

## **NCLPA Executive Board Meeting Minutes**

**Thursday, September 18, 2008**

**10:00 a.m. Asheboro Public Library**

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### **Members Present:**

Meralyn Meadows (Chair), Jackie Frye (Vice Chair), Harry Frank (Region 2 Director), Jackie Cornette (Region 4 Director), Marcia Johnson (Publications Chair), Wendy Barber (Archives), Linda Hearn (By-Laws), Ellen Dickey (Scholarship Chair), Angela Davis (Secretary)

### **Members Absent:**

Malinda Sells (Treasurer), Amanda Davis (Region 1 Director), Barbara Torpy (Region 3 Director), Hannah Winkler (Program Chair)

### **Approval of Minutes:**

The minutes from the June 12 meeting were approved by e-mail in order to have the minutes posted to the NCLPA webpage. Meralyn wanted to have a second vote in person to approve the minutes, and again, the minutes were approved by all present.

### **Treasurer's Report: Malinda Sells (absent)**

There is still some question about our actual balance. There needs to be some communication with the NCLA treasurer in order to get a firm amount. Meralyn will inquire with NCLA about the current situation.

## **BUSINESS ITEMS**

### **A. NCLA Board Meeting Report (July 24, 2008, Elon University) – Jackie Frye**

Jackie F. presented the group with handouts that included her personal notes, the NCLA meeting agenda and reports.

**Motion discussed and passed:** The board approved the ALA/NCLPA joint membership program as presented by ALA representatives John Chrastka and Michael Dowling.

### **B. Leadership Mentoring Program Mission Statement – Meralyn Meadows**

Meralyn sent an e-mail with three draft mission statements to the executive board members. After some discussion, the following statement was constructed with the charge that each member would review the mission statement and make further comments and suggestions to the group by e-mail:

The North Carolina Library Paraprofessional Association (NCLPA) encourages mentoring relationships among individuals. Our mission is to stimulate thinking and develop skills regarding mutual roles and contributions to our library communities.

### **C. NCLPA Handbook for Officers and Committees – Linda Hearn**

Linda would like to update the handbook so that officer duties are explicit. She is going to use Google Docs to update the handout so that everyone can easily contribute and help with this process. She will be sending an

invitation to access the document via e-mail. Linda also distributed handouts with information about Google Docs and how to use it.

**D. NCLPA 20<sup>th</sup> Anniversary Celebration**

Jackie F. suggested a birthday theme for the luncheon at the 2009 NCLA conference. Other suggestions included:

- a. Birthday cake for dessert
- b. Banner/logo on NCLPA website
- c. Certificate of recognition to NCLPA from NCLA and/or ALA
- d. Issue an invitation to the very first NCLPA officers and recognize them at the luncheon
- e. Have giveaways such as lapel pins, magnets, or brass bookmarks to commemorate the anniversary
- f. Special tags or ribbons for conference name tags
- g. Have the State Librarian speak

**REPORTS OF REGIONAL DIRECTORS**

**A. Region 1 – No Report**

**B. Region 2 – Harry Frank**

Harry would like to send a promotional mailing to libraries in his region about NCLPA. In the mailing he would also like to ask for a contact person at each library. Marcia offered to send Regional Directors and other Board members a generic letter of welcome to send to each new NCLPA member, who joined as a result of their direct recruitment efforts.

**C. Region 3 – No Report**

**D. Region 4 – Jackie Cornette**

Jackie C. has talked with the department heads in her region and has 6 new memberships to report.

**COMMITTEE REPORTS**

**A. Archives – Wendy Barber**

Wendy had some questions about what the board wanted her to do regarding her role as archives chair. It was thought that Jean Reader may still have some things and Meralyn as well. Marcia offered to send Wendy electronic copies of the information that she has. Linda Hearn also requested that hard copy of the NCLPA website be printed at least twice a year and kept with archives as well.

**B. Conference – Jackie Frye**

Jackie gave everyone copies of her committee report. To summarize, she has 6 committee members: Monica Lucas (Richard B. Harrison Library, Raleigh), Tami Flowers (Dunn Public Library), Gloria Nelson (Cumberland County Public Library), Marcia Johnson (Publications Chair, NCLPA), and Jackie Cornette (Western Watauga Branch Library). There were questions about whether or not a non-NCLA/NCLPA member could help out with the committee. Jackie C. would like to have the programs focus on computer competency. Jackie F. mentioned the possibility of “game show mania” for one of the programs.

**C. Membership – Harry Frank**

Brandy Hamilton, NCLA Membership Chair, has written an article for inclusion in the next *Tarheel Libraries* publication about the joint memberships between NCLA, NCLPA, and ALA. She had asked for information about

NCLPA and Harry has written some statements about NCLPA that will appear with a by-line. Membership would like to now focus on community college staff. Ellen Dickey has contact information that she will share with Harry.

**D. Nominating – No Report**

**E. Scholarship – Ellen Dickey**

Questions were raised about the timeline for the scholarship. Jackie F. will give that information to Ellen.

**F. Program – No Report**

**G. Publications – Marcia Johnson**

- a. **Newsletter** – The Fall 2008 draft of *Visions* was distributed. Angela Davis, webmaster, will post the newsletter to both NCLPA Google Groups (Executive Board & Full Membership) and the NCLPA web site. A link will also be added to the blog (Paraprose). A few hard copies will be printed to send to supervisors of library personnel featured in future “Spotlight On” columns and for use in information packets.
- b. **Brief NCLPA History** – Draft submitted to group. An updated DRAFT of the brief history will be posted to the website as soon as certain points are verified. Anyone with personal knowledge of NCLPA’s early history during the 1980’s and 1990’s, please let Marcia know.
- c. **Full Version NCLPA History** – Work in progress.
- d. **Website Comments & Suggestions** – Included in report given out at the meeting.
  - i. Add pictures of Executive Board Officers and Committee Chairs along with the information now posted.
  - ii. Add a short paragraph on the homepage stating that Conference Committee is actively planning for the 2009 NCLA Conference in Greenville with names of members and contact information.
  - iii. Include a brief paragraph on the site explaining what the Executive Board is charged to do for members, emphasizing the occupational diversity of the Board – librarians, office manager, branch manager, and retiree. In other words, the NCLPA is working toward the advancement of all library personnel.
  - iv. Revision of webpage content “About NCLPA” – Draft submitted to group. Wording and editing are being changed to make the page more upbeat, more inclusive, and less scholarly.

**H. By Laws – Linda Hearn**

Various questions related to the bylaws were raised and then answered by Linda. She went over the three standing rules:

1. NCLPA must maintain at least \$1000 in the treasury.
2. NCLPA Executive Board members must pay for their lunch at workshops.
3. Regarding deaths, NCLPA only does something if a board member dies. In that case, NCLPA would make a donation to the NCLA endowment.

**Announcements:**

The next meeting will be held on Thursday, January 15, 2009, at 10 a.m. at the Asheboro Public Library.

**Adjournment:**

The meeting was adjourned at 12:50 p.m.

Angela Davis  
NCLPA Secretary  
September 24, 2008