

**NCLPA Executive Board Winter Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, February 25, 2004**

Attending: Annis Barbee (Chair), Jackie Cornette (Vice Chair/Chair-Elect), Linda Hearn (Past Chair), Linda Sykes (Treasurer), Wendy Barber (Region 4 Director), Marcia Johnson (Membership Committee Chair), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee),

Absent: Christian Burris (Secretary), Jackie Frye (Region 1 Director), Sheila Little (Region 2 Director), Barbara Torpy (Region 3 Director), Tamara Kraus (Publications/Communications Committee Chair)

NOTE: Due to the absence of Christian Burris, these minutes were based on a recording made during this meeting by Linda Sykes.

Welcome

Annis called the meeting to order at 10:05 a.m. She introduced Tamara Kraus as the new chair of the Publications/Communications Committee. In addition, Tamara will serve as roundtable liaison with NCLA as the NCLA website is redesigned.

Annis also reported that Linda Ruffin has resigned as Nominations Committee Chair. Nominations for a successor are open, although the position will not have to be filled until January 2005.

Minutes from the October 29, 2003 Meeting

Because of a death in his family, Christian was unable to present the minutes at today's meeting. The minutes will be distributed by e-mail for approval at a later date.

Treasurer's Report

Linda Sykes has been finding discrepancies in the expenses from the conference between her figures and those from NCLA. Specifically, there were several expenses that were billed twice to NCLPA as well as a \$1,020 expense for conference travel. As a result, Linda has had difficulty trying to determine how much NCLPA actually has in its budget.

- Linda Hearn suggested that Diane Kester should apply the same reporting categories to the roundtables as she does for NCLA itself; because they have not been standard before, this adds to the confusion shared by many roundtables.
- Meralyn also suggested that before any bills are paid by a roundtable, approval should be required from that roundtable.
- Annis will send an e-mail to Diane Kester about the discrepancies that have been found. In addition, she plans to attend the NCLA Executive Board orientation workshop on March 5 and raise issues about the NCLA budget outline, expense carryover, and other irregularities. She will also contact past NCLA treasurer Caroline Walters for more clarification. Linda will be copied as a recipient on all e-mail communications that Annis has on this matter; in turn, she will do the same for Annis with her communications.

- Following Meralyn’s suggestion, Linda Hearn made a motion that NCLPA ask the NCLA Board to make it a policy that no roundtable or section bills are made without notifying the roundtable or section of the specific amounts they are paying. The motion was properly seconded.
 - Linda wanted this motion to apply specifically to conference expenses and allow for a verification of item expenditures.
 - Annis amended the motion that NCLPA ask the NCLA Board to make it a policy that no bills be paid nor money allocated for a roundtable without an approval or signature from the roundtable. Linda accepted the amended motion, and it was passed by voice vote.

Chair’s Report

Annis had the following items:

- The last NCLA Executive Board Meeting took place on Friday, January 16 at the Durham County Public Library.
 - Pauletta Bracy, at her first meeting as NCLA President, outlined the four part “Productive Engagement” agenda for her term: infrastructural integrity, strategic planning, organizational outreach, and the 2004 conference. The over-arching them will be for NCLA to look inward.
 - Roundtables and sections have been charged with four objectives:
 - Reviewing their respective mission, constitution, and bylaws;
 - Developing partnerships with other roundtables, committees, and outside organizations to further the goals of NCLA;
 - Developing a roundtable for diversity issues;
 - Initiating relevant and informative programming for the SELA Conference.
 - Annis asked for copies of the conference planning protocols to begin planning for the 2004 conference.
 - The Board also discussed the upcoming NCLA In News newsletter as well as revitalizing Tar Heel Libraries.
 - The budget proposal for the next term has not been introduced until the NCLA treasurer’s report is complete.
 - Membership for NCLPA stands at 74 as of January 12. Annis has received several requests by e-mail for membership information.
 - The mutual respect resolution was passed unanimously and enthusiastically. Pauletta has planned to assign a task force to carry out the goals of the resolution, and Annis feels that someone from NCLPA should be included on its members.
 - Several points were made about the SELA conference
 - NCLA intends to raise \$100,000 for conference activities, but where it will come from is unclear.
 - In terms of roundtable participation, John Via also wants to know whether NCLPA plans to do a workshop either before or during the conference and how many members plan to attend. Because the conference will be held during the Veterans Day holiday, it is not known how traffic and attendance may be affected.

- Bao-Chu Chang has been named a non-voting member of the NCLA Executive Board. She would like to assemble a web team made up of representatives from the roundtables, sections, and other areas of NCLA. The team would operate in place of an actual committee and will assist in both content and design for all NCLA web pages.
- Annis will represent NCLPA at two upcoming events.
 - The first will be the “Catching the Wave of Success Workshop” at East Carolina University on Friday, March 19. She will give the keynote address and participate as a breakout session speaker.
 - The next event is the North Carolina Serials Conference held Thursday, April 15 until Friday, April 16 at the Friday Center in Chapel Hill, NC. Annis will give a joint presentation with Shirley Hamlett (also of North Carolina State University) as an update on current issues facing serials support staff.

Committee Reports

The following reports were presented:

- Conference:
 - Jackie Cornette has contacted nine people who attended the NCLPA luncheon during the NCLA conference. Of that number, two have replied; however, only one was interested in a role within the roundtable.
 - A planning meeting for the SELA conference will be in Charlotte on Friday, February 27. Catherine Wilkinson, chair of the NCLA Finance Committee, has not yet set a deadline for project grant applications because of uncertainties with conference dates and programs.
 - Jackie asked for information regarding the types of programming during the SELA conference and when it should take place. She will take this information to the planning meeting as well as sharing it with other roundtables interested in co-sponsorship.
 - A consensus was reached: NCLPA would have a reduced presence at the conference, with one co-sponsored program and the history of NCLPA on the display board.
 - Members are expected to attend only one day of the conference, due to the Veterans Day holiday.
- Programs:
 - Meralyn distributed the results of the program survey that was mailed to the members of the roundtable. She also thanked Jackie Frye and Marcia for their help preparing the survey, along with Melanie Collins (Director of the Harnett County Public Library) for her contributions for library directors.
 - The following results came from those who responses:
 - An all-day training program was the preferred choice.
 - Responses came primarily from circulation with technical services as the runner-up.
 - Wednesday was the preferred day for a program, followed by Friday.
 - April was the month when people would like to attend a program, and May was the next choice.

- Regional directors would also send letters to libraries within their respective regions in an effort to recruit new members.

Spring Meeting 2004

The next meeting of the NCLPA Executive Board will be Wednesday, April 7, 2004 at the Randolph County Public Library in Asheboro, North Carolina.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA