

Paraprofessional Section Board Meeting Minutes
July 27, 2007 / 10:30 AM
University of Nebraska-Omaha Library
Omaha, Nebraska

I. Call to Order – Gayle Roberts

Attendance: Attending: Gayle, Jenni, Janet, Angela, Bonnie, Jennifer

Not attending: La Raine, Karen

II. Agenda Review

Agenda was approved with corrections (addition of scholarships discussion). Jenni motioned to approve, Angela seconded. Motion carried.

III. Minutes

Approval of **minutes** from 04/27/07 meeting. Jenni motioned to accept, Angela seconded. Motion carried. Janet will post to website.

IV. Reports

Chair:

Gayle gave an overview of the NLA Board meeting held June 8, 2007.

- Jenni represented Gayle at the meeting. Jenni suggested making a motion at the next NLA meeting to approve voting rights for those individuals representing each section in the absence of the section president.
- Improved educational media representation was discussed.

Treasurer:

Jenni presented an update of account. Motion approved. Filed for audit. Projections of expenses for Fall Conference were tabled till later in the meeting.

V. Old Business

Bylaws: The update to the Para bylaws concerning dissolution of sections will be included in the *Keynote* and placed on our website. It will be voted on at the Fall general meeting.

Archiving: Gayle gave an update of the archiving project on the *Keynote*. Older issues have been scanned through vol. 8. Discussion was held on how to present them on the website. It was decided that each volume would be combined with the year designation (volume, issues, year). Current year issues would remain individual issues, and then combined at years end.

Discussion was held on the archiving of miscellaneous Para Section documentation. Quarterly digitization of all materials (agenda, minutes, treasury, bylaw updates, and budget) was suggested. A three year retention schedule was suggested, then all items forwarded to Kathy Thompson, NLA executive director, for archiving. Gayle suggested that the section archive all materials, including letters, promotional items (flyers), and personal memos that pertain to section business. Janet will write up a plan on how to establish an archive, with a list of items to be digitized and schedule for burning CDs. It was suggested that a CD be burned with the changing of president. Further discussion needed.

Gayle informed the board that the digital camera she was planning to donate to the section is no longer working. Estimated monies needed for the purchase of a new camera is \$250.00. Gayle moved that the section purchase a camera. Jenni seconded the motion. Motion carried. Jennifer will check on prices of cameras (Gayle recommended a Kodak EasyShare) with memory card. She is to report back if the total exceeds the \$250.00.

VI. New Business

Spring Meeting Chair – Jenni nominated Terri Johnson of North Platte. Jenni will contact her. Backup nomination of Martha Grenzeback, Omaha Public. Date for the Spring meeting is set for March 19, 2008.

VII. Additional Reports

Nominations: Discussion about the errors in the latest issue of the *NLAQ* (pages concerning nominees). The filing of a formal complaint to the NLA president on the quality of the *NLAQ* by the Para Board was discussed. Jenni proposed that we make an informal complaint and follow-up with a more formal one if nothing changes. Angela suggested that we ask each section to send a letter to the NLA president in regard to the *NLAQ* quality. Gayle will compose a letter and submit to the board for comment.

Keynote: Deadline for next issue is August 15. Publication set for September 1. Items to be included: farewell article from Gayle, Fall scholarships, conference meeting information including scavenger hunt, Spring meeting date, Para-of-the-Year award, and bylaw updates and changes.

Vice Chair: Report presented by Gayle in La Raine's absence. Update on the Fall conference happenings. Booth has been reserved. Hawaiian basket raffle is scheduled. It was noted that the section will pay for Fall conference registration and dinner for both Gayle and La Raine. Also an honorarium and mileage reimbursements (if necessary) for our sponsored speakers was suggested.

Gayle noted that she had received Matt's resignation from the board.

Promotional/Scholarship Items: Jennifer is ordering pens and will give total cost for payment.

Jennifer gave an update on the Para-of-the-Year nominees, stating that she has received only one nomination. It was noted that nominations should also be archived.

Scholarships: The group gave out six \$50.00 scholarships to paras to attend the 2006 Fall conference. Janet moved that we continue this practice. Motion died. Jenni made the motion that we reduce the number of scholarships from six to four. Gayle seconded. Vote: Jennifer-YES, Bonnie-YES, Gayle-YES, Jenni-YES, Angela-YES, Janet-NO. Motion carried.

Scavenger Hunt: Gayle distributed handouts of a timeline and sample letters for vendors/sections. The section/roundtable letter will invite other groups to participate with monetary support. Any overage from the monies will go to the Louise Nixon Scholarship Fund. Gayle also provided a sample of the passport. There is allowance for 20 vendors and sections/roundtables (but Gayle noted that this can be modified depending on response). Estimated budget of around \$500.00 needed to cover cost of prizes and decorations. There was discussion of a mailing list and how to give credit to those groups participating (list on passport, flyer, etc.) Jenni suggested that the letter to sections/roundtables be e-mailed for ASAP response

to estimate the revenue and get a possible budget established. Discussion was held on whom to give leis – paras only, or everyone at conference. Bonnie suggested giving out leis when they registered to participate in the hunt and picked up their passport. Gayle said that the leis will cost about \$80 for 500. Stamps are planned for use on the passports and will coordinate with the themed items distributed to vendors/sections/roundtables participating.

Promotion ideas were discussed including: information in *NLAQ*, on the conference website, flyer for the registration packet (Jennifer), and inclusion in the conference program. The Para booth will be decorated in the Hawaiian theme. We will need to send out a request for assistance in staffing the booth.

Decorations: Gayle will provide scavenger items and stamps. Bonnie will provide some materials to decorate the Para booth.

Gayle moved to table the purchase of the digital camera until after conference due to the possible constraints on the budget by this event. Jennifer seconded. Motion carried.

25th Anniversary: Janet brought up the upcoming anniversary of the Para section in 2008 and suggested we promote this milestone. Gayle volunteered to spearhead the promotion.

VII. Next Meeting

Next meeting of the Paraprofessional Section Board: **Friday, October 12, 2007 at 10:30 AM, Nebraska Library Commission.** Bonnie will send a reminder notice two weeks prior.

VIII. Adjournment

Gayle made a motion to adjourn. Angela seconded. Meeting adjourned.

Submitted by Bonnie Henzel, Secretary