

**MINUTES**  
**Council of Chief Librarians Board Meeting**  
**Santa Barbara City College**  
**Friday, July 15, 2016**  
**8:00 am – 2:00 pm**

ATTENDANCE - Board Members:

**Meghan Chen, Mark Stengel, Kerry Kilber Rebman, Daryl Swarm, Alicia Virtue, Evelyn Lord, Paula Paggi, Leslie Tirapelle, Pearl Ly, Mary-Catherine Oxford, Luis Gonzalez, Will Breitbach, Matt Magnuson, Carol Hute, Doug Achterman, Darryl Swarm**

ATTENDANCE – Ex-Officio, Non-Voting Members

**Gregg Atkins, James Wiser, Johanna Bowen, Kenley Neufeld, Norman Buchwald, Dan Crump**

1.0 Welcome and Appreciation

1.1 New board members

1.2 Outgoing board members

**President Meghan Chen called the meeting to order at 8:10 am. Everyone introduced themselves. Meghan welcomed new members Luis Gonzalez, Will Breitbach and Mary-Catherine Oxford. She also recognized the service of outgoing board members Mark Stengel and Matt Magnuson, as well as Lisa Foley who was not able to be here.**

1.3 Approval of May 16 board meeting minutes

**Minutes were approved with a few clarifications and one spelling correction. A suggestion was made to identify board members and non-board members for future minutes. (Paula Paggi / Luis Gonzalez)**

#### 1.4 Agenda adoption

**The agenda was adopted.**

#### 2.1 Strategic Plan

**The board discussed where we left off on the strategic plan at the end of the day on Thursday. There was a sense that we need additional discussion. If we use our new committee structure to implement the strategic plan, we should consider adding time to our meetings for committees to meet and work. With this structure, board members would need to limit participation on committees.**

#### 2.2 Task Force Reports on Charge, Structure, Assessment Plan, Any Resource Requests

##### 2.2.1 Program Committee Task Force (Kerry, Paula, Pearl, Leslie)

**Kerry presented a draft charge and composition document. Discussion included a suggestion to change the name to Professional Development and Leadership Committee. Suggestion that chair of committee should be a member of CCL board. Suggestion to keep membership relatively small and composed of board member to keep costs down. Committee could still add additional non-board members to assist with programming on an as-needed basis. Non-board member participation adds value to the organization. Suggestion that this committee formally connect to the Communication Committee and workflow from this committee to Communication**

**Committee to actual dissemination of messages to CCL members will need to be mapped out.**

2.2.2 Advocacy Task Force (Meghan, Kenley, Gregg, Doug, Alicia, Evelyn)

**Suggestion to identify organizations where CCL needs representatives to attend meetings. Suggestion to include language for “Past-President or President-Elect.”**

2.2.3 Communication Task Force (James, Leslie, Matt, Johanna, Carol)

**Suggestion to include assessment plan to ensure that committee identifies effective methods of communication. Communication committee should be checking in with all CCL committees. Each committee should assess effectiveness of its operations.**

**MOTION (Mark/Doug) : To establish the three board committees as discussed today : Advocacy Committee, Communication Committee, Professional Development and Leadership Committee. APPROVED unanimously**

2.3 Executive Committee

2.3.1 Annual board review of audit report

**Gregg shared the audit report.**

2.3.2 Insurance for board

**Gregg is working with an insurance broker to get quotes for non-profit board insurance. ACTION: Gregg will present quotes for insurance to the Board by or before the next board meeting for approval.**

2.3.3 Board evaluation

**James and Gregg are looking for an appropriate tool that can be used for the board evaluation. They have contacted the League but are awaiting a response. Usually it is a survey question format. ACTION: Executive Committee will identify a tool for board evaluation.**

#### 2.3.4 Evaluation of employees

**Board discussed how to evaluate employees.**

**ACTION: Gregg will contact League to participate in the evaluation of the Consortium Director.**

**ACTION: Executive Committee will establish an evaluation cycle for the Executive Director of CCL.**

**ACTION: Executive Committee will establish an evaluation cycle for any other ongoing paid position.**

**ACTION: Board members will forward to Executive Director Gregg comments on the work of the Consortium Director to be compiled and forwarded to the League.**

#### 2.4 Finances

##### 2.4.1 Budget items from Strategic Plan workgroups

By consensus, board will extend meeting schedules to allow for an extra half day during meetings.

#### **Upcoming Meeting Dates:**

**October 26-27 (Sacramento)**

**January 19-20 (Ontario)**

**March 23-24 (Sacramento @ D&D)**

**May 22-23 (Burbank)**

**July 17-18 (San Diego)**

#### 2.4.2 Updates

**Gregg shared a Grants Income and Expenditure Report 2015-16**

**Gregg shared the General Operating Budget**

**Gregg shared the Transaction Report 2015-16**

**CCL is in good financial standing**

**Funds will be transferred to a new bank by end of July.**

**ACTION: CCL will adopt 2016-17 budget by email before October meeting.**

#### 2.4.3 Expenditure guidelines

#### 2.5

##### 2.5.1 ILS – SIPX - Kanopy thru OEI

**Meghan has not had a chance to meet with Pat James yet regarding the possibility of integrating a new ILS / SIPX / Kanopy into the OEI project. Meghan welcomes**

**talking points on the importance of integrating library services and support into OEI. She will contact Pat for a meeting in the next month.**

#### 2.5.2 EBSCO Contract

**The EBSCO contract expires in January 2017. Tim Calhoun is checking with the Chancellor's Office to determine the process we need to follow.**

#### 2.5.3 Role of LLRPAC

**Committee needs to be reactivated.**

**ACTION: Dan will meet with Kirsten or LeBaron in the next few weeks to discuss reactivation of LLRPAC.**

#### 3.3 Consortium Director Report

**Renewals went fine. Turn-It-In had another increase in subscriptions, but VeriCite is currently being integrated into OEI and Turn-It-In subscriptions will likely fall in the future. ACTION: The Advocacy Committee should work with OEI to discuss how VeriCite affects our community.**

#### 3.4 CCL-EAR

**Review of discovery platforms is on the CCL-Libraries website and is currently password-protected. Administrative end of Primo was not available to reviewers. Norman is requesting approval to attend the Charleston Conference where librarians and vendors meet directly.**

#### 3.6 OEI

**Alicia shared a draft Memorandum of Understanding for Consulting Services for CCL-CCC. Suggestion to include language in the template that CCL must accept project for payment. Suggestion to remove travel expenses language. Allow for identification of other library resource integration projects. Description of proposal. Include comment that anything created is part of creative commons license. Since this is a beta version of the template and we don't have infrastructure to conduct an RFP, CCL should proceed with this project as a pilot as developed and led by Alicia.**

**ACTION: Johanna will send sample language on accepting project for template to Alicia.**

**ACTION: Alicia will send revised version of this project template to Advocacy Committee to review and approve.**

### 3.8 Publication / Outlook

**For 2016/17, CCL will publish two Outlooks in the fall and two in the spring.**

### 4.3 New Board Committees

#### **Membership:**

#### **Professional Development & Leadership**

**Will Breitbach (Chair)**

**Pearl Ly**

**Paula Paggi**

**Kerry Kilber Rebman**

**Advocacy**

**Executive Committee (Meghan Chen [chair], Gregg Atkins, Kenley Neufeld, Doug Achterman, Evelyn Lord)**

**Dan Crump**

**Alicia Virtue**

**Luis Gonzalez**

**Communication**

**Mary-Catherine Oxford (Co-Chair)**

**Carole Hutte (Co-Chair)**

**James Wisner**

**Johanna Bowen**

**Darryl Swarm**

4.2. Changes to By-Laws

**Motion to appoint Kenley Neufeld as Vice President until October 2016 meeting.  
APPROVED**

**Motion to amend bylaws for the purposes of compliance with IRS Section 501c6  
(Doug Achterman/Paula Paggi) APPROVED**

**IEPI Appointment POSTPONED - By email with information on the group's  
purpose and meeting dates.**



CCL Board Retreat  
July 14-15, 2016 Santa Barbara City College

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**All other unfinished business on the meeting agenda will be done by email. Meghan will communicate with the board shortly.**

Adjournment

**The meeting adjourned at 2:00 pm.**