

**NCLPA Executive Board Summer Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, August 11, 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), Marcia Johnson (Membership Committee Chair)

Absent: Linda Ziglar (Treasurer), Sheila Little (Region 2 Director), Wendy Barber (Region 4 Director), Tamara Kraus (Publications/Communications Committee Chair), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee), Jean Wilson (Conference Committee)

NOTE: Treasurer Linda Sykes is now known as Linda Ziglar following her marriage on August 7, 2004.

Welcome

With six members of the Executive Board present, Annis called the meeting to order at 10:12 a.m. (Linda Hearn arrived later due to personal commitments.)

Approval of Minutes from the April 7, 2004 Meeting

Prior to today's meeting, minutes from the last Board meeting were sent by e-mail to all board members. This led to one correction which was made at this time. Due to the lack of a quorum, however, these minutes could not be approved at today's meeting. A revised set of minutes will be sent by e-mail following today's meeting for final approval.

Treasurer's Report

Annis presented the treasurer's report for Linda Ziglar, who was away on her honeymoon. The balance for the NCLPA budget stands at \$1,820.94 as of June 30th. The balance reflects \$170.00 from income and \$167.43 in expenses from January 2004 until June 2004. Annis added that this brings NCLPA into line with the official tally from NCLA.

Chair's Report

Annis had two speaking engagements since the last meeting. The first was at the North Carolina Serials Conference on Friday, April 16th in Chapel Hill. It was a co-presentation with Shirley Hamlett about issues facing support staff at both the state and national levels. There were two sessions with 8-10 people attending each. The second engagement was on Wednesday, July 14th at the North Carolina Community College Learning Resources Association conference in Sanford. It was another co-presentation, this time with Ellen Dickey. 25 people were in attendance for this session.

The Mutual Respect Task Force is preparing its survey by compiling a list of questions and developing goals for each question. The target will be the members of NCLPA as well as library directors and library administrators. The Task Force plans to send out the survey within the next two weeks; once the results have been analyzed, a report will be made to the NCLA Executive Board for the next course of action (there is no deadline for the report to be given).

Speaking on behalf of Publicity Committee, Annis reported that Tamara was ready to begin working on the next newsletter. Tamara is actively looking for articles and asked for suggestions regarding the next issue, which will be printed in January 2005. After a brief discussion, the board made the following recommendations:

- A possible redesign of the NCLA membership form (featuring a bold and larger typeface of the NCLPA name)
- A paraprofessional spotlight section, with the next issue featuring Meralyn (future submissions will come from Regional Directors)
- Awards included in the 'Did You Know?' section
- Reports from the Regional Directors (full page)
- A message from the Chair
- Article from Angela Suggs about ECU's support staff organization
- Current issue size preferred

Because Annis was unable to attend the last NCLA Executive Board meeting, there was no report.

There was a short discussion about changes to the NCLPA website:

- The phrase "under construction" will be dropped from all pages.
- The link to updated information about the Mutual Respect Task Force will be more detailed.
- Minutes from Executive Board meetings during the current biennium will be on the main page; minutes from past meetings will be moved to an archives section.
- Annis will redesign the logo and color scheme for all pages. Links to the revised pages will be sent by e-mail for the board to review.

The State Library has started the Continuing Education Career Enrichment Program Grants, which provide conference support for staff in academic and public libraries. These grants will currently support three upcoming conferences, including the NCLA/SELA Conference in November.

Annis has been invited to participate in a brainstorming conference call about conference ideas and program topics for library staff with representatives from the State Library. It will be on Monday, August 16th at 3:00 p.m., and Annis will share the results by e-mail. The questions that will guide the call are:

- "If you could learn one thing to better serve your library patrons, what would it be?"
- "How would your colleagues answer this question?"

Carolyn Hatcher of Cape Fear Community College was interested in hosting an event. Jackie Frye said that she could do a one hour workshop on customer service followed by a one hour information session about NCLPA. As a pilot program, it would be free for participants and it could be extended to the other regions within the state.

Committee Reports

The following reports were presented:

- Conference- Jackie distributed a handout with the latest information about the Centennial Conference:
 - The conference theme is “A Splendid Combination”.
 - Conference programming by NCLPA is scheduled for Wednesday, November 10th from 2:30 p.m. until 3:30 p.m. The guest speaker will be Bill Thompson of Our State magazine and author of Sweet Tea, Fried Chicken, and Lazy Dogs: Reflections on North Carolina Life. His fee will be \$500.00, which includes his travel expenses.
 - The completed Project Grant has been submitted to the NCLA Finance Committee.
 - The Public Library Section agreed to co-sponsor the program; however, they may only contribute limited monetary support.
 - Sarah Shaber, who appeared in a program for NCLPA during the NCLA Conference last fall, will be the visiting author at the NCLPA display table during the day on Wednesday. Annis will confirm with Sarah how long she would like to stay at the table.
 - A session to begin planning for the next biennial conference will be held after this conference.
- Program- A day-long program is still in the planning stages. No additional material was presented.
- Membership- The following items were presented:
 - As of June 30, there are 113 members of NCLPA.
 - Jackie Frye has started to develop the database for regional contacts. When completed, it will provide for more contact between regional directors.
 - Annis will follow up with Shelia about her status as Region 1 Director.

Old Business

The following topics were addressed:

- Since the figures of NCLPA and NCLA match, Annis can prepare a budget for the roundtable and send it out to the board for review. All expected expenditures made on the account will be included. A chair’s expense list, which will be a record for the travels by the chair to promote NCLA, will also be added to the budget.
- There was no report about the By-Laws at this meeting.
- Annis asked for everyone to send ideas about a Nominations Committee chair from the current membership.

New Business

The only topic came from Angela Davis at East Carolina University. Not seeking financial help, she asked for input about ideas for the second Eastern Regional Workshop at East Carolina in March 2005. A presentation about the work of the Mutual Respect Task Force is an early idea.

Fall Meeting 2004

The next meeting of the NCLPA Executive Board will be Thursday, October 21, 2004 at the Randolph County Public Library in Asheboro, North Carolina.

The meeting was adjourned at 2:13 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA