

**NCLPA Executive Board Spring Quarterly Meeting
Randolph County Public Library; Asheboro, North Carolina
Thursday, April 30, 2009**

Attending: Jackie Frye (Vice Chair); Marcia Johnson (Acting Secretary, Publications Committee); Jackie Cornette (Treasurer); Barbara Torpy (Region 3 Director); Linda Hearn (By-Laws Committee Chair);

Absent: Meralyn Meadows (Chair); Angela Davis (Secretary, Webmaster); Harry Frank (Region 2 Director, Membership Committee); Dee Daughtridge (Region 4 Director); Wendy Barber (Archives Committee); Hannah Winkler (Program Committee); Ellen Dickey (Scholarship Committee)

Welcome

Jackie Frye called the meeting to order at 10:00 a.m. She welcomed Executive Board members and thanked all for attending.

Minutes from the January 15, Meeting

Marcia stated that a draft of the minutes had been e-mailed to the Board for corrections and comments but had not yet been approved. Jackie Cornette moved that the minutes be accepted; Jackie Frye seconded the motion. Meralyn Meadows will be asked to call for a vote of the Board via the Google Group listserv.

Treasurer's Report (Jackie Cornette)

December 2008 ending Balance: \$2191.89

First Quarter Income (January-March 2009): \$40.00 Membership Dues

March 31, 2009 Balance: \$2231.89

Business Items

- **Appointment of new Region 1 Director.** Amanda Davis resigned earlier this year, citing staff shortages and her inability to attend Board meetings. Discussion centered around two candidates recommended by Jackie Frye: (1) Gloria Nelson, Librarian, Spring Lake Public Library, Cumberland County; and Sherryl Jacobs, Branch Manager, Fairmont Public Library, Robeson County. Both are eager to become involved in NCLPA activities.

Linda Hearn suggested that because Sherryl had expressed interest in being nominated for the 2009-2011 biennium, she should be offered the candidacy. Gloria stated a willingness to help the NCLPA in any way. Linda moved that we nominate Sherryl to the slate for upcoming election of officers and offer Gloria the Region 1 Director position to complete the unexpired term. The motion was seconded by Jackie Frye.

- **Online meetings using DimDim or Skype.** Our attempt to communicate via DimDim with Angela Davis at Pitt Community College proved to be unreliable at this meeting in the Asheboro Public Library. Jackie Frye surmised that system firewalls and/or network setups may have been the problem. Five board members had successfully conducted DimDim test meetings two weeks ago. The online meeting was hosted by Jackie Frye from the Harnett County Public Library.

Discussion: Future use of DimDim would depend on several factors: (1) how many members would be willing to meet online; (2) Board needs to be meeting friendly for members who cannot attend during the current economic climate with its imposed travel restrictions; (3) free service; (4) hosting site able to accommodate DimDim or other free online meeting service.

We need a change in the By-Laws to have our electronic votes count as in-person votes and also count as attendance before we can use online hosting services for official meetings. Linda Hearn said the change must be presented to the full membership. Jackie Cornette moved that we bring a motion before the NCLPA membership at the NCLA Biennial Conference in October. Jackie Frye seconded. Linda said she would work on the wording.

- **Nominations.** Marcia Johnson was asked by Meralyn Meadows to serve as NCLPA Nominating Chair and to compile a list of candidates for the ballot to elect new officers for the 2009-2011 biennium. Marcia will submit her list of recommendations to the Executive Board via e-mail after all candidates have been contacted and have agreed to serve. The deadline for candidate response is May 15.
- **Regional Directors Reports**
 - **Region 1** (Vacant) – See Business Items
 - **Region 2** (Harry Frank) – I am planning on polling the group at the Joyner Paraprofessional conference about their membership in NCLA and their membership in the NCLPA (just a yes/no type question-unless you all think I should do more). I also want to try and get library directors to distribute a survey to their paraprofessionals (probably using Survey Monkey) about their perceptions of NCLA & NCLPA membership. I wanted to ask everyone's opinions on questions we think would be useful. The survey's purpose would be twofold: 1) it would increase awareness of the roundtable 2) it could illuminate what people's perceptions are about what we do and how we are doing it.

Discussion: Board agreed that we need feedback on awareness and perception if we are to be viewed as a respected association.

