

**NCLPA Executive Board Conference Planning Meeting
Randolph County Public Library; Asheboro, North Carolina
Wednesday, September 5, 2007**

Attending: Linda Hearn (Executive Board Advisor; Interim Chair), Marcia Johnson (Acting Secretary; Publications Committee), Angela Davis (Region 2 Director; Webmaster), Barbara Torpy (Region 3 Director), Wendy Barber (Region 4 Director), Meralyn Meadows (Historian & ALA/NCLPA Liaison), Jean Wilson Reader (Scholarship Chair; Archives Committee; Acting Chair of Nominations Committee), Harry Frank (Candidate, Region 2 Director), Jackie Cornette (Candidate, Region 4 Director)

Absent: Malinda Sells (Treasurer)

Welcome

Linda Hearn called the meeting to order at 10:00 a.m. She welcomed Harry Frank, Joyner Library, East Carolina University, and Jackie Cornette, Watauga County Library, and thanked them for attending.

Minutes from the May 30, 2007 Meeting

The minutes from this meeting were approved as amended. Prior to the meeting, members' comments and changes were forwarded via e-mail to Marcia Johnson, Acting Secretary.

Minutes from the February 21, 2007 and September 28, 2006 Meetings

The minutes from these meetings were approved as read.

Treasurer's Report

Linda Hearn reported a balance of \$2,072.91 effective June 30, 2007. She stated that net income for January 1-June 30, 2007 was \$706.00, resulting primarily from the March 14 "Work Smarter, Not Harder" workshop.

Chair's Report

Linda Hearn asked Angela Davis to report on the July 20 NCLA Executive Board Meeting at the Shepherd Public Library in Greenville, which she attended on behalf of the NCLPA. She presented two motions as follows:

Motion 1 – To open the Lifetime Membership award to ALL library workers regardless of whether or not they have an MLS/MLIS degree.

Angela withdrew the motion as stated. Kevin Cherry made a new motion to have a "Sense of the Board Resolution," which means there will be a clarifying statement added to the handbook that says this award covers all library workers including paraprofessionals. The wording in the By-Laws does not state that only professionals can get this award, so they left it as is. The "Sense of the Board Resolution" will ensure there is no confusion in the future. Paraprofessionals are and have been eligible to receive this award.

Motion 2 – To create a Distinguished Service Award for library workers who do not hold an MLS/MLIS degree.

Angela withdrew the motion as it was originally stated. A new motion submitted was to the effect that the Distinguished Service Award would be opened to include paraprofessionals (not create a separate award).

The wording in the By-Laws specifically states "professionals" several times. Since this is a By-Laws change, the NCLA Executive Board could not vote on it at this meeting. The By-Laws committee, chaired by Bobby Wynn will discuss the change to open the Distinguished Service Award to all library workers not holding an MLS/MLIS degree. Bobby will contact Angela after the committee has met. The amendment will be voted on at the NCLA Executive Board conference meeting (time not yet known).

More than one Distinguished Service Award can be granted. Two are usually given. Linda Hearn recommended that the NCLPA should nominate its own candidate for the second award.

That each section of NCLA is supposed to supply a quarterly report to the NCLA board was brought up at the NCLA Executive Board meeting.

Committee Reports

- **Publications** (Marcia Johnson)
 - Presented renewed information packet for distribution to the new NCLPA Executive Board at the NCLA Biennial Conference in Hickory
 - Packets include checklist of materials; updated brochures, bookmarks, regional directors map; welcome letter; “Invitation to Join” note to attach to NCLA application form (for NCLA members that are *not* NCLPA members); latest issue of *Visions* newsletter, NCLPA History
 - Items to be added as needed : “Meet Your Executive Board” information sheet with officer photos; NCLPA History (one-page version); By-Laws; Manual for Officers; workshop materials, agendas, and program evaluation sheets; and conference scholarship application forms
 - Modifiable welcome letter: (1) To new NCLPA Executive Board from outgoing Chair; (2) To newly appointed NCLPA Committee Chairs from sitting Executive Board Chair
 - Post-conference issue of *Visions* to be published between Thanksgiving and Christmas
 - Report from new Chair
 - Follow-up interview with Lisa Stevens, conference scholarship winner, to learn her feelings about her first conference attendance (suggested by Harry Frank)
 - “Spotlight On” Jackie Cornette named 2007 Paraprofessional of the Year by Library Journal
 - One-page insert with Regional Directors Map on one side, photos and short bios of other Officers on reverse
 - Conference photos and program attendance figures
 - Conference Business Meeting report
 - Update of brochure and bookmark to include in the Benefits section:
 - Google group access for active NCLPA members
 - New NCLPA e-mail address if Board decides it should be publicized
- **Nominations** (Jean Reader)
 - Used names suggested by Board members as possible candidates to serve as the new Executive Board and made contact with them to determine willingness to serve:
 - Regional Director candidates, Amanda Davis, Jackie Cornette, and Harry Frank were recommended by current Board members.
 - Barbara Torpy agreed to continue as Region 3 Director for another term.
 - Malinda Sells consented to remain as candidate for Treasurer
 - Plans to use list of workshop attendees and scholarship applicants for NCLPA committee appointments
 - Meralyn Meadows pointed out that the key is the library directors. The Board should report regularly to library directors praising their employee(s) for their excellent work for NCLPA.
- **Scholarship** (Jean Reader)
 - Applications for the Meralyn G. Meadows North Carolina Library Paraprofessional Scholarship Award were posted on the NCLPA web site and on PARAPROSE for several weeks.
 - First week in August, Jean Reader, Barbara Torpy, and Christian Burris reviewed 18 applications, selected the top 3, then narrowed the field to one, Lisa Stevens, Branch Manager, Pikeville Public Library. The Scholarship Committee made a motion to the Executive Board to grant the award to Lisa Stevens. The motion carried by voice vote.

- Discussion of guidelines for future scholarship applicants:
 - Must be willing to help with NCLPA activities
 - Meralyn: Incoming Executive Board Chair should make direct contact with the winner's library director to gain his/her support.
 - Jackie: Make sure the library director understands the person's commitment to the Board.
 - Linda: Ask if applicant is a member of NCLA because a new membership in NCLA/NCLPA is part of the award. Current guidelines do not address renewal of current membership.
 - Barbara: Should state that previous winners may not re-apply.
- **Archives** (Jean Reader)
No report.

Old Business

Angela Davis, Webmaster, reports on NCLPA cyberspace activities:

- Establish new Executive Board Google group
 - Annis Barbee set up the original group. She has not responded to Angela's e-mail requests for the codes and passwords, which Angela needs for list management.
 - New group will be set up as nclpaexec@googlegroups.com with the following rules:
 - Only members can view group members list
 - People can request an invitation to join
 - Members can create and edit pages
 - Members can upload files
 - Only members can post
- Establish new Google group for full NCLPA membership later
 - Membership at large must request to join via a button on Paraprose and on the NCLPA web site; the request will go to the NCLPA e-mail address.
 - NCLA e-mail to its membership will announce the new NCLPA membership group and requirements for access.
 - Meralyn suggested that a welcome letter be sent to new members each month as they join NCLPA. This is not being done now because the membership list is received too late from the NCLA administrative office. Meralyn has agreed to follow up on this issue.
 - Discussion of NCLPA full membership group as a communication tool:
 - Linda Hearn asked about the feasibility of a semi-moderated list because of the time involved for a person to moderate the group totally.
 - Harry Frank noted that the Board needs to establish rules at the outset for a moderated list.
 - Angela pointed out that the whole body of library paraprofessionals has no means as a group to communicate with each other or to discuss topics of interest.
 - Do we want to use the group only for NCLPA members? It could be used to give information and offer suggestions on how support staff can become involved.
 - Wendy Barber moved that Angela form the larger NCLPA membership group and invite members to join via NCLA. Barbara Torpy seconded the motion. The motion passed by voice vote...
- New NCLPA e-mail address is nclpa.email@gmail.com.
- A Google analytic is available to monitor traffic on web sites. At Linda Hearn's request, Angela will place a Google analytic on each NCLPA web page.
- Meralyn Meadows asked that LSSIRT information be included regularly on PARAPROSE. Angela invited Board members to send library news items for her to post on the blog.
- Angela asked that passwords for the Google groups, blog, and web site be provided to each new NCLPA Chair to provide continuity.
- Meralyn Meadows proposed that Angela be recognized at the NCLPA Conference Business meeting for her efforts in keeping membership informed through the use and maintenance of various Internet technologies including redesigned web site, blog, and Google groups.

Old Business

Revise By-Laws Article VIII, Section 2 and Handbook (A Manual for Officers and Committees)

Following rework approved on a motion by Barbara Torpy, seconded by Angela Davis, passed by voice vote:

- ~~1. Upon the occurrence of a vacancy of the Chair or Chair-Elect during intervals between biennial meetings, the Executive Committee shall fill such vacancy or vacancies by the appointment of a member or members of the Executive Committee of the Round Table.~~ In the event of a vacancy of any other elected officer or regional director of the Round Table, the Executive Committee will fill the vacancy by the appointment of a member in good standing of the Round Table. Such appointment(s) shall remain in force until the next regular meeting of the Round Table.
2. Officially change the name “NCLPA Executive Committee” to “NCLPA Executive Board.” Reasons tendered by the members included **(a)** confusion when referring to standing committees, e.g., Membership Committee, etc.; **(b)** “Board” connotes leadership

Handbook revision discussion was tabled until the next NCLPA meeting.

Old Business

• **Conference**

- **Business Luncheon** – Working on premise that Annis Barbee will not be in attendance, Linda Hearn will chair the business meeting on Thursday, October 17. Time allotted for meeting and lunch: 12:00 noon – 1:30 p.m.
- **Agenda items:**
 - Approve as read minutes from the 2005 Biennial Conference NCLPA business meeting
 - Treasurer’s Report
 - Introduction of Lisa Stevens, winner of the Meralyn G. Meadows North Carolina Library Paraprofessional Scholarship Award
 - Introduction of Jackie Cornette named 2007 Paraprofessional of the year by *Library Journal*
 - Recognition of Angela Davis’ efforts to provide and maintain an online presence for NCLPA
 - Vote on NCLPA By-Laws name change from “NCLPA Executive Committee” to “NCLPA Executive Board.” Primary reason is the confusion of terminology when discussing standing committees, e.g., Membership Committee, Program Committee, etc. (Meralyn suggested that Linda contact NCLA to determine if there is any problem with or objection to this change).
 - Introduction of officers for 2007-2009 biennium
- **Planning and discussion topics and assignments by Board members:**
 - Linda to ask about table arrangements and number of people per table for the luncheon
 - **Display Table & Board** – Barbara Torpy
 - ◆ NCLPA Regional Map; scenic theme with waterfall, rocks and flowers poking out (using brown bags);
 - ◆ Books and CD’s from Barbara’s library to fill brown paper bags on each banquet table, carrying over theme from display table
 - ◆ Door prize on each table
 - ◆ Friday -- tear down board and draw for gift basket and other prizes; Barbara’s librarians will pick up the display board
 - **Host/Hostesses**
 - ◆ Introduce speakers at each program
 - Wednesday – 1:30-2:45 p.m.-- Angela Davis
 - Thursday – 11:00-12:00 noon – Angela Davis

- Thursday luncheon – 12:00-1:30 p.m. – Linda Hearn to introduce Bill Leslie; Jackie Cornette to serve as greeter
- Thursday – 4:15-5:15 p.m. – Harry Frank
- Friday – 9:00-10:00 a.m. – Harry Frank
- Evaluation forms – Angela Davis, Wednesday and Thursday morning; Linda Hearn, Thursday luncheon; Harry Frank, Thursday afternoon and Friday morning
- Photography – Marcia Johnson to photograph all sessions
- Slips to fill out for big basket drawing – Wendy Barber
- Candy and container for display table – Jackie Cornette
- Presenter gifts – Angela Davis to purchase pottery pieces, \$20-\$25 range, her judgment
- Name tags – Barbara Torpy

Congratulations to Jackie Cornette from the whole NCLPA Roundtable for being selected 2007 Paraprofessional of the year by *Library Journal*, a first for North Carolina!

Post Conference Meeting 2007

The next meeting of the NCLPA Executive Board will be Wednesday, November 28, 2007, 10:00 a.m.–4:00 p.m., at the Randolph County Public Library in Asheboro, North Carolina.

After this announcement, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Marcia H. Johnson
Acting Secretary, NCLPA