

NLA Paraprofessional Section Board Meeting
Friday, December 3, 2010, Abrahams Branch, Omaha Public Library

- I. **Meeting was called to order at 12:10 PM Present:** Marguerite, Chrystal, Martha, Janet, Angela, Jennifer, Terri
 - a. **Approval of Agenda:** Terri moved and Martha seconded
 - b. **Approval of Minutes from the Previous Meeting:** Angela moved and Jennifer seconded

- II. **Officer Reports:**
 - a. **Chair, Marguerite Miller**
 - i. **“Connecting to Collections” project:** Marguerite asked Martha to talk about this since Martha attended the initial meeting. A survey had been sent to libraries to find out what items are in their collections and how they are being preserved. The meeting was similar to Library Camp where the group created its own agenda and then compiled a report around the question “what’s being done to preserve historical items in our state?” Marguerite asked Martha to send the board a summary of the 30 page report. Martha said all attending had the same goal of preservation, organization, collaboration and centralizing resources. The next step will be regional meetings.
 - ii. **Pending NLA Standing Committee Members from the Para Section:** NLA is supposed to select potential committee members from our section so we will wait until we hear from the NLA Chair or Marguerite will contact her.
 - b. **Vice-chair, Chrystal Dawson: No report**

Since Chrystal is new to the board, Janet opened the Para website and gave a brief review of what was on the website. We talked a little about Vice-Chair responsibilities which include finding Fall Conference session topics and speakers. Angela thought the deadline for submitting sessions was around the end of March.
 - c. **Secretary/Treasurer, Terri Johnson**
 - i. **Notes:** Prior to the conference, Terri asked the winery in North Platte to donate a bottle of wine for our Nebraska products basket. After the conference, she sent a thank-you to Feather River Vineyard for the donated bottle of wine and mailed out all of the 20 Scavenger Hunt winner checks. One check still hasn’t been cashed.
 - ii. **Conference Expenses and Income:** Raffle tickets sold totaled \$157 and the basket cost was \$82.70. Net = \$74.30
Scavenger Hunt expenses totaled \$247.69 and we had \$225 in other section donations.
Miscellaneous booth expenses were \$20.18.
We purchased two kinds of chocolates from the SELS booth for each speaker and Jennifer purchased gift bags so our total cost was \$33.28.
 - iii. **New checks for bank account:** Terri reported that she needed to order new checks and had contacted Wells Fargo about their criteria about what was required on the checks since we potentially will change treasurers and branch location before we run out of checks. The bank does recommend an address as a payee has the right to refuse a check without an address. The board decided it would be best to not put an address on the checks and instead add small address stickers when using the checks. Terri will purchase checks as soon as possible.
 - iv. **2011 Budget:** We discussed budget lines and agreed to consolidate expense lines for Spring Meeting Lunch expenses and refreshments and Publicity and remove postage and copies and Keynote printing since the newsletter is online. We didn’t have a Board award in 2010 and discussed the purpose of this award. We completed the 2011 projected budget which was approved by the board.
 - v. Terri will claim mileage (one-way) for this meeting. 278 miles X \$.55/mile= \$152.35

III. Committee Reports

- a. **Archive: No Report**
- b. **Bylaws:** Marguerite will start contacting members to get a new person for this committee. The board suggested past scholarship winners and spring meeting attendees.
- c. **Citations & Publicity: No Report**
- d. **Membership: No report**
- e. **Newsletter: Next newsletter will be in February**
- f. **Spring Program-discussed under New Business**

IV. Old Business

- a. **NLA Fall Conference:** Angela's 2010 annual report covers this well and is on the website.
- b. **Scavenger Hunt:** Winners listed in the 2010 Fall General Meeting minutes

V. New Business

- a. **Spring Meeting:** Martha reported the progress so far:
 - i. **Theme: Our theme is Collaboration across Libraries.**
 - ii. **Location:** Use of GoToWebinar and the Crane Room at the Nebraska Library Commission has been booked for 24 March 2011 (Thursday).
 - iii. Space has been reserved at the Eastern Library System offices for a group viewing in Omaha. Nancy Meyer has graciously agreed to be our host(ess) again. Martha e-mailed Lynda Kassmeier at Northeast Community College in Norfolk about using their Lifelong Learning Center for a group viewing in Norfolk. No response yet, she will call her. She also plans to ask the Republican Valley Library System if they would like to host a group viewing in Hastings again. She will e-mail all of last year's attendees at that site to see if they would host.
 - iv. **Speakers:**
 - 1. Devra Dragos of the NLC has agreed to speak on the many ways that the NLC facilitates library collaboration. She will provide a more exact title and description later this month.
 - 2. Maureen O'Riordan of the Nebraska chapter of the Special Libraries Association (SLA) has agreed to speak on some topic concerning collaboration and special libraries—probably in tandem with Mary Stultz. They are discussing the specifics at their meeting in early December, and will give us an exact topic then.
 - 3. Lynne Ireland of the Nebraska State Historical Society has agreed in principle to talk about the Connecting to Collections initiative of the Institute of Museum and Library Services (which recently sent out a preservation survey to all libraries and other cultural heritage institutions in the state). She is checking with the person who schedules her board meetings—Martha needs to check up on her.
- b. **Technology Options to ease travel burden for board meetings:** Angela said that Skype hasn't worked well for the NLA board. We decided to use Go to Webinar for our next meeting.
- c. **Next Meeting:** Next meeting will be on Friday, February 4th at 10:00 AM using Go to Webinar so board members can stay in their home communities.
- d. **Legislative Day is Friday, February 25, 2011.** No one knew if they were going yet. We are offering scholarships for registration to section members.
- e. **Blog Posts**
 - i. **How can we improve communications with Para members?**

We discussed the blog and how to log onto the blog to post information. All of the board are able to post, using either their own IDs or by logging in using

nlc.parab@nebraska.gov as the ID and our password. Angela said that this account would also allow us to use other Google account features including Google Documents. She reported that she hasn't been able to make the blog posts go directly to our Facebook page. We talked about encouraging other members to "like" our page so more people know about it.

