

**NCLPA Executive Board Fall Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, October 29, 2003**

Attending: Annis Barbee (Chair), Jackie Cornette (Vice Chair/Chair-Elect), Linda Hearn (Past Chair), Christian Burris (Secretary), Linda Sykes (Treasurer), Jackie Frye (Region 1 Director), Sheila Little (Region 2 Director), Barbara Torpy (Region 3 Director), Wendy Barber (Region 4 Director), Marcia Johnson (Membership Committee Chair), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee), Linda Ruffin (Nominations Committee)

Welcome

Annis called the meeting to order at 10:22 a.m. She thanked everyone for their work during the NCLA Conference and added that she received many good comments about the programming by NCLPA.

Minutes from the August 13, 2003 Meeting

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

Minutes from Special Electronic Meeting

A special meeting, conducted entirely by electronic mail, was conducted September 5-9, 2003. The topic of this meeting was whether or not the roundtable should purchase a bulletin board using section funds; in the end, a motion in favor of this purchase did not pass. As before, copies of the minutes from this meeting were distributed to all attendees of today's meeting. Jackie Cornette made a motion to approve the minutes, and it was seconded by Anthony. The motion was passed by voice vote.

Treasurer's Report

Linda Sykes reported that a current report of finances for the roundtable was not available due to the conference. As a result, the balance from the previous meeting stands.

Chair's Report

Annis had four items:

- A report of expenses from the NCLA Conference was distributed.
 - The expenses for scholarship winner Clara Reece came to \$178 and they were paid from section funds. Combined with additional section funds that were used during the conference, the total expenses for the roundtable were \$607.48.
 - Annis plans to speak with Caroline Walters, Administrative Assistant for NCLA, about these totals.
- As chair of NCLPA, Annis attended the advisory board meeting for the Library and Information Technology program at Central Carolina Community College. She felt that NCLPA could support the program in terms of advertisement and other promotions.
 - In a related area, SOLINET has introduced a similar program to the one at Central Carolina, but with two differences: cost (more expensive than Central Carolina)

and language of advertising (it has been promoted as a certification program). Lexington Community College in Kentucky has also announced a program of this type for their curriculum.

- Linda Hearn asked if the Library Support Staff Interests Roundtable (LSSIRT) of ALA could inquire about the specifics of the SOLINET program.
- To that end, Linda made the following motion: to ask LSSIRT to talk to SOLINET and Lexington Community College for clarification of their online paraprofessional certification programs and that Meralyn Meadows would be the liaison with LSSIRT on this matter. The motion was seconded by Linda Sykes and carried by voice vote.
- A list of resource links will be included on the NCLPA website, but NCLPA will not endorse any program specifically.
- NCLPA will not take an official position on support staff certification until LSSIRT has determined its stance on the issue.
- Annis received an e-mail from East Carolina University about a workshop for support staff, “Catching the Wave of Success”, that will take place on March 19, 2004. Annis will participate as a breakout session speaker and give the keynote address. More information will be distributed once Annis has received it.
- There was no report from the last NCLA Executive Board Meeting.

Committee Reports

The following reports were presented:

- Programs:
 - Meralyn has prepared a flyer that would be mailed to members. Its purpose will be to ask members about programs the kinds of programs they would like to see sponsored by NCLPA.
 - Programs will be examined in four areas: structure, time, work area, and training sessions. A feedback section will be included for additional suggestions.
 - The flyer will also.
 - Meralyn made a motion to send the flyer to members of the roundtable for a response. It was a seconded by Linda Hearn and carried by voice vote.
 - Minor revisions in both wording and layout would be made before the flyer is mailed. The cost to the roundtable would be for the postage of the return envelopes that would be sent inside the flyer. Jackie Frye volunteered to print out the flyer and then send it to NCLA for mailing.
- Membership:
 - The program mailer links with the goals of membership by allowing the roundtable to reach out directly to its members while members can have input in program planning.
 - Upcoming programs can also include sign-up sheets, attendance counts, evaluation forms, door prizes, and other incentives to bring in new members. A membership drive (which will be discussed as “Old Business”) and certificates for libraries that actively support their paraprofessionals are other possibilities for increasing active participation.

- Conference:
 - A draft of expenses and attendance reports will be distributed soon. Annis is also finishing grant reports that will go back to NCLA, including news that not all of the grant money was spent during the conference.
 - Feedback from the conference has been positive, whether it came “word of mouth” or by e-mail. Annis has also received interest in the 2004 conference and the newsletter. She has also received several thank you letters.

Old Business

The following topics were addressed:

- Several developments have been made for roundtable publicity:
 - The webpage is open and running. The current webmistress (Linda Hearn’s daughter Leanne) will maintain the page until December 31.
 - Annis will ask Melissa Reece (2003 Conference Scholarship winner) about assuming these responsibilities.
 - The minutes for all Executive Board meetings will be posted in PDF format. Also, all printed materials will be mirrored on the webpage.
 - A clickable map of the regions will added, along with links to resources and other roundtables.
 - A hard coded subject line in the webpage will also be included.
 - The newsletter, part of the Publications Committee, will work in conjunction with the website. The interest list from the conference had several people who were interested in working on the newsletter; Annis also hopes to find someone who would serve as Publications Chair from that list.
 - A membership drive is planned, beginning with current members and possibly library directors.
 - Program flyers that will be mailed specifically to library directors will include a letter to from Melanie Collins, director of the Harnett County Public Library.
 - Annis will also ask to attend the next meeting of public library directors to seek additional support.
 - The flyers- one group for roundtable members, the other for public library directors, will be mailed during the second week of November. The deadline for responses will be January 2, 2004.
 - A brochure for NCLPA has been tabled. The display board will serve as publicity for conferences, along with copies of the newsletter.

New Business

- COPE has made two recommendations for library relations: increase the level of relations between paraprofessionals and professional librarians; and to work with NCLA to promote librarianship in North Carolina. Annis would like to present a resolution to the NCLA Executive Board that would address these goals.
 - A motion was made for Annis to draft a resolution for review by the board to present to NCLA that includes recommendations for an NCLA task force to increase respect between professional and paraprofessional librarians and between

the library community and the world at large. The motion was properly seconded and passed by voice vote.

- By-Laws Revisions/Committee Formation: Linda Hearn asked to review the by-laws and manual of NCLPA for any updates that would be needed. She would also like to add a section for standing rules.
 - Annis appointed Linda to review the by-laws. She plans to present revised copies for the board to review at the next meeting.
- Budget 2003-2004: Annis will prepare a budget outline the board to review.

Winter Meeting 2004

The next meeting of the NCLPA Executive Board will be Wednesday, February 18, 2004 at the Randolph County Public Library in Asheboro, North Carolina.

The meeting was adjourned at 2:27 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA