NCLPA Executive Board Spring Quarterly Meeting  
Thursday, August 12, 2010 10:00 a.m.  
Randolph County Public Library, Asheboro, NC

MEMBERS PRESENT

Jackie Frye (Chair), Jackie Cornette (Vice Chair), Linda Hearn (Treasurer/By-Laws), Marcia Johnson (Secretary/Communications Chair), Gloria Nelson (Region 1 Director)

Participating Online (via DimDim): Anna Dulin (Region 3 Director)

MEMBERS ABSENT

Meralyn Meadows (Immediate Past Chair/Membership Chair), Harry Frank (Region 2 Director/Program Chair), Dee Daughtridge (Region 4 Director), Angela Davis (Webmaster), Wendy Barber (Archives), Ellen Dickey (Scholarship Chair)

WELCOME

Jackie Frye welcomed Board members and thanked them for attending the meeting.

APPROVAL OF MAY 27, 2010 EXECUTIVE BOARD MEETING MINUTES BY EMAIL (JUNE 8, 2010)

A motion was made by Linda Hearn via email to accept the minutes from the NCLPA Spring meeting held in Asheboro on May 27, 2010. Jackie Cornette seconded the motion. The minutes were accepted as read by all who had attended the meeting.

TREASURER’S REPORT (Linda Hearn, Treasurer)

On hand:

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<th>January 1, 2010</th>
<th>$2203.94</th>
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<tr>
<td>Less:</td>
<td>-749.34 (NCLA need to balance budget)</td>
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<td>Less:</td>
<td>-27.74 (our expenses)</td>
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<td>Total as of March 31, 2010</td>
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<td>Refund registration &amp; Lunch</td>
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<td>Balance as of June 30</td>
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Discussion:
Income from the NCLPA April workshop at the Harnett County Public Library will be credited in July and appear in the NCLA quarterly report issued after September 30, 2010.

Harry Frank has not turned in money for the half-day workshop sponsored by NCLPA the day before the J. Y. Joyner Paraprofessional conference held in May. East Carolina University will not cut a check until they have W-9 forms from NCLA. Harry will send the check to Jackie Frye for forwarding to NCLA.

BUSINESS ITEMS (Jackie Frye, Chair)

A. Officers need to use the two years between elections to replace themselves

Discussion:
Interpreted as the need for a plan to recruit more committee members to the Executive Board, not as selection of replacement for positions now held by members. Officers and Region Directors are elected positions which require a vote. Jackie Frye clarified that she encourages Board members to recruit prospective members to serve on all standing committees.

Although it is the job of committee chairs to appoint their members, it was pointed out that three members of the Executive Board have retired and a fourth, Ellen Dickey, will retire effective August 31, 2010. It will be difficult for them to maintain updated library contacts as time passes.

Ideas proposed:
- Place “We Need You” signs at NCLPA display table at workshops and at NCLA biennial conferences
- New Members Round Table (NMRT) – Meralyn Meadows, Harry Frank, and Angela Davis have attended networking dinners, providing information and answering questions about NCLPA. Linda Hearn and John Via have also attended NMRT dinners.
- Library Schools - Fall semester “rally” for new MLS students - Information about paraprofessionals useful? Effectiveness questioned.
- Reduced fees and discounts for membership must go through NCLA for approval. Workshop attendees receive a $5.00 coupon to be used with new memberships or renewals with NCLA.

NCLA membership has experienced a 50% drop since last the 2009 NCLA Biennial Conference
- Purge of the membership data base which held non-renewals for one year; non-renewals are now deleted after 30 days;
- Libraries are no longer paying for staff NCLA memberships as was the case before the economic downturn.

Jackie Frye stated that a growing trend in the library world relegates MLS/MLIS professionals to management/administrative positions, resulting in minimal contact with library patrons. Instead, staff training programs are being implemented in positions once held exclusively by librarians, i.e., reference, children’s services, etc. This development is seen as a cost-cutting measure.

B. PowerPoint (moved to last item on the agenda)

Print outline of PowerPoint presentation was briefly reviewed by Marcia Johnson. The original 15-minute slide show had been prepared and presented by Annis Barbee, a past Chair. The message focuses on “5 Traits of a Successful Organization” defined as Education, Innovation, Action, Collaboration, and Compassion. Jackie Frye will send the outline to Board members electronically for comments and suggestions on content.
C. Virtual Attendance Policy (Jackie Cornette, Vice Chair)

NCLPA Guidelines for Virtual Board Meetings

- Restructuring board meetings to include virtual attendance options: A strategic use of virtual attendance can be advantageous for the board, individual board members, and the organization.

Chair-
- prepare packet of meeting documents, print and send or email to members planning to attend online, providing the same committee reports and other materials as those physically present
- Will appoint board member to set up equipment needed for virtual meeting- Laptop etc., test and have operational by designated meeting time.
- Will appoint member physically present to monitor chat of virtual meeting.
- Establish a quorum as the first agenda item upon opening the meeting. Keep Board members contact info handy in case of a glitch. Telephone numbers, etc.
- Develop a contingency plan for technological failures.

Virtual Attendance-
- Members are to notify chair within 7 (seven) workdays of scheduled board meeting.
- "Arrive" at least 10 minutes before the meeting is scheduled to start. To test connectivity.
- All Committee reports should be emailed to Chair three (3) workdays prior to the meeting
- If time is limited for online attendees, reports can be presented out of order from the set agenda. Member to notify Chair of the need to change agenda order prior to the beginning of meeting.

Discussion:
Jackie Cornette researched several online sources on virtual attendance before preparing these guidelines presented as a draft for members’ comments. The virtual meeting guidelines were accepted with one change: “to notify chair within 7 workdays” instead of 3 work days.

Virtual meetings must be addressed in the By-Laws. Linda Hearn will write the change to reflect the use of virtual meetings by the Executive Board. This change will become official after approval by the NCLA Executive Board during the 2011 NCLA Biennial Conference.

Use of the guidelines cannot wait for the official vote. The precedent for virtual activities exists within the NCLA. Virtual meetings are held by the NCLA Executive Board, and voting for officers of NCLA and NCLPA is conducted online.

Motion by Anna Dulin: “NCLPA Guidelines for Virtual Board Meetings” are effective immediately for all future virtual meetings of the Executive Board. Second by Linda Hearn. Passed unanimously.

“NCLPA Guidelines for Virtual Board Meetings” will be added now to “A Manual for Officers & Committees” (Handbook). The revised version of the Handbook will be sent to members as a final document. Angela Davis, Webmaster, will then replace the existing online document.
D. NCLA Executive Board Report (Jackie Frye, Chair)

All NCLA section and round table reports are available online at www.nclaonline.org/. Jackie reported highlights of NCLA Executive Board Meeting held July 30, 2010 in Wilmington, NC.

- NCLA funding of travel/honorarium for speakers – legal issues to be investigated as NCLA is a 501c3 nonprofit organization
- Approval to allow registrations funds to be used to lower cost of membership
- NCLPA is first section/round table to have access to membership database via Meralyn Meadows
- Leadership unconference; Harry Frank is NCLPA representative

See “Chair’s Report, NCLPA Executive Board Meeting, August 12, 2010”

E. Bundle NCLA/NCLPA Membership (Marcia Johnson, Communications Chair)

Excerpts from an email sent by Marcia Johnson to Jackie Frye August 9, 2010 with request that topic be added to the agenda.

I think this membership idea is a good one, but I doubt that NCLA will buy it. NCLA and NCLPA memberships should be bundled, so that everyone who joins or renews NCLA membership automatically becomes a member of NCLPA. Just raise the dues $5.00 in every category. NCLPA would get half of what NCLA takes in.

The main "sales speech" (talking points) to NCLA:

- NCLA and/NCLPA could partner permanently for this BOGO or Two For plan
- 70% of the library workforce is made up of support staff
- Solve problem of library directors not filtering information to support staff
- Increased membership
- $5.00 discounts at first to encourage people to join
- NCLPA has among the best conference programs
- NCLPA is expert at low cost workshops.

Discussion:

Both NCLA and NCLPA are umbrella organizations. NCLPA is an umbrella under the larger umbrella of the NCLA. Both organizations include professionals and paraprofessionals with membership ranging across library services represented by the specialized sections and round tables. Despite our efforts to promote the inclusiveness of NCLPA, the Association continues to be perceived as a stand alone for paraprofessionals only.

Two suggestions emerged and will be forwarded to Meralyn Meadows, Membership Chair, for consideration.

- Clarify status of NCLPA by amending NCLA membership form
  - Under “Sections and Round Tables” change to “NCLPA (NC Library Paraprofessional Association)”
  - Add a single sentence under to read “(open to all support staff and librarians)”
- Partner with NCLA to include NCLPA membership automatically for the first year of each new membership. NCLPA would not receive the $5.00 per new member, but membership would increase.

Changes to membership status and/or to the NCLA form must be initiated by NCLA. Marcia Johnson agreed to prepare draft membership forms with suggested changes if requested for presentation by Meralyn Meadows to the NCLA Membership Committee Chair Jennifer Hanft.

Jackie Frye will inform Meralyn via email of this discussion.
REPORT OF REGIONAL DIRECTORS

A. **Region 1** – Gloria Nelson – Training person on staff back after being on leave. Can now plan membership-building activities.
   
