

**ACLA Quarterly Meeting  
Pender County Public Library  
February 22, 2024, 5pm**

**I. Welcome & Introductions**

**A. Library Updates and/or Side Hustles!**

**B. Attendance:**

Zoom: Lisa Coats, Gary Moore, Rachel Fiery, Patricia Burns, Colleen Robinson

Present: Sara Warrick, Shannon Kidney, Patricia Dew, Jacob Deninger, Liza Palmer

**C. Email to be sent out at the end of the meeting with everyone's addresses 😊 [N.B. Liza sent emails to directly affected attendees only; if you need to get in touch with a member, please contact Liza Palmer or Melissa Raymer.]**

**II. Updates**

**A. Action Items**

1. Website: 100% support to move to paid WordPress; No more ads! Officially moved. 50/50 split for domain options. Chris was the deciding vote. New website: <https://azaleacoastlibraries.org> Cost was \$96 (annually)
2. Best Practices for Azalea Coast Libraries: Social media, Citational justice, Mindfulness, Book Banning/Challenges, Professional training for staff, Professional welfare, Workload, Desk shifts, Compensation, Professional development (broadly)  
What are the responsibilities? Just to develop a draft/working paper. Soft deadline of September 1st. Template developed from the first few drafts.  
Pitch to be sent out about the project after the project; template/outline forthcoming as well.
3. ACLA Archives: Jacob communicated that the Gmail account has most of the historical documentation. Good suggestions for interview subjects for "oral history" project
4. Conference Planning: Rachel and Virginia Sharp March have volunteered. Proposal to be shared at the next meeting. Tax status needs to be sorted out before the conference.

**B. Tax Status:**

Does ACLA need to do tax returns every year? Still not entirely sure. For recognition as a non-profit, the thought is that we would need to submit returns. We are still an incorporated non-profit. Lisa Coats is still listed as the registered agent.

We have an EIN from IRS December 2015. At that point we became a tax-exempt organization. We're listed as a 501c3. We are no longer listed in the EIN database, though (NCLA is, for reference).

Communication with NCLA to get a sense for what they do. They do indeed submit a 990.

According to the \$5000 rule, we should qualify, but we've not submitted tax returns for years. We applied for that tax-exempt status because the org was applying for a grant from the New Hanover County Public Library Friends of the Library program.

Question about why we need to be a 501c3.

Are there threats to the organization for not establishing our tax-exempt status?

Rachel and Liza are working on this. Will report before the next quarterly meeting (May).

#### C. Summer Programming Ideas:

Patricia and Shannon: summer reading programming; read around the bases with the Wilmington Sharks at Pender County, smaller prizes along the way. Brunswick County just hired a youth services librarian -- they are coordinating all summer reading; system-wide prizes.

(Carly Stewart: outreach librarian; Youth Services librarian)

(Note to public libraries needing part-time people -- school librarians are available!)

CFCC is still doing renovations. New Director Kayla Page (moved downtown).

UNCW: Library to be closed from May to August; new expansion to be open for fall semester.

Side conversation: developing a list of companies/organizations that are "library friendly" for conference raffles or other events.

### III. ACLA Business

#### A. Officer Vacancies

1. Approve Rachel Fiery (University of North Carolina Wilmington Randall Library, Cataloging Specialist) as Treasurer. All attendees were in favor.

2. Vice Chair Candidates?

#### B. Officer Reports

1. Treasurer:

Treasurer report (Rachel will do this, moving forward!)

a. Tax status investigation is ongoing

b. Rachel is now a signatory on the account, as well as Liza

c. Rachel and Liza arranged for a Visa debit card on the account

\$96 expense to WordPress, via the new debit card – this should be a recurring annual fee now.

d. \$ 1,012.55 in the Truist checking account as of 2/21/24.

e. Post-meeting addendum: per the question from the floor, ACLA has a Truist Community Checking account (<https://www.truist.com/small-business/banking/checking/community-checking>), which seems to incur no fees

2. Melissa Raymer:

a. “[I]f folks sign up for the UNCW listserv, and get my email that I have created their account, that they will get an email from the system for them to approve the sign up, otherwise they are not officially a member. Some of the previous recent ones still haven’t been added due to their part. . . . I will be happy to check for folks, if they feel they should be.”

b. Melissa and Liza are also working on a listserv posting policy to ensure that content is library-related.

c. ACLA UNCW listserv - 119 members; MailChimp listserv – 163 members.

- Clearly, we still need to do some reconciling between the two lists!
- As ever, if you aren’t able to post to the UNCW listserv, don’t hesitate to reach out to us via the Gmail account or my UNCW account

3. Chris Robinson:

“On February 1st, Chris Robinson [Web Administrator] and Rachel Firey (Treasurer) met to upgrade the association's website. This upgrade shifted us from a free to a premium account, incurring an annual cost of \$96.00 for maintenance. The premium account ensures an ad-free experience on our website. Additionally, the association's website’s domain name was shortened from

[azaleacoastlibraryassociation.wordpress.com](https://azaleacoastlibraryassociation.wordpress.com) to [azaleacoastlibraries.org](https://azaleacoastlibraries.org). Chris has backed up the old website and is currently exploring new website templates to bring the website up to date. Lastly, Chris working on a new logo for the upcoming website launch.”

## 2. Spring Mixer?

### C. Banned Books Club

1. March meeting, reading *The 57 Bus*: March 27, 2024, 6:30pm in UNCW UFC or via Zoom
2. Actively welcoming members. In-person or via Zoom. Details on agenda. Zoom details upon request.

### D. Next Quarterly Meeting

Bladen and Columbus have been suggested. Southeastern Community College in Whiteville is a possibility: Wed, May 22nd or 29th at 5:00pm.

## IV. Library Tour

### V. Motion to adjourn: Patricia

Second: Shannon

In favor: All



Tax ID 81-0866780

<https://azaleacoastlibraries.org/>

[azaleacoastlibraries@gmail.com](mailto:azaleacoastlibraries@gmail.com)

### **About Azalea Coast Library Association**

The Azalea Coast Library Association (ACLA) is a professional organization founded to promote and advocate for Southeast North Carolina libraries through activity, communication, and engagement among those involved with or interested in libraries.

Our membership includes librarians, library staff, library school students, and library-adjacent workers based in (or retired from) public, academic, and special libraries or school media centers. Membership is open to all library personnel from the following counties: Bladen, Brunswick, Carteret, Columbus, Cumberland, Duplin, New Hanover, Onslow, Pender, Robeson, and Sampson, although library personnel outside these areas are also welcome to participate.

We share information via email, social media, and meetings (face-to-face and virtual). Please like us on Facebook (<https://www.facebook.com/azaleacoastlibraryassociation>)! And make sure you are included on both listservs, one hosted by MailChimp (for newsletters) and the other by the University of North Carolina Wilmington (for approved member postings). Email [azaleacoastlibraries@gmail.com](mailto:azaleacoastlibraries@gmail.com) for more help with the listservs.

ACLA wants to grow! So please encourage your colleagues to participate by sharing organizational newsletters and meeting notices. Thank you!

### **Current Leadership**

Chair: Liza Palmer (*The Moving Image*, Managing Editor)

Vice Chair: Vacant

Secretary: Robert Shapiro (South East Area Health Education Center, Director)

Treasurer: Vacant

Web Administrator: Chris Robinson (UNCW Randall Library, Outreach & Engagement Librarian)

Listserv Manager: Melissa Raymer (UNCW Randall Library, Education & Art Librarian)