

**NCLPA Executive Board Summer Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, August 13, 2003**

Attending: Linda Hearn (Chair), Annis Barbee (Vice Chair/Chair-Elect), Christian Burris (Secretary), Linda Sykes (Treasurer), Sheila Little (Region 2 Director), Barbara Torpy (Region 3 Director), Jackie Cornett (Region 4 Director/Vice Chair Elect), Wendy Barber (Incoming Region 4 Director), Marcia Johnson (Membership Committee), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee), Linda Ruffin (Nominations Committee)

Absent: Jackie Frye (Region 1 Director)

Welcome

Linda called the meeting to order at 10:10 a.m. She extended a welcome to Wendy Barber who would replace Jackie as Region 4 Director. She also thanked the entire board for two great years of service.

Minutes from the June 11, 2003 Meeting

Copies of the minutes from this meeting were distributed to all attendees of today's meeting. Meralyn made a motion to approve the minutes, and it was seconded by Linda Sykes. The motion was passed by voice vote.

Treasurer's Report

Linda Sykes said that despite minor discrepancies between her information and NCLA, both reports agree. She will e-mail a final version to Anthony for the archives. Additionally, NCLPA was awarded two grants for the NCLA conference: \$260 for exhibits; and \$784.14 for the rooms, travel, and expenses for both Cal Shepherd and Sarah Shaber.

Chair's Report

For her last meeting as chair, Linda thanked all officers and board members for their service.

NCLA Executive Board Report

The Summer meeting of the Board took place at the Archdale Public Library in Archdale, North Carolina on July 18. Some of the items that were discussed were the following:

- A new roundtable has been created for literacy. Michael Pumphrey was elected as its first chair.
- New NCLA officers: Dr. Robert Burgin has been elected Vice-President/President Elect, and Connie Keller will be the next Secretary.
- The Centennial Conference for NCLA- jointly sponsored by SELA- will be in Charlotte either the week of November 8, 2004 or November 15, 2004. The conference was not large enough for the convention center; instead, it will be held in two downtown hotels. NCLA will split costs and revenue from the exhibits area with SELA, while expenses for programs will be pro-rated.
- NCLA funds are flush enough for the purchase of a color printer that can be used by all roundtables and sections.

- By the date of the Executive Board meeting, the conference programs had not yet gone to press.

Committee Reports

The following reports were presented:

- Programs:
 - There is a plan for a program in March 2004 that would be a “break even” event. Meralyn will e-mail several ideas for the program within 4-6 weeks. Two early submissions have been archives and paraprofessionals working at the reference desk. Co-sponsorship with another roundtable may be possible.
 - An emphasis for the coming year will be for more contact with library directors that would raise paraprofessional attendance.
- Archives:
 - Anthony is still accepting submissions.
 - Acid-free supplies, such as boxes and envelopes, may be acquired for the Archives within the supply budget for Anthony’s library (North Carolina School of Science and Math). Annis suggested that a separate project grant may be written to cover these costs.
- Membership:
 - Both Marcia and Jackie Frye have met with Melanie Collins, director of the Harnett County Public Library, in order to arrange printing a brief newsletter from their facilities. Additionally, Ms. Collins will include a message for other library directors. Ellen Dickey at Central Carolina is also a strong supporter for the newsletter.
 - Linda will send an e-mail to the membership of the roundtable with information about the 2003 programs, scholarship, COPE, and the business luncheon at the conference.
 - Annis asked for everyone to send an e-mail to her and let her know whether conference information did or did not arrive in the mail. She is planning to mail separate information for NCLPA, including a conference program and a ballot for the election of officers.
 - The total membership for the roundtable is 65, down from a peak of 67.

Old Business

The following topics were addressed:

- Linda followed up on the COPE request for inclusiveness to NCLA (discussed at the Spring Quarterly meeting of NCLPA):
 - Linda made a presentation at the last NCLA Executive Board meeting which included a report about the COPE Congress, a copy of the COPE report about this issue, and a separate statement on behalf of the roundtable in regards to NCLA.
 - By request, the Executive Board agreed to make the language on all correspondence more inclusive.
 - Linda also met with Teresa Wehrli, membership chair for NCLA, and discussed recent changes to the membership application and possible changes to the NCLA mission statement, the NCLA Library Endowment mission statement, and the

Marilyn Miller Award for Professional Commitment (given by the NCLA Roundtable on the Status of Women in Librarianship).

