

Minutes (Approved)  
CCL Board Meeting  
Thursday, July 23, 2020 | 9:00 am – 12:00 noon  
Virtual Meeting

**ATTENDANCE - Board Members:**

Leslie Tirapelle, Will Breitbach, Romelia Salinas, John Taylor, Evelyn Lord, Doug Achterman, Catherine Cox, Eric Hanson, Tina Inzerilla, Elnora Tayag, Alison Gurganus, Brian Lym, Carina Love

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

Gregg Atkins, Brian Greene, Dan Crump, Jeff Karlsen, James Wiser, Amy Beadle, Tamara Weintraub

**GUESTS:**

Terrence Willett

**Leslie called the meeting to order at 9:01 am.**

- 1) Welcome New Members / Agenda Approval

**Board members, old and new, introduced themselves. We have four new board members: Elnora Tayag, Alison Steinberg Gurganus, Brian Lym, and Carina Love. We have two new ex-officio members: Jeffrey Karlsen and Tamara Weintraub. There are still vacancies for regional area representatives.**

**The board approved the agenda for today's meeting. (Breitbach / Hanson) **APPROVED****

- 2) Review Recommended Changes
  - a. **Duties of CCL Area Representatives -- The board reviewed and recommended changes to the Duties of the CCL Area Representatives. The board will vote on the changes electronically or at the next meeting.**
  - b. **Strategic Plan -- The board reviewed the updated strategic plan, in particular the language of a new Goal D and four proposed strategies. The board will vote on the changes electronically or at the next meeting.**

- 3) Approval of May 8, 2020 Minutes

**The board approved the minutes of the May 8, 2020 meeting. (Achterman, Cox) **APPROVED****

- 4) Reports

- a) **Annual Data Survey Analysis -- Terrence Willett (Dean of Research, Planning and Institutional Effectiveness, Cabrillo College) shared an analysis of data from the California Community Colleges annual data survey. There are 14 years of data going back to 2005-06. Most colleges participate annually. The last analysis of the survey dates to 2013-14. The board would like to get annual reports for better tracking. Doug will bring a proposal to the next board meeting to get additional reports.**
  
- b) **Library & Learning Resources Policy Advisory Committee (LLRPAC) – Dan reported that the committee got off to a late start last year due to delays in appointments. The COVID-19 pandemic further disrupted the work of the committee. The 2019-20 survey should be disseminated end of July with a return date of October.**
  
- c) **Academic Senate for California Community Colleges (ASCCC) -- Dan reported that Dolores Davison is the new ASCCC President. She is a supporter of libraries. The spring plenary was virtual and the fall plenary will likely be virtual. A goal of the ASCCC continues to be diversification of faculty.**
  
- d) **Executive Director Report (Gregg Atkins)**
  - a. **Budget – Gregg shared the end-of-year report for CCL. Currently there is no LSP leadership grant for the new fiscal year. Gregg shared a proposal with two budgets (A and B). Budget A would keep CCL within the limits of the reduced budget. Budget B would allow CCL to use some reserves, if necessary, in order to support essential network zone and website maintenance.  
Motion to approve Budget B with additional costs for Network Zone support and website support (Breitbach / Hanson) APPROVED**
  
  - b. **ELUNA Memberships – The board did not include funding for ELUNA memberships in either of the approved budgets.**
  
  - c. **IMLS CARES Act Grant – CCL has been included as a partner in a proposal “Building Capacity for Online Instruction in California Community College Libraries.” There is a \$4000 stipend for participation. If granted, the Council of Chief Librarians of California Community Colleges will collaborate in the following ways:**
    - i. **1. Appoint 2 members to an advisory committee to suggest topics and resources to promote relevancy and currency for the needs of librarians and library staff.**
    - ii. **2. Promote the program amongst CCL members via the CCL email list and newsletter.**
    - iii. **3. Permit use of the CCL name and/or CCL logo on the badge or certificate of completion.**
  
  - d. **Confidentiality Form -- Gregg shared the confidentiality form which all board members are required to sign annually.**
  
- e) **Consortium – This marked the last meeting for outgoing Consortium Director James Wiser. Amy Beadle is working with James for the month of July and will take over full responsibilities of Consortium Director in August.**

5) Board Positions : Nominations / Elections

a. President-Elect

Romelia Salinas nominated Eric Hanson. (Salinas / Cox)

The board voted unanimously to elect Eric Hanson as the CCL President-Elect.

**APPROVED**

b. Regional Representatives

The following are candidates for open regional representative seats:

1. San Diego/Imperial Valley - Alison Steinberg Gurganus, Online Services and Acting Instruction Librarian - Mesa College
2. Southwest Bay - Elnora Kelly Tayag, Director of Learning Commons – College of San Mateo
3. West Central - Carina Love, Chair, Library, Learning Resources - Cuesta College
4. Northeast - Brian Lym, Director of Library Services - Napa Valley College

**MOTION: Approve the four new Regional Representatives (Inzerilla / Hanson) APPROVED**

**MOTION: Add a Librarian Co-Chair from the LSP Governance Committee to serve as an ex-officio member of the CCL Board (Cox / Inzerilla) APPROVED**

6) Adjournment

The meeting adjourned at 12:00 noon.

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

STATEMENT FOR JUNE, 2020
--------------------------

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,900.00	300.00	16,650.00
Consortium	100,000.00	31,980.11	102,433.11
Miscellaneous	0		7,875.87
Interest	0		0
<b>TOTAL</b>	<b>115,900.00</b>	<b>32,280.11</b>	<b>126,958.98</b>

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

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- CHASE ACCOUNTS / TRANSACTION REPORT 2018-19

STATEMENT FOR JUNE, 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	162,090.15
Income (GENERAL FUND)	32,280.11
Income (GRANTS)	25,000.00
Transfer to Savings	0
Transfer from Savings	0
Expenditures	2,727.00
<i>Ending Balance</i>	<i>216,643.26</i>
<b>ACCOUNT TOTAL</b>	<b>534,317.46</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GRANTS INCOME AND EXPENDITURE REPORT 2019-20 / JUNE 2020

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	100,000.00	25,000.00	100,000.00
LSP Reimbursement	0		
Interest	250.00	10.21	218.05
Miscellaneous			3,375.87
<b>TOTAL</b>	<b>100,250.00</b>	<b>25,010.21</b>	<b>103,593.92</b>

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP	5,000.00		
<i>Travel, Marketing, Etc.</i>	5,000.00		569.67
EBSCO Support	7,500.00		
<i>CCL-EAR Meetings/Grants</i>	7,500.00		1,725.63

Professional Development & Training	91,000.00		
<i>D &amp; D Mtg</i>	52,000.00		33,206.00
<i>Workshops</i>	30,000.00	25.00	17,635.00
<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	35,000.00		
<i>Board Retreat</i>	20,000.00		14,093.08
<i>Board Meetings</i>	15,000.00		5,791.51
External CCC Group Collaboration	7,000.00		
<i>President's Travel</i>			
	7,000.00	139.75	5,325.16
Operational Support for Leadership Activities	67,650.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	18,000.00
<i>Communication Mgr Salary</i>	5,000.00	435.00	5,020.00
<i>Website &amp; Outlook</i>	2,500.00		1,945.00
<i>Supplies &amp; Operations</i>	2,000.00		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	12.00	43,237.84
<b>TOTAL</b>	<b>216,150.00</b>	<b>2,111.75</b>	<b>183,460.51</b>