CCL Board Meeting (Virtual)

October 20, 2023 (9 am – 12 noon)

Minutes

In attendance:

Gregg Atkins, Amy Beadle, Elizabeth Bowman, Will Breitbach, Dan Crump, Nancy Golz, Alison Gurganus, Eric Hanson, Tina Inzerilla, Andrew Kuo, Cynthia Orozco, Parisa Samaie, D.J. Swarm, John Taylor, Elnora Tayag, Gloriann Sipman, Carina Love

Absent:

Mai Soua Lee, Evelyn Lord

1. Review previous minutes

> **Corrections to be made:**
>
> - **August 1st meeting: *how are we supporting instruction? CCL has about $500K to support instruction* should be corrected to correct amount**
> - **Remove Mary-Catherine from notes as *"absent"***
> - **LPD Cte was referring to North/South meetings: add Lightning talks**
>
> **Parisa motion to approve. Approved with two abstentions**

2. Today's agenda **approved**

3. CCL website review

> **John asked for opinions: what is not up to date? what is missing entirely?; do we need to rebuild or just update? Security issue noted: to remove emails from website. Looking for a committee of 3 to take this on with Cynthia.**
>
> **Sub-committee was already formed this summer and will convene and report back in 6 weeks (Amy, Cynthia, Tina, Will)**

4. Regional Representatives onboarding packet

> **Suggested orientation from Gregg below. Alison, John, Glorian, Gregg will review this packet.**
>
> > **CCL BOARD ORIENTATION**
> > **1. Organization**
> > > **Structure, History**
> > > **Board & Officers; "Staff"**
> > > **Committees**
> > > **Strategic Plan**
> > > **CCL-EAR**

LSP Task Force
Deans & Directors
Documents – Articles of Incorporation, Bylaws
Website, Listserv

    2. Library Consortium
    3. LSP Vendor Status
    4. Current Projects/Activities
        LSP – Vendor responsibilities, LSP budget, TF work, Governance
        Committee, OCLC subscriptions, ELUNA, eCAUG
        ALDS
        Vision 2030
        Prof Development pilot
        Fall workshops
    5. Budget Review
    6. Website Review

5. LLRPAC (Library & Learning Resources Program Advisory Committee) and Annual Library Data Survey update

> **LLRPAC has not yet met this fall. Representation has not been established so it has not been able to advise regarding this year's Annual Library Data Survey. CCL has taken on this responsibility for this requirement, as requested by the Chancellor's Office.**
>
> **Current Annual Library Data Survey should be available to CCL libraries soon**
> > **Gregg and Cynthia updated the contact list for each of the libraries with due diligence, to remove duplicates.**
> > **Concern that the Chancellor's Office directory may be leading to errors in who is responding. Rosa Estrada is CO contact for issues**
> > **Gregg suggested that that CCL be linked in with Rosa to troubleshoot problems**
>
> **Gregg and John reviewed the survey for errors, adding conditions for fields, etc. Minimum 30 day response time has been requested**
>
> **Future Annual Library Data Survey changes will be considered after this year's Annual Library Data Survey is done. Doug Achterman will head a committee to work on this next spring.**

6. Marketing the Council of Chief Librarians to newer librarians in the system

- **Alison has suggested creating a plan to reach out to new librarians to share what CCL does, how it is connected to LSP, and what we can offer.**
- **Elizabeth suggests looking at all the materials available there.**
- **Alison would like a promotional approach.**
- **Glorian made some specific suggestions to make the website serve to help clarify and promote CCL, with a specific suggestion to add an organizational history.**

- **Gregg suggests we focus on both content and the methods for sharing the content.**
- **Possible Wednesday Webinar to share and record the history of CCL**
- **Dan suggests finding examples that we can use to demonstrate the value of CCL to the Chancellor's Office and ASCCC and other groups, showing how librarians contribute to student success, and advocate for accreditation standards for libraries.**
- **John wonders if the Website sub-committee would be the group to create this content?**
- **Gregg suggests that Advocacy Committee take this on when they meet next.**

Inserted agenda item: John queries (related to a recent, shared concern): how can/does CCL support librarians looking for advice on where libraries are included within college reorganizations; Gregg notes that this is a local matter and usually about other issues than pedagogy (e.g. budgetary, workload distribution); Alison wonders if a CCL statement asserting opinion on the value of libraries reporting to academic/instruction instead of student services categories within their colleges (as well as to inform new deans and other administrators); ASCCC paper model (John, Dan, Alison); Gregg

7. Communication management tool

We need data from our users: email platforms, CCL website, and other communications analytics? e.g. CRM tools such as Constant Contact, HubSpot

Action item: Ponder these thoughts and Cynthia will demonstrate whatever analytics currently exist

8. LSP funding idea–Classification Web software for all with CCL management funds for one year; starting January 2024

Gregg explained the request from the field and utility of this software.

Motion by: Tina to approve, Parisa seconded. So moved.

9. Review and approve DEIAA statement for CCL

Discussion/Action Item: CCL commitment to DEIAA in a statement

Background:
It is proposed that CCL include its DEIAA commitment within its organizational purpose, using the language of current strategic goal (Goal D) to create a CCL DEIAA commitment, adding a few additional elements. Currently CCL has an organizational purpose and strategic goals, but there is no explicit DEIAA statement or commitment for the organization, while "subsets" of CCL (LSP Program, CCL-EAR) have statements of DEIAA commitment. It has been argued that this commitment should be explicit and visible, and stemming from—and supporting—the existing mission of the organization and from which activities should be identified. CCL board discussion at summer retreat, team of board members to draft new language to share with board prior to next

meeting. If adopted, this statement should reside in the "Organization" link on CCL website and be disseminated to CCL membership

Board reviewed the current draft and discussed: Parisa endorses its usefulness as a tool on the CCL website as an example; Cynthia and Glorian suggested more specific language to be included; additional bullet added; Elnora, Parisa and Cynthia will suggest some additional language and return this to the group

Decision: return to this agenda item at next board meeting

10. Update on LSP and CO

Elizabeth and Gregg summarized the New Vendor Agreement for LSP signed; major changes are the addition of CCL "vendor" role with OCLC and new, more frequent, more explicit reporting requirements.

Scope of Work & Budget
Vendor will provide the Chancellor's Office with professional services for the continued administration, management, and implementation of LSP and other related systemwide library services technology.
Quarterly Reporting on LSP Participation and Stakeholder Engagement and Support

Semi-Annual Reporting Documenting existing agreements and outlining suggestions for future systemwide LSP-related investments:
- **Ex Libris**
- **OCLC**
  - **Cataloging and Metadata Service**
  - **EZProxy Authentication Service (Hosted)**
- **Other, if any**
Annual Report Summary and Analysis

11. Financial report

September (and YTD) Budget Report shared by Gregg

Financial Report posted at end of minutes.

12. Explore the CCL role in Vision 2030

Gregg asks: How can CCL reconnect (since summer conversation) with new Chancellor
and ask her what is her vision for libraries and 2030
Alison, Dan, Gregg, Nancy discuss areas we can connect with Vision goals
- **Dual enrollment for library research class: is this practical for our colleges?**
  - **availability of cc librarians? Transferability Impact of increased FTEs for**
  - **database contracts, etc.**
  - **Dan will [investigate ways the library courses can be transferable and …]**

- **Generative AI**
  - **Alison will introduce herself as contact with Chancellor's Office AI efforts, such as [upcoming webinar series](#) to get a sense of how CCL can have a part, a voice**

13. Open positions in South Coast, Northeast, Northwest, Desert

> **Gregg discussed difficulties getting members to take on CCL roles.**
> **Eric Hanson asked to be South Coast rep**
> **Lisa Thomas, College of San Mateo, nominated to added to CCL-EAR and board will**

vote on this nomination by email

> **Motion made by Eric, seconded by Will: Work to revise the by-laws to broaden representation criteria to CCL board membership from its current definition.**

> **Approved unanimous**

14. Committee activities

> **Leadership and Professional Development**
> > **Update on upcoming North/South workshops**
> > **Lightning talks: October 4, 2023**
> > **Spring workshops**
> **Current Interests Committee**
> **CCL Electronic Access & Resources Committee**

Next board meetings:

> **Thursday, Feb. 1, 2024 (All-Day, In-Person) Sacramento**
> **Friday, April 26, 2024 (9 am–12 noon) Virtual**

Recorded by Elizabeth Bowman

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET REPORT 2023-24** / SEPTMBER 2023

INCOME	Annual Budget	Current Month	Year-To-Date
Membership	15,750.00		
Consortium	160,000.00		
Interest (SAVINGS)	0	.28	9.51
Interest (CD)	18,000.00	1,037.89	3,113.65
TOTAL	**193,750.00**	**1,038.17**	**3,123.44**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support	*12,000.00*		
CCL-EAR Meetings/ Grants	12,000.00	3,500.00	3,500.00
Professional Development & Training	*85,000.00*		
D&DMtg	40,000.00		
Workshops	30,000.00	10,000.00	10,000.00
Area Meetings	3,000.00	236.66	236.66
Special Leadership Project	12,000.00		
Policy Development	*30,000.00*		
Board Retreat	15,000.00		2,623.60
Board Meetings	15,000.00		212.22
External CCC Group Collaboration	*7,000.00*		
President's Travel	7,000.00	494.26	805.51
Operational Support for Leadership Activities	*98,400.00*		
Exec Director Salary	27,000.00	2,250.00	6,750.00
Communication Mgr Salary	8,000.00	666.00	1,998.00
Prof Dev Coard (MOU)	10,000.00	1,600.00	1,600.00
Website & Outlook	3,500.00.00		120.00
Supplies & Operations	2,000.00	12.00	36.00
Databases	9,500.00		468.00
Tax Prep	850.00		
Data Survey Analysis	6,000.00		
Insurance	2,000.00		
Miscellaneous	2,000.00		
Special Projects	27,550.00		
TOTAL	*232,400.00*	**18,758.92**	**28,176.74**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **LIBRARY SERVICES PLATFORM AGREEMENT BUDGET 2023-24** / September 2023

INCOME	Annual Budget	Current Month	Year-To-Date
CCCCO	500,000.00		
TOTAL	**500,000.00**		

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Sub-Contract Vendor	*365,925.00*		
CCLC	365,925.00		
Professional Development	*44,075.00*	9,789.19	11,089.19
Policy Development	*20,000.00*		
Gov Comm Retreat	10,000.00		6,022.15
Gov Comm Meetings	10,000.00		
Administrative Management	*5,000.00*		
LSP Task Force Meetings	5,000.00		
ELUNA Participation	*35,000.00*		
Memberships	30,000.00		
Representatives' Travel	5,000.00		
LSP Program Oversight	*30,000.00*		
LSP Program Manager (MOU)	30,000.00	1,160.00	4,084.80
TOTAL	*500,000.00*	**10,949.19**	**20,756.14**

CCL BANK BALANCES -As   of 10/20/2023

CD	400,000.00
SAVINGS	17,892.27
CHECKING	1,428,411.20
(TOTAL)	**1,846,303.47**