

**NCLPA Executive Board Meeting Minutes**  
**Thursday, June 12, 2008**  
**10:00 A.M. Asheboro Public Library**

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**Members Present:**

Meralyn Meadows (Chair), Jackie Frye (Vice Chair), Barbara Torpy (Region 3 Director), Harry Frank (Region 2 Director), Marcia Johnson (Publications Chair), Hannah Winkler (Program Chair), Angela Davis (Secretary)

**Members Absent:**

Malinda Sells (Treasurer), Amanda Davis (Region 1 Director), Jackie Cornette (Region 4 Director), Wendy Barber (Archives), Ellen Dickey (Scholarship Chair), Linda Hearn (By-Laws)

**Approval of Minutes:** Approved as submitted via e-mail.

Meralyn welcomed Hannah Winkler, our new Program Chair, to her first executive board meeting.

**Business:**

A. Webcast "Being and Finding a Mentor"

The group watched the first 50 minutes of "Being and Finding a Mentor," an archived ACRL webcast that was originally recorded on April 10, 2008. Information about how to access the webcast via Internet will be sent to all executive board members. Access to this webcast was paid for by NCLPA.

Meralyn distributed a workbook on mentoring entitled *Mentoring Workbook: Prepared for Executive Board of North Carolina Library Paraprofessional Association* that covers a wealth of information on mentoring.

B. Mentoring Discussion

The discussion centered on how to approach mentoring. It was suggested that committee chairs could mentor those who have been recruited to serve on their committee, in essence preparing them for future leadership roles. Another suggestion was that mentoring could be a means of bridging the gap between professionals and paraprofessionals.

Meralyn suggested that we learn as much as we can about mentoring, form a plan for implementing structured mentoring within NCLPA, then reporting the outcomes to NCLA as a whole. Everyone was in agreement that mentoring should occur within the organization in order to increase board participation and NCLPA membership.

Meralyn and Jackie F. will work on a mentoring plan that they will present to the executive board via e-mail. An e-mail will be sent on Friday, June 13, 2008 to all executive board members asking for any input they might have on a mentoring plan/mission statement. All submissions are due by Friday, June 20, 2008. Meralyn and Jackie will try to have a plan/statement submitted to the board for review by June 27.

**Reports of Regional Directors:**

- A. Region 1: No Report.
- B. Region 2: No Report.
- C. Region 3: No new members to report.
- D. Region 4: No Report.

It was suggested that there be some guidelines or instructions prepared on how to carry out the duties of the Regional Director position. Most seemed at a loss as to what exactly they should be doing. There was some discussion of this position, the difficulty that Regional Directors are having in covering such a large area, and how to improve communication between the Regional Director and members in their respective regions. Jackie Frye said that she had compiled a list of contacts that could be used to get information out to library staff across the state if anyone wanted to use it as a starting point.

### **Committee Reports:**

A. Archives: No Report.

B. Conference:

Jackie F. needs people to help identify programming opportunities. One suggestion was asking Jackie Cornette.

Jackie F. would like to offer hands-on computer training sessions as part of our programming. She would also like to see an online utility implemented that could assess the computer literacy of library staff. This online tool could be presented at the end of a conference program. Someone suggested that the program could center on skill assessment using a game and/or clickers.

C. Membership:

Harry Frank volunteered to serve as Membership Chair, in addition to his position as Region 2 Director. Members of the executive board did not see a problem with Frank serving in both positions, so Meadows accepted his offer. Harry Frank is the new Membership Chair.

The group discussed ways to increase membership and interest in NCLPA by making NCLPA board meetings more accessible, and getting our meeting minutes posted on the web sooner.

- **Board Meetings:**  
Need to try to remove the barriers that exist that keep people from getting involved. Some barriers include having to travel long distances to attend a meeting and getting money/approval from their employer to cover the cost of travel. Suggestions included using video conferencing, meeting online, using WebX (\$150 per hour), and message boards (can organize discussions, database of knowledge, doesn't clog an inbox). In the meantime, we have tools that we could try to use more effectively – website, blog, listserv.
- **Meeting Minutes:**  
Angela suggested that waiting to approve meeting minutes until the following meeting significantly increases time that non-executive board members have to wait to find out what is going on within the organization. Everyone agreed that the minutes could be approved via e-mail. The minutes will be sent to all executive board members as soon as possible after a scheduled meeting. The e-mail will include a date by which they should respond with their vote. As soon as the minutes are approved they will be posted on the website.

