

**NCLPA Executive Board Spring Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Tuesday, May 21, 2002**

Attending: Linda Hearn (Chair), Christian Burris (Secretary), Linda Sykes (Treasurer), Anthony Myles (Archives Committee Chair, Programming Committee), Meralyn Meadows (Programming Committee Chair), Marcia Johnson (Publications Committee), Annis Barbee (Vice Chair-Elect), Sheila Little (Region 2 Director), Martha Fonville (Publications Committee), Linda Ruffin (Nominations Committee)

Linda called the meeting to order with a welcome to all new and returning members of the board. This was followed by introductions from everyone present.

Christian presented the minutes from the meeting on February 5 for review. After several minor revisions, they were approved. In addition, the minutes will be distributed- along with the agenda- at least a week before the next meeting.

Linda Sykes gave the treasurer's report. The balance stands at \$2,874.63, which includes dues that have been received before the date of this meeting.

Linda Hearn provided the Chair's Report:

- Annis was contacted after the last NCLA board meeting to serve as Vice Chair. Formal elections will not be held until after there are nominations for the remaining regional directors.
- The new administrative assistant for NCLA, Cathy Rocco, has been responsive and knowledgeable. She has also begun to provide rolling membership lists to all of the roundtables.
- Ross Holt has said that co-membership between NCLA and other library associations is a possibility. He feels that joint memberships should be considered between members of NCLA and other library interest groups.
- A session idea for the next NCLA meeting: Gene Kinally, who is with the Library of Congress, has been suggested to lead a workshop on professionalism.

Linda then continued with a report from NCLA:

- The ALA Annual Conference will be June 13-19 in Atlanta.
- A new issue is the preservation of web pages. To date, the only way to capture the information stored on them is to print a hardcopy of the page itself. However, the frequency to do this- every change, every six months, etc.- has been a question. Anthony will contact the archives office of NCLA for more information.
- Archival items from each roundtable should be sent to NCLA once a year for their records. Anthony will get in touch with the office to find out more specific information.
- A proposal was introduced that the NCLA biennial meeting be changed to an annual one instead. Linda asked for some feedback:

- Some issues were raised during that meeting: the size of the conference, the number of vendors present, a co-sponsorship with SELA, and the terms of officers (two years or one year).
- Meralyn commented that if it were better in terms of programming, it would be more worthwhile. Marcia added that the planning for the last conference should have been better too.
- The task force investigating the issue believes that an annual conference would be shorter in length. However, the number of vendors could be an issue- the number who would attend would depend on the number of people who would register for the conference.
- The earliest the issue could be decided would be 2004.
- Annis added that an eighteen-month conference schedule has been used at NC State. In that manner, issues would be timelier and allow for more pacing between each conference.
- Meralyn also suggested that an annual conference would benefit planning for budgets, since the expenditures would become more frequent.
- Pauletta Bracy was looking for ideas regarding the theme of the 2003 NCLA Conference. Discussion arose about including the words ‘librarian’ and ‘paraprofessional’ in the name of the conference. The decision will be made at a future date.
- The current NCLA logo has been dropped from the latest versions of all NCLA web pages because it does not display very well. A replacement logo was presented and rejected, so the search for a new logo continues.
- The State Library gets \$600,000 as grant money each year. In return, NCLA receives \$30,000 in funds from that grant. In this arrangement, NCLA acts as a fiscal agent of the State Library, which is legal. To date, checks have only been signed off without any further record keeping. Suggestions were made for itemized reports to all agents of NCLA, as well as a representative from NCLA on the board for the State Library.

Committee reports were the next item on the agenda:

- Archives: Anthony is still accepting submissions.
- Programming: Due to a family emergency, Meralyn was unable to continue preparations for the paraprofessional certification workshop. It was originally scheduled for May 3, but it has been postponed until October 7.
 - The workshop will still take place at the North Carolina School of Science and Mathematics (NCSSM) in Durham.
 - It is open to all library personnel: paraprofessionals, supervisors, managers and directors.
 - Registration will be limited to 60 people, and the cost for meals (a morning break and lunch) is about \$7.55 per person.
 - Registration fees are \$20 for NCLA members and \$25 for non-members.
 - Diane Futrelle, director of the library for NCSSM, will provide opening remarks.

- Dorothy Morgan will present on the question of certification in the morning session, and a panel discussion will take place in the afternoon. Several people will be invited to participate on the panel:
 - Wanda Brown (Wake Forest University), representing college and university libraries
 - Ellen Dickey (Central Carolina Community College), representing community college libraries
 - Jeanne Crisp, representing the State Library
 - Barbara Newnam (NCSSM), representing school libraries
 - Melanie Collins, representing public libraries
 - Ross Holt (President, NCLA), serving as moderator
- Meralyn presented the brochure for the workshop for review:
 - The topics that Dorothy would cover in her presentation were reduced to four, along with the topics that would be addressed during the panel discussion.
 - The brochure will be mailed with the registration form as an insert. It will go to all members of NCLA as well as individuals at community colleges and special libraries. It will be mailed by NCLA, but the number of copies has not yet been decided.
 - The contents will also be posted at the NCLA website and support staff e-mail discussion lists.
 - This line will added onto the address panel of the brochure: ‘Who should attend: support staff, directors, managers, supervisors’.
- Several details remain: a refund/exchange for Dorothy’s old plane ticket (to be handled by Linda), the final layout for the brochure (to be addressed by Meralyn) and the paper for printing the brochure (also decided by Meralyn). Also, members of the panel will receive \$50 to cover their travel costs.

The following items were reviewed as old business:

- Previous appointments: Anthony will remain in charge of the archives and Meralyn will continue as programming chair.
- New appointments: As noted previously, Annis will serve as vice chair. Other new appointees include:
 - Conference Committee: (no appointment; Linda and Annis will share duties; officers encouraged to suggest possible programs and speakers)
 - Membership Committee: Marcia Johnson
 - Nominating Committee: Linda Ruffin
 - Publications Committee: Martha Fonville
- Newsletter: Visions will be a semiannual publication. Its first issue will have remarks from Linda, articles about officers, a feature about Central Carolina Community College, and a ballot for upcoming elections for office. (Paraprofessional news items should be sent to Tarheel Libraries.) It will also be the debut for a new title logo. Martha expects the first issue to be ready to go to the NCLA office by July 1.

The following items were introduced as new business:

- NCLA is sponsoring a conference in either September or October to train leaders in Browns Summit. There is a \$600 attendance fee, and the leadership institute currently looking for funds to continue the conference in the future. Linda proposed that NCLPA provide a one-time scholarship to allow one paraprofessional to attend.
 - A formal motion for Linda's proposal was made by Marcia, and properly seconded.
 - By Linda's discretion and the approval of the Christian and Linda Sykes, the vote was extended to all members present for the meeting.
 - After discussion, the motion was called to a vote. It was not passed by voice vote.
- Meralyn offered a motion that NCLPA fund the registration, meals and lodging for a paraprofessional at the next NCLA conference. The motion was properly seconded.
 - The NCLPA luncheon would also be included.
 - After discussion, the motion was called to a vote. It was passed by voice vote.
 - A special committee, led by Annis, will decide upon the qualifications and procedures.
- The election of vice chair and regional directors are pending until the next NCLA biennial meeting in 2003.
- Linda and Bao-Chu Chang have removed all of the contents from the current NCLPA except for the mission statement. The future content for the page will be decided next. Linda's daughter has been working on a revised layout for the page, and those who attended this meeting were able to preview its design. Several opinions emerged:
 - In addition to updated links, the new page should include workshop information and upcoming events.
 - A link to NCLA scholarship information was also suggested, as well as links to other paraprofessional organizations in other states.
 - After NCLA decides on a new logo, NCLPA will choose whether to include it on its pages or use one based upon it.
 - The overall design, from the buttons to the barcode image, was well received. The color of the page, however, was suggested for a change toward something lighter (it was a shade of green).
 - Linda asked that any other suggestions regarding the web page be sent to her by e-mail.

Two additional items were addressed:

- The first issue of Visions will go to all members of NCLA first, but subsequent issues will go to members of the roundtable only.
- There is no formal NCLPA e-mail list; all items are forwarded to the main NCLA list (which is not tightly moderated). In the future, a list could be started as another membership benefit.

The next meeting will be Wednesday, August 7 at the Randolph County Public Library.
Linda then adjourned the meeting.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA