May 29, 2020.

The work groups are the foundation of the LSP Governance Committee. They have been very productive at a critical time.

Doug also recommended that the Board read the email thread on the topic of e-textbook providers Vital Source and Red Shelf that Aloha Sargent wrote.

Gregg provided an update on the State budget for the LSP. CCL will know more after the May-revise is released on May 15. CCL is exploring contingency options if funding does not come through.

4) Budget Update

Gregg reviewed information about a possible 2020/21 budget scenario.

Gregg provided a current CCL budget report. CCL is currently operating within budget.

Gregg proposed creation of a policy on retention of financial documents that would allow us to keep for 7 years.

**MOTION: The Board requests that Gregg develop a 7-year retention policy for financial documents. (Cox, Achterman) APPPROVED**

5) Contingency Guide

Gregg created a contingency guide, including instructions on locating critical information and accounts.

6) Consortium Director Position

Gregg worked with CCLC to update the job description for Consortium Director. The position is being advertised now due to the imminent departure of James Wisner who is moving to Texas for a new position.

7) Board Member Appointments / Terms / Vacancies

The following upcoming regional representative board vacancies need to be filled:

1. Northeast (Will Breitbach)
2. Desert Region (Gary Ginther)
3. East Central (Van Rider)

4. San Diego-Imperial (Marlene Forney)
5. West Central (vacant)
6. Southwest Bay (vacant)

8) Subcommittees

8a) Leadership & Professional Development Committee

**The Board discussed the CCL spring online workshops. The workshops have had good attendance and received positive evaluations thus far.**

8b) Advocacy Committee

**The CCL Privacy statement has been valuable for CCC libraries. The Board discussed ideas for further policy statements. The board will explore statements in the following areas:**

**Library Reopening Advocacy Statement – Leslie (lead)**

**E-Textbook Exclusivity Arrangement Statement – Doug (lead)**

8c) Communications Committee

**CCL did not distribute funds to the ELUNA scholarship winners because the ELUNA Conference in Los Angeles was cancelled. Will is contacting the scholarship winners to formally let them know that the scholarship funds that were approved for this year's ELUNA Conference will not be distributed.**

**The Communications Committee will compile and share resources on issues associated with copyright and textbook scanning.**

8d) CCL-EAR Committee

**CCL-EAR will release a review of Leganto.**

Approval of EAR Members

**Steve Hunt requested re-appointments of the following CCL-EAR members to second terms:**

**Yvonne Reed (Victor Valley College) – Desert Region**

**Nancy Golz (Merced College) – East Central Region**

**MOTION: To appoint Yvonne Reed and Nancy Golz per Steve's recommendations (Inzerilla/Cox)  
APPROVED**

9) CCL Board Meetings

9a) CCL Board Retreat

**For this year's board retreat, we will meet in multiple sessions via Zoom, sometime between June 29 and July 29. Leslie will send a doodle poll to board members determine best times.**

10) Annual Deans & Directors Meeting

**It is too early to determine if we will be able to hold a Deans & Directors meeting in Spring 2021. If we decide to meet, it is likely that hotels will be very ready to accommodate.**

**The meeting adjourned at 3:00.**

COUNCIL OF CHIEF LIBRARIANS , CCC INC .

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

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	100,000.00		75,000.00
LSP Reimbursement	0		
Interest	250.00	10.39	197.80
Miscellaneous			3,375.87
<b>TOTAL</b>	<b>100,250.00</b>	<b>10.39</b>	<b>78,573.67</b>

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		569.67
EBSCO Support <i>CCL-EAR Meetings/ Grants</i>	7,500.00 7,500.00		1,725.63
Professional Development & Training <i>D&amp;DMtg</i>	91,000.00 52,000.00		32,731.00
<i>Workshops</i>	30,000.00		17,610.00
<i>Area Meetings</i>	3,000.00		360.89
<i>Special Leadership Project</i>	6,000.00		3,000.00
<i>Info Comp Project</i>	0		
Policy Development <i>Board Retreat</i>	35,000.00 20,000.00		14,093.08
<i>Board Meetings</i>	15,000.00		5,791.51
External CCC Group Collaboration <i>President's Travel</i>	7,000.00 7,000.00		5,185.41
Operational Support for Leadership Activities <i>Exec Director Salary</i>	67,650.00 18,000.00	1,500.00	15,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	4,170.00
<i>Website &amp; Outlook</i>	2,500.00		1,625.00
<i>Supplies &amp; Operations</i>	2,000.00	372.00	1,243.57
<i>Databases</i>	9,500.00		8,239.00
<i>Tax Prep</i>	850.00		675.00
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00		1,686.00
<i>Misc/ Other Projects</i>	24,800.00	1,727.00	41,486.84
<b>TOTAL</b>	<b>216,150.00</b>	<b>4,017.00</b>	<b>178,621.76</b>

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

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[ STATEMENT FOR APRIL, 2020

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year -To-Date</b>
Memberships	15,900.00	1,150.00	16,650.00
Consortium	100,000.00		70,453.00
Miscellaneous	0		7,875.87
Interest	0		0
<b>TOTAL</b>	<b>115,900.00</b>	<b>1,150.00</b>	<b>93,878.87</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**

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[ STATEMENT FOR APRIL, 2020

<b>SAVINGS</b>	
Beginning Balance	317,663.81
Income	10.39
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,674.20
<i>Savings Ending Balance</i>	<i>317,674.20</i>
<b>CHECKING</b>	
Beginning Balance	101,888.36
Income (GENERAL FUND)	0
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	4,017.00
<i>Ending Balance</i>	<i>97,871.36</i>
<b>ACCOUNT TOTAL</b>	<b>415,545.56</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

□ **FY2020-2021 BUDGET PROPOSALS**

<b>INCOME</b>	<b>Annual Budget w/ Grant (A)</b>	<b>Annual Budget w/o Grant (B)</b>
Leadership Grant (CCCCO)	100,000.00	
LSP Reimbursement	0	
Interest	250.00	250.00
Miscellaneous	129,000.00	129,000.00
<b>TOTAL</b>	<b>229,250.00</b>	<b>129,250.00</b>

<b>EXPENDITURES</b>	<b>Annual Budget A</b>	<b>Annual Budget B</b>	<b>Notes</b>
Acquisition of Statewide LMP	0	0	
Funding Mechanisms for LMP <i>Travel, Marketing, Etc.</i>	5,000.00	0	<i>Not needed</i>
EBSCO Support <i>CCL-EAR Meetings/Grants</i>	7,500.00 7,500.00	0	<i>Virtual meetings</i>
Professional Development & Training	91,000.00	57,000.00	
<i>D &amp; D Mtg</i>	52,000.00	42,000.00	<i>As usual Spring</i>
<i>Workshops</i>	30,000.00	15,000.00	<i>In-person Spring</i>
<i>Area Meetings</i>	3,000.00	0	
<i>Special Leadership Project</i>	6,000.00	0	
<i>Info Comp Project</i>	0	0	
Policy Development	35,000.00	15,650.00	<i>In-person spring</i>
<i>Board Retreat</i>	20,000.00		
<i>Board Meetings</i>	15,000.00		
External CCC Group Collaboration <i>President's Travel</i>	7,000.00 7,000.00	3,500.00	<i>Spring travel From Marlene Forney to Me: (Privately) (01:45 PM)</i>
Operational Support for Leadership Activities	67,650.00	53,100.00	
<i>Exec Director Salary</i>	18,000.00	18,000.00	
<i>Communication Mgr Salary</i>	5,000.00	5,000.00	
<i>Website &amp; Outlook</i>	2,500.00	2,500.00	
<i>Supplies &amp; Operations</i>	2,000.00	1,500.00	
<i>Databases</i>	9,500.00	9,500.00	
<i>Tax Prep</i>	850.00	850.00	
<i>Data Survey Analysis</i>	6,000.00	0	
<i>Insurance</i>	2,000.00	2,000.00	
<i>Misc/Other Projects</i>	24,800.00	13,750.00	
<b>TOTAL</b>	<b>216,150.00</b>	<b>129,250.00</b>	