

NLA Paraprofessional Section Board Meeting
November 4, 2004

Present: Maria Medrano-Nehls, Matt Rohde, Jennifer Wrampe, Nancy Meyer, Janet Greser, Jacque Crocker, Rienne Johnson.

Maria called the meeting to order at 10:00 am. A motion was made to accept the agenda as distributed before the meeting. Motion carried.

Janet moved and Jacque seconded to accept the minutes from the August 27, 2004 meeting. Motion carried.

Correspondence: The board received a thank-you card from Robin Brooks for the award presented with Paraprofessional of the Year.

Chair Report: Maria recapped the Preconference the Paras helped sponsor. It made money, and the Preconference committee is meeting towards the end of the month to divide the profits. She also announced that the Nebraska Arts Council awarded the Preconference committee \$705. The committee is considering purchasing Elisabeth Almann's "Spanish That Works" program and adding it to the Nebraska Library Commission's collection for use. All of the preconference bags have been sold. The sessions sponsored at NLA were successful, with the exception of the session on Migrant Resources, which was canceled.

Vice-Chair Report: No report.

Treasurer Report: Janet Greser reported in the place of Jenni Puchalla. The budget report was presented to the board (see attached report) with an ending balance of \$312.00

Secretary Report: No report.

Newsletter: The next Keynote deadline is January 15th, Janet will send reminder notes to those who need to contribute content. Nancy asked about the possibility of including a small citation in the Keynote to acknowledge outgoing officers and committee chairs. This would be a possibility that Nancy could institute as the new Citations Chair.

Spring Program: Rienne reported that two speakers have confirmed: Deb Grove from Papillion-LaVista High School, and Dorothy Willis from UNO. She is working on finding the third speaker. In addition, 5 satellite sites have been booked for the date, and she is awaiting return calls on an additional five. The lunch menu was discussed in detail, as it was a large expense for the board last year. Rienne will see if moving to NETV is a possibility for the date. Other options are to increase the cost we charge for lunch, or serve no food.

Old Business:

Talk of an attendance policy continued from the last meeting. Jacque checked the NLA bylaws, and no policy exists except for the officers and executive director, who are required to be there. No action was taken on this issue.

Membership retention - Once again, numbers fell in the section and NLA as a whole. However, the Para section is one of the hardest hit. Some things we could do to help increase membership are to include all members in activities when possible, mail out new member packets introducing the group and what we do. Maggie Harding is lending us a book with membership retention ideas for us to peruse and borrow ideas. Another marketing idea is our newsletter – we currently send it to NLA board members, system administrators, and selected libraries across the state to help inform the library world what we are doing. Nancy suggested sending something to public library directors to distribute encouraging their paraprofessionals to join, or to encourage directors to help their paraprofessionals to join. Janet suggested sending an e-mail to the systems list to encourage members to join – Maria and Jennifer will work on composing this. Nancy will draft a “Joining NLA” advertisement and send to the system administrators. Matt suggested that we create Para buttons. He will check on a cost to make 100, and Rienne will work with Jennifer to design the button. They could be handed out at the Spring Conference and sent to new members.

New Business:

The webpage revision was revisited. It was decided to create a web committee separate from the publicity committee, although Jennifer would be a member of the web committee in addition to chair of the Publicity Committee. Rienne will chair the committee, and Janet will also serve on the committee. Jacque suggested that a last update date be added to the bottom of the page. The committee also must change the contact information at the bottom of the page: any e-mails about the web page will now go the Para board, with the generic webmaster title at the bottom. The Keynote exists electronically back to 2000, Janet will make these live. A previous discussion at the Fall General meeting suggested putting the minutes online; the board came to a consensus that a year’s worth of minutes would be enough of an archive. Janet also suggested putting the “Reasons to Join” bookmark on the web page to help market our section.

The bylaws have not been reviewed for updates for quite some time. The board will read the bylaws and write suggestions for updates, changes, or deletions to bring to the next meeting.

A discussion was held on changing the Nominations portion of the Vice-Chair/Chair Elect’s duties to the Past Chair. As this may be a bylaws change, Jacque will read the bylaws to see if they must be changed for this to happen. She will report at the next meeting.

The Para Handbook discussion was also revisited. Discussion ensued about removing the handbook altogether, evaluating it to send to new members, or updating it to give to new board members. Matt proposed creating a FAQ for new members, as people are more

accustomed to looking for FAQ's instead of handbooks. The discussion was tabled until next meeting.

The Paras sponsor 3-4 sessions at the Fall Conference. Many ideas were shared, contact Matt with additional ideas.

Discourse followed about the Para video collection. It was suggested that the tapes either be added to the NLC collection for checkout or Interlibrary Loan, or donated to the NLA archives. Janet contacted Lisa Kelly and she would be willing to add the tapes to the collection. Maggie questioned the historical significance of the tapes, and whether the media should be converted, among other things. Nancy motioned to add the tapes to the NLC collection for checkout and ILL, and that NLC would be responsible for maintenance and eventual withdrawal from the collection. Matt seconded. Motion carried.

S&I is chairing the Preconference next year with presentations on Mental Health Issues, and have asked us to help sponsor, along with the Public Library section.

NLA Legislative Day is February 23rd. Please attend and bring your senator if possible. This could count as a suitable activity for scholarship funds.

The meeting adjourned at 12:00 pm.

Next Meeting:
January 6th – 10 am
Meadowlark Room, NLC

Respectfully submitted,
Rienne Johnson
Paraprofessional Section Secretary