Meralyn distributed a new membership list. The membership appears to be at 98 people; however, everyone noticed that there are people on the list with expiration dates in 2007.

Questions were raised as to how up-to-date the list actually is and whether or not those with expiration dates of 2007 should even be on the list. Meralyn said she would try to clear up these issues.

Harry asked if the people on the list could be divided by region. Barbara said she could work on doing that. Hannah suggested that the membership list be turned into a Google doc that everyone could access, especially if we were going to work on getting everyone divided into regions as a group. After an explanation of how Google Docs works, some members of the board were still not comfortable with the idea of using it.

D. Nominating: No Report.

E. Scholarship:

Ellen's report was sent via Meralyn Meadows.

Lisa Stevens (last year's winner) is going to be on the scholarship committee for this term.

Motion presented and passed:

Any person receiving the Meralyn G. Meadows NCLA conference scholarship will be required to serve on the Scholarship Committee for the following two-year term. While serving on the committee, he or she must retain NCLA membership. NCLPA will provide the winner's membership fee to the NCLPA Roundtable for the two years served on the Scholarship Committee.

F. Program:

Hannah has recruited one committee member outside of the Regional Directors who automatically serve on the committee.

G. Publications:

Marcia distributed two handouts:

1) Publications Committee Report

- "Your New Executive Board Officers 2007-2009" with regions map was featured on page 4 of the last newsletter and is available on the NCLPA website. It can be printed as a stand alone flyer to be included in information packets.
- A more comprehensive "Meet Your Executive Board" flyer can be published on the website and linked to PARAPROSE as soon as I have names and photos of all newly appointed committee chairs.
- NCLPA History, both one-page and full versions, are presently being edited. Draft copies will be e-mailed to the executive board for comments and suggestions.
- Brochures, bookmarks, maps and other printed materials are current and accessible on the NCLPA website.
- Visions has not been published since the Winter 2008 issue. My question presented in the last Publications Committee Report remains unanswered:

Do we want to increase the number of issues of Visions?

- o Do we even need to publish an online newsletter?
- o Can we send our message out in ways that are timelier?  
PARAPROSE Blog, NCLPA website, Full Membership Google Group

Discussion concerning the newsletter followed:

Meralyn and Jackie want to continue to have a newsletter with volume and issue numbers. It was suggested that we create an online version with an option to print a PDF version. Angela commented that this was essentially doubling the amount to work since we would have to design both a webpage and print document with the same information. It was concluded that we will still have a newsletter, but it would be made available online as a PDF document only. Marcia said that she would need contributions from members of the executive board to include in the newsletter, especially from the Chair and committee chairs. When the next newsletter is completed, Marcia will send Angela the file, who will then convert it to PDF and make it available on the web.

2) Links of Interest to be added to the website

- Marcia presented a list of links that she would like added to the “Links of Interest” page. Angela will add the new links to the appropriate page on the website. Marcia will write a sentence or two for each one. Harry suggested that links to specific articles could be sent to the Membership E-mail Group as a way to spur discussion.

H. By-Laws: No Report.

I. Website:

Marcia would like to rewrite the information on the “About NCLPA” page.

“Officer’s Page” updates to be completed by Angela:

- Remove Jean and add Wendy as Archives Chair.
- Add “By-Laws Chair” under Linda’s name and remove the “Advisor” title.
- Add Ellen Dickey as the Scholarship Chair.

**Announcements:**

- Linda Hearn was absent due to a death in the family. Please keep her and her family in your thoughts.
- The next executive board meeting will be held on Thursday, September 18<sup>th</sup> at the Randolph County Public Library in Asheboro.
- Meeting adjourned at 1:00 p.m.

Angela Davis  
NCLPA Secretary  
6/13/2008