   **Suggestions offered:** 1) social meetings of paraprofessionals in the area; 2) regional workshop

B. **Region 2** – Harry Frank - My goal is to have templates ready for regional directors to use to set up workshop in their region. My personal target date is Sept. 3.

C. **Region 3** – Anna Dulin – Attempting to solicit members from Z. Smith Reynolds Library.

D. **Region 4** – Dee Daughtridge - Got some updates on memberships in my district and put out a few feelers to see how the budgets will accept covering expenses for staff. Not too good but will continue as I can via emails and web pages.

COMMITTEE REPORTS

A. **Conference** - Jackie Cornette – Location is Hickory, NC. October 4-7, 2011 are preferred dates. No theme yet. Nothing listed on NCLA web site. NCLA Conference Committee has discussed hiring buses to run from Raleigh and Charlotte to Hickory to encourage attendance.

B. **Archives** – Wendy Barber - I have purchased the extra bin for the Archive materials that I have. But I have not had the time to organize the materials in the new bin. I will try to work on this soon.

C. **By-Laws** – Linda Hearn – No report.

D. **Membership** – Meralyn Meadows – Continued focus on membership renewals.
   
   See attached “Report of Membership Committee”
   See attached “NCLA Membership Report”

E. **Program** – Harry Frank – No report.

F. **Communications** – Marcia Johnson
   
   - Brochure, bookmarks, and other communication materials revised:
     - URL for new NCLA web site updated
     - Removed *Visions* as NCLPA membership benefit as newsletter is no longer being published
     - Revisions posted by Webmaster Angela Davis
   - Articles and other writings edited as requested by Chair for submission to print publications and/or posting online
   - Name change from Publications Committee to Communications Committee: Motion by Jackie Frye, second by Jackie Cornette, passed unanimously – May 27, 2010 NCLPA Executive Board Meeting – Calls for further discussion with regard to By-Laws and “Manual for Officers and Committees” (Handbook)
   - *Visions Digest* or *Visions Journal* – Replacement for newsletter – Discussion tabled at May 27th meeting as changes must be addressed in NCLPA By-Laws and Handbook

**Discussion:**
**Action taken by Executive Board:** Replacement for the newsletter will be an online digest of timely events and information.

D. **Scholarship** – Ellen Dickey – Nothing to report.

E. **Webmaster** – Angela Davis – No report.

**Announcements:**
The next meeting will be held on Thursday, November 4, 2010 at 10:00 a.m. in the Asheboro Public Library.

**Adjournment:**
The meeting was adjourned at 12:30 p.m.

Marcia Johnson
NCLPA Secretary
August 12, 2010

**REPORTS AND DOCUMENTS ATTACHED**
NCLA Executive meeting was held July 30th in Wilmington; report follows:

- Sherwin Rice reports there are a lot of vacancies and they are waiting on responses or confirmation for many of them. The online agenda shows the vacancies.
- Many of the sections and round tables have reports on the website. I will not repeat what is in their reports, only highlight. See agenda for links to reports.
- Conference 2011 (Wanda Brown reporting) will be in Hickory. The available dates are Oct 4-7, Sept 27-30 and Sep 13-16. The preferred date is Oct 4-7. I will have to confirm this with the minutes.
- Hickory is such a savings they are considering finding ways to help people get to the conference such as running buses to/from various points across the state.
- The subject of paying for travel/honorarium for speakers/scholarship winners to attend the conference with NCLA funds was brought up. Being a 501c3 non-profit there are legal issues about funds being paid to members for any reason. They do not want to discourage membership by saying only non-members can be speakers or scholarship recipients so the rule was “anyone working in a library in NC”. Timothy Owens (Constitution/by-law Chair) will be investigating this before the next meeting.
- Membership discussed and approved the idea NCLPA had to allow registration funds be used to lower cost of membership. We presented it together to the group for discussion and membership will come up with a plan to execute it by next meeting. Reminder: The portion non-member pays over a member to attend a workshop could be used toward membership dues if they join NCLPA at the workshop. The idea is to allow the attendee to use money paid by their library to attend the workshop to lower their personal cost in joining NCLA. The section/round table may loose $5 in workshop fees but they gained a new member. Everyone thought that was a good payoff and it is optional to do this or not. Timothy Owens was tasked with writing a procedure before the next meeting.
- Kim Parrott is has given access to the membership database to Meralyn Meadows. NCLPA is the first section/round table to have access to the membership database and they are exploring allowing each section/round table’s membership representative having access. The problem is there is only one login giving full access to everything including credit card payments. Administration is going to explore costs involved in getting another login without access to credit card information. Membership of NCLA is still dropping; encourage every member to always be looking for new members.
Unconference (Rodney Lippard). There was a long discussion on the Unconference. The proposed budget was $16,000+ and the board did not want to commit the funds. The money would be recouped with registration but the board felt it was not wise to commit funds to a leadership unconference after canceling the leadership institute due to cost. They asked Rodney to come up with a plan that would be one day, using a free meeting space (libraries) and only charge for food. Those attending who required over night accommodations would make their own arrangements. Also to investigate the possibility of having the unconference at various locations across the state allowing shorter travel.

