

**NLA Paraprofessional Section Board Meeting
Friday, September 10, 2010
Nebraska Library Commission, Lincoln, NE**

I. Meeting was called to order at 1:10 PM

Present: Angela, Terri, Martha, Marguerite, Janet, LaRae, Jennifer

Absent: Mary, & Evis

a. Approval of agenda: Terri moved and Marguerite seconded.

b. Approval of June Board meeting minutes: Marguerite motioned and Terri seconded

II. Officer Reports

a. Chair: Angela reported that the NLA Strategic Planning process is continuing. She is head of the Transforming Libraries section which met and established 3 goals to be presented to the board for approval. She also is on the Building the Profession section that has not met yet.

b. Vice Chair: Marguerite had nothing new to report

c. Secretary-Treasurer:

E-mail business conducted since last meeting: Notes in bold are discussion from today

1) Confirmed with NLA Executive Director, Michael Straatmann, that we do not have to pay a fee for our conference booth.

2) Request from NMRT that if a member of our section would win one of their section awards, we would allow them time at our fall meeting for the award presentation. Agreed.

3) Janet explained her idea for speaker transportation on 6/25: *I've come up with this, we can "reimburse" NLC for a state van for 2 days, and that would carry any NLC speakers, plus Jennifer & myself up and back on Thursday (early to setup up our booth, back after the last session say 5pm) & on Friday (early to work the booth and back late after the last session again 5pm). This would cost the paras \$200 total. This would cover mileage for all of the NLC speakers if they would care to ride. Otherwise they would have to figure out their own ride and we would not pay for it.* This was pending a decision by NLC. **Janet reported that NLC is providing transportation so the Paras will not have to pay mileage after all.**

4) Lively discussion which included Scott Childers about our attempt to define "paraprofessional" in terms of our section. Angela's blog post on this topic generated comments as did the blog post asking para members to describe their jobs. **Janet suggested that we put our final definition on our Para webpage. We agreed so she will work on doing this.**

Treasurer Report: Current amount in bank account is \$1139.40

We received our first allotment of \$466.50 for 43 members in late June. When I asked about the 2nd allotment in August, the NLA treasurer replied that her records from Michael Straatmann showed no renewals in the 2nd time period. Since we had looked at numbers at our June meeting and seen 51 current members, I asked her to check the discrepancy. I looked at our list of people from the first allotment and compared it to the *Memberclicks* list. I also looked at our spring meeting list to see who had paid by then. Since Angela was one of the people not on the first list and she paid early, there were definitely errors in NLA's database. Michael said he would look into it and reported back on Sept. 9th. The

error was due to not paying us for members who paid their 2010 dues at the end of 2009. We received \$88.75 for the remaining 8 members who paid before June 30.

I sent checks to the Stimulus package winners. One check was awarded in error and that check was returned to me so a total of \$100 was awarded.

I reimbursed Jennifer \$13.34 at this meeting for photo developing for the scrapbook.

III. Committee Reports

- a. **Archive:** Nothing new to report
- b. **Bylaws:** No report. We decided not to make any changes to the bylaws regarding mileage at this time.
- c. **Citations and Publicity:** Jennifer reported that nominations were received for Para of the Year but one was disqualified since she was no longer a para section member. Martha Grenzeback was unanimously voted as our 2010 Para of the Year. Janet brought up the web page showing the qualifications for Para of the Year. We decided that the criteria was very limiting so decided to make a few modifications for future years, including the requirement to meet all of the listed criteria. Janet will make the changes to the web page.

Stimulus package winners are: Barbara Yonkey and Terri Johnson, North Platte Public Library; Leo Miller, York College; Leslie McPeck, Omaha Public Library; Janet Greser, Nebraska Library Commission.
- d. **Membership:** LaRae asked about the length of her term on the NLA Membership committee. It is a 2-yr term through October 2010. We currently have 55 Para section members.
- e. **Newsletter:** Janet will start on the Keynote next week, and have it out by 9/27/10; it will have a lot about the fall conference sessions, lunch, scavenger hunt, raffle, etc., Para of Year, something from Angela as she leaves. She already has the minutes from the Spring Meeting, and that after report from Martha. She will include the spring meeting date if we have it decided by then, and any scholarship winners since last publication.
- f. **Spring Program:** Covered under new Business

IV. Old Business

- a. **Fall Conference**
Janet, Jennifer, Angela, Marguerite, Martha (Friday only), and Terri, are definitely attending. Janet has a sheet started for Room Hosts for the seven para-sponsored sessions and for people to be at the Para booth. Angela will send out an e-mail asking for volunteers to help. Janet will assist with the equipment as needed for the speakers. There is 20 minutes between sessions to help attendees move between the two hotels.

Terri and other board members will help select speaker gifts (about \$20 each) from vendors. Suggestions included candy or items from the SELS booth and jewelry from Beads in a Box booth.

None of the officers requested conference registration as of yet. Terri's expenses are being paid by her library and Angela is waiting to see if she will receive reimbursement. We

decided to have Jennifer advertise \$50 conference scholarships for Para members and will decide on number of scholarships awarded via e-mail.

We decided to do a "Nebraska" basket for our Raffle. Jennifer will gather items for it. Janet and Jennifer will take care of having money to make change for raffle ticket purchases.

- b. Scavenger Hunt:** We have 25 vendors that are willing to participate. Because the booths are divided between the two hotels, we will not require a blackout Bingo. Cards can be turned in once they have one regular Bingo for this year only.