- **Region 3** (Barbara Torpy) – Nothing new to report
- **Region 4** (Dee Daughtridge) – Attached are the packet copies that I have been sending to the county libraries and their branches -by the end of May I will have covered the western region. I have not been able to follow up on the libraries already receiving these packets but plan on e mailing all the ones I can and see if they have responded. Respectfully submitted Dee Daughtridge, Region 4 I have not received any new information about members.
How do I get an updated list of the members in my region?

Discussion: Members praised Dee's thorough approach to sparking awareness in the western region libraries. There are problems with NCLA and NCLPA memberships being processed in Raleigh. Jackie Frye said that many valid memberships about which she has first-hand knowledge do not appear on computer printouts. We need the most recent list of NCLPA members.

- **Committee Reports**

Archive Committee Report: Wendy Barber -- I have not been able to contact Anthony Miles to find out if he has Archive materials. I have not received any disks from Meralyn with Archive materials scanned and saved on it. If she sends any to the April 30 meeting, please send by Jackie Cornette. It was decided at the last meeting that I would make physical copies of the webpage only twice each year; the next time being in June.

Discussion: Marcia gave Jackie Cornette CD's containing archived meeting minutes from 2001-2003 and 2003-2005 (prepared by Christian Burriss, Secretary) and other archived materials including photos. Revision of Archive Committee Duties in *A Manual for Officers and Committees*

(NCLPA Handbook) includes: “To make two (2) hard and electronic copies of all official records, publications, and memorabilia twice a year during June and December.” One downloaded copy of the NCLPA web site will be retained by the Archives Committee Chair; the other will be sent to NCLA in Raleigh.

Scholarship Committee Report (Meralyn G. Meadows NCLA Conference Paraprofessional Scholarship Award): Ellen Dickey --I have had several contacts with Lisa Stevens, the current scholarship winner/committee member. We have reviewed the scholarship application used in '07 and we have 4 ideas/suggestions

1. that the application be placed online with an option to send it back to me as an email attachment or through the U.S. Mail (this may have been accomplished previously) – Board discussion: May 15 deadline to send packet out via electronic mail or standard mail or both.
2. that the supervisor's recommendation be sent to me separately (completed independently of the applicant's section/not returned with the actual applicant's portion) – Board discussion: Good idea.
3. we plan to briefly describe the time away from work (for both the applicant's and supervisor's use) should the applicant be the successful candidate (thinking that staffing levels are at such a crisis level, that both should be aware of the time commitment; and that the successful candidate is A) expected to help NCLPA if needed at the conference and B) is expected to be at the NCLPA luncheon at the conference and C) is expected to be on the scholarship committee for the 2011 NCLA (NCLPA) conference). – Board discussion: This information is already included in the scholarship information packet. (See June 12, 2008 Executive Board meeting minutes)
4. to encourage applications: is it possible for region directors to send quick emails to their library directors (and other contacts) with information about the scholarship application when it becomes available (as another opportunity to communicate with directors/to remind directors that NCLPA has the scholarship available/give directors an opportunity to encourage employee/s to apply, etc.)? – Board discussion: Brief message with link to scholarship information should appear on the NCLA home page, NCLPA home page, Paraprose, and NCLA listserv. Region Directors need to send an e-mail to every library in their region with a link to the NCLPA web site.

I hope these ideas/suggestions meet with approval. We are very open to suggestions. We are also wondering if someone else might be interested in joining the committee. Any volunteers? If not, I will try to think of someone. I think it's good, if possible, to have 3 members. Board discussion: According to the NCLPA Handbook, the Vice Chair (Jackie Frye) is on the Scholarship Committee and should be included in the selection process.

Discussion: July 15 is the deadline for receipt of applications. Selection committee will schedule a meeting to decide on three candidates, one strongly recommended. At the August 6 Executive Board meeting will vote for the winner.

Program Committee (Hannah Winkler) – No report.

Publications Committee (Marcia Johnson)

Published Spring Issue of *Visions*, which Angela Davis posted on the NCLPA web site and on Paraprose with a link to our site. Most printed handout materials have been updated. A summer issue of the newsletter will be printed in July or August.

Discussion: Newsletter should include the winner of the scholarship and a list of NCLPA programs being sponsored at the biennial conference.

By-Laws Committee (Linda Hearn)

Revisions to *A Manual for Officers and Committees* (NCLPA Handbook) were made during the meeting and will be combined with GoogleDocs revisions posted earlier this year. Marcia volunteered to merge and edit the information, which she will forward to Linda for further review. Linda will e-mail the draft document to the Executive Board for comments, after which a final document will be distributed to Board members and posted to the NCLPA web site.