- ii. **How can we have better interaction so they know who we are?:** Marguerite said that she wished she had more time at the Fall Conference meeting to interact with attendees. It would be good to make introductions. Martha suggested contacting 4 Para members at a time and asking them a few questions for feature articles in the Keynote newsletter. Marguerite will work on this.

f. Other?

- i. We will send thank you notes to our past committee chairs
- ii. Janet will standardize the list of officers on the website, removing phone numbers and including each person's position and place of employment
- iii. Marguerite showed us the guide on the Omaha Public Library web page which she created for special libraries and unique collections around Nebraska since this tied into our Spring Meeting topic. It can be accessed at <http://guides.omahalibrary.org/> and then click on her name under "Browse by Librarian" and then select this guide. Martha also has guides on this website. We thought these guides could also lead to a potential fall conference session.
- iv. We decided to ask the Special and Institutional section of NLA if they would like to co-sponsor the Spring Meeting. Martha will contact them. We decided that we could take expenses out of registration fees and share any remaining money with their section.

VI. Adjournment: Meeting was adjourned at 3:00 PM.

| Paraprofessional Suggested 2011 Budget | | | | | | |
|----------------------------------------|-------------------|-----------------------|-----------------------|-------------------|-------------------------------------|-------------------------------------|
| | 2010 Actual | 2010 Projected Budget | 2011 Projected Budget | 2011 YTD | Percentage of Projected Budget 2010 | |
| Training | | | | | | 2010 notes |
| Spring Meeting | | | | | | |
| Speaker fees/thank you/mile | \$59.90 | \$60.00 | \$130.00 | | 100% | |
| Postage & Copies | | \$20.00 | | | 0% | |
| Refreshments | | | \$40.00 | | | |
| Lincoln | \$37.96 | \$20.00 | | | 190% | incl. paper goods & misc. for lunch |
| Omaha (incl. in Lunch) | | \$10.00 | | | | |
| Lunch | | | \$100.00 | | | |
| Lincoln | \$58.37 | \$100.00 | | | 58% | |
| Omaha | \$39.82 | \$35.00 | | | 114% | |
| Misc. | | \$15.00 | | | 0% | |
| Total Spring Meeting Budget | \$196.05 | \$260.00 | \$270.00 | \$0.00 | 0% | |
| Fall Conference | | | | | | |
| Speaker mileage & thank yous | \$33.28 | \$200.00 | \$200.00 | | 17% | |
| Copies | | \$20.00 | | | | |
| Raffle expenses | \$82.70 | \$75.00 | \$85.00 | | 110% | |
| Scavenger Hunt expenses | \$247.69 | \$350.00 | \$350.00 | | 71% | |
| Registrations-Officers | | \$216.00 | \$216.00 | | 0% | |
| Misc. Booth expenses | \$20.18 | \$25.00 | \$25.00 | | | |
| Scholarships | | | | | | |
| Conference | \$50.00 | \$150.00 | \$150.00 | | 33% | |
| Legislative Day | | \$40.00 | \$40.00 | | 0% | |
| Para section adds | \$100.00 | \$100.00 | \$100.00 | | 100% | |
| Paraprofessional of the Year | \$100.00 | \$100.00 | \$100.00 | | 100% | (\$50-2009 expense paid in 2010) |
| Board Award | | \$50.00 | \$50.00 | | 0% | |
| Promotion | | | | | | |
| Keynote: Spring | | \$0.00 | | | | |
| Fall | | \$0.00 | | | | |
| Publicity-mailings, pens, pins, etc. | | \$50.00 | \$25.00 | | 27% | |
| Pens | | | | | | |
| T-shirts | | | | | | |
| Photos and Scrapbook | \$13.34 | | | | | |
| Bookmarks | | | | | | |
| General Expenses | | | | | | |
| Mileage | | \$300.00 | \$300.00 | | 0% | board members/ 1 exec mtg/year |
| Miscellaneous | | \$50.00 | \$50.00 | | 0% | |
| Postage | | | | | | |
| TOTAL Expenses | \$843.24 | \$1,986.00 | \$1,961.00 | \$0.00 | | |
| Projected Income | | | | | | |
| Beginning Cash balance | \$485.00 | \$485.00 | \$1,024.35 | \$1,024.35 | 100% | |
| Grants/Other funding | | | | | | |
| Spring Mtg. Registrations | \$445.00 | \$350.00 | \$350.00 | | 127% | |
| Membership Dues | \$555.25 | \$550.00 | \$550.00 | | 101% | |
| Raffle tickets | \$157.00 | \$200.00 | \$200.00 | | 79% | |
| Scavenger Hunt donations | \$225.00 | \$300.00 | \$250.00 | | 75% | |
| Tshirt sales | | | | | | |
| Miscellaneous/ Donations | | \$50.00 | \$50.00 | | | |
| Interest | \$0.34 | \$1.00 | \$0.50 | | 34% | |
| TOTAL Income | \$1,867.59 | \$1,936.00 | \$2,424.85 | \$1,024.35 | 53% | |
| | | End Balance | | | | |
| Bank Account Balance: | | \$1,024.35 | | | | |