

**Paraprofessional Section Board Meeting
Friday, August 19, 2011
Bellevue University Library, Bellevue, NE**

- I. **Meeting called to order at 10:00 AM** by Marguerite
Present: Marguerite, Chrystal, Janet, Jennifer, Angela, Martha Terri (via telephone at North Platte)
A. Approval of Agenda: Angela moved and Jennifer seconded.
B. Approval of Minutes from Previous Meeting: Chrystal moved and Jennifer seconded.
- II. **Officer Reports**
- A. Chair**
Marguerite reported that Facebook has reached 24 likes. Publicity about Paras has improved with board members posting every two weeks on blog or Facebook.
- B. Vice-Chair**
Fall Conference: Chrystal had reported via e-mail that all nine of our proposals for sessions were accepted and she notified the presenters of the date, time, and location. All of our sessions are in the Olive Branch room. Chrystal said that Jan Boyer, NLA president e-mailed her to say that all presenters need to be registered for the conference so Chrystal should notify non-NLA member presenters about registration. We discussed this as we haven't done this in the past with presenters that only came to do their session. We would probably have to pay their registration in this case. We estimated that we could possibly have four to pay for, hopefully no more than two. Chrystal will check back with Jan and Michael Straatmann on this rule. It would not affect the pre-conference presenters.
Presenter gifts: We have a total of 17 presenters so discussed thank you gifts. We decided to purchase Baker's chocolate again from Southeast Library System with one bag for each session presenter. Presenters doing additional sessions would get more chocolate. Janet will contact SELS and take care of getting the chocolates and thank you notes.
Raffle Basket: No one had a red basket so it was suggested to have a red bow on the Nebraska themed basket. Jennifer will purchase the items for the basket.
Scavenger Hunt: Janet and Jennifer purchased 39 seed packets very cheaply to use on the vendor tables. Chrystal created a label that included the conference theme, *Nebraska Libraries Cultivating Community Connections*, and the Para key logo to attach to each packet. Packets will be distributed to the tables on the Wednesday night and Thursday morning of conference. Jennifer will send e-mails to vendors regarding participation and to sections asking for sponsorship. Participating sections usually give between \$50 and \$100 each. Prizes will be cash prizes; number and amount will depend on amount of sponsorship donations; and the Para section does the work involved and absorbs the printing and other costs.
Conference Scholarships: We had 3 applicants for the \$50 scholarships. Jennifer stated that one person joined the Para section to receive a scholarship. Terri made a motion to award the scholarships to them so they know before the early registration deadline of August 31st. Marguerite seconded the motion. Motion carried. Jennifer will notify the applicants. The scholarship winners will be asked to help at the Para table along with a board member.
Para Table and Session hosts:
Janet e-mailed board members the link to the schedule sheet. NLA is not providing room hosts so we are to provide hosts. Hosts from the Para board are still needed for several of the

sessions and for time slots at the Para table. Janet will send an e-mail to Para members to ask them to help at the Para table (good chance for board members to network with members).

Pre-conference session: Janet is hosting this session. Since there are a total of 4 pre-conferences, there is a chance of low attendance. Chrystal should be notified of number registering for our pre-conference. If attendance is under 10, Chrystal will check with the presenters if they want to cancel. We, not NLA, are expected to advertise our pre-conference. Martha will do posts on Facebook and our blog and contact Dr. Pascoe; Marguerite will send e-mails to NLA members; and Janet will send an e-mail to the Library Systems e-mail list.

Officer Registration for Conference: None of the officers need registration.

C. Past Chair-Angela

NLA election voting is now open until August 31. Members can vote for NLA positions and in the sections and roundtables they are in. The system allows you to cast a vote in other sections, but your vote is invalid and will not be counted. Angela is on the ballot for TSRT. If not elected she would serve as our Spring Meeting Chair. Marguerite said she would also consider this position.

D. Secretary-Treasurer

Terri presented a summary of e-mails since the last meeting. Most have been covered in other reports at this meeting. Marguerite's e-mail report from the NLA June board meeting is attached at the end of the report in addition to her report to that meeting for our section.

Treasurer items: Terri received the final \$5.00 of the spring meeting registrations after it had been misdirected to another section. Terri sent in 2nd quarter reports to the NLA treasurer in July. She mailed \$12.43 to S & I section treasurer after getting her mailing address. We received \$51 for additional section members in the second allotment from NLA. Combining April and June, we received allocations for 51 members. We do not receive anything for members joining our section during the remainder of the year.

Current balance is: \$1122.66 (Current budget is at end of minutes)

Terri explained that we do allot in our budget for registration for officers to attend NLA conference if their own library will not fund their registration. We will also cover the NLA luncheon and Para luncheon for the chair and Para luncheon for the vice chair and secretary. (May 2009 minutes) Of course, we can now attend the luncheon without buying a lunch so we can consider that option. Marguerite hadn't realized that the section chair is supposed to attend the NLA luncheon meeting and was only planning to attend on Friday. Angela said the chair is the only person in our section that can vote at the NLA business meeting. Marguerite may need to be reimbursed for that luncheon if she is able to attend.

III. Committee Reports

A. Spring Meeting: We still need a new chair for this committee. Martha, as interim chair, suggested we go ahead and set a date so we could announce it at Fall Conference. We discussed whether we should leave the meeting in March since the original reason for having the meeting in March was access to the NET television system during UNL's spring break. She also said that the Omaha location would be moved from ELS so we need a new host. She is going to contact Mary Gubbels at Sump Memorial library at Papillion. The new meeting room at the Omaha Public Library Florence Branch was suggested in spring meeting evaluations. Martha thought that the OPL system did not allow use of their meeting rooms if a fee is charged to participants. She will check on this. Thursday, March 29th was tentatively set. Janet will check

on availability of the Go To Webinar software at the Library Commission and Martha will check on facilities.

Jennifer e-mailed a summary of the 2011 Spring Meeting evaluations to Board members. They are ready to send to the presenters.

B. Archives: No report

C. Bylaws: No committee chair

D. Citations & Publicity: Jennifer sent out e-mails about conference scholarships mentioned previously and Para of the Year nominations covered under new business.

E. Membership: The NLA membership list saved search link for 2011 Para members was not working so we don't have an exact number beyond the 51 who paid before June 30.

F. Newsletter: Janet's report stated that the Keynote Summer/Fall Issue deadline is Aug 26, goes out Sept 1st. She needs or has the following:

- ☐ **Need - Chair comments – as they leave office**
- ☐ **Below- After Remarks of Previous Spring Meeting (by Spring Program Chair)**
- ☐ **Got - Minutes from the Previous Spring General Meeting - in email archives, Janet**
- ☐ **Too Early - Any news of next Spring Meeting (Date maybe), March xx, Wed,**
- ☐ **Got - Scholarship winners from last: Leg Day, Para Spring Meeting**
Legislative day scholarship winners for 2011
Marguerite and Gayle Roberts, Blair PL
No spring meeting scholarships
- ☐ **Deadline 8/31/11 – so may not have these-Election Results, new officers**
- ☐ **Got - Notice of Fall NLA conference dates & place & our sessions & our luncheon & Para General Meeting & non-profit table, Janet**
- ☐ **Probably coming - Fall Raffle basket, Jennifer (Publicity Chair)**
- ☐ **Probably coming - Scavenger Hunt Announcement, Jennifer (Publicity Chair)**
- ☐ **Probably coming - Winner of Para of the year, Jennifer (Citations Chair)**

2011 Spring Meeting summary (from blog)

Another Spring Meeting successfully concluded! We embodied our theme, Collaboration across Libraries, by inviting the Special & Institutional Section to co-sponsor with us, and we had an excellent turnout: a total of 52 registrants in 12 locations. Besides our group viewings in Lincoln, Omaha, and Norfolk, people were signed up to watch in Beatrice, Bellevue, DeWitt, Fairbury, Imperial, Maywood, North Platte, Papillion, Sidney, and South Sioux City! Our speakers, Devra Dragos, Mary Stultz, Maureen O'Riordan, Nancy Chmiel, and Deb Vinopal, all did a great job, and so far feedback has been positive. Martha Grenzeback, Chair Para Spring Meeting

The scholarship winners will be asked to write an article for the newsletter after Fall Conference. Jennifer said that Jennifer Sorensen likes blogging so it was suggested that Jennifer invite her to add to the Para blog or Facebook page.

IV. Old Business-no additional

V. New Business

A. Para of the Year: On Fri, Jun 3, Jennifer e-mailed: *I have received a nomination form for someone who has already won **Para of the Year** in the past few years. According to minutes from 08/27/04 meeting it was stated you can only be selected every 5 years,*

<http://www.nlc.state.ne.us/comp/para/>, click on Board Check Off List and scroll down to page 7. Are we still going to go by this? If so, this person would not be eligible. **General consensus was to abide by the rule.**

She also received a nomination for Nancy Meyer who works for the Eastern Library System office in Omaha. Nancy has been active in the Para section for many years so the board approved the nomination unanimously with Marguerite making the official motion seconded by Angela to give Nancy the award. She will receive a \$50 check and her 2012 NLA and Para section membership.

- VI. **Meeting adjourned at 11:33 AM.** Next meeting will be the Fall General Meeting at NLA/NEMA Fall Conference on Friday, October 7th.

Report from the Chair of the Paraprofessional Section For the June 17, 2011 NLA Board Meeting

The Paras have submitted 9 program proposals for the **Fall Conference**. Our proposal, **Bricks and Mortar**, has been accepted as a pre-conference afternoon session. We will again be doing the **Raffle** and the **Scavenger Hunt**. The Paras would like to have a co-sponsor for the Scavenger Hunt. Also, we will offer a limited number of Fall Conference **scholarships**.

We have two candidates for the vice-chair position next year. We have an opening for Spring Chair.

Jennifer Wrampe won the Para Board Award and received a paid NLA 2011 membership.

Suggestion: That the NLA do a blog post about all of the sections that have Facebook pages. Also, that the NLA have a link from their FB page to our FB page.

Respectfully submitted,

Marguerite Miller

E-mail from Marguerite about June 17 NLA board meeting

All 9 of our proposals have been selected! There were 90 proposals submitted and the fall conference committee is accommodating them all. Martha, our LibGuide is going to be at 10am on Friday.

Per Jan Boyer, "RDA has been given a nebulous 'yes' this week for implementation as long as certain conditions are met by 2013."

By-Laws and Handbook Committee Report

Scott Childers and the Ad Hoc Committee and I have been working on a re-write of Article VII of the By-laws and he will be presenting that proposal to the Board.

The main points of change include:

1. Reducing the number of Standing Committees from 13 to 8 by combining some committees, reassigning responsibilities for some and elevating 2 key areas (diversity & academic freedom) to Round Table status.
2. Removing the Committee descriptions to the Handbook where they can be more easily modified.

3. Removing language that makes it difficult for interested parties to remain on committees and for the President to fill committees.

Presented the Paras suggestion: That the NLA do a blog post about all of the sections that have Facebook pages. Also, that the NLA have a link from their FB page to our FB page.

The Paras would like to have a co-sponsor for the Scavenger Hunt. There were a couple of groups that will get back with us. Money or time or both. [NMRT]

2011 Conference

Conference committee has had several meetings at the NLC. Vendor/Exhibitor registration is active and online only, with 42 vendors already registered (up from 27 last year). We are still awaiting pricing and meal choices from site. Online and paper registrations are planned for a soft release date of July 1. All committees report significant progress.

Future Conferences

A site visit to S. Sioux City for a possible site for 2014 was completed with Jan Boyer and Karen Buckley. [it seemed like it was a great place]
2013 in Kearney. 2012 is in Omaha.

More bylaw changes will be discussed in September, voting on them individually. No diversity committee and intellectual freedom group right now. Hard to get people to lead and very often the same people are serving on other groups. More discussion is needed.

Committee on Committees-Scott Childers

An overview of the changes:

Communications would replace Publications & Publicity and would be tasked with not only overseeing whatever the electronic journal turns out to be and the web site, but also would be tasked with communicating association business & news to the membership that isn't already in some other job description (e.g. National Library Day)

Diversity & Intellectual Freedom would be better addressed as Round Tables rather than standing committees. These are bedrock library values and I think they should be given wider participation and voice than a committee allows.

We also propose that Scholarship and Citation can be joined into Scholarship & Awards without overloading the committee too much.

The Membership committee's duties have mostly been taken over by the Executive Director and the Internet site coordinator, leaving little for this committee to do.

The rest of the changes are to make small clarifications.

Paraprofessional 2011 Budget-August 19 report						
	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	\$12.43	83%	1/2 to net proceeds to S & I section
Total Spring Meeting Budget	\$196.05	\$260.00	\$285.00	\$337.57	118%	
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	\$613.57	31%	
Projected Income						
Beginning Cash balance	\$485.00	\$485.00	\$860.21	\$860.21		
Spring Mtg. Registrations	\$445.00	\$350.00	\$350.00	\$350.00	100%	Remaining registrations deposit in April
Membership Dues	\$555.25	\$550.00	\$550.00	\$525.75	96%	
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	\$0.27	54%	
TOTAL Income	\$1,867.63	\$1,936.00	\$2,260.71	\$1,736.23	77%	
		End Balance				
Bank Account Balance:		\$1,122.66				