

**Minutes**  
**CCL Board Meeting**  
**Thursday, May 13, 2021 | 1:00 pm – 4:30 pm**  
**Virtual Meeting**

ATTENDANCE - Board Members:

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

ATTENDANCE – Ex-Officio, Non-Voting Members:

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

ABSENT – Board Members:

**Elnora Tayag, Will Breitbach**

#### CALL TO ORDER

**The meeting was called to order at 1:01 pm.**

#### APPROVALS

1) Minutes and Agendas

March 4, 2021 Minutes **APPROVED (Hanson / Cox)**

May 13, 2021 Agenda

**Additional details on Dan Crump's report**

**Addition of Financial/Membership reports**

**APPROVED with above modifications (Taylor / Hanson)**

2) Board Appointments

2<sup>nd</sup> Term (Regional Representative)

Tina Inzerilla (SF East Bay Region)

At-Large Appointments

Romelia Salinas

John Taylor

CCL ASCCC Representative

Dan Crump

## **APPROVED all above appointments (Taylor / Hanson)**

### DISCUSSION

#### 1) Interest Request

LLRPAC – CCL Representative

**Dan Crump has been serving as co-chair of LLRPAC and he is retiring. Ideally one of the two CCL appointees (library manager and CCL board member) will consider volunteering to be the LLRPAC co-chair for the 2021-22 academic year. More details appear in the LLRPAC/ASCCC Update below.**

Change CCL Board Subcommittees

**If board members are interested in changing to a different CCL subcommittee, they should notify President Tirapelle before the summer retreat.**

#### 2) Board Retreat – Finalize Dates

**The summer retreat and board meeting will take place virtually via Zoom. The board finalized the following dates:**

**Monday, July 12, 2021 (12 – 4:30)**

**Monday, July 19, 2021 (12 – 4:30)**

#### 3) Communications Manager Position

**Brian will stay in his position until CCL hires a new Communications Manager. The new hire is expected by late summer, and CCL will overlap the positions in September so that Brian can train the new Communications Manager in the production of *Outlook* and other communication tools.**

#### 4) Feedback from CCL Wednesday Webinars

**The workshops had good attendance. Romelia re-sent the survey yesterday. The feedback has been positive. Survey respondents recommended future topics. The Wednesday Webinar timeslot worked well.**

#### 5) Diversity, Equity and Inclusion (DEI) in Product Content – Policy Statement

CCL-EAR Chair Tami Weintraub shared that the CCL-EAR Committee has discussed concerns that have come up regarding some offensive content in databases. The committee met with a representative of Sage to address specific concerns with CQ Researcher. The committee is considering adding review criteria from a DEI perspective. The committee suggests that CCL develop a DEI statement.

Tami shared a rubric that CCL-EAR developed to evaluate databases on a DEI basis. The board discussed whether the DEI evaluation should be integrated into the overall evaluation of the content or be treated separately.

Tami also provided a CCL-EAR report. The committee has a list of titles for removal from the NetLibrary collections.

**ACTION: CCL will form an ad-hoc committee to develop a CCL position statement on DEI, which may lead to policy. The draft statement will be ready for discussion at the summer retreat. Interested participants should notify Leslie.**

**ACTION: CCL-EAR will continue to draft their DEI review document which will be brought to the board for review and approval.**

**ACTION: CCL will add a statement to the consortium website indicating that the offering of databases is not necessarily an endorsement and colleges still need to go through their own evaluation process.**

## REPORTS

Consortium Director Report (Amy Beadle)

Amy reported on two new hires. The Network Zone Manager Pawel Szponar has managed the reduction of bib records and named users so that we are now within the numbers allowed by the ExLibris contract. Caroline Sinay is now overseeing the LSP project. The consortium is hiring a part-time (25-hour per week) position to assist with Consortium Manager. The switch from the wiki to LibGuides will be complete by June 30. The consortium has implemented a new ticketing system called Fresh Desk. Amy will continue to develop consortium manager. The May 15 renewal deadline has been quietly extended to May 19. Amy's zoom office hours were popular, but some people had to wait a long time. Amy may adjust the format so that libraries can sign up in advance for 15-minute appointments. Turn-It-In pricing remains advantageous through CCLC. The Wednesday Webinars are getting good reviews. The last webinar of the school year is May 19. The League submitted a request for a \$1,000,000 federal grant for DEI resources. The Proquest customer service team is replacing the ExLibris Salesforce customer service team. Friday, May 14, is the deadline for indicating interest to serve on an LSP

**work group in 2021-22. The EBSCOhost contract is up for renewal in the coming year.**

LSP Update

Membership / Budget Report (Gregg Atkins)

**CCL is financially healthy. There have been relatively few expenses in the past year since the board is not meeting in person and has not conducted in-person workshops. CCL has 105 paid memberships. CCL is covering the costs of ELUNA memberships this year. CCL also covered the costs of the NZ Administrator for a few months in order to keep the project going. At the summer retreat we will discuss the budget for the upcoming year. (Budget report attached below minutes.)**

Communications Manager Report (Brian Greene)

**In consultation with the Current Issues Committee, the editorial guidelines for Outlook have been updated to encourage the use of hyperlinks rather than citations. Brian expressed appreciation for board members who volunteer to review articles before publication.**

LLRPAC and ASCCCC

**LLRPAC needs two new members appointed by CCL to replace Brian and Dan. In total, CCL has three seats on LLRPAC: 1) the CCL President (or designee) – currently Dan, 2) a library manager (usually a CCL Board member) as a CCL appointee/representative -- Romelia, and a final person (also usually a CCL Board member) recommended to, and then appointed by the statewide Chief Instructional Officers (CIO) group – Brian. Dan also currently serves as the LLRPAC co-chair. It would be best if one of the three CCL members step in to the role of co-chair next academic year.**

**The next data survey will go out in August. It will be due at the end of October. Jeff noted that the data questions need to be available before June 30 in order to create the analytics formulas that libraries will need to report.**

**ACTION: An ad-hoc group of CCL Board members will review and suggest changes to the survey instrument before it goes out this year.**

**ASCCC has elected new officers. ASCCC approved a resolution supporting changes in the 50% Law so that it would include librarians and counselors.**

ACCJC Standards Review

**Evelyn shared information about the initial training for the ACCJC Standards Review. The commission is starting fresh. There will be a**

reading team and a writing team for five content areas. The content areas are: 1) Mission, Purpose, and Goals 2) Academic Programs 3) Student Services and Supports 4) Infrastructure and Resources 5) Leadership and Governance. The writing teams will work primarily in fall 2021. The reading teams will work primarily in spring 2022.

## ADJOURNMENT

The meeting adjourned at 4:10 pm.

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT 2020-21 / APRIL 2021**

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Leadership Grant (CCCCO)	0		
LSP Reimbursement	0		
Interest	2 50 .00	5.15	52.17
Miscellaneous			
<b>TOTAL</b>	<b>100,250.00</b>	<b>5.15</b>	<b>52.17</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Acquisition of State wide 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&amp;DMtg</i> <i>Workshops</i> <i>Area Meetings</i> <i>Special Leadership Project</i> <i>Info Comp Project</i>	3 9,000.00 39,000.00		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		531.50
Operational Support for Leadership Activities <i>Exec Director Salary</i> <i>Communication Mgr Salary</i> <i>Website &amp; Outlook</i> <i>Supplies &amp; Operations</i> <i>Databases</i>	77,600.00 18 ,000.00 5,000 .00 2,500 .00 2,000 .00 9,500 .00	1,500.00 415 .00	15 ,000.00 4 ,150.00 2,009 .00 3,927.50

<i>Tax Prep</i>	850.00		675.00
<i>Data Survey Analysis</i>	6,000.00		
<i>Insurance</i>	2,000.00		1,954.00
<i>Misc/ Other Projects</i>	13,750.00	980.00	31,119.94
<i>NZ Consultant</i>	18,000.00	2,200.00	48,800.00
<b>TOTAL</b>	<b>135,750.00</b>	<b>5,095.00</b>	<b>110,685.50</b>

COUNCIL OF CHIEF LIBRARIANS , CCC INC.

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

STATEMENT FOR APRIL, 2021

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	12,000.00		12,450.00
Consortium	117,000.00		76,869.13
Miscellaneous	0		
Interest	0	4.80	41.36
<b>TOTAL</b>	<b>129,000.00</b>	<b>4.80</b>	<b>89,360.49</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 2020-21**

STATEMENT FOR APRIL , 20 2 1

<b>SAVINGS</b>	
Beginning Balance	317,721.22
Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,726.37
<i>Savings Ending Balance</i>	<i>317,726.37</i>
<b>CHECKING</b>	
Beginning Balance	195,114.41
Income (GENERAL FUND)	600.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	5,095.00
<i>Ending Balance</i>	<i>190,619.41</i>
<b>ACCOUNT TOTAL</b>	<b>508,345.78</b>

## **CCL FINANCIAL & MEMBERSHIP REPORT ADDENDUM**

May 2021

Paid memberships YTD: 105

- ELUNA memberships @ \$245 = \$ 25,725.00

Additional income expected by June 30: \$86,380.00

- Reimbursement from CCLC for contract work \$30,770.00
- Reimbursement from CCLC for ELUNA membership \$610.00
- Estimated database income \$55,000.00