

**NCLPA Executive Board Spring Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, April 7, 2004**

Attending: Annis Barbee (Chair), Jackie Cornette (Vice Chair/Chair-Elect), Linda Hearn (Past Chair), Christian Burris (Secretary), Jackie Frye (Region 1 Director), Barbara Torpy (Region 3 Director), Wendy Barber (Region 4 Director), Marcia Johnson (Membership Committee Chair), Jean Wilson (Conference Committee)

Absent: Linda Sykes (Treasurer), Sheila Little (Region 2 Director), Tamara Kraus (Publications/Communications Committee Chair), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee),

Welcome

Annis called the meeting to order at 10:13 a.m. She extended a welcome to Jean Wilson, who has agreed to serve on the Conference Committee.

Approval of Minutes from the October 29, 2003 and February 25, 2004 Meetings

Christian had sent the minutes from both meetings by e-mail to the executive board the week before today's meeting. After three corrections to the minutes from February 25, a motion was made to approve both sets. The motion was passed by voice vote.

Treasurer's Report

Annis presented the treasurer's report on Linda's behalf. According to the latest figures, the NCLPA budget stood at \$1,818.37 beginning January 1, 2004. Adjusting for debits and credits between January and March 2004, the current balance is \$1,836.81 as of March 31, 2004. Projected expenses for the year are about \$1,400.00, which include lunches, conferences, and programs. In addition, both Annis and Linda will receive monthly budget reports from Dianne Kester to maintain a current tally.

Chair's Report

Annis opened her report with a summary of the "Catching the Wave of Success" workshop at East Carolina on March 19th. There 100 people attending from across the state; from that number, not many were aware of either NCLPA or NCLA itself. There was excitement about the existence of the roundtable, and there may be new members as a result. (The web and the upcoming newsletter may contribute to increased visibility.) Annis will send contact information for the roundtable to those who attended the conference. In addition, she will contact Angela Davis at East Carolina about a collaboration to put on a second workshop.

Annis will have more speaking engagements at two upcoming meetings. The first is the North Carolina Serials Conference in Chapel Hill on April 16th, where she will be a co-presenter about support staff issues at the state level. The second will be with Ellen Dickey at the North Carolina Community College Learning Resources Association in Sanford on July 16th.

The forthcoming Mutual Respect Task Force will be funded by NCLA. Annis agreed to serve as chair of the task force, and the committee will be composed of both support staff and

professional librarians. A survey will be prepared and distributed to several librarians in North Carolina with a document of the findings sent to ALA by late summer. On a related note, Linda Hearn wanted to encourage membership in LSSRT from North Carolina as well as other southern states. Because membership currently draws from mostly northern states, some ideas (such as unions) could be introduced that may not be popular in this region.

The orientation for new members the NCLA Executive Board went well, and Annis learned especially about the forms and services provided by the NCLA Administrative Assistant. She also learned more about NCLA publications, calls for articles, and mailings.

National Library Workers Day will be Friday, April 20th and Annis would like to make a push for media publicity that day. It would include letters to the editor for newspapers, TV press releases, public service announcements for radio, and an editorial for the NCLPA web page. The Board would handle the dissemination of materials in their respective areas.

Finally, Annis noted that she would send a report to the next NCLA Executive Board Meeting because she would be attending the North Carolina Serials Conference on the same day.

Committee Reports

The following reports were presented:

- Conference: Jackie Cornette gave a brief update about the activities of the committee since the last Board meeting:
 - The theme of the Centennial Conference has changed from “A Splendid Combination” to “Connecting Library History and Library Future”. The dates and location of the conference remain unchanged.
 - Following the decision to reduce the presence of NCLPA during the Centennial Conference to a co-sponsored program and a display board, Priscilla Lewis- the chair of the Public Library Section- has expressed interest in a joint program. Because the Public Library Section was unable to meet due to bad weather in February, they will meet Friday, April 30th and discuss it further.
 - The Conference Committee will meet immediately following today’s Board meeting.
- Programs: Meralyn, unable to attend today’s meeting, sent an e-mail explaining that there have been problems with the workshop scheduled for May. It has been tabled until further notice.
- Membership: The following items were presented:
 - Jackie Frye has been seeking contact persons from the libraries within her region, and would like to build a database for all libraries across the state. This database could also be expanded to include media contacts within the region as well. Templates for the database could also be created for the other regional directors. Annis proposed that an administrative section of the website should be created that would allow for these kinds of updates, and she would work to put one together on a temporary basis until Tamara could take over.
 - Six new members have joined the roundtable, bringing the grand total to 80.
 - Marcia distributed copies of a letter from Melanie Collins and information about circulation issues that would be included in the newsletter.

- Publications: The following items were presented:
 - Tamara has been working on a draft of the newsletter, which was distributed for the Board to review. She asked for suggestions about the content and layout, and the Board recommended the following:
 - The NCLPA name would be added to the name of the newsletter, along with the words “A Quarterly Publication”.
 - The first page would be in color, with the title rendered in teal. The remaining pages will in column format (three columns per page) in an 11 point font.
 - A “Welcome to NCLPA” paragraph will lead the newsletter along with a picture of the chair.
 - The center spread will be a map of the state divided into the four regions, along with a picture of the respective regional director. The letter from Melanie Collins will be an insert.
 - “Watch This Space” areas would be added for updated events; boxes would be used for highlights, quotes, and trivia.
 - It would be sent to a copy shop for printing on 11” x 17” paper.
 - An area would be included requesting reader input, stories, good news, library programs, and other feedback.
 - Information about how to join the Libsup-L, the mailing list for library support staff, will also be included.
 - Brochures with information about NCLPA will be ready before the Centennial Conference.
- By-laws and handbook: Linda Hearn distributed copies of the current version of the manual to the Board and asked for suggestions about how to proceed:
 - The Publications Committee should also include the editor of the newsletter and the webmaster.
 - The Past Chair would be a member of the Nominating Committee rather than the Chair-Elect. In addition, the Past Chair would also be a member of the Conference Committee.
 - The By-Laws Committee will be removed as a standing committee and a scholarship committee will be added:
 - Both the Chair and Chair-Elect will serve on the Scholarship Committee, along with one or more members of the Executive Board appointed by the Chair.
 - The duties for the Scholarship Committee will read like those of Conference Committee: to process, evaluate, and rate candidates; to present a list to the Executive Board for final selection; and to notify the eventual winner.
 - The Membership Committee would be made up of the committee chair, an association chair ex-officio, and the regional directors.
 - Changes to the by-laws will be made at the next biennial meeting.

Old Business

The following topics were addressed:

- Support staff certification: no further discussion has taken place.

- The regional directors will use the contact database in order to launch a “grassroots” recruiting effort.

New Business

The following topics were introduced:

- The next COPE focus for NCLPA will be a membership and publications push. With the newsletter, contact database, and new members, this effort seems to have a great start.
- A lifetime membership award may be given at the 2005 Biennial Conference. Exact details will be finalized at a later date.

Summer Meeting 2004

The next meeting of the NCLPA Executive Board will be Wednesday, August 11, 2004 at the Randolph County Public Library in Asheboro, North Carolina.

The meeting was adjourned at 2:32 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA