

**Paraprofessional Section Board Meeting Minutes**  
**December 15, 2006 10:30 AM**  
**Meadowlark Room, Nebraska Library Commission**  
**Lincoln, NE**

**I. Call to Order**

Gayle Roberts

Attendance: Attending: Gayle, Matt, Maria, Jennifer, Jenni, Janet, Karen, Angela

Not Attending: Bonnie, La Raine

**II. Agenda Review**

Approval of **agenda**, Matt motioned to accept, Jenni seconded

**III. Minutes**

Approval of **minutes** from 9/22/06 meeting, Jenni motioned to accept, Maria seconded

Approval of **minutes** from Fall General meeting

Nancy Meyer has resigned from the board (email group & web page need to be updated, Janet will handle)

The secretary will start sending out a reminder of the upcoming Executive Board Meeting 2 weeks ahead of time.

We talked about the new Open Meeting Law

(<http://www.nlc.state.ne.us/nsf/faq/openmeeting.html>) do we need to follow these rules, as they are now or as they are amended?

Gayle introduced Angela Kroeger to the board and the board to Angela.

And Gayle's home email to the Para board group since we've been having so many challenges with UNO email, [grwhimsey@hotmail.com](mailto:grwhimsey@hotmail.com).

**IV. Reports**

**Chair Report:**

Attended the first NLA board meeting, there was an orientation ahead of time then onto the formal part, there were some concerns about the length of these meetings as being too long, the NLA web site will be moved to a new site host, Legislative Day 2/14/07 many new senators hoping for a good turnout, there will be Public Library Advocacy Workshops held this year, there was talk of a change in the AFLCON representative, there was a move from the treasurer to combine all treasurer positions into the NLA one with separate accountability we're to talk to our sections about this might help in the search for new officers each year.

NMRT would like to be able to search for section members on the web site to obtain a listing; Gayle will make a formal request to the NLA board in Jan. 2007 on this.

We have a new NLA Executive Director, Kathy Thomsen, North Platte, NE,  
[katet323@msn.com](mailto:katet323@msn.com).

**Vice-Chair/Chair-Elect Report:**

La Raine not present.

**Treasurer Report:**

Jenni submitted a copy to the Para Board via email on Mon 11/20/2006 (see handout in secretary book), and it is reachable from the board web page: <http://www.nlc.state.ne.us/comp/para/>. Matt motioned to accept, Maria seconded. Jenni will contact Wells Fargo on adding Gayle's name to the checkbook as per the Bylaws. Angela will look into making a Bylaws change on this.

### **Secretary Report:**

Bonnie was not in attendance. Janet took notes for the meeting. Janet talked about creating books for each "position" with web pages in the front to give the new people an idea of what their duties are. Web page started for the secretary position:

<http://www.nlc.state.ne.us/comp/para/paraboardsecretarynotes.html> still needs some work.

### **V. Committee Chair Reports:**

#### **Bylaws:**

Angela has already gone over the Para Bylaws and these are the proposed bylaws revisions she has come up with:

--Changing the language to allow electronic communication as well as written for notification of special meetings.

--Changing the language to allow the Publicity Committee to use a digital camera instead of/as well as a film camera.

#### **Membership:**

Karen has been waiting for the new NLA Executive Director to be decided on before confirming a meeting.

Janet had a suggestion that all sections and roundtables go in on a membership mailing to all non NLA librarians across that state. Each section and roundtable would be able to submit one paragraph (all the approximate same size) raving about their particular group, this would be included in a larger letter that encourages librarians to join NLA. Then with the resources of the NLA Mailing List and the Nebraska Library Commission Mailing lists combine the 2 and eliminate duplicates so only librarians that are not NLA members get the mailing.

#### **Newsletter:**

Items needed from Board, Deadline Jan. 25, Winter/Spring Issue will go out 2/1/07

Gayle - you're welcome to send me an article, you've already done the first one page 2

<http://www.nebraskalibraries.org/PARA/newsletters/keynotesummerfall2006.pdf>

Matt - has already sent the "Annual Report of the Paraprofessional Section"

Maria - Notice of Spring Meeting, Maria & Janet will be working on the web page & publicity

Jennifer - Advertise for Para of the Year as our "current" Citation Chair

Bonnie - Bio as one of our new officers, something short about you or your library life

La Raine - Bio as one of our new officers, something short about you or your library life

Jenni - Your article as a Scholarship Winner

#### **Citation:**

Since we do not have a Citation Chair at this time, there was a motion by Gayle to combine the Publicity & Citation Committees, Karen seconded.

Gayle made another motion for the Publicity Chair (Jennifer) to act as the temporary Citation Chair, Jenni seconded.

Angela will do up a bylaws change--Combining the Publicity and Citations Committees under one Chair.

### **Publicity:**

Jennifer is working on pictures from the Fall Conference to be put up on the web. We also discussed a new digital camera. Matt made a motion to buy a digital camera and 2 memory cards for under \$100, Karen seconded, discussion followed and the amendment was changed to read purchase a digital camera for under \$150, rechargeable batteries, memory card large enough for 60 pictures (possibly a 64 mb card), and a charger and extra batteries, seconded by Jenni.

### **Spring Program Chair**

Date: Wed. March 14, 2007

Theme: Explore and Experience Your Library

Maria said that she put in for a grant from NLC for \$650 and it has been approved. NET has sent us a cost of \$550 for the videoconference. Maria has been contacting sites and the Kearney and Sidney sites from last year are already booked up. She's contacting CCC & WNCC for alternate locations.

Sessions:

Ask a Geek 10 minutes

Teen Boards, speaker Susan

GEO Caching GPS Tracking, extension office speaker

Questions to the Manners Board (Final title pending)

Panel of Matt, and maybe Jodene Glaesemann, and Brenda Ealey

Give each panel member 5 minutes to start then have questions ready if none

come from the audience.

Maria, as Chair, has final say over the sessions and titles, so email her if you have further suggestions.

### **VI. Old Business**

#### **Past Preconference**

The speaker for the 2006 Preconference, Ann Seidl came very highly recommended to us, unfortunately the staff members in charge of coordinating with Ann could not make her do what we wanted of her. Other commission committee members were disappointed with the day also; the Para board decided that we would be more selective in who we co-chair or co-sponsor an event with.

As a side note the PSA that the LCL had created seemed much better to Para board members than the PSA created by Ann & the commission staff: <http://www.lincolnlibraries.org/> .

#### **Fall Conference**

Jenni offered to complete the thank you notes for our fall speakers including extra for Troy Romero's parking expenses.

## **VII. New Business**

### **Promotional Items/Give Aways**

We need some new promotional items; we're all out of what we have handed out before. One suggestion was a combo pen & keychain, Jennifer will look into this and send out some ideas, keeping our costs low, and we'll review at the next meeting, send Jennifer some ideas if you have them.

We are out of the Para bookmarks we've been handing out. Jennifer, as Chair of Publicity, authorized Jenni to make some new ones (old one URL <http://www.nebraskalibraries.org/PARA/parabookmarks.pdf>). Gayle offered to make up a brochure for the Para Section as time allows her to.

### **Scholarships for Legislative Day**

Jenni made a motion to make 2 - \$16 registrations available to Para members to attend legislative Day, 2/14/07, motion seconded. Jennifer will advertise this.

A motion was made to offer up additional memberships to the Para Section to any NLA member, Jenni seconded. Jennifer will advertise.

We had a discussion on wooing in more members from smaller libraries, it was suggested that we call other libraries and put a bug in their ear about joining the Para Section, now is the time to get people to join, Jennifer will email Becky Pasco asking her to send this information out to her Missouri email group.

### **New Web Page**

Janet suggested a new Para web page on our past give-a-way items, she'll set that up.

### **Calendar of Events/Meetings**

According to the bylaws the board needs to meet 4 times a year, not counting the Spring & Fall General Meetings. Gayle will send out some dates for us to decide upon.

### **NLA Treasury Proposal**

Matt made a motion to formally decline the idea of combining the Para Treasurer with the NLA Treasurer, Jenni Seconded, an actual count was asked for, Matt - Yes, Jenni - Yes, Gayle - Yes, only elected officers were allowed to vote on this.

Reasons for Matt's motion: we lose control of our money, turn around on bills, yearly funds don't come to us until all of the treasurers have sent reports in, and our members deserve to get their money in a timely manner.

Gayle's comments on this subject were: control of our funding, interest would go to NLA not us, without proper receipts we may not get payments.

Other comments made: "Control of our funds may be eliminated because we don't have enough candidates on the ballot."

Heard at NLA Board meeting “if a section/roundtable does not have enough members to fill the needed positions that maybe your section/roundtable isn’t worthy of being official”, NLA needs to be more supportive of the sections/roundtables.

The board voiced their opinion on Devra’s email (see handout in secretary book) that they appreciated the effort Devra had in trying to take care of the candidate issue; Gayle will draft an email to the NLA board on our response.

Jenni made a comment about combining the Secretary and Treasurer in place of moving the Treasurer to the NLA Treasurer. The board discussed this option, and a motion of combining the Secretary and Treasurer positions was made, Jenni seconded, Janet was the only Nay stating that combining these 2 positions would make it harder to locate candidates.

Angela will draft Bylaws changes for our next meeting on Combining the Secretary and Treasurer into a single position.

Gayle will check the pulse of the other sections/roundtables on the Treasurer issue before the NLA board votes in March.

#### **X. Misc**

From the Board Checkoff list:

Karen will do LaRaine & Maria will do Bonnie - (Current Past-Chair) As Chair of the Nominating Committee will provide official notification of the election results to new officers' supervisors, or directors.

- (Treasurer/Chair) every new treasurer changes signature cards on the checking account, so we always have 2 names there, treasurer and chair.

The board talked about this item and decided that changing every year is a hassle; we opted to add "change the Treasurer's backup signer from the current chair to a three-year term, so one person would serve through their Vice-Chair/Chair-Elect, Chair, and Past-Chair years". Angela will make up a Bylaws revision on this.

**IX. Adjournment**, Matt made a motion to adjourn.

Respectfully submitted by Janet Greser