

**NCLPA Executive Board Fall Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Thursday, October 21, 2004**

Attending: Annis Barbee (Chair), Jackie Cornette (Vice Chair/Chair-Elect), Linda Hearn (Past Chair), Christian Burris (Secretary), Linda Ziglar (Treasurer), Barbara Torpy (Region 3 Director), Wendy Barber (Region 4 Director), Marcia Johnson (Membership Committee), Meralyn Meadows (Programming Committee Chair), Anthony Myles (Archives Committee Chair, Programming Committee), Jean Wilson (Conference Committee)

Absent: Jackie Frye (Region 1 Director), Sheila Little (Region 2 Director)

Welcome

Annis called the meeting to order at 10:09 a.m. and opened with several announcements:

- Meralyn's nomination was turned in for the William H. Roberts Public Library Distinguished Service Award, sponsored by the Public Library Section. Even though Meralyn was not chosen for the award, Annis indicated that the committee faced a difficult choice in deciding the winner. Annis thanked Meralyn for her service and hinted that she may be nominated again.
- Tamara Kraus has resigned as Publications Committee Chair due to work-related issues. Until a new chair is appointed, Annis will handle the layout for the next newsletter and Linda Hearn will arrange to print it.
- Shirley Hamlett, who hails from NC State, has been appointed as the new Nominations Chair.
- Annis had not been able to contact Sheila Little before today's meeting; she will talk to Patrick Valentine, director of the Wilson Public Library, for more information. If Sheila cannot actively serve, Annis will ask Angela Davis of East Carolina University to be the new Region 2 Director and ask Sheila to continue as an advisor. The results of these attempts to make contact will be made available to the rest of the Board by e-mail.
- As of July 1, Kim Parrott is the new administrative assistant for NCLA. Annis has attempted to follow up with her on several matters concerning the upcoming conference, but has not received any response. If this trend continues, Annis may bring the issue before the Executive Board of NCLA.
- Central Carolina Community College will host of a meeting for its library advisory program on Tuesday, October 26. Annis plans to attend.
- Meralyn made a motion to nominate Ellen Dickey for Library Mosaics's Supporter of Support Staff Award. This motion passed by voice vote, and Marcia agreed to write the nomination.

Minutes from the August 11, 2004 Meeting

The minutes from this meeting were sent by e-mail to the Executive Board before today's meeting. Jackie Cornette made a motion to approve the minutes, and it was passed by voice vote.

Treasurer's Report

Linda Ziglar reported that the balance has remained at \$1,820.94 since the last meeting of the Board.

- All conference expenses would be covered by project grants, and any incidental expenses would be paid using roundtable funds. On a related note, Sarah Shaber will come to the conference for free and give away copies of her book at the NCLPA table.
- Annis will re-issue her standing requests for both budget and membership reports from the NCLA office.

Chair's Report

Annis had the following items:

- Jackie Frye conducted a pilot workshop for Region 1 at Cape Fear Community College on Friday, September 24. The topic was customer service within the library and outside of it. Carolyn Hatcher, who works at the library at Cape Fear, coordinated the workshop. Several results emerged:
 - Out of 22 registrations, 18 people attended. The feedback from the evaluations was both positive and encouraging.
 - Annis gave a PowerPoint presentation about NCLPA that was also well-received and could be tailored for use at future workshops and library meetings. It will be distributed to all Board members at a later date.
 - Due to the success of this pilot workshop, more workshops may be planned for the eastern and western regions of the state.
- The Mutual Respect Task Force has finished an initial draft of the mutual respect survey. Once it has been refined, it will be sent to its target audience (primarily NCLPA members). A cover letter from Annis would also be included.
- A preliminary budget was distributed to the Board, and Annis welcomed recommendations for categories in order to define it further. Suggestions were to add these categories:
 - workshop expenses by the Regional Directors
 - scholarship expenses
 - supplies for the programming committee
- A request from the Charlotte-Mecklenburg area was sent to Angela Whitehurst at East Carolina University to have a workshop for the western regions of the state. Meralyn will follow up with Angela about possible ideas.
- In the future, programs given by Regional Directors will be routed through the Programming Committee Chair before they are brought before the Board. This procedure will be formalized and recorded in the revised NCLPA handbook.
- Briefly returning to the budget, a motion was made to keep \$1,000 as reserve funds in the NCLPA treasury. The motion was passed by voice vote.
- A draft of a letter explaining NCLPA to library directors was also distributed. Once it is completed, it will be sent out to the directors of all libraries across the state.

Committee Reports

The following reports were presented:

- Conference (Jackie Cornette):
 - Set-up work for the conference is complete. The program has been confirmed for Wednesday, November 10 from 2:30 p.m. until 3:30 p.m.
 - An honorarium for Bill Thompson, in appreciation for his participation at the conference, is ready. Also, he will be sign copies of his book following his presentation.
 - Information about the conference display board will be finalized by the Conference Committee in a separate meeting immediately following today's executive board meeting. Anthony has agreed to collect the display board on the last day of the conference.
 - Barbara will provide tokens of appreciation for both Sarah Shaber Bill Thompson as well as name tags for all greeters.
 - A fishbowl will be at the display table for people to drop in either a business card or an entry slip in order to win a book as a door prize.
- Programs (Meralyn Meadows):
 - A program about paraprofessionals at the reference desk is being planned. Meralyn will meet with the Regional Directors and make the arrangements. Some of the details about the program are:
 - It would be a one day program, from 10:00 a.m. until 3:00 p.m., in May 2005.
 - The PowerPoint presentation given by Annis at the Cape Fear program will be included.
 - Possible sites include UNCG and Randolph Community College.
 - Meralyn has identified two potential speakers: Michael Gorman (incoming president of ALA) and Ellen Dickey. If Mr. Gorman participates, Meralyn will work on an NCLA project grant to cover his expenses.

Old Business

- By-Laws: Linda Hearn will have a report at the next meeting and will send another copy of the by-laws to all Board members. She will also serve on the Handbook Committee to revise its contents.
- Continuing Education Topics-State Library Survey: the results of the survey are currently on the State Library's website.

New Business

- Marcia and Jackie Frye have sent a program proposal about customer service for the Eastern Regional Workshop at East Carolina University on March 19, 2005.
- The Board was asked to consider articles for the next issue of the newsletter.

Other Business

- Meralyn passed out copies of an ALA Tool Kit to encourage support staff to join ALA. She also asked for feedback about its contents before responding to John Chrastka, the Membership Marketing Manager of ALA, on Monday, October 25: the only item was an inquiry about whether the membership was determined by the calendar year.

- In anticipation of the next biennial conference, the Board was asked to consider possible program topics. An e-mail process for ideas will begin first, followed by contact calls for potential speakers and decisions about the structure of the programs.

Winter Meeting 2005

The next meeting of the NCLPA Executive Board will be Thursday, February 3, 2005 at the Randolph County Public Library in Asheboro, North Carolina.

After this announcement, the meeting was adjourned at 1:52 p.m.

Respectfully submitted,

Christian J. Burris
Secretary, NCLPA