

## **Paraprofessional Board Meeting**

September 7, 2005

Present: Maria Medrano-Nehls, Jennifer Wrampe, Janet Greser, Nancy Meyer, Jenni Puchalla. Matt Rhode was present via a phone call.

Maria called the meeting to order at 10:37 am.

There was no correspondence.

### **Officer Reports:**

**Chair Report:** Robin Brooks, our Past Chair, has left the York PL and will be working in KS for, now we do not anticipate seeing her at any more Para events, rest of the chair report is later in the minutes.

### **Vice-Chair/Chair Elect Report - Sessions at NLA:**

*Cultural Beliefs*, Maria Room Host, copies handled by our speaker,

*Map to a Successful Meeting*, Janet Room Host, copies handled by Matt, Sandy agreed to our paying for her mileage \$81 and for her parking at the Cornhusker for the day (\$6?), her equipment was ordered through the conference committee

*Library Jeopardy*, Janet Room Host, no copies needed, Maria will purchase candy as prizes, Matt will develop questions with the help of Sharon Wiegert from UNO – please send any of your own his way,

**The only mention of honoriums for our speakers was Jenni suggesting we use Lee's Booksellers instead of Barnes & Noble; they would give us a 20% discount.**

**Treasurer's Report** - Expenses since last meeting, *Keynote* \$113.60 – Para of the Year \$50 check to Jenni – 4 fall scholarships \$200 – basket expenses to day have been \$7.46. We have a balance of \$485.68. See handout from meeting.

Janet requested: clear tabs to seal the *Keynote* (she'll look into have it stapled instead), more envelopes for mailing, mailing labels, film and/or batteries for fall pictures, approved as needed.

We talked about buying a digital camera for the section and decided against it, we only use the camera 2x a year at spring & fall. Right now Jennifer our publicity chair gets double prints and the pictures on a cd for around \$8. We'll stick with this method for now.

**Secretary Report** – Minutes from our last meeting Jul 27, 2005, Jennifer made a motion made to approve, Jacque seconded it.

### **Reports from Committee Chairs**

**By-Laws:** Jacque plans on providing copies to all of the General Meeting attendees, but only talking about the 2 major changes that the board made.

**Citations:** Nancy will be handing out 2 citations at the fall meeting. She'll be writing a letter to the supervisor of our Para of the year notifying them of our selection (Jenni Puchalla). Nancy gave Jenni the originals of all of her recommendations letters. She emailed the NLA Citations Committee Chair & Scott Childers, NLA Webmaster about our appointment, and she will email the NLA Mailing list announcing our new Para of the Year.

**Membership:** Maria reported 1 new member from the Panhandle Library System, she hopes that we'll get more through conference registrations.

**Newsletter:** Janet said the next issue will not go out until after the 1<sup>st</sup> of the year. Jenni brought up the issue of blank pages, graphics missing, and 2 pre-conferences not included in this issue. The blank pages (4) did result in extra costs for us. The missing graphics was especially bad because the board had agreed to include them on the article. The conferences left off made bad feelings between some system administrators and the Para Section. We talked about changing the format from Word to MS Publisher, Janet, as editor does not know Publisher, Jenni offered to train her. We talked about better proofing to catch these kinds of items. This was the first time the *Keynote* was passed to our "printer" as an electronic document, and their page format was different than that expected, usually we send a print copy to the printers. We have a source for having copies made, the state print shop, which is really very reasonable. Janet will build in more time to the *Keynote* process in order to prevent some of these problems in the future. Jennifer has some ideas on working with electronic copies to the Printshop that Janet will incorporate. She'll also make a note about not missing any pre-conference flyers in the fall issue.

**Publicity:** The questions Jennifer has been emailing, 3 so far, have gotten a great response, 59 answers. She has 2 more questions to send out then it will conference week. Jennifer is working on getting some free margarita mixes from the Margarita Man vendor. Nancy brought in several items for the basket, and Jennifer will be filling in the rest. Tickets will be sold for \$1 each or 6 for \$5. We have plenty of leftover raffle tickets to use. Any board member will be able to sell tickets and of course at our booth. Jennifer will make up some colorful signs advertising our basket.

**Table at NLA,** may be on the Balcony at the Cornhusker, we'll see:

Sign-up sheet: <http://www.nlc.state.ne.us/comp/para/paratableatnla.htm>

Maria will provide candy & music

Jennifer is handling the basket

Janet bringing a cd player

**Spring Program Committee:** With the announcement from Jenni, Jennifer will become the person in charge of the Spring Meeting registrations. We'll have handouts at our table and at the General Meeting concerning the Spring Meeting. Request for funds letter to NLC was proofed, attached spreadsheet was edited to include tax on the broadcast (email received from NET for quote), and given to Rod Wagner, Director of NLC.

Sessions for the 2006 Spring Meeting: Maria informed us of a speaker that NLC will be bringing in, Veronda Pitchford, which will be doing a session for them on the following day. Rod Wagner agreed to bring Veronda in one day early and have her present at our Spring Meeting also. NLC will be paying for all of Veronda's expenses. The board thought this would be an excellent idea; her session would be on "encouraging someone to be a librarian," and we plan on having her speak last in the series that day. Maria will be coordinating Veronda's contact. The paragraph below and the attachment will explain Veronda's training in more detail.

The Teach\*Model\*Coach Program focuses specifically on consultant-coaching as a means for retaining and promoting library staff as well as for capturing and utilizing the knowledge and experience of more seasoned individuals. Consultant-coaching refers to a helping and learning relationship between two people who are not in a direct supervisory relationship. The consultant-

coach is ideally from outside of the learner's organization. With the assistance of a consultant-coach, the learner can focus directly on learning and honing a previously identified set of new skills and competencies. In this project the coaching relationship is based on the premise that promising leaders - those who are successful individuals - benefit from coaching by experiencing long-term performance excellence, the ability to self correct, and the capacity to become self-generating learners.

The board went on to discuss other speakers. We came up with Becky Pasco for a session about "encouraging existing library personnel", Nancy will contact her, 2<sup>nd</sup> session. And for the 1<sup>st</sup> session Jenni will contact Karen Frank, Greenwood Public Library; and La Raine Cihak, Gilbert Public Library in Friend for a session on "encouraging community participation in our library".

These session titles are not set in stone they just represent what we'd like our speakers to talk about. We went on discuss "fees" and honoriums. We decided that we would only pay mileage to Karen & La Raine, but all of our speakers would get a honorium.

This year we will no longer be referring to it as a conference, all communications will say meeting to align ourselves with other section/round table's spring meetings.

**Old Business:** None

#### **New Business**

Para of the Year (see above under Citations)

Fall conference scholarships: \$50 each has been paid to Carol Lechner, La Raine Cihak, Karen Frank, and Robin Brooks.

Raffle for fall conference (see above under Publicity)

2005 Preconference: The committee asks that whoever can be there for support purposes. Jenni reports we have 17 registered at this time. There have been some challenges with the previously booked speakers, but Tom Schmitz, 2005 Preconference Chair, has been working to fill the vacated spots. Jenni is requesting any questions you may have for the panel to be sent to her.

2006 Spring Meeting: (see above under Spring Program Chair)

2006 Preconference Notes:

-NLC has gotten an IMLS grant to do Recruitment & Retention programs in the state.

-They decided that having Ann Seidl, the Hollywood Librarian, do a Preconference would be a great way of providing a program to present to so many "librarians" at one.

-They approached Maria, as Chair of the Para's, to be chair of the committee and have the Paras be a sponsor. Maria would be working on the Recruitment & Retention Grant at NLC as part of her job anyway so it was a perfect fit.

-Title of the event will be:

#### **Blockbuster Marketing for Librarians**

-Other sponsors include NMRT, TUFSS, and the NLA Diversity Committee.

-Since this endeavor will be funded with grant money we would not be able to change a registration fee. NLC will be taking care of any monetary requirements, speaker, room, lunch, etc.

- The Committee would be in charge of location, lunch, snacks, advertisement, support staff, etc. as more items come along.
- We cannot limit the number of attendees, another grant requirement, so we'll need to plan for a large group.
- NLC has agreed to let us purchase bags for the event and will pay for any given out to registrants. Any leftover over can be sold, but the profits need to be donated, Maria mentioned donating back to the Hollywood Librarian Fund.
- The downside of the "free" event is that we won't make any money on this event, but again great publicity for the Para Section.
- Ann has already signed a contract for the event(s).
- Since we'll be working with other planned events across the state NLC is letting us utilize their brochure designer, Valerie Dayton for all of our publicity.
- Valerie is creating handouts for this years' NLA/NEMA session called **Recruiting the Next Generation of Nebraska Librarians @ The Movies**, Friday 3-3:50pm.
- Ann offered to put together a DVD for us to preview at the Spring Meeting, we will be able to broadcast it, but not tape it.
- In addition to the day time conference, plans are in the works for an Wednesday evening event of previewing **The Hollywood Librarian: Librarians in Cinema and Society**, at a Omaha location. Maria has been working with the Orpheum theatre, we would rent it for the evening (possible discount here, again paid by NLC), possibilities: snacks (cheese & crackers), cash bar, formal affair, red carpet event, call it "Night @ the Movies".
- We have permission from the author/director, Ann Seidl, to set the Wednesday night event up, she's very excited about it.
- Maria will be asking the NLA/NEMA 2006 Conference team if we could use the Wednesday night event as the WHOLE NLA/NEMA traditional Wednesday night event.
- If the Orpheum does not work out we will be contacting the Zoo about using the IMAX.
- Either Wednesday night event will be a public performance not just NLA/NEMA attendees.

The meeting was adjourned at 12:35 pm.

Next meeting will be after the Fall NLA\NEMA conference, no date decided

Respectfully submitted,

Janet Greser

Paraprofessional Section Secretary, until after Fall General Meeting