

**Minutes
CCL Board Meeting
Friday, October 16, 2020 | 1:00 pm – 4:30 pm
Virtual Meeting**

ATTENDANCE - Board Members:

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

ATTENDANCE – Ex-Officio, Non-Voting Members:

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

ABSENT – Board Members:

Alison Gurganus

CALL TO ORDER:

The meeting was called to order at 1:03 pm.

APPROVE:

- 1) Minutes and Agendas
 - a. July 16 and July 23 Board Retreat & Meeting Minutes
 - b. October 16, 2020 Agenda

The board approved the agenda.

The board approved the minutes for July 16 and July 23. (Inzerilla / Salinas)

- 2) New Members
 - a. CCL Regional Rep. Desert Region- Derek Monypeny (Copper Mountain)
 - b. CCL Regional Rep. East Central Region – Peter Sezzi (Ventura College)
 - c. CCL-EAR – West Central Representative – Tom Stough (Oxnard College)

MOTION: Approve the appointment of the new representatives: Derek Monypeny, Peter Sezzi, Tom Stough (Taylor / Hanson) **APPROVED**

- 3) Edits
 - a. Duties of Area Representatives

MOTION: Approve the revised Duties of Area Representatives (Cox / Lym)

APPROVED

- b. CCL Strategic Goals
 - i. Recommendation to add Strategic Goals to CCL Website

The board previously approved the goals, but there are some comments that should be incorporated.

ACTION: The Advocacy committee will incorporate the remaining comments for final virtual approval by the board.

- 4) Consortium Temporary Positions
 - a. Consortium Funded / CCL “Hired”

The new CCLC (League) consortium director recently discovered that the consortium can take advantage of additional functionality within the Consortia Manager platform. However, it will require a fair amount of data entry and transfer of information from vendor offers, vendor websites and the CCL website.

CCLC has set aside funds to support hours for librarian(s) to work on Consortium Manager for short-term assignments. The League proposes that CCL serve as the “hiring agency” and pay the contracted librarian(s) for the stated work. CCLC will reimburse CCL with the funding (\$5,000-10,000).

MOTION: Approve for CCL to act as the fiduciary hiring agency for the CCLC Consortium Manager short-term assignments. (Taylor / Cox) **APPROVED**

REPORTS:

- 1. CCL Financial Update: Gregg Atkins

Gregg reviewed the most recent CCL financial statement, including budget, in detail. CCL no longer receives a Leadership Grant for assistance with the LSP. CCL has been able to reduce costs substantially because in-person meetings have stopped for the time being due to the pandemic. CCL is operating well within this year’s budget of \$135,750.

In follow-up to a discussion at the July retreat, Gregg shared a draft Fiscal Retention Policy.

MOTION: Approve the Fiscal Retention Policy. (Hanson / Sezzi) **APPROVED**

- a. ELUNA Membership for CCC’s

Last year, CCL purchased ELUNA memberships for every CCL member library utilizing CCL membership dues and CCL savings. The ELUNA membership cost per library was \$287 last calendar year. CCL membership dues are \$150. Among

the benefits of ELUNA memberships is that every CCL member library has a vote in the ELUNA user group prioritization for Alma/Primo features. The board discussed continuing this membership purchase for CCL member libraries for the 2021 calendar year.

The LSP Consortium already has an ELUNA membership. The ELUNA membership allows for only one consortium vote for all participating CCC libraries combined. It does provide an ELUNA conference discount for every consortium member.

Agreed that we should have a CCL board member who can help promote unified ELUNA voting in conjunction with the efforts of the LSP Governance Committee representatives for ELUNA voting. Need a way to track which colleges are voting and which featured they are voting for.

MOTION: Approve funding, and adjust CCL budget accordingly, to pay for an ELUNA membership for each CCL member library participating in the LSP for the 2021 membership year. (Cox / Salinas) APPROVED

- b. Extension of LSP consultant Nov - January / reimbursed by the League

Gregg reported that CCL needs to extend the contract with the network consultant currently contracted through October 31. As previously approved, CCL will pay the contract through the end of October. CCLC will provide funding for the contract beginning November 1, 2020.

MOTION: Extend the existing LSP network consultant agreement with Israel Yáñez through February 2021. (Atkins / Taylor) APPROVED

- 2. LSP Update: Gregg Atkins/Amy Beadle

- a. ASCCC Funding

The Academic Senate for California Community Colleges (ASCCC) identified \$440,000 in Guided Pathways grant funds to contribute toward the costs of the LSP this year to help offset the costs colleges are now bearing for the statewide LSP. The Chancellor's Office recently approved this expenditure, which allows for an 18% reduction in the price for the LSP for each participating college.

- b. Wednesday Webinars

Amy reported that topics for the Wednesday morning LSP webinars are scheduled through the end of the Fall semester. The timeslot is now a standing item and has been added to the CCL web site calendar. The Leadership &

Professional Development Committee is welcome to use this timeslot for future professional development workshops.

3. LLRPAC - Dan Crump

No report.

a. Annual Data Survey

Leslie reported that CCL is looking at better ways to disseminate the annual data survey information. The questions on the data survey continue to be problematic. Although the Library & Learning Resources Programs Advisory Committee (LLRPAC) that works with the Chancellor's Office on the survey has made changes, the changes do not always get included.

4. ASCCC (Academic Senate for California Community Colleges) - Dan Crump

Dan commended the ASCCC for their support of the LSP. He will write a thank you letter to Dolores Davison on behalf of CCL. Dan will attend the plenary session in early November.

5. BOG/Consultation Council - Gregg Atkins

No report.

