

## MINUTES

### SCLA Executive Board Meeting

Richland Library Northeast Meeting Room

7490 Parklane Rd., Columbia, SC 29223

August 11, 2016 10:00am

<b>Attendee Name</b>	<b>Email</b>	<b>Section/RT/Committee</b>
Ed Rock	erock@clemson.edu	C&U Section
Amanda Stone		Marketing Committee
Stacy Winchester	winches2@mailbox.sc.edu	ILRT Chair
Kevin Reynolds	reynoldsjk@wofford.edu	Continuing Ed. Committee
Jenny Dilworth	jdilworth@richlandlibrary.com	SCASL
Cathi Cooper Mack	ccoopermack@scsu.edu	Scholarship for Diversity
Thomas Lide	tlide@richlandlibrary	
Amanda Bracken	abracken@richlandlibrary.com	Paraprofessional RT Chair
Donna Ciriello	dciriello@lex.lib.sc.us	Paraprofessional RT Vice-Chair
Jimmie Epling	jimmie.epling@darlington-lib.org	
Terry Elsey	terrye@infodepot.org	
Chris Rogers	chriss@infodepot.org	
Sarah Hood	shood@columbiasc.edu	
Crystal Johnson	cjohnson@richlandlibrary.com	
Amber Conger	amberc@kershawcountylibrary.org	
John Kennerly	kennerly@erskine/edu	
Virginia Cononie	vcononie@uscupstate.edu	
Vanessa Ames	vames@andersonlibrary.org	

Rebecca Antill	antillr@ccpl.org	
Ashley Knox	knoxam@mailbox.sc.edu	
Sarah Gough	sgough@richlandlibrary.com	

**Call to Order and Welcome** John Kennerly, President

Meeting called to order at 10:05 a.m.

**Adoption of Agenda** John Kennerly

Agenda adopted.

**Approval of Minutes (of 6/9/16)** John Kennerly

[Minutes from 6/9/16 Board Meeting](#)

Minutes adopted, ready for posting to website.

**Reports**

[President](#) John Kennerly

- Received ALA Emerging Leader applications. The decision of who SCLA will support with the \$1,000 sponsorship will be shared in the near future.

[Conference Update](#) Amber Conger, 1<sup>st</sup> Vice President

- Scholarship for Diversity doing Zumba Blast as opposed to karaoke. Requires \$10 donation to scholarship to participate. The silent auction will still be held and Cathi Cooper Mack is accepting items for donation.

[Membership](#) Jimmie Epling, 2<sup>nd</sup> Vice President

Treasurer Sarah Hood, Treasurer

[Operating statement for the period ending July 31, 2016](#)

[List of Income and Expenses Through July 31, 2016](#)

Budget approved.

Executive Secretary Donald Wood, Executive Secretary

Approval of Board Reports John Kennerly

- Virginia with LMAO Round Table spoke to the fact that the group raised \$80 by hosting a webinar and encourages others to use the inexpensive platform of GoToMeeting to hold professional development events that may also serve as fundraisers.
- Reports adopted.

**Business**

Officer Nominations Crystal Johnson, Past President

The 2017 Slate of Officers is finalized. Those listed below have accepted their nominations for the following positions.

- **President** – Amber Conger, Director, Kershaw County Library
- **First Vice-President** – Jimmie Epling, Director, Darlington County Library System

- **Second Vice-President** – Sarah Hood, Head Research & Instruction Librarian, Columbia College
- **Treasurer** – Kevin Reynolds, Dean of the Library, Wofford College
- **Secretary** – Melissa Poole, Library Specialist, Clemson University

Slate of Officers adopted for presentation in Call to Conference and voting at membership meeting at conference.

Bylaws/Handbook Revisions                      Crystal Johnson

[Constitution and Bylaws Revised Draft](#)

The Executive Committee is very close to finalizing the revised Constitution and Bylaws and plan to present a final version to the Board at the August 11<sup>th</sup> meeting for discussion and approval before the November membership meeting.