Legislation day in DC was a success. NC was well represented by non-library employees lobbying for funds for libraries. NC had a face-to-face meeting with over 50% of NC representatives, all 13 Congressional Districts and over an hour with Kay Hagen.

During the New Member’s Round Table report about benefits of membership the NCLA webpage came up. NCLA is exploring a “members only” section for the webpage. Phil Barton motioned that the web committee explore the possibility that job listings be part of the members only. There was some discussion and not everyone agree this should be members only. Robert Burgin will be sending email asking each section/round table what they thought would be good in the members only section.

Youth Services Section is looking for Chap Book editor.

ALA Council (Rodney Lippard) reported that ALA attendance was over 26,000 and that is more than 10,000 above the New Orleans conference after Katrina. Having ALA in conjunction with legislative week was not a good idea.

From State Library (Timothy Owens reporting for Mary Boone).

- State digitization project is currently working on urban development for the 1960’s.
- NC Digital Heritage is accepting contributions of photos.
- NCCard; 10 libraries are working toward moving to the open source ILS and plan to be up by the end of the year.
- Library for the blind is using e-readers now.
- LSTA, NCLibrary Stars scholarships available to attend ASRL.
- Webinars in August for Library Stats and Smartest Card.

Sherwin Rice brought up that information often stops at the director’s desk and is not filtered down to individuals (paraprofessional) and NCLA is missing a large number of possible members. After the meeting I personally thanked her and requested help with encouraging other sections/roundtables to remember paraprofessionals when making contact with libraries. Not only for new NCLA membership but for individuals who may be looking for a place to volunteer. I also followed up with an email thanking her and reminder her of the request.

REPORT OF MEMBERSHIP COMMITTEE
August 12, 2010

I did have a meeting with Kim Parrot at the NCLA office in Raleigh on June 14. We were able to discuss and clear up the membership status of three members. Kim explained that three renewal notices are sent to members before they are placed on “inactive status”. The first notice is sent thirty days prior to expiration; the second notice is sent at expiration; and a third notice is sent thirty days after expiration. All memberships expire at the end of a month, not during the month. Students are a part of the membership list. We currently have seventeen members who are receiving expiration notices. I plan to send a letter to these members during the week of August 16-20 encouraging them to renew their membership. Kim did give me access to the NCLA membership database. We are the only section/roundtable to have this access. Currently I am unable to view/print just the database for NCLPA – I get the entire NCLA database. I am working on this now.

I recently received a “Purchase Confirmation” for my renewal dues payment. It shows a Confirmation #; the Amount Paid; the Payment Method; and the Check #. This was an online confirmation. I understand that this is a new procedure to notify members of a payment.

The NCLA Membership Report of July 28, 2010, shows 18 sections/roundtables. Only three had an increase in membership and NCLPA is one of them. Our increase was one member. In January our membership was 63; in April it was 55; and currently it is 56.

I attended the New Members Round Table Networking Breakfast on July 31. There were nine people present – all academic librarians. I met Iyanna Sims (Chair of the Networking Event), systems Librarian at NC A&T State University. She and I discussed membership for paraprofessionals. I later forwarded to her some of our membership information and she is going to work to get some paraprofessionals from her university to join. I have not had a follow-up report from her but I did send her an email volunteering to talk with anyone who might show an interest.

Jackie Frye has been discussing membership with Jennifer Hanft, the Membership Chair of NCLA. Jennifer suggested the following to promote membership in NCLPA:

1. Send a letter to individuals who haven’t renewed their membership (we are doing this)
2. Host a special “networking event” for NCLPA members-maybe piggy back off one of the NMRT Networking Events (meet immediately before or after)
3. Create a Facebook Group or Fan Page for NCLPA.

I will not be at the Board Meeting on August 12, but you may want to discuss Membership in more detail. At the present time, my recommendation is that we continue to focus on membership renewals.

Prepared By:
Meralyn Meadows
Membership Chair
## Membership Report

**Total Membership:** 1087 (as of 7/28/10)

*Last Report: 1144 (as of 4/21/10)*

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<th>Sections and Roundtables</th>
<th>Last Report</th>
<th>Current report</th>
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<tr>
<td>Youth Services Section</td>
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