

**Minutes**  
**CCL Board Meeting**  
**Friday, May 13, 2022 | 1:00 pm – 4:00 pm**  
**Virtual Meeting**

ATTENDANCE - Board Members:

**Eric Hanson, Derek Monypeny, John Taylor, Evelyn Lord, Alison Gurganus, Parisa Samaie, Leslie Tirapelle, Romelia Salinas, Will Breitbach, Glorian Sipman, Treisa Cassens, Tina Inzerilla**

ATTENDANCE – Ex-Officio, Non-Voting Members:

**Gregg Atkins, Amy Beadle, Tamara Weintraub**

ABSENT – Board Members:

**Carina Love, Elnora Tayag, Peter Sezzi, Mary-Catherine Oxford**

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

**Dan Crump, Cynthia Orozco**

#### CALL TO ORDER

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

#### APPROVALS

- 1) Minutes and Agenda

**Agenda **Approved (Tina / Romelia)****  
**February 25, 2022 Board Meeting Minutes **Approved (Tina / Parisa)****

- 2) Board Appointments

**President-Elect: John Taylor (Orange Coast College)**  
****Approved (Will / Treisa)****  
**CCL-EAR: Kellye Cohn (Allan Hancock) to replace Mary Patrick Northeast Rep. **Approved (Eric / John)****

- 3) Board Approval: CCL to become contractor for LSP administrative and operational support

**The CCCCCO has asked CCL to take on the administrative responsibilities of the Library Services Platform program. Gregg has informed the CCCCCO that CCL will engage the League (CCLC) to provide the current LSP support services. The CCCCCO has indicated they will**

approve this arrangement. The current contract is for 2021-22. The CCCCCO would like to follow the same arrangement in 2022-23. The current fiscal agent is Rancho Santiago CCD.

**Approved: Motion to approve CCL as vendor for LSP administrative and operational support (Will / John)**

Gregg shared a draft *LSP Administrative & Operations Budget*. [Draft budget appended to minutes.]

Since CCLC has already been paid for LSP services, the Board considered the possibility of using available funding for OCLC. There needs to be additional discussion and planning.

**Approved: Motion to use the LSP Task Force to make recommendations regarding the use of the available funding from the LSP Administrative & Operations budget. The CCL Treasurer will be included in the LSP Task Force meetings. (Eric / John)**

#### 4) Board Appointments Needed

**Still needed: A Current Interests Committee Chair to replace Will Breitbach**

## DISCUSSION

1. Approved Proposed Changes (Presented at 2/25/2022 Board Meeting) By-Laws to Allow Past Chairs to Participate as Regional Representatives (Gregg Atkins)

### **Proposed changes to by-laws in bolded red below:**

*SECTION 8. REGULAR AND ANNUAL MEETINGS The corporation shall hold regular and annual meetings:*

*a) Regular meetings of Directors shall be held on March 1 of each year at 12:00 noon PM, unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next business day, or unless the Board fixes another time and date, which it is specifically authorized to do.*

*b) If this corporation makes no provision for members, then, at the annual meeting of Directors held on March 1, Directors shall be elected by the Board of Directors in accordance with this section 8. Cumulative voting by Directors for the election of Directors shall not be permitted. The candidates receiving the highest number of votes for each geographic region described in subsection (c) below shall be elected. Each Director shall cast one vote, with voting being by ballot only.*

*c) No later than the first annual meeting of Directors following their first organizational meeting, the Board of Directors shall be selected in the following manner. The Board of Directors shall designate as many geographic regions as it deems in the corporation's best interests. Each geographic region shall nominate one or more candidates **who are chief librarians** from that geographic region to be a Board member, and the Board of Directors shall select among that geographic region's nominees the individual to serve as a Board member. **However, if there are no nominees from a geographic region, the Board of Directors may appoint an individual from that region who has previously served as a chief librarian. Alternately, the Directors may appoint a chief librarian from another region who is willing to serve for the region in question.** The Directors shall also designate, and shall have the exclusive right to designate, the libraries within each geographic region that may nominate and vote for that region's nominees to the Board of Directors. If the Board elects to have eleven or twelve Directors, the Board shall select the eleventh or twelfth Director(s) in its complete and unfettered discretion. The eleventh or twelfth Director may be, but is not required to be, from a particular geographic region, even if that would result in multiple Directors from one or more geographic region(s), nor is there any requirement that the eleventh or twelfth Director be from any of the designated geographic regions.*

