

Paraprofessional Board Meeting Minutes  
August 14, 2009, 1:00 PM  
Nebraska Library Commission, Lincoln, NE

### I. Call to Order-Mary Gubbels

Meeting called to order at 1:05 PM.

Attendance: Present: Mary, Angela, Terri, Martha, Janet, Jennifer, and LaRae

Absent: Evis and LaRaine

Discussion held on use of cell phone and speaker phone at May meeting. Board members agreed this worked fine and should be tried again.

Janet reported that the library commission's domain is now nebraska.gov so we have a new e-mail address: [nlc.parab@nebraska.gov](mailto:nlc.parab@nebraska.gov).

No changes were made to the agenda.

Approval of the Minutes from the May meeting: Angela moved to approve and LaRae seconded.

### II. Officer Reports

**a. Chair:** Mary Attended NLA Board meeting on June 19, 2009 at the La Vista Conference Center-location of the upcoming Fall Conference. (report attached) Before the meeting we toured the facility. It was an all-day meeting so Angela attended the morning session and Mary did the afternoon. Mary handed out a flyer on the Embassy Suites. Wireless will be available for the conference. The next board meeting is September 18 in Lincoln. A Task Force was formed at a morning Strategic Planning session attended by Angela. Mary contacted NLA Treasurer, Julee Hector twice by email in regards to funding options for future conferences-methods and amounts available. She received responses from Julee and Pam Bohmfalk this week. Neither seemed to think the NLA funds from NLC were available for this purpose. Mary will continue to pursue the issue.

Terri asked if Mary would need payment for NLA conference registration. Mary said no. Angela said her library will probably pay registration but not the Para luncheon cost. Terri does need her registration and Para luncheon paid. It was discussed that you can attend the luncheon without ordering a lunch.

Mary plans to send an e-mail to section members later in August to encourage attendance at conference.

**b. Vice-Chair:** Angela submitted a written report as follows:

*Four of our proposed sessions were approved for NLA/NEMA 2009 Fall Conference.*

***One Book for Nebraska Kids***, to be presented by Sally Snyder, the Coordinator of Children and Young Adult Library Services at the Nebraska Library Commission.

- 8:00-8:50 AM, Thursday Oct. 29.
- Title was shortened from "One Book For Nebraska Kids or One Book For Nebraska Teens." Sally is okay with this.

***Online Reference Question Protocol***, to be presented by Nora Hillyer, Reference Librarian at the Criss Library at the University of Nebraska at Omaha.

- 9:00-9:50 AM, Friday Oct. 30.
- Nora will probably need two laptops, one for the reference side and one for the patron side of the demonstration. I may be acting the patron role on the second laptop. Hopefully we will be

able to checkout two staff laptops from UNO for this.

**Creating Video Tutorials Using Screen-recorders**, to be presented by Greg Sunderman, the Instructional Designer at Northeast Community College.

- 2:50-3:40 PM, Friday Oct. 30.

**Genealogy in the Public Library**, to be presented by Marcia Stewart, who recently presented a genealogy workshop at Southeast Community College.

- 2:50-3:40 PM, Friday Oct. 30.
- Cosponsored with PLTS.
- Title in preliminary program was shortened to "Genealogy in the Public." I requested that the dropped word "Library" be restored.
- Marcia plans to bring her own projector, so she can be assured of familiarity with its operation.

Angela noted that two of the sessions are at the same time. Room hosts were assigned and other board members indicated the sessions they planned to attend.

**One Book for Nebraska Kids:** Janet will be room host. Laptop and projector from Commission. Sally may have an assistant so we may need a second presenter gift.

**Online Reference Question Protocol:** Janet will be room host since Angela will assist the presenter. Janet will see if the commission projector can be used. Martha and Terri will also attend.

**Creating Video Tutorials Using Screen-recorders:** Angela will be room host. LaRae thought Greg would bring his own equipment.

**Genealogy in the Public Library:** Martha will be room host. Terri will also attend.

Mary said the rooms are equipped with screens. Mary said the conference center does have projection equipment but didn't know if there was a usage fee. Past conferences have required us to provide our own equipment.

Angela will check with speakers that are not NLA members about mileage reimbursement and see if PLTS, as a co-sponsor of **Genealogy in the Public Library**, will help with mileage cost.

Honorariums/gifts for session presenters were discussed. We have given \$20 gift cards in the past. Terri suggested we consider using our para t-shirts as gifts.

**c. Secretary/Treasurer:** Terri reported that no additional business was conducted through e-mail since the May meeting except for getting our first section allotment straightened out. Member dues paid before the first of the year for 2009 weren't included in the first check so a second check was issued. Total allotment is \$588.25. At least 2 other people joined the section after this allotment cut-off date. Lauren Riedesel did receive the reissued check for her mileage for the spring meeting. Current balance is \$ 1036.98 (report attached). Terri will claim mileage (450 miles) for this meeting. She will contact NLA treasurer to see if we receive an additional allotment this year. (Thank you to Janet for using computer and screen to project reports and other files during this meeting.)

### III. Committee Reports

**a. Bylaws:** No report

**b. Citations:** Jennifer asked us to decide about number of conference scholarships to award. We budgeted for four \$50 scholarships so will stay with that number. She will send out an e-mail about scholarships. Jennifer asked all of us to bring cameras for conference pictures.

**c. Membership:** LaRae said she had received an e-mail to work at the NLA membership booth at conference and asked if we had a brochure about the Paras. Janet and Jennifer will print off 600 bookmarks from file archived on Para Board website. These will be at the NLA and Para booths.

**d. Newsletter & Web:** Janet reported that she needed the following for the next Keynote.

**Keynote Summer/Fall Issue deadline Aug 21, goes out Sept 1st ish**

**Chair** comments (Mary) – for your final issue -DONE

After Remarks of **Spring Meeting** (by Spring Program Chair- Martha) DONE

Minutes from the **Spring General Meeting** - in email archives, Terri-DONE

Any news of **Spring Meeting** 2010 (Date maybe), **March xx, Wed, (Martha, Chair)**

Advertise **NLA Fall Scholarship, Jennifer (Publicity Chair)**

**Scholarship winners** from last Scholarship (**Jennifer & I will work this out**)

**Need Evis for Fall** · Bio's of new officers (meet our officers)

Notice of **Fall NLA** conference dates & place & our sessions & our luncheon & Para General Meeting & non-profit table, **Janet**

**Raffle** basket, **Jennifer (Publicity Chair)**

Winner of **Para** of the **year, Jennifer (Citations Chair)**

Bylaws Updates - if any, (**Evis, Bylaws Chair**)

Pictures from last Spring or Fall, **Jennifer (Citations Chair)**

**“Web – I am behind but I’m hoping to get caught up before Fall Conference. “** She requested other members to let her know errors on the website.

#### **IV. Fall Conference**

**a. Scavenger Hunt:** As decided at the last meeting, prizes will be \$50, \$25, and then “gifts.” Discussion on who sends out vender letters asking for participation in the scavenger hunt followed. Last year Lisa Voss sent out the letters. Theme was changed to “Celebrate October!” LaRae offered to search for Fall and Halloween items for the booths at thrift shops. It was decided to continue with the bingo-style sheets used last year. Angela will make these and Jennifer will get markers for vendors to mark the sheets since these are easier to use than stickers used last year.

Janet will find out where to get the vender list. Executive director, Michael Straatmann and the NLA publicity chair were suggested as sources. Janet will find out and ask for the list. Janet pulled up files for past letters from the website archived files. She will send out letters.

**b. Booth Staffing:** Janet will update the list of time slots to man the Para booth and e-mail the list out.

**V. Elections:** Mary will send out e-mail to members reminding them to vote.

**VI. Para of the Year:** Jennifer Wrampe was nominated by Maria Medrano-Nehls and Janet Greser.

Nomination was approved by the board and Jennifer was congratulated. At the fall conference she will receive a certificate, \$50 check and NLA membership/Para section is applicable.

#### **VII. Spring Meeting: Martha**

**a. Theme:** After a long discussion of “-tion” words including litigation and recreation, we selected the theme: “Information, Education, and Motivation.” LaRae offered to talk to Greg Sunderman to see if he has any appropriate programs.

**b. Location:** Janet reported that she had discussed using the software that NLC uses for NCompass Live with Devra Dragos. The commission has changed from Centra because it was too expensive to renew. They tried the new state conferencing system with Live Meeting but found it didn't work with Macs and the audio was poor. They are now doing a trial with GoToMeeting and will try GoToWebinar. Devra thought we could use that software with permission from Rod Wagner, which shouldn't be a problem. The GoToMeeting has no video (seeing speakers), can do whatever applications are on the presenting computer and can record to web or DVD. We discussed how this might work and possibly using a room at the commission as a gathering place and whether we would need other gathering places in other parts of the state or whether members would just view it on their own computers. There was a concern on deciding. Martha would prefer doing it again at NETV if funding could be found. The meeting would have to be changed from a Wednesday if we used the NLC software because NCompass Live is on Wednesdays. It was discussed asking members about preferred days of the week but we decided not to do this at this time. We would still like to have the meeting in the middle of March and hope to have a date set by conference time.

**c. Funding:** Janet had spoken to Rod Wagner who said the commission had changed its contribution to NLA and contract wording appropriately to increase funding for C.E. credit programming. From Mary's e-mail conversations with NLA officers, they don't interpret the contract to read that funds should be available for anything outside the annual conference. Mary will try and get a copy of the contract and continue this discussion via e-mail.

**Meeting Adjourned at 4:35. Next meeting will be the Fall Conference Meeting.**

*Terri Johnson*  
*Secretary/Treasurer*

**NLA Meeting**  
**Paraprofessional Section Report**  
**June 19, 2009**

Paraprofessional Board met May 8, 2009 at the Plattsmouth Public Library.

The fall conference scavenger hunt was discussed and changed to a 'Halloween' theme considering the dates of the conference this year.

Past Spring Meeting Chair, Martha Grenzeback, has agreed to serve again as Chair. Alternate funding and locations for the 2010 Spring Meeting we discussed.

**Candidates for Vice-Chair-Marguerite Miller-Omaha Public Library**  
**Janet Greser-Nebraska Library Commission**

The Paraprofessional Section is soliciting Para of the Year nominations on the NLA website.

The Paraprofessional Section had 4 sessions accepted for the NLA/NEMA Fall Conference.

One Book One Nebraska for Kids/One Book One Nebraska for Teens-10/29/09

Online Reference Protocol—10/30/09

Creating Video Tutorials Using Screen-Recorders-10/30/09

Genealogy in the Public Library-10/30/09

The section welcomes any group interested in co-sponsoring any conference sessions.

Contact Vice-Chair Angela Kroeger akroeger@mail.unomaha.edu

Respectfully submitted,  
Mary Gubbels  
Chair, Paraprofessional Section



Paraprofessional Budget Report 8/12/09						
	2008 Actual	2009 Projected	2009 YTD	Percentage of Projected Budget	% 2009/ 2008	
<b>Training</b>						
<b>Spring Meeting</b>						
Speaker fees/thank you	\$146.76	\$140.00	\$108.40	77%	74%	3 -BN gift cards & mileage
Site fees						
Lincoln	\$535.00	\$683.70	\$680.52	100%	127%	
Parking		\$0.00				
Omaha		\$0.00				
Sidney		\$0.00				
Postage & Copies	\$52.55	\$75.00	\$18.45	25%	35%	
Refreshments						
Lincoln	\$22.55	\$40.00	\$21.51	54%	95%	
Omaha		\$10.00				Included in lunch expenses
Lunch						
Lincoln	\$131.52	\$130.00	\$50.00	38%	38%	lunch discount for late delivery
Omaha	\$31.90	\$35.00	\$39.98	114%	125%	
Misc.		\$15.00			0%	
<b>Total Spring Meeting Budget</b>	<b>\$920.28</b>	<b>\$1,128.70</b>	<b>\$918.86</b>			
<b>Fall Conf.</b>						
Workshops	\$217.20	\$200.00		0%	0%	
Raffle expenses	\$63.90	\$75.00		0%	0%	
Scavenger Hunt expenses	\$234.34	\$300.00		0%	0%	
Registrations-Chair & Vice Chair	\$145.00	\$216.00		0%	0%	
<b>Scholarships</b>						
'09 Conference	\$50.00	\$200.00		0%	0%	
Spring Meeting	\$30.00	\$40.00		0%	0%	
Leg Day '09		\$30.00		0%		
Para section adds		\$50.00		0%		
Paraprofessional of the Year	\$50.00	\$100.00		0%	0%	
Board Award	\$35.00	\$50.00		0%	0%	
<b>Promotion</b>						
Keynote: Spring		\$10.00		0%		
Fall		\$10.00		0%		
Publicity-mailings, pens, pins, etc.	\$3.62	\$100.00		20%	3%	
Pens	\$239.04					
T-shirts	\$349.53		\$5.63			sales tax on t-shirts sold in 2008
Photos and Scrapbook			14.76			
<b>General Expenses</b>						
Mileage		\$100.00	144.10	144%		board member/1 mtg/year
Miscellaneous	\$69.01	\$50.00		34%	24%	
Postage			\$16.80			40 Forever 1st Class Stamps
<b>TOTAL Expenses</b>	<b>\$2,406.92</b>	<b>\$2,659.70</b>	<b>\$1,100.15</b>	<b>41%</b>	<b>46%</b>	
<b>Projected Income</b>						
Beginning Cash balance	\$587.40	\$344.21	\$344.21	100%	59%	
Grants/Other funding	\$535.00	\$684.00	\$680.52	99%		NLC letter of intent funds
Spring Mtg. Registrations	\$460.00	\$500.00	\$460.00	92%	100%	
Membership Dues	\$634.50	\$600.00	\$588.25	98%		
Raffle tickets	\$223.00	\$200.00		0%		
Workshops						
Scavenger Hunt donations	\$225.00	\$200.00	\$50.00	25%		SCYP donation for 2008
Tshirt sales	\$86.00		\$14.00			includes \$0.92 sales tax
Miscellaneous/ Donations						
Interest	\$0.23	\$1.00	\$0.15	15%		
<b>TOTAL Income</b>	<b>\$2,751.13</b>	<b>\$2,529.21</b>	<b>\$2,137.13</b>	<b>84%</b>	<b>78%</b>	
		End Balance				
<b>Bank Account Balance:</b>		<b>\$1,036.98</b>				