- The Executive Board is reviewing the draft of the Bylaws and Constitution and should send any proposed changes to Crystal Johnson by August 25<sup>th</sup> at [cjohnson@richlandlibrary.com](mailto:cjohnson@richlandlibrary.com).
- 8/11/2016 Changes: Removed duplicate listing of editors of official Association publications under Article IX. Publicity Committee edited to reflect name change of Marketing Committee. Legislative Committee edited to reflect name change of Advocacy Committee.

Website Modernization Proposal

Amanda Stone, Chair, Marketing Committee

The SCLA Website Hosting Evaluation Committee was tasked by the Executive Committee to evaluate three possible solutions for a new website and/or membership management. The Evaluation Committee looked at SpringShare’s LibGuides (using LibGuides CMS), YourMembership, and MemberClicks. Each solution was evaluated for ease-of-use for maintenance, ability to create conference website, job board, email lists, member self-update options, social media integration, integrated payments & registration, use as a document repository, searching functionality, and support.

The Committee recommends SCLA purchase a subscription to MemberClicks for website hosting and membership management.

MemberClicks Quote:

One-time cost (setup): \$1,295

Ongoing (annual) cost: \$3,312

Total initial payment: \$4,607

MemberClicks allows for member self-service and ease-of-use for administrative tasks as well as integrated payments with membership registration and conference registration. MemberClicks includes email lists, calendar, forms, and unlimited support.

SpringShare's LibGuides lacks member self-service functionality, which the Committee believes makes it ineligible as a viable candidate for hosting. YourMembership has many of the same features as MemberClicks, but lacks social media integration and the implementation process would take longer. Also, MemberClicks will create our membership registration and conference registration forms during the implementation process.

- Discussion of benefits of members being able to edit content, which will minimize the amount of time the Marketing Committee spends on updating the website.
- Website as recruiting tool.
- Question of whether or not members will automatically get news via email once they sign up on site. Amanda will look into this.
- There is a newsletter feature that works similar to Constant Contact.
- Timeline: Site can be ready to go live in 45 to 60 days once we make a commitment to the service.
- This recommendation was approved by the Board to move to MemberClicks as the website host.

#### [STEM Interest Group Proposal](#)

Stacy Winchester, USC Libraries

- Ed Rock with the C&U Section shares that this group is enthusiastic about getting this Interest Group established.
- Discussion of Interest Group being sponsored by several larger groups such as C&U in addition to YSS. Decision to have STEM Interest Group operate under C&U without having to identify with one larger group in order to reflect desire to be inclusive of all Association members.
- Proposal approved by Board.

#### **Other Reports**

##### [ALA Councilor](#)

APLA Representative

SCASL Representative

SELA Representative

Virginia A. Cononie

Jimmie Epling

Jenny Dilworth

Faith Line

#### **Announcements**

2016 Annual Conference: November 9-11, 2016

Columbia Marriott, 1200 Hampton Street, Columbia, SC

- Amber mentioned the floods in West VA and asked that we consider donating to help the state rebuild libraries.

Meeting adjourned at 12:02 p.m.

## Section/Committee/RT Reports

### College And University Section

Submitted by Catherine Goodwin

#### **2<sup>nd</sup> ACRL e-learning Webcast**

The Section sponsored state-wide viewing of the ACRL e-learning webcast [Excavating RDM from Library Data](#) on August 4<sup>th</sup>. As a chapter of ACRL, the C&U Section can host two ACRL eLearning Webcasts per year at no charge to members at up to 6 sites throughout the state. Our second state-wide webcast was set up at three sites: Clemson, USC, Trident Technical College. A link to the archived recording will be provided to section members after the webcast, so the benefits of the program extended farther than those who attended in person. As with the April e-learning webcast, pictures and an update on the event will be posted to the SCLA section page and the SCLA FB page.

