

**Paraprofessional Section Board Meeting
Friday, May 27, 2011
Bellevue University Library, Bellevue, NE**

- I. **Meeting called to order at 10:03 AM. Present:** Marguerite, Chrystal, Janet, Jennifer, Angela Terri (via telephone at Hershey) **Absent:** Martha
 - A. **Approval of Agenda:** Janet moved and Angela seconded.
 - B. **Approval of Minutes from Previous Meeting:** Chrystal moved and Jennifer seconded.

- II. **Officer Reports**
 - A. **Chair**
 1. Marguerite reported that publicity about the Paras has improved. We're seeing more blog and Facebook usage. We no longer receive statistics on number of views on our Facebook page. Terri looked at this and found that we have to have 30 people liking our page in order to receive this information. We currently have 19 people so we need 11 more.

 2. We discussed ways to spread the word about our Facebook page. One suggestion was to send a message to the Nebraska Library Association page about our page. Another was to suggest to NLA that they do a blog post about all of the sections that have Facebook pages. Marguerite will ask at the next NLA meeting on June 17th.

 - B. **Vice-Chair**
 1. **Fall Conference** (October 5-7, Lincoln, NE): Chrystal reported that 9 programs were submitted for approval as listed:
 1. **Best New Youth Books of 2011 (Sally Snyder)** - Brief book talks of new titles you may, or may not, have heard about and that could be good additions to your library's collection. Titles starting with teens and going back through preschool age will be highlighted.
 2. **Dream Big: Summer Reading Program 2012 (Sally Snyder)** - Listen to brief book talks of new titles pertaining to the 2012 Summer Reading Program themes: "Dream Big" (children's theme) and "Own the Night" (teen theme).
 3. **Libguides @ Your Library: Create Web Content without Tears (Martha Grenzeback & Marguerite Miller)** - LibGuides are a user-friendly, web-based tool that combines all the advantages of wikis, blogs, and social networking in one package. Designed especially for libraries, they allow even techno-timid library staff to create their own web content and showcase library resources. Learn how Omaha Public Library staff have used this tool to create webpages on every possible subject, from genealogy to homelessness, without ever taking a programming class.
 4. **The Basics of Flickr and Its Possibilities at the Library (Scott Clark)** - Are you curious about the basics of using the Flickr photosharing website, as both a potential user and for the purposes of providing assistance for your customers? Lincoln City Libraries' Scott Clark will cover what Flickr is, how to get started with it, and some of the most popular features, especially for users interested in its "social networking" capabilities. As an added bonus, from the library perspective, see some real-world examples of how it can be used as a library promotional and archival tool!
 5. **Keeping the Bricks & Mortar in Shape to Keep the Books on the Shelf (Francine Canfield & Leo A. Daly architects and Stroh mechanical experts)** - Canfield will moderate four 45 to 60 minute segments on facilities management presented by architects and mechanical systems (HVAC, plumbing, etc.) professionals. Q & A with all segments. Segments are Mechanical Systems, Interior Finishes (selection and maintenance of lighting, furnishings, finishes), Exterior (roof, bricks, windows, concrete, etc.), and Systems Updates (scheduling, etc.) Canfield has commitments from the two companies, and we will be completing the presentation segments upon acceptance. The companies will not be charging any fees.

- Professionals will be helping us learn how to keep our facilities in good shape to provide a welcoming setting to enhance our communities. Suggest providing a lunch break with am and pm segments. We may add a construction company.*
6. ***One Book, One Nebraska and More (Kathryn Brockmeier & Sally Snyder)*** - Take a tour of all three "One Book" websites (adults, teens and children) and see how they can engage and benefit your readers and serve as a handy resource for discussion leaders.
 7. ***Cultivating Nebraska Librarians: Meet the Interns and Scholarship Recipients (Kathryn Brockmeier & Mary Jo Ryan)*** - Meet the interns, internship supervisors, and scholarship recipients who are benefitting from the Nebraska Library Commission and Nebraska Library Association's 21st Century Librarian Program internship grants and scholarships to library students. Find out how to network with and mentor these promising librarians through the Nebraska Librarians Learn Facebook page.
 8. ***The Triple Threat of Community Connections (Nancy Chmiel, Deb Vinopal, & Sara Kolala)*** - The Saddlebrook Joint-Use Facility is this country's first building to house the Triple Threat of a Public Library, Public School and Community Center. This collaboration enables organic community connections to form providing more opportunities for success, healthy lifestyles, and access to a multitude of resources all in the same building. Join Nancy, Deb and Sara to learn how these entities work together, program together and create exciting cooperative ventures to serve the public.
 9. ***The Library Connection: Collaborative Efforts of a Joint Facility (Norma Pountney, Rachel Steiner, & Rose Barcal)*** - Learn about how the South Omaha Library and La Vista Public Library collaborate with Metropolitan Community College as they both share joint facilities and resources. How are these two locations unique? What are the pros/cons to being in one facility? Listen to how these two public libraries cultivate, communicate, and collaborate with Metro Community College. (draft)

Proposal #5, Bricks and Mortar has been accepted as a pre-conference and we are proposing that it be a half-day afternoon session. Angela had reported via e-mail in early May that NLA President Jan Boyer mentioned to her that NLA had received a very large number of proposals and that not all of our sessions would be accepted. Angela proposed at that time that we be proactive and submit which proposals we would most like to have accepted this year. Angela then submitted the following to Jan Boyer on May 4th:

The proposals that have solid support are:

- *Best New Youth Books of 2011 / Sally Snyder*
- *Dream Big: Summer Reading Program 2012 / Sally Snyder*
- *Libguides @ Your Library: Create Web Content without Tears / Martha Grenzeback & Marguerite Miller*
- *Keeping the Bricks & Mortar in Shape to Keep the Books on the Shelf / Francine Canfield & Leo A Daly architecture and Stroh mechanical firms (preconference)*

The ones we wouldn't mind letting go are:

- *One Book, One Nebraska and More / Sally Snyder & Kathryn Brockmeier*
- *Cultivating Nebraska Librarians: Meet the Interns and Scholarship Recipients / Mary Jo Ryan & Kathryn Brockmeier*
- *The Triple Threat of Community Connections / Nancy Chmiel, Deb Vinopal, & Sara Kolala*

The two with mixed support are:

- *The Library Connection: Collaborative Efforts of a Joint Facility / Norma Pountney, Rose Barcal, & Rachel Steiner (Leaning toward support.)*
- *The Basics of Flickr and Its Possibilities at the Library / Scott Clark (Leaning toward indifference.)*

Also, the board is amenable to the idea of making our preconference a half-day, if that helps with scheduling. We are likely to charge a \$5 registration fee for the preconference, to cover the food.

2. Gifts for Presenters: We discussed possibly repeating what we did last year and give chocolates to our session proposals and possibly something more for the half-day preconference.

3. Raffle: Last year we did a Nebraska themed basket, spending about \$80 for items in the basket and an additional donated bottle of wine from North Platte. We sold \$157 of raffle tickets, but felt the lower amount was due to the split locations of the conference last year in Grand Island. We decided to do this same idea for this year. Terri suggested that if we get any donated items, we can lower the amount of purchased items. Jennifer will again get the items for the basket. All of us will look to see if we have a basket that can be used by the next meeting. A nice red container could also work.

4. Scavenger Hunt: Since the Scavenger Hunt is almost an expected part of Fall Conference, we will do it again. The conference theme is *Nebraska Libraries Cultivating Community Connections*. We selected *Cultivating* as our theme, using little farm animals, tractors, seed packets, and/or garden tools as table items. On seed packets, we could do stickers that say *Cultivating Connections with the Paraprofessional Section*.

Marguerite will bring up co-sponsoring at the next NLA board meeting. Jennifer will send out e-mails to vendors and sections after that.

It was suggested to add a line on the bingo sheet for participants to indicate whether they are a NLA or NEMA member and also *Would you do the Scavenger Hunt again?*

5. Scholarships: We will offer a limited number of Fall Conference scholarships. Jennifer will send out an e-mail after the first NLA e-mail about conference is sent to NLA members.

C. Past Chair

Gwen Showers and Cynthia Vana agreed to be vice-chair/chair elect candidates and have submitted their bios. Angela announced that she is a candidate for the TSRT section board.

We discussed whether to ask the person not elected as vice-chair if they would be interested in the Spring Meeting chair position. We decided to do this after the election. Angela though Cynthia definitely indicated an interest in serving in any position. Gwen ran for secretary/treasurer last year so might be interested as well.

Janet suggested we ask Martha Grenzeback if she would stay on the board as a spring meeting mentor as she had served 4 years as chair. Marguerite e-mailed Martha and she would be happy to mentor spring chairman and/or Cynthia Vana (she had already agreed to mentor Cynthia if she ran for the board).

D. Secretary/Treasurer

1. E-mail summary since last meeting not covered by other reports:

Marguerite requested us to take turns doing posts in Facebook or on the blog with posts being near the first and middle of the month. Martha and Marguerite posted in February; Angela took March 1 on e-books; Janet volunteered for April 1 on National Library workers day; Terri did April 15th on tax forms; Jennifer volunteered for May but also posted something about Legislative Scholarships earlier. Terri also shared a post on Facebook about an article on the Smithsonian website using her own login on the Para site wall.

Marguerite also worked with several options to get a more visual image to send out in e-mails and sent them for our opinions. We discovered that how they looked varied with e-mail providers.

We get requests for W-4 forms from cities and colleges when they send us registrations for Spring Meeting. We use the NLA Tax ID. Most probably have a W-4 on file for NLA so they probably don't actually need another one from us but Terri fills them out anyway. As an organization, we aren't actually required to sign the forms.

Janet nominated Jennifer Wrampe for the Para Board Award and we did an e-mail vote and awarded her the award. Terri sent payment for her NLA 2011 membership.

Janet said she likes having the e-mail summary at our board meetings.

Terri read a thank you card from Mary Stultz for having her speak at Spring Meeting and for the gift card and mileage reimbursement.

2. Treasurer Items: In April Terri sent the 3rd quarter treasurer reports to NLA treasurer and to our board. We received \$474.75 for section dues for 44 members. We are still waiting for one more check for spring meeting registration that went to NLA instead. That would bring our registrations to \$350 with expenses at \$325.14. We had agreed to share any net proceeds with the S & I section so will send them a check of \$12.50 after we receive the last check. Our current bank account balance is \$1078.97. Budget report is attached to the minutes.

3. Facebook Page: We decided to continue having board members post on Facebook or the blog. Marguerite will e-mail us to set up a new schedule for the summer.

We've had a few more people requesting to be friends with our Facebook identity and not sure how we can direct them to our organization page. Terri did a post on our profile page to encourage people to "like" our page. She was able to but a "badge" to like our Facebook page on our blog but can't do that within Facebook.

Jennifer suggested that we send an e-mail to NLA members to "like" our NLA Paraprofessional page and give one entry for the fall conference raffle to each NLA member that does that. We would give an entry to all who already "like" us.

The Nla Paraprofessional profile that was set up originally is causing confusion so we decided to add the members of the board with Facebook accounts as administrators of our page; send a message to friends of the Nla personal profile to "like" our organizational page; and then delete the profile. We will wait about a week before deleting the profile.

III. Committee Reports

A. Spring Meeting: *By Martha Grenzeback, in absentia*

Not much to report! The last person (from the public library in Imperial, NE) finally paid for her registration—and sent it to Michael Straatmeyer. I've pasted his e-mail below. The NLA treasurer is supposed to be sending us a check.

Possible theme for next year's Spring Meeting: "Show off @ your library." We (or you ☺) could have presentations on displays, library webpages, digital collections, public relations and outreach—almost anything. Be thinking about possible themes and sessions!