- Discussion on this topic was to work toward changes at the NCLA level but to leave roundtables and sections out of this issue.
- Linda Hearn, Linda Sykes, and Annis will meet to talk about the specifics of the 2003 Budget further at a later date.
- Details about the 2003 Conference were addressed:
 - All of the Board will be attending the conference; most for all three days.
 - Photographers are needed for events during the conference, including workshops and the business luncheon. This should continue with all NCLPA activities in the future as well. Jackie Cornette, Wendy, Barbara, and Anthony have all volunteered to take pictures.
 - The discussion turned to gifts that would be given during the conference
 - Tokens of appreciation will be given to all nine speakers and USA PATRIOT ACT/COPE panelists. An NCLA mug with flowers- prepared by Barbara- will be given to each person.
 - Each table at the luncheon will have a peace lily- provided by Linda- that will be given away at the end of the meal. Barbara volunteered to make “Proud to be a Paraprofessional” flags that will be placed in each plant.
 - Gift baskets from Wilson, Harnett County, Winston-Salem, Wilkes and Watuaga Counties, and Raleigh will be given away at the luncheon as door prizes. The grand prize will be a one-year NCLA membership renewal.
 - Speakers coming from outside of Winston-Salem (Anne Klinefelter, Sarah Shaber, Cal Shepherd, and Peter Young) will receive special gift bags of local products. They include a jar of jelly, Texas Pete hot sauce, an NCLA mug, and other items from around Winston-Salem.
 - The hospitality suite will be open on Wednesday either during the day or early evening with light refreshments such as soft drinks, water, and light snacks. Annis will investigate whether the suite could be in a complimentary room at the hotel.
 - Because of the costs encountered during this conference, the business luncheon for the 2005 conference may be held off-site at a local restaurant.
 - Annis additional announcements:
 - As Linda Sykes reported, the roundtable was awarded two grants. The first grant of \$784.14 will be used to cover conference programming, travel, and expenses. The second grant of \$260 will be used for the exhibit.
 - Speaker agreements and contracts have been returned with the exception of four people (Gordon Watkins, Anne Klinefelter, Peter Young, and Alan Keely).
 - The speaker packets which include hotel confirmations, conference information, and equipment requests, will go in the mail this week.
 - Cal Shepherd will fly into Greensboro on Wednesday the 24th and Linda Sykes will pick her up at the airport. The travel arrangements for Peter

- Young are still unconfirmed, but Christian will assist with his needs if necessary.
- The COPE panel still needs a moderator, so Annis will ask Ross Holt if he would be available. If he is not, then Annis would step in as moderator.
 - Annis will send sign-up information for coverage at each workshop.
 - During the luncheon, Annis asked for officers to sit at the head table and regional directors to sit at the tables on the floor.
- Details about the scholarship winner were discussed:
 - Letters were sent to all scholarship applicants, with a special one going to the winner, Clara Reece.
 - Annis will contact Clara's library and coordinate which night of her two night stay will be paid for as part of the scholarship.
 - The details about the process for future scholarships (including the wording of later certificates) will be worked out at the next quarterly meeting. Additionally, a special meeting may be called to talk specifically about the scholarship.
 - Clara will be recognized at the business luncheon with a certificate.
 - Jackie Cornette made a motion to continue the scholarship program for the biennial conferences. The motion was seconded by Annis and passed by voice vote.
 - Jackie made an amended motion that the scholarship will include the conference registration, one night's accommodation at the conference hotel, and the business luncheon. This motion was again seconded by Annis and passed by voice vote.
 - Announcements regarding Clara will go to Tarheel Libraries, the Wilmington Star News, The Seahawk (student newspaper at UNCW), and the NCLPA newsletter.
 - Information about the exhibit at the conference was discussed:
 - Some of the exhibit grant money will be used for a permanent, portable exhibit board that can be used for future workshops.
 - The conference theme must be included in the title of the display board. It will read "Proud to be a Paraprofessional Means: Enriching, Inclusive, Essential".
 - Pictures on the board will show paraprofessionals from various libraries.
 - Candy and applications will also be at the table.
 - With the approval of the Board, Annis will begin shopping for a display board.

New Business

After the e-mail discussion about lunch at the conference, Linda asked for suggestions regarding similar discussions in the future. It was agreed that priority messages should have subject lines that contain the words "response needed". These messages should also be flagged as high priority when sent; their status would be visible they are received by many e-mail programs.

Finally, Linda gave a thank you gift to all board members for their work over the last two years. In return, Annis thanked Linda for all of her efforts for the roundtable on behalf of the board.

Fall Meeting 2003

The next meeting of the NCLPA Executive Board will be October 22, 2003 at the Randolph County Public Library in Asheboro, North Carolina.

The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA