

**NCLPA Executive Board Fall Quarterly Meeting
Watauga County Public Library; Boone, North Carolina
Wednesday, October 30, 2002**

Attending: Linda Hearn (Chair), Annis Barbee (Vice Chair/Chair-Elect), Christian Burris (Secretary), Barbara Torpy (Region 3 Director), Jackie Cornett (Region 4 Director)

Absent: Linda Sykes (Treasurer), Sheila Little (Region 2 Director), Marcia Johnson (Membership Committee), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee), Linda Ruffin (Nominations Committee), Martha Fonville (Publications Committee)

Welcome

Linda called the meeting to order at 10 a.m. and thanked everyone who had attended the Certification Workshop at the beginning of October.

Minutes from the August 7, 2002 Meeting

Everyone attending today's meeting had reviewed the minutes from the previous meeting. Those minutes were approved following one correction.

Treasurer's Report

Due to a family emergency, Linda Sykes was unable to present the treasurer's report.

Chair's Report

Linda had recently attended a board meeting of the committee that oversees the Library and Information Technology program at Central Carolina Community College. Two new certificates will be announced for the Spring Semester: one for cataloging and the other for public services.

NCLA Executive Board Report

The Fall meeting took place on October 18 at the library at Davidson College. Some of the items that were discussed were:

- The Centennial Conference that will be held jointly with the Southeastern Library Association (SELA) in 2003 has been approved.
- During the debates of the North Carolina General Assembly regarding the operating budget for the next fiscal year, NCLA and the Public Library Directors Association both gave \$5,000 dollars to hire a lobbyist from the Capital Strategies group. Their efforts were successful; the budgets for state library funds and NC-LIVE remained intact while other areas were cut by at least eight percent.
 - The tax-exempt status for NCLA was changed in order to hire a lobbyist.
 - The State library may look into hiring a lobbyist for future needs.
- The question of "eligible expenses" was discussed. One committee within NCLA had been submitting the mileage and lunch expenses for each of its board members so that they could be reimbursed by NCLA. The issue- whether these expenses should be submitted at all.

- The decision was made that mileage should not be reimbursed unless it was for NCLA business; lunch, however, can be reimbursed depending on the budget of the committee or roundtable.
- Beginning in 2003, each committee and roundtable of NCLA must submit a budget.
- The Nominations Committee has submitted two names for the next vice president/president-elect. They are Carol Freeman of Forsyth Technical Community College and Robert James of Wake Technical Community College.
 - The rotation has come to the community colleges for the vice president/president-elect.
 - Linda feels that Robert is supportive of paraprofessional interests.
 - Barbara asked whether questions could be directed to the candidates, and Linda said that she would look into it.
- Ross talked at length about the certification workshop, and the current board has also shown support for further development on the issue of certification. Along with the scholarship, this has also added a degree of professionalism to the roundtable in the view of the board.
- Currently, there is no theme for the 2003 conference of NCLA.

Committee Reports

The following reports were presented:

- Certification workshop wrap-up:
 - Although Meralyn was unable to attend this meeting, she had written a follow-up about the certification workshop:
 - 43 people attended; this included supports staff and professional librarians.
 - The panel spent time discussing the benefits of the New York certification program.
 - Out of 27 evaluation forms, 26 indicated that this should be a matter that is moved forward by the efforts of NCLPA. NCLA will also investigate this issue at a later date.
 - Jackie will enroll in the New York program to relay personal feedback.
 - Linda is still undecided about the issue. Support has come from NCLA and Central Carolina Community College about future exploration.
 - If adopted, changes would be gradual rather than dramatic. This could also depend upon support from library directors.
 - Meralyn feels that a program for North Carolina should include an educational component in addition to workshops that were attended.
 - Linda would like to add a Certification Committee to the roundtable, and she has a candidate in mind to coordinate its efforts.
- NCLA conference scholarship:
 - Annis has already sent the initial “heads-up” e-mail to various listservs, and many responses were inquiring about the roundtable itself.
 - Annis, Inez Lyons, and Sheila Little make up scholarship committee. Presently, there is not a representative from the community colleges.

- A revised packet was distributed that contained the latest drafts of the publicity timeline and application. The following changes were made to these sections:
 - Timeline:
 - The word “biennial” has been dropped in regards to the NCLA conference, due to the possibility of it being held annually.
 - The submission dates for *Library Mosaics* has not yet been determined; Annis was going to keep communications open to learn the proper dates.
 - Annis will contact Pauletta Bracey at North Carolina Central University to tie it in to the NCLA conference theme. Christian suggested that materials could go out without the conference theme for the first round, and then the theme could be added to later publicity materials.
 - Linda planned to ask Ross if the scholarship recipient could be recognized during the conference, as well as whether could receive a ribbon that could be displayed from their name tag.
 - Under the section for e-mail versions:
 - Annis wanted to add the notation that the scholarship would be for one recipient only.
 - In the sentence for what would be included in the scholarship, “conference registration” was moved to the beginning of the list and the NCLPA meeting luncheon was changed to the NCLPA business luncheon.
 - The word “compete” was replaced with “apply”; “cover” was replaced with “include”, and the words “rare and” were dropped completely.
 - Annis would check with Bao-Chu Chang about adding a link to the NCLA homepage for the application and flyer. Information about the webpage would also be added to the timeline.
 - Application changes:
 - The word “program” was dropped from paragraph one.
 - Sentences which would describe NCLPA and the roles of the paraprofessional would be revised and slightly expanded.
 - The scholarship winner would be notified by July 15. In addition, an alternate would be selected in the event that the scholarship winner became unavailable.
 - A list of rules would be added to the packet. These would include: who was eligible to apply; applicants must be employed by a library in North Carolina; all applications must be submitted on the official forms; official

