

NLA Paraprofessional Section Board Meeting
Monday, December 7, 2009
Omaha Public Library, Abrahams Branch

I. Call Meeting to Order

Meeting called to order at 10:24.

Present: Angela, Terri, Mary, Marguerite, Janet, Martha, Evis, and Jennifer

Absent: LaRae

- a. Approval of Agenda-moved by Mary and seconded by Jennifer
- b. Approval of Minutes from Aug. 14th Meeting-moved by Martha and seconded by Janet

II. Officer Reports

a. Chair

Angela attended the NLA board meeting on Friday, December 4th. She shared the following information from that meeting:

If we are interested in the full minutes of the NLA Board meeting, watch the NLA website. Draft minutes will be posted soon. Here are a few points of particular relevance to the Paras.

Overall, people are saddened that the Paras are not doing a scavenger hunt this year. Michael Straatmann and Scott Childers said that the vendors absolutely love the scavenger hunt, and it has become a critical vendor relations event for NLA. It is hoped that some other section or roundtable will put on a scavenger hunt in our place. If some other group does pick up the torch, Angela feels strongly that the Paras should cosponsor with a cash donation.

For persons joining or renewing their membership after June 30, the sections and round tables do NOT get their share of the dues. The reasoning behind the practice seems to be discouraging people from joining for the sole purpose of getting a discount on fall conference registration. However, Michael Sauers broached the idea that it seems unfair to penalize sections for this, and Tom Schmitz of S&I in particular raised concerns that many of their members do not have the budget to renew their memberships until after July 1. The practice will be reviewed, but for now, it still stands. So please encourage Paras to renew their membership before June 30, 2010.

Michael Straatmann is in favor of NLA doing online registration for spring meetings, preconferences, etc. This way, people could pay not only by check but also via PayPal. He said NLA could do this even for sections that still have their own treasurers. This is optional, not required. If we are interested, we should contact Michael Straatmann. **--Angela will send an e-mail to Michael for more details, especially regarding if people sending checks would send them to our treasurer or to him.**

All phone numbers have been lost from the Memberclicks database. They are adding them back in as people renew their memberships, but please consider logging into your Memberclicks profile and adding your preferred phone number.

Assignment for Evis: Review the NLA Handbook and Bylaws and see if there is anything in the Paraprofessional Section Bylaws that contradicts NLA's rules. **--Evis agreed to do this.**

The NLAQ is delayed, due to the passing of John Bernardi. They are hoping for an early January publication date for the winter issue. Send any submissions to Michael Straatmann within the next week. **--Martha will try and get our spring meeting information together and submit this.**

The next NLA Board meeting will be on Jan. 29. Angela would like for the Paras to meet sometime in February.

b. Vice-Chair

Marguerite said that she is trying to learn her job. Angela emphasized that her primary responsibility will be the Fall Conference, getting conference session ideas and being on the C. E. committee. Janet reminded us that it is good to support Sally Snyder's summer reading session since it always has good attendance. Angela said that we usually get sponsor four sessions but might submit five or six session ideas. The blog worked well but you can't always find a presenter for a popular idea. Terri also commented that the vice-president works with the nominations but was reminded that this normally is the past chair's responsibility. It was noted that we contacted almost the entire member list last year. Janet suggested we contact our scholarship winners this next year.

c. Secretary/Treasurer

Terri will send check to NLA for our t-shirt sales tax and Evis's 2010 membership (board award) so all 2009 budgeted items are paid unless anyone has additional expenses not turned in. End balance is \$484.98. We will probably get 2 or 3 more cents interest. The budget sheet and quarterly treasurer's report will be submitted by the end of the month. The board liked the additional expenses and income report so that will be continued next year.

The following were e-mail discussions since our last meeting on items not covered elsewhere in the agenda:

Janet reported updating the website and asked if Terri had older minutes (8/21). Terri will get them scanned as time permits. It hasn't happened yet. Recently Terri suggested that general meeting minutes should be posted pending approval so members can see fall meeting minutes before the next spring meeting. It was agreed that we can do this with board meetings too.

We didn't really get a response about the letter about the state warrant for \$70. Terri sent another e-mail to Julee Hector on 11/24. Marguerite suggested we fill out the form and send it in. That will get done this month.

Terri is willing to serve again on the NLA citations committee if appointed by NLA president. Angela reported that all of our appointees agreed to serve again.

We received 3 thank you notes from scavenger hunt winners, Sara Churchill, Carol Eshleman, and Claudette Wielechowski.

Janet obtained permission from Rod Wagner to use the Go to Meeting software for our spring meeting.

III. Committee Reports

- a. Archive –discussed under Old Business
- b. Bylaws-no report
- c. Citations & Publicity-no report
- d. Membership-no report

e. Newsletter and Web

Janet showed us the changes she made to the front page of the Para website.