- c. Spring Meeting:**

We selected Thursday, March 24, 2011 for next year's date. Martha will e-mail Christa Burns for using Webinar software that day.

Theme will be Collaboration Across Libraries. We discussed session ideas. Martha will work on options about special libraries. Fur Traders museum was mentioned. We thought it would be good to compile a list of the special libraries in Nebraska and would still like to possibly work with the S & I section of NLA.

- d. Para Strategic Planning:** We decided to table this agenda item.

V. New Business

- a. Election Results**

Chrystal Dawson is the new Vice-Chair/Chair Elect and Terri Johnson was reelected Secretary/Treasurer

- b. Technology Options to ease travel burden for Board Meetings**

Angela reported that Skype has not worked well for NLA board meetings-won't stay connected. We will explore other options including Google Talk.

- c. Blog Posts**

We had 11 responses to "What do Paras do?" Angela has received more information from the ALA Library Support Staff Certification Program after her one post about it. We decided that we won't post anymore. We would like to connect Blog Posts to Facebook so that will be looked into.

VI. Meeting Adjourned at 3:30 PM

| Paraprofessional 2010 Budget Report September 10 | | | | | | |
|--|-------------------|-------------------|-------------------|--------------------------------|-------------|-------------------------------------|
| | 2009 Actual | 2010 Projected | 2010 YTD | Percentage of Projected Budget | % 2009/2008 | |
| Training | | | | | | 2010 notes |
| Spring Meeting | | | | | | |
| Speaker fees/thank you/mile | \$108.40 | \$60.00 | \$59.90 | 100% | 55% | |
| Site fees | | | | | | |
| Lincoln | \$680.52 | \$0.00 | | | 0% | |
| Parking | | \$0.00 | | | | |
| Omaha | | \$0.00 | | | | |
| Sidney | | \$0.00 | | | | |
| Postage & Copies | \$18.45 | \$20.00 | | 0% | 0% | |
| Refreshments | | | | | | |
| Lincoln | \$21.51 | \$20.00 | \$37.96 | 190% | 176% | incl. paper goods & misc. for lunch |
| Omaha (incl. in Lunch) | | \$10.00 | | | | |
| Lunch | | | | | | |
| Lincoln | \$50.00 | \$100.00 | \$58.37 | 58% | 117% | |
| Omaha | \$39.98 | \$35.00 | \$39.82 | 114% | 100% | |
| Misc. | | \$15.00 | | 0% | | |
| Total Spring Meeting Budget | \$918.86 | \$260.00 | \$196.05 | 75% | 21% | |
| Fall Conference | | | | | | |
| Speaker mileage & thank yous | \$217.20 | \$200.00 | | 0% | 0% | |
| Copies | | \$20.00 | | | | |
| Raffle expenses | \$74.90 | \$75.00 | | 0% | 0% | |
| Scavenger Hunt expenses | \$422.88 | \$350.00 | | 0% | 0% | |
| Registrations-Officers | | \$216.00 | | 0% | | |
| Misc. Booth expenses | \$22.31 | \$25.00 | | | | |
| Scholarships | | | | | | |
| '10 Conference | \$150.00 | \$150.00 | | 0% | 0% | |
| Leg Day '10 | \$0.00 | \$40.00 | | 0% | | |
| Para section adds | | \$100.00 | \$100.00 | 100% | | |
| Paraprofessional of the Year | \$50.00 | \$100.00 | \$50.00 | 50% | 100% | (\$50-2009 expense paid in 2010) |
| Board Award | \$40.00 | \$50.00 | | 0% | 0% | |
| Promotion | | | | | | |
| Keynote: Spring | \$0.00 | \$0.00 | | | | |
| Fall | | \$0.00 | | | | |
| Publicity-mailings, pens, pins, etc. | | \$50.00 | | 0% | 0% | |
| Pens | | | | | | |
| T-shirts | \$6.55 | | | | | |
| Photos and Scrapbook | \$21.23 | | | | | |
| Bookmarks | \$19.70 | | | | | |
| General Expenses | | | | | | |
| Mileage | \$391.60 | \$300.00 | | 0% | | board members/ 1 exec mtg/year |
| Miscellaneous | | \$50.00 | | 0% | 0% | |
| Postage | \$16.80 | | | | | |
| TOTAL Expenses | \$2,352.03 | \$1,986.00 | \$346.05 | 17% | 15% | |
| Projected Income | | | | | | |
| Beginning Cash balance | \$344.21 | \$485.00 | \$485.00 | 100% | 141% | |
| Grants/Other funding | \$680.52 | | | | | |
| Spring Mtg. Registrations | \$460.00 | \$350.00 | \$445.00 | 127% | 97% | |
| Membership Dues | \$648.00 | \$550.00 | \$555.25 | 101% | | |
| Raffle tickets | \$200.00 | \$200.00 | | 0% | | |
| Scavenger Hunt donations | \$455.00 | \$300.00 | | 0% | | |
| Tshirt sales | \$14.00 | | | | | |
| Miscellaneous/ Donations | \$35.00 | \$50.00 | | | | |
| Interest | \$0.30 | \$1.00 | \$0.20 | 20% | | |
| TOTAL Income | \$2,837.03 | \$1,936.00 | \$1,485.45 | 77% | 52% | |
| | | End Balance | | | | |
| Bank Account Balance: | | \$1,139.40 | | | | |