applications must be received from either the web or by mail; all applications must be received by the deadline; the winner would be announced on the NCLPA website as well as being personally notified; acknowledgements would be sent after each application was received; the winner would be announced publicly on August 15 but would be notified on July 15; and that an alternate would be chosen if the winner could not attend.

- The signature of the supervisor would be included on the application form. This would guarantee that the applicant would have the approval to attend if selected.
- The phrase “self-addressed stamped envelope” was dropped.
- A checklist would be added to the end of the application to ensure that all materials are complete.
- Linda’s name would be added as the contact for any questions.

Old Business

The following topics were addressed:

- Region Director 1:
 - Renee Pridgen declined the nomination to serve, due to commitments from work and school. As a result, the seat will remain open for the interim.
- Webpage:
 - There are three finalists for the NCLA logo, including one that was the choice of that committee.
 - Two issues for the NCPLA webpage:
 - Although an accurate financial report is not yet available, payment would be needed for the person to develop the page.
 - The amount of maintenance required once the page is placed online, especially in terms of cost.
 - Linda had planned to ask her daughter to design the final look for the page, but she would like to pay her \$300-\$400 for the startup costs.
 - A motion was proposed to pay Linda’s daughter to create the NCLPA website for a maximum of \$400. This motion was passed by voice vote.
- 2003 conference:
 - Dr. Peter Young and Sarah Shaber have committed as speakers and will not have any speaking fees. Dr. Young will not have any expenses for his trip, but Ms. Shaber will receive an honorarium to assist with her needs.
 - Linda asked Annis to keep a journal of her processes as planning for the conference- a “protocol list”. Individuals who will plan future conferences can use this list as a reference. Additionally, Linda suggested that all officers and committee chairs should keep similar lists for their respective posts.

- Meralyn had not talked with Mitch Friedman about his plans to attend the conference; if he does attend, he would ask for his expenses to be covered.
- Annis would begin dialogues with Pauletta and Meralyn about details for the conference.

New Business

The following items were introduced:

- Centennial Conference:
 - A special joint conference will be held with SELA in October 2004. Its theme will be the 100th anniversary of NCLA, and it will be located in Winston-Salem.
 - It will have the same format as a biennial NCLA conference, and would span three days.
 - NCLPA has no counterpart in SELA, so there is a question of whether NCLPA would have any programming during the conference or not. Should NCLA choose to meet annually, the terms for officers would be ending by this time.
- Budget for 2003:
 - Copies of the budget were distributed for early review.
 - Additional details will be addressed at the next meeting.
- Bereavement Policy:
 - Due to recent circumstances, Linda wanted to adopt new standing rules when either a board member or a member of the family of a board member may pass away.
 - A motion was proposed: when an active board member passes away, a contribution will be made to the North Carolina Library Association Endowment by NCLPA. This motion was passed by voice vote.
 - If an active board member should become ill unexpectedly, either a card or flowers from the board would be appropriate.
- Board Members and Workshops with Meals:
 - Linda proposed a new standing rule to apply to board members attending any NCLPA workshop which includes a meal. This would also apply to the committee chairs.
 - A motion was proposed: when attending workshops sponsored by NCLPA where a meal was provided, board members and committee chairs are only responsible for the cost of the meal where provided. This motion was passed by voice vote.
 - Registration fees for officers at an NCLPA workshop would be covered by NCLPA.
- COPE (Congress on Professional Education):
 - Linda was contacted by COPE as a viable candidate from North Carolina to attend the next meeting of this group as a delegate. It will take place in Chicago, Illinois in May 2003.
 - One-third of those attending the conference would be support staff.

- COPE would cover some of the expenses for this trip. NCLA may cover a portion of the expenses as well, and NCLPA would also contribute.
- Linda would like to attend the conference to represent, but an alternate would also be needed.
 - A motion was proposed: to send Linda Hearn as the first delegate to COPE in May 2003 and that Annis Barbee be named as an alternate delegate. This motion was passed by voice vote.

Winter Meeting 2003

The next meeting of the NCLPA Executive Board will be in February 2003, following ALA Midwinter and the NCLA Executive Board meeting. It will be at the Randolph County Public Library in Asheboro, North Carolina on February 26, 2003.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Christian J. Burriss
Secretary, NCLPA