#### **iTeach 3 Workshop**

In partnership with the Information Literacy Roundtable, the Section's third annual iTeach workshop was held on June 8<sup>th</sup> at Midlands Technical College Northeast Campus from 9:30-3:30. Registration was \$25.00 for SCLA members and \$35.00 for non-members with lunch and snacks included.

Speakers were:

- Darrin Freeburg (keynote speaker): *Preparing Knowledge Workers: Knowledge Literacy for the Workplace.*
- Jade Geary, Bridging the Gap: *Instructional Design and Information Literacy*
- Stacy Winchester and Amie Freeman, *Navigating Open: What Every Librarian Needs to Know*
- Jenny Colvin and Robyn Andrews, *Promoting Leisure Reading to Students*
- Kathy Snediker, *Unearthing the Internet's Treasures: Finding Free Primary Sources on the Web*

There were 50 registrants and 47 attendees; 26 (53%) were from four-year colleges or universities and 10 (20%) from technical colleges. Public libraries (12%), SLIS students (12%) and K-12 school media specialist also attended.

Of the 47 attendees, 39 (80%) completed the evaluation form; 63% rated the conference as "excellent" across all criteria and 32% rated it as "good." The quality of the workshop, time allotted to

each topic and overall value for cost were rated most highly; food and beverages received the lowest response, but was still evaluated as “excellent” or “good” by most (87%) respondents.

The workshop netted \$860.28. Expenses were lunch and snacks. The registration fee was waived for workshop volunteers and the keynote speaker.

<b>iTeach 3 Income/Expenses</b>			
Members	23	\$ 25.00	\$ 575.00
Non-members	12	\$ 35.00	\$ 420.00
Non-mem Students	5	\$ 13.00	\$ 65.00
Comped	7	\$ -	\$ -
No-show	3	\$ 25.00	\$ 75.00
Total Income	50		\$ 1,135.00
Expenses			\$ 274.72
Net Income			\$ 860.28

[Presentation slides](#) were posted to the Information Literacy Roundtable page and linked from the C&U Section page on the SCLA site. A complete report is available [here](#).

### **ACRL Annual Chapter Reports**

C & U filed its Chapter Report with ACRL for the 2015-16 membership year (ACRL reporting period is July 1st to June 30th annually) to ensure our SC Chapter is properly represented and to qualify for any ACRL funding or Speakers Bureau, if ever needed. As requested, contributions our Chapter made in advancing the ACRL Plan for Excellence were noted.

### **ALA Annual Conference - Orlando**

The ACRL Chapters Council (all college and university chapters of state associations from around the country) meet at both ALA Midwinter and the Annual. Ed attended this latest meeting; issues discussed ranged from increasing participation from state chapters nationwide to ways that ACRL can

support state chapters. Ed is developing a round table discussion proposal with the Illinois Chapter for the upcoming 2017 ACRL Conference.

### **Possible Sponsorship of New SCLA Interest Group**

The C & U S was also approached about being sponsors for a potentially newly forming STEM Interest Group. We made a request of the organizers to put together a proposal for consideration by the SCLA Board for inputs and vote, after consultation with President John Kennerly. Directions were given to submit the proposal as an Agenda item for 8/11/16. C & U S is enthusiastic about the proposal, but does recommend review and discussion by the entire Board.

### **Contribution to PASCAL e-Newsletter**

The Section contributed the following for the PASCAL e-Newsletter:

*PASCAL member libraries were an active presence at the ALA annual meeting, June 25-28 in Orlando. Among the presentations from South Carolina librarians were sessions on [games and gamification](#), [makerspaces](#), [technology tools](#) and [best websites](#) for teaching and learning.*

*Librarians from Clemson, College of Charleston and Coastal Carolina University also presented posters on secret shoppers in the library, transdisciplinary collaboration through [art zines](#), the [full-service 24/7](#) library and [user behavior in the 24/7 library](#).*

*The ACRL Chapters Council meet at both ALA Midwinter and the annual conference. Ed Rock, current C & U S Chair/SC Chapter, attended this latest meeting; issues discussed ranged from increasing participation from state chapters nationwide to ways that ACRL can support state chapters. Ed is developing a roundtable discussion proposal with the Illinois Chapter for the upcoming 2017 ACRL Conference.*

*- Submitted by the SCLA College and University Section: Ed Rock - Clemson, Chair; Jenny Colvin - Furman, Vice-Chair; Cathy Goodwin – Technical College of the Low Country, Secretary Amie Freeman - USC-Columbia, Programs Coordinator.*

## Continuing Education Committee

Submitted by Kevin Reynolds

The Continuing Education Committee has two items to report at present.

### **1. SCLA Career Services**

After a successful run last year, we will again be coordinating Career Services at the SCLA Annual Conference. This will include resume and cover letter review as well as career counseling. We are pleased to be able to offer this service to our colleagues throughout the state.

### **2. State Library Continuing Education Curriculum**

Kristi Sligh from SCSL is spearheading the development of an ambitious continuing education curriculum for public libraries in South Carolina. SCLA leaders and CE Committee members met with

Kristi in late June to discuss how SCLA can play a role in this effort. It was an exciting discussion that resulted in some concrete steps. Among other things, Kristi will become a member of the CE Committee, and SCLA will help Kristi in the formation of a steering committee when she is ready for that to be implemented. We are looking forward to see how this curriculum develops over time and how SCLA can partner with SCSL in its success.

### Information Literacy Round Table

Submitted by Stacy Winchester

**Officers:** Stacy Winchester, Chair (USC – Thomas Cooper Library)  
Sara Shiver McBride, Vice-Chair (Richland Library)  
Rachel Zitzman, Secretary (Midlands Tech Beltline)  
Amy Edwards, Treasurer (USC – Thomas Cooper Library)

### Final reporting for iTeach3

I-Teach Income

\$1,135

I-Teach Expenses

\$274.72

Ending Balance - \$860.28

No shows - 3

Total attend - 47

Comp Member Registrations - 7

Non-Member Students - 5

Other Members - 23

Non-Members – 12

**A new issue of *ILeRT!* will come out in the fall – probably October**

### Paraprofessional Round Table

Submitted by Amanda Bracken

Our upcoming workshop, "Paraprofessionals: The Synergy Among Us" is filled to capacity with 51 participants and 3 folks already on a wait list. Our workshop will take place at the Southeast Branch of Richland Library on August 24 from 9am-4:30pm. We will have several presenters throughout the day on working efficiently and effectively in teams, programming ideas and networking opportunities for those in the workshop.

We are going to make a big push and emphasis on participation in SCLA this day to try and gain more involvement for the round table so that training opportunities such as this may continue.

## Scholarship for Diversity in Librarianship Committee

Submitted by Cathi Cooper Mack

The Scholarship for Diversity in Librarianship Committee has been working diligently to provide some great fundraisers and activities for the 2016 conference in Columbia, SC. We will have a Silent Auction this year. If you would like to be one of our Silent Auction donors, please let me know ASAP.

We are still working on the details for our second fundraiser. If anyone would like to donate door prizes or has connections with some organizations/companies, etc. that would donate a prize(s), please let me know ASAP.

If anyone has other ideas/suggestions/comments for the Scholarship for Diversity in Librarianship Committee we welcome them. Please send suggestions to [ccoopermack@scsu.edu](mailto:ccoopermack@scsu.edu).

Thank you for your continued support of the Scholarship for Diversity in Librarianship.

## Youth Services Section

Submitted by Rebecca Antill

The Youth Services Section has been busy with Summer Reading programs around the state through June and July, but we have a couple great things to report.

- We are very excited that our conference proposals were approved, and we'll have a full offering of sessions this fall at SCLA to interest Children's and Teen's library staff.

We are working with the State Library to collaborate on a training day in October, to present a few of

# Treasurer's Report

Income	Budget	FY2016	FY 15 Rollover	Variance	
<b>Round Table Income</b>					
African American Concerns	0.00	0.00	317.50	317.50	
Archives & Special Collections	0.00	0.00	0.00	0.00	
Digitization of Cultural Materials	0.00	0.00	0.00	0.00	
Government Documents	0.00	0.00	0.00	0.00	
Information Literacy	0.00	1,135.00	413.15	1,548.15	
Library Marketing & Outreach	0.00	80.00	0.00	80.00	
New Member	0.00	0.00	0.00	0.00	
Paraprofessional	0.00	1,125.00	446.25	1,571.25	
<b>Total</b>	<b>0.00</b>	<b>2,340.00</b>	<b>1,176.90</b>	<b>3,516.90</b>	
<b>Section Income</b>					
College & University	0.00	0.00	76.31	76.31	
Library Management	0.00	0.00	0.00	0.00	
Public Library	0.00	0.00	0.00	0.00	
Public Services	0.00	0.00	0.00	0.00	
Technical Services	0.00	0.00	0.00	0.00	
Trustees	0.00	0.00	0.00	0.00	
Youth Services	0.00	0.00	0.00	0.00	
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>76.31</b>	<b>76.31</b>	
<b>Annual Conference</b>					
Exhibitors	12,000.00	4,260.00		(7,740.00)	
Registration	40,000.00	0.00		(40,000.00)	
Sponsorships	10,500.00	5,000.00		(5,500.00)	EBSCO
Other Events	3,500.00	40.00		(3,460.00)	
<b>Total</b>	<b>66,000.00</b>	<b>9,300.00</b>		<b>(56,700.00)</b>	
<b>Dues</b>					
Dues, Personal	21,000.00	5,963.00		(15,037.00)	
Dues, Institutional	1,500.00	625.00		(875.00)	
Dues, Sustaining Member	500.00	0.00		(500.00)	
<b>Total</b>	<b>23,000.00</b>	<b>6,588.00</b>		<b>(16,412.00)</b>	
<b>SCLA Scholarship Income</b>	1,500.00	90.00		(1,410.00)	
<b>Miscellaneous Income</b>	750.00	5.00		(745.00)	Amazon Smile
<b>Total Income</b>	<b>91,250.00</b>	<b>18,323.00</b>		<b>(72,927.00)</b>	