From Michael, May 11:

Just as a heads up, I received a bundled payment for the March 24th, 2011 PLTS [sic] meeting for Beth Falla from Imperial, along with their membership renewals. It is a \$5 remote registration and was received this week. I've forwarded the check to the NLA Treasurer who will be able to issue the \$5 to your account.

- B. Archives: no report
- C. Bylaws: no one yet
- D. Citations & Publicity: Jennifer sent out an e-mail about nominations for Para of the Year
- E. Membership: no one yet. NLA membership chair is new.
- F. Newsletter: no report since the next Keynote won't go out until Mid September

IV. No additional old or new business

V. Next meeting will be August 19th at 10:00 AM at Bellevue University again if a face to face meeting is needed. Thanks to Chrystal for the room. It was a good set up.

VI. Adjourned at 12:18 PM.

Paraprofessional 2011 Budget-May 2011						
	2010 Actual	2010 Projected Budget	2011 Projected Budget	2011 YTD	Percentage of Projected Budget 2011	Notes
Training						
Spring Meeting						
Speaker fees/thank you/mile	\$59.90	\$60.00	\$130.00	\$184.39	142%	\$65.18 mileage and parking, 6 gifts
Postage & Copies		\$20.00				
Refreshments			\$40.00		0%	
Lincoln	\$37.96	\$20.00		\$34.70		
Omaha (incl. in Lunch)		\$10.00				
Other Sites				\$18.95		
Lunch and refreshments			\$100.00		0%	
Lincoln	\$58.37	\$100.00		\$46.32		
Omaha	\$39.82	\$35.00		\$40.78		
Misc.		\$15.00	\$15.00		0%	
Total Spring Meeting Budget	\$196.05	\$260.00	\$285.00	\$325.14	114%	
Fall Conference						
Speaker mileage & thank yous	\$33.28	\$200.00	\$200.00		0%	
Copies		\$20.00				
Raffle expenses	\$82.70	\$75.00	\$85.00		0%	
Scavenger Hunt expenses	\$247.69	\$350.00	\$350.00		0%	
Registrations-Officers		\$216.00	\$216.00		0%	
Misc. Booth expenses	\$20.18	\$25.00	\$25.00		0%	
Scholarships						
Conference	\$50.00	\$150.00	\$150.00		0%	
Legislative Day		\$40.00	\$40.00	\$40.00	100%	
Para section adds	\$100.00	\$100.00	\$100.00		0%	
Louise Nixon Scholarship Fund				\$100.00		
Paraprofessional of the Year	\$100.00	\$100.00	\$100.00	\$60.00	60%	incl.NLA 2011 membership for Martha G.
Board Award		\$50.00	\$50.00	\$45.00	90%	2011 NLA Membership-Jennifer Wrampe
Promotion						
Publicity-mailings, pens, pins, etc.		\$50.00	\$25.00		0%	
Photos and Scrapbook	\$13.34			\$13.40		
Bookmarks						
General Expenses						
Mileage	\$152.35	\$300.00	\$300.00		0%	board members/ 1 exec mtg/year
Miscellaneous	\$11.83	\$50.00	\$50.00		0%	purchased new checks
Postage				\$17.60		
TOTAL Expenses	\$1,007.42	\$1,986.00	\$1,976.00	\$601.14	30%	
Projected Income						
Beginning Cash balance	\$485.00	\$485.00	\$860.21	\$860.21		
Spring Mtg. Registrations	\$445.00	\$350.00	\$350.00	\$345.00	99%	Remaining registrations deposit in April
Membership Dues	\$555.25	\$550.00	\$550.00	\$474.75	86%	
Raffle tickets	\$157.00	\$200.00	\$200.00		0%	
Scavenger Hunt donations	\$225.00	\$300.00	\$250.00		0%	
Miscellaneous/ Donations		\$50.00	\$50.00		0%	
Interest	\$0.38	\$1.00	\$0.50	\$0.15	30%	
TOTAL Income	\$1,867.63	\$1,936.00	\$2,260.71	\$1,680.11	74%	
		End Balance				
Bank Account Balance:		\$1,078.97				

Submitted by Secretary/Treasurer, Terri Johnson