**APPROVED: Motion to amend the bylaws as proposed. (Alison / Tina)**

2. Diversity, Equity, Inclusion, & Access (DEIA) in Product Content / Policy Statement (Will Breibach, Tamara Weintraub, Romelia Salinas)

**Will shared the draft DEIA statement:**

The CCL values diversity, equity, inclusion, and access (DEIA) and believes that age, gender, culture, race, religion, sexual orientation, socio-economic status, or ability should not inhibit access to collections, services, spaces, or personnel hiring in California community college libraries.

- We support the [American Library Association's Library Bill of Rights](#). It affirms that all libraries are forums for information and ideas, and that seven basic policies should guide their services.
- We strive to balance access to information resources that offer the broadest possible range of viewpoints, including those of diverse and underrepresented voices.
- We strive to ensure that our students, faculty, and staff have equitable and safe access to resources.
- We strive to offer diverse collections and inclusive programming to amplify marginalized voices and promote justice and understanding.
- We advocate for curating information resources that are reflective of the cultural heritage, cultural backgrounds, and social identities of the library's constituent populations.

Resources:

<https://www.ala.org/acrl/standards/diversity>

**ACTION: Motion to approve the DEIA statement. (Will / Romelia)**

3. Accessibility Statement Review and Relation to DEIA Statement (Tamara Weintraub)

**CCL-EAR would like to update the consortium's database accessibility standards to WCAG 2.1. (Current consortium standard is WCAG 2.0.) The federal standard is WCAG 2.0.**

**The board suggests that CCL-EAR meet with the new CCC Director of Accessibility to develop possible language regarding legal and aspirational standards. Amy will assist with setting up a meeting.**

4. Discuss Wednesday Webinars – Possible Topics

**Webinars are fully booked into October.**

5. Deans & Directors (Feedback, Comments, Concerns)

**The Board should review the Deans & Directors evaluation results at the summer retreat. There may be a need to consider the focus of Deans & Directors vs. Wednesday Webinars.**

**ACTION: Add review of Deans & Directors evaluations to summer retreat agenda.**

## REPORTS

- 1) CCL Budget Update (Gregg Atkins)

**Gregg shared the April CCL budget report. Currently 100 colleges have paid their dues. There are another five memberships (or so) in the works. [Budget Report appended to minutes.]**

- 2) LSP Update (Gregg Atkins / Amy Beadle)

**No additional updates.**

- 3) Consortium Director's Report (Amy Beadle)

**Renewals are wrapping up. They went much more smoothly this year. Colleges can place new orders for a July 1 start up until June 10. CCLC is actively reviewing and identifying ways to improve the user and employee experience with Consortium Manager.**

- 4) CCL Communication Manager Report (Cynthia Orozco)

**No report.**

- 5) LLRPAC Update (John Taylor)

**LLRPAC created a list of tutoring directors, which they hope to use for a listserv, similar to the CCC library listservs. LLRPAC will present a non-LSP webinar in October with library and LLRC staff. There is a new LLRPAC President.**

6) ASCCC Update (Dan Crump)

**Dan provided a written report shared via email.**

CCL Committee Reports / Updates

1) CCL-EAR (Tamara Weintraub)

**Tami shared some recent CCL-EAR meeting minutes. The committee has set its fall 2022 meeting dates. CCL-EAR shared changes that CCL-EAR will make to the website. Nancy Golz will take over as chair next year. Tami shared a draft DEI statement from CCL-EAR. The board will discuss the CCL-EAR DEI statement at the summer retreat.**

**ACTION: Add CCL-EAR DEI statement to the summer retreat agenda.**

2) Advocacy Committee (Leslie Tirapelle or Gregg Atkins)

**No report.**

3) Current Interests Committee (Will Breitbach)

**No report.**

4) Leadership & Professional Development Committee (Alison Gurganus)

**Alison expressed appreciation for the work of the LPD Committee. The LPD Committee identified a program idea (focusing on two new books published by ACRL focusing on community college libraries) which it will present in the fall at a Wednesday Webinar.**

**ANNOUNCEMENTS**

**Next Board Meeting: Summer Retreat and Meeting (July 25-26) at Orange Coast College (Costa Mesa).**

Other Announcements

**Evelyn shared information about the ACCJC Standards Review. There will be a webinar with updates on Tuesday, May 17 (1:00 pm). The process should be simpler and more streamlined. Some evidence for the ISER will be prompted via checklists instead of narrative.**

**ADJOURNMENT**

The meeting adjourned at 3:55 pm.