Conference Committee (Jackie Frye)



Greenville Convention Center, Greenville, NC, October 6-9, 2009
(Greenville Hilton and City Hotel Bistro will also be venues for the conference)

1. Program proposals for the following have been submitted.
 - a. *Game Show Mania Luncheon.* Do you know your trivia? Remember “Fear Factor”? A fun filled Luncheon & Business meeting. TV style games how fun for contestants & audience hosted by Bill Grimsley “Celebrations”.
 - b. *Secrets of the Trade.* Magic workshop with Bill Grimsley – learn tricks of the trade. Hands on Program with a mini-bag of tricks to take home. (\$850 for both programs)
 - c. *Support Staff Certification: Is it right for me?* Anna Marie Kehnast, LSSIRT will be discussing ALA’s new Library Support Staff Certification Program. (estimate \$600-700 travel)
 - d. *Cataloging; who knew it was community service.* On March 23, a group of volunteers from the North Carolina State University Libraries went to the Joel Lane House, the oldest house in Raleigh, to “flash-mob” catalog their collection of 232 books using the website LibraryThing. The Joel Lane House Museum, a testament to the man who was a key figure in the early history of Wake County, had never before organized its collection or made its holdings available. This presentation by NCSU Libraries’ Metadata & Cataloging Department Head, Erin Stalberg, and Library Technician, Laura Abraham, will explore the community service project’s goals, the benefits for both Joel Lane and the NCSU Libraries, as well as provide an overview of LibraryThing and what it has to offer small libraries and personal collections. (\$100)
 - e. *Mascot Variety Show with presenters from various libraries to enlighten you on how mascots serve their library.* Branding is marketing technique using a visual to quickly identify an organization. What comes to mind when you see a Scottish Fold cat or a red & white wolf? Libraries use these same tools/tricks to help their patrons identify them. This can be anything from a logo on a canvas bag or children coming to the library to see their “friend”. (FREE)
 - f. *The Sustainable Library: Lessons from Joyner Library’s Green Task Force.* Group’s mission is to research, propose, implement, and promote green education and sustainable environmental practices in the university library environment. The session will focus on organizing the group, developing a mission and goals, developing obtainable strategies, green projects, tools for communication, lessons learned, and suggestions for the future.

2. Tina Adams, Library Journal's Paraprofessional 2009 (NCSU) has agreed to send poster for our display area and be available at our table during a certain time slot for meet and greet.
3. Would it be possible to have cake squares at the table one day for birthday celebration? This is only possible if the conference center will allow us to bring outside food and I could get the high school home economics dept to make cake squares. The library pays \$150 for 500 cake squares for Dr. Seuss's birthday party. I would donate \$150 for cake squares.
4. **Pin Ideas:** I was asked to get some information on pins.
 - a. I could make some 1.25" X .5" color logos with double stick foam tape on the back for members to stick on their badge. (I have samples).
 - b. Buttons (see samples) Buttons would cost materials and my time. The average is 60 cents per button for materials.
 - c. Pin pricing from vendors. (150 pin minimum plus setup costs range \$1.00-\$1.15 each per pin)

Discussion: Three presenters for the Mascot Variety Show have confirmed. Jackie Cornette invited Tina Adams and her department head to be our guests at the NCLPA Business Meeting/Luncheon. Jackie Frye is awaiting word from NCLA about the schedule for our programs. As professionally done pin pricing is too expensive, we will use a free alternative. Marcia stated that Barbara Marson, faculty member, ECU Library MLS program, volunteered to serve as backup to our Support Staff Certification program to be presented by AnnaMarie Kehnast. Barbara and AnnaMarie are both on the ALA Library Support Staff Certification Program (LSSCP) Advisory Committee.

After a brief discussion of food selection for the Business Luncheon and the short time frame allowed by NCLA to make conference decisions, Barbara Torpy moved that food selection be decided by the Conference Committee. Linda seconded.

Summer Meeting 2009

The next meeting of the NCLPA Executive Board will be Thursday, August 6, 2009, 10:00 a.m.-2:00 p.m., at the Randolph County Public Library in Asheboro, North Carolina.

After this announcement, Jackie Cornette moved that the meeting be adjourned, and Barbara Torpy seconded.

Respectfully submitted,

Marcia H. Johnson
Acting Secretary, NCLPA