Expenses	Budget	FY2016	Variance	Related Notes
<b>Round Table Expenses</b>				
African American Concerns	0.00	0.00	0.00	
Archives & Special Collections	0.00	0.00	0.00	
Digitization of Cultural Materials	0.00	0.00	0.00	
Government Documents	0.00	0.00	0.00	
Information Literacy	0.00	274.72	274.72	
Library Marketing & Outreach	0.00	0.00	0.00	
New Member	0.00	0.00	0.00	
Paraprofessional	0.00	0.00	0.00	
<b>Total - Round Table</b>	<b>0.00</b>	<b>274.72</b>	<b>274.72</b>	
<b>Section Expenses</b>				
College & University	0.00	0.00	0.00	
Library Management	0.00	0.00	0.00	
Public Library	0.00	0.00	0.00	
Public Services	0.00	0.00	0.00	
Technical Services	0.00	0.00	0.00	
Trustees	0.00	0.00	0.00	
Youth Services	0.00	0.00	0.00	
<b>Total - Section</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Section &amp; RT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Bank/PayPal Fees</b>	<b>1,000.00</b>	<b>264.66</b>	<b>(735.34)</b>	
<b>Standing Committees</b>				
Archives & History	250.00	0.00	(250.00)	
Awards Committee	600.00	0.00	(600.00)	
Constitution & Bylaws	0.00	0.00	0.00	
Editorial	150.00	0.00	(150.00)	
Financial Planning	0.00	0.00	0.00	
Intellectual Freedom	150.00	0.00	(150.00)	
Legislative	1,800.00	1,304.08	(495.92)	
Library & Personnel Standards	0.00	0.00	0.00	
Marketing	0.00	0.00	0.00	
Membership	150.00	0.00	(150.00)	
Nominating	0.00	0.00	0.00	
Planning	0.00	0.00	0.00	
Scholarship for Diversity	1,800.00	0.00	(1,800.00)	
Sponsorship	0.00	0.00	0.00	
<b>Total</b>	<b>4,900.00</b>	<b>1,304.08</b>	<b>(3,595.92)</b>	
<b>Annual Conference</b>				
Exhibitors	3,500.00	0.00	(3,500.00)	
Speakers	2,750.00	1,091.91	(1,658.09)	
AV Related Costs	3,250.00	0.00	(3,250.00)	
Equipment	750.00	0.00	(750.00)	
Rental Fees	2,000.00	1,400.00	(600.00)	
Registration	1,250.00	0.00	(1,250.00)	
Food & Beverage/Taxes	30,000.00	0.00	(30,000.00)	
Lodging	1,000.00	0.00	(1,000.00)	
Miscellaneous	2,250.00	0.00	(2,250.00)	
<b>Total</b>	<b>46,750.00</b>	<b>2,491.91</b>	<b>(44,258.09)</b>	
<b>Executive Board</b>	<b>500.00</b>	<b>21.20</b>	<b>(478.80)</b>	
<b>Management Fees</b>	<b>18,500.00</b>	<b>10,791.62</b>	<b>(7,708.38)</b>	
<b>Miscellaneous</b>	<b>300.00</b>	<b>75.00</b>	<b>(225.00)</b>	
<b>Website Management</b>	<b>3,000.00</b>	<b>0.00</b>	<b>(3,000.00)</b>	
<b>Postage</b>	<b>450.00</b>	<b>64.13</b>	<b>(385.87)</b>	
<b>Printing</b>	<b>2,500.00</b>	<b>572.90</b>	<b>(1,927.10)</b>	
<b>Supplies</b>	<b>1,000.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	
<b>Telephone</b>	<b>100.00</b>	<b>0.00</b>	<b>(100.00)</b>	
<b>President</b>	<b>1,800.00</b>	<b>703.46</b>	<b>(1,096.54)</b>	
<b>1st Vice President</b>	<b>1,200.00</b>	<b>1,093.33</b>	<b>(106.67)</b>	
<b>Treasurer</b>	<b>150.00</b>	<b>0.00</b>	<b>(150.00)</b>	
<b>ALA Councilor</b>	<b>1,800.00</b>	<b>1,056.74</b>	<b>(743.26)</b>	
<b>Emerging Leader</b>	<b>1,000.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	
<b>Professional Fees</b>	<b>1,200.00</b>	<b>1,644.00</b>	<b>444.00</b>	includes D&O and Liability Ins
<b>Operational Expense Reimbursements</b>	<b>1,000.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	
<b>Program Grant</b>	<b>1,000.00</b>	<b>0.00</b>	<b>(1,000.00)</b>	
<b>Operations Total</b>	<b>35,500.00</b>	<b>16,022.38</b>	<b>(19,477.62)</b>	
<b>Expense Total</b>	<b>88,150.00</b>	<b>20,357.75</b>	<b>(68,066.97)</b>	
<b>NOI</b>	<b>(3,100.00)</b>	<b>2,034.75</b>	<b>4,860.03</b>	

Post Office Box 1333  
Columbia, SC 29202-1333  
[scla@capconsc.com](mailto:scla@capconsc.com)

**TO:** Sarah Hood  
SCLA Treasurer

**FROM:** Donald Wood  
Executive Director

**DATE:** August 9, 2016

**RE:** SCLA Bank Balances

*Following is the SCLA operating statement for the period ending July 31, 2016*

NBSC Checking	\$	44,067.73
PayPal Account (pending transfer)	\$	649.00
Total	\$	44,716.73