6. TTAC (Telecommunications & Technology Advisory Committee) - Gregg Atkins

The technology prioritization process begins in mid-July. The proposal for ongoing funding for the LSP project was included, and supported by the Consultation Council and the Board of Governors. The request is for an annual \$4 million in ongoing funding (the amount of the original request). If the funding comes through, the project will move from CCLC back to the Chancellor's Office.

TTAC is currently focused on technology infrastructure, including a statewide ERP (Enterprise Resource Planning Platform) system.

7. Consortium Director - Amy Beadle

Calendar year consortium database offers are going out this week. Amy will send a message when all the offers are in place. The ordering process will be different. Orders will be due by November 13, 2020.

The League started negotiations with ExLibris for a new LSP contract.

CCLC is still awaiting LSP Participation Agreements from about 28 colleges.

8. CCL Communications Manager - Brian Greene

CALENDAR FUTURE BOARD MEETINGS:

Board Meeting	Thursday, January 14, 2021 (1:00 – 4:30 pm)
Board Meeting	Thursday, March 4, 2021 (1:00 – 2:30 pm)
Deans & Directors	Determine at January meeting LPD should come up with a plan for Deans & Directors prior to January meeting
Board Meeting	Thursday, May 13, 2021 (1:00 – 4:30 pm)
Board Meeting	Monday, July 12, 2021 (12:00 – 4:30 pm)
Board Meeting	Tuesday, July 13, 2021 (8:30 am – 3:00 pm)
Board Meeting	Monday, July 19, 2021 (12:00 – 4:30) HOLD

LIBRARY UPDATES:

Reopening Plans? Current Services? Planned Services?

Most libraries remain physically closed, but there are exceptions.

COMMITTEES:

- 1) Communications Committee Redesign (Will Breitbach, Leslie Tirapelle)

Will and Leslie propose reimagining the Communications Committee as a committee that engages stakeholders by gathering and sharing information that is timely and useful. The committee could organize resources that are of interest to the field (e.g. surveys, reopening plans, development of anti-racism collections, textbook collection management, provide guidance on how libraries can incorporate data into equity plans, job descriptions, annotated bibliographies). Former Communications Committee members will determine the charge of this committee, the name of this committee, resources CCL provide to assist, and the specific action items can the committee achieve this year.

- 2) Committee Appointments

Leslie announced that she had assigned each of the new board member to a CCL sub-committee, based on their preferences.

- 3) Committee Break-Outs
 - a. Review Committee Website / Charge
 - b. Annual Action Plan
- 4) Committee Reports – Action Plans

The committees met in breakout groups and reported out.

Communications Committee

The new Communications Committee developed a charge, but not a name yet.

The new charge is:

The committee's role is to identify current themes/initiatives/topics critical to CCC libraries today and lead the development of content to share with the library field.

Leadership & Professional Development Committee

Romelia is the new chair of the Leadership & Professional Development Committee. The committee is interested in doing an anti-racism program that highlights CCL's new Goal D this fall. If it works out, we would like to have ALA President Julius Jefferson speak for a special program.

Advocacy Committee

The committee looked at its organization chart and discussed its relationship with other CCC organizations. The greatest advocacy priority continues to be for full LSP funding.

Adjournment

The meeting adjourned at 4:35 pm.

• GRANTS INCOME AND EXPENDITURE REPORT 2020-21 / SEPTEMBER 2020

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	0		
LSP Reimbursement	0		
Interest	250.00	5.15	15.79
Miscellaneous	135,500.00		
TOTAL	135,750.00	5.15	15.79

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP <i>Travel, Marketing, Etc.</i>	0		
EBSCO Support <i>CCL-EAR Meetings / Grants</i>	0		
Professional Development & Training <i>D&DMtg</i> <i>Workshops</i> <i>Area Meetings</i> <i>Special Leadership Project</i> <i>Info Comp Project</i>	39,000.00 39,000.00	3,000.00	3,000.00
Policy Development <i>Board Retreat</i> <i>Board Meetings</i>	15,650.00 15,650.00		
External CCC Group Collaboration <i>President's Travel</i>	3,500.00 3,500.00		152.00
Operational Support for Leadership Activities <i>Exec Director Salary</i> <i>Communication Mgr Salary</i> <i>Website & Outlook</i> <i>Supplies & Operations</i> <i>Databases</i> <i>Tax Prep</i> <i>Data Survey Analysis</i> <i>Insurance</i> <i>Misc/ Other Projects</i>	77,600.00 18,000.00 5,000.00 2,500.00 2,000.00 9,500.00 850.00 6,000.00 2,000.00 13,750.00 18,000.00	1,500.00 415.00 325.00 12.00 8,900.00	4,500.00 1,245.00 1,034.00 196.98 384.00 121.46 13,300.00
TOTAL	135,750.00	14,152.00	23,352.46

COUNCIL OF CHIEF LIBRARIANS , CCC IN C.

• GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2020-21

STATEMENT FOR SEPTEMBER, 2020

INCOME	Annual Budget	Current Month	Year-To -Dat e
Memberships	12,000.00		
Consortium	117,000.00		
Miscellaneous	0		
Interest	0		
TOTAL	129,000.00		0

EXPENDITURES	Annual Budget
(None)	0
TOTAL	0

COUNCIL OF CHIEF LIBRARIANS , CCC INC.

• CHASE ACCOUNTS / TRANSACTION REPORT 2020-21

STATEMENT FOR SEPTEMBER,
2020

SAVINGS	
Beginning Balance	317,684.84
Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,689.99
<i>Savings Ending Balance</i>	<i>317,689.99</i>
CHECKING	
Beginning Balance	107,142.80
Income (GENERAL FUND)	
Income (GRANTS)	
Transfer to Savings	0
Transfer from Savings	0
Expenses	14,152.00
<i>Ending Balance</i>	<i>92,990.80</i>
ACCOUNT TOTAL	410,680.79