**DRAFT LSP ADMINISTRATIVE & OPERATIONS BUDGET**

**LSP ADMINISTRATIVE & OPERATIONS BUDGET (DRAFT)**

A. Personnel

- Program Manager (1.0 FTE)(includes benefits) \$ 121,000
  - NZ/System Administrator (1.0 FTE)(indep contr) \$ 121,000
  - Administrative assistant (.25 FTE)(indep contr) \$ 12,000
  - Consortium Director (.25 FTE)(includes benefits) \$ 32,000
  - Misc League staff involvement \$ 30,000
- \$ 316,000**

B. General Operations

- LibGuides subscription \$ 3,500
  - Web tech support \$ 2,000
  - Equipment and supplies \$ 3,500
- \$ 9,000**

C. Programs

- TBD \$ 121,500
- \$ 121,500**

D. CCL overhead @ 2%

\$ 23,500  
**\$ 23,500**

**Budget Total \$ 470,000**

**BUDGET REPORT**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GRANTS INCOME AND EXPENDITURE REPORT 2021-22 / APRIL 2022**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	125,000.00		
LSP Reimbursement			
Interest	250.00	4.98	52.01
Miscellaneous			
<b>TOTAL</b>	<b>125,250.00</b>	<b>4.98</b>	<b>52.01</b>

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support	<b>3,500.00</b>		
CCL-EAR Meetings/ Grants	3,500.00		

Professional Development & Training	<b>104,450.00</b>		
<i>D&amp;DMtg</i>	52,000.00		
<i>Workshops</i>	40,000.00		
<i>Area Meetings</i>	3,450.00		
<i>Special Leadership Project</i>	9,000.00		
Policy Development	<b>35,000.00</b>		
<i>Board Retreat</i>	20,000.00		
<i>Board Meetings</i>	15,000.00		
External CCC Group Collaboration	<b>7,000.00</b>		
<i>President's Travel</i>	7,000.00	309.91	2,190.71
Operational Support for Leadership Activities	<b>100,200.00</b>		
<i>Exec Director Salary</i>	25,000.00	2,083.00	20,830.00
<i>Communication Mgr Salary</i>	7,500.00	625.00	6,875.00
<i>Website &amp; Outlook</i>	3,500.00		975.00
<i>Supplies &amp; Operations</i>	2,000.00		
<i>Databases</i>	9,500.00		12,166.50
<i>Tax Prep</i>	850.00		
<i>Data Survey Analysis</i>	6,000.00		6,000.00
<i>Insurance</i>	2,000.00		2,143.00
<i>Miscellaneous</i>	2,000.00	12.00	403.46
<i>Special Projects</i>	41,850.00		28,000.00
<b>TOTAL</b>	<b>250,150.00</b>	<b>3,029.91</b>	<b>79,583.67</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC .

• GENERAL OPERATING BUDGET/ INCOME AND EXPENDITURE REPORT 21 -22

STATEMENT FOR APRIL, 2022

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	12,000.00	450.00	13,350.00
Consortium	117,000.00		99,058.
Miscellaneous	0		
<b>TOTAL</b>	<b>129,000.00</b>	<b>450.00</b>	<b>112,408.</b>

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

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• CHASE ACCOUNTS / TRANSACTION REPORT 2021 -22

STATEMENT FOR APRIL, 2022

<b>SAVINGS</b>	
Beginning Balance	317,783.86
Income	4.98
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,788.84
<i>Savings Ending Balance</i>	<i>317,788.84</i>
<b>CHECKING</b>	
Beginning Balance	246,125.22
Income (GENERAL FUND)	450.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	3,029.91
<i>Ending Balance</i>	<i>243,545.31</i>
<b>ACCOUNT TOTAL</b>	
	<b>531,334.15</b>