Janet reported the *Keynote* Winter/Spring issue deadline is Jan 25. It will be out Feb 1st (approximate dates). She will include the following information:
NEEDED - Angela-Chair comments as she comes on board. We looked at last year's comments and made some suggestions.
GOT - Remarks on the **Previous NLA conference** (our sessions, attendance)
GOT - Minutes from the Fall General Meeting (in archives)
GOT - Fall Raffle Winner and other winners (Scavenger Hunt)
Martha (coming)- Notice of Spring Meeting
Janet- Advertise other Spring Meetings (send email to section/roundtable chairs)
Jennifer- Advertise for Para of the Year
Janet - Advertise this year's NLA conference & Preconferences dates & place
Jennifer - Pictures from Fall Conference

f. Spring Program-covered under Old Business

IV. Old Business

a. Fall Conference Postmortem

Angela sent thank you e-mails and follow-up e-mails to session presenters after conference.

b. Spring Meeting Planning and Finalization

The theme of the 2010 Paraprofessional Spring Meeting is Information, Education, & Motivation @ Your Library. Our speakers are Michael Sauers, the Technology Innovation Librarian for the Nebraska Library Commission; Greg Sunderman, Instructional Designer at Northeast Community College; and Dr. Becky Pasco, Coordinator of Library Science Education Programs for the University of Nebraska.

Although the presentation titles are not yet definite, Michael will be speaking on adapting technology to library uses, Greg will talk about using wikis to manage library documents, serve as a policy archive, etc., and Dr. Pasco will talk about motivating library staff. We talked about Michael's presentation options and decided we wanted his Searching 2.0 presentation. Martha will contact the presenters and get exact titles and descriptions for the meeting announcement this week.

Group Viewings: We plan to offer group viewing in both Lincoln and Omaha. Nancy Meyer (ELS) has agreed to serve once more as our host in Omaha, and has suggested the offices of ELS as our venue (we discussed this at the NLA conference). Martha e-mailed her to confirm, and to check whether they have a laptop and projector we could use or whether we will need to obtain them elsewhere.

Technical Questions: She also e-mailed Christa Burns (who has not yet replied) to find out more about the GoToWebinar format. In the NLC presentations Martha has seen, we do not see the presenter or anything except the presenter's PowerPoint. If this is a function of the system rather than a choice, our presenters will probably need to be aware of it. Janet confirmed that Christa said the system does not allow the audience to see the presenter. A still image of the presenter could be shown in the corner of the screen. Christa also said that possibly live stream software could be incorporated into the presentation to see the presenter. The audience cannot be in the same room at the commission because of background noise. Terri suggested that the presentations could be "pre-recorded" if we wanted to see them and then put on something like bliptv.com and pulled into the program that day. The presenters could be available during the presentation to answer questions. Janet and Jennifer offered to test out this option. Presenters do not need to be present so Greg could be in Norfolk to give his presentation. This would save us mileage money. Martha would contact the presenters about the "no audience" and give them the options.

Fall Session Idea: It was also suggested that we keep track of the steps used for having a meeting with the GoToWebinar software and ask Christa Burns to do a fall conference session on this. Marguerite made note of this.

Fees: Since we will still have presenter gifts and some possible mileage, we want to still charge registration even if individuals view it on their own computers. It was agreed to charge \$5.00 for Para section members and \$10.00 for nonmembers to receive C.E. credit.

Advertising and Technical Support: We discussed how to advertise this new meeting format. To facilitate group viewings in other places, it was suggested to add lines to the registration form to indicate a) if registrant would like to get together and b) if their facility has the capability (projector and screen/sheet). Janet will talk to Christa about recording/archiving options for the meeting. Martha will also explain about the software requirements and where to get links for the handouts. Martha wanted to know if it worked with Firefox and Safari browsers and would check with Christa. Janet said that Christa will help with the meeting that day so Martha will e-mail Christa and see if second person would be available for technical support during the meeting.

NLA presentation: Mary mentioned Scott Childer's request for 15 minutes. It was suggested that he might want to do his own webinar or record his presentation. We need to find out when he wanted his time during the meeting.

c. Document Retention Schedule

Janet submitted: **Retention Schedule for Documentation - Revised August 21, 2009**

12/4/09- Pending Approval by Para Executive Board. Additional comments/additions at this meeting noted in bold after each item. Janet will update the schedule and submit it to the board for an e-mail vote.

In general the Para Section keeps a great deal of their past documentation right on their [website](#).

Agendas - Para Board Meeting & General Section Meeting Agendas will be kept in the Chair's notebook for 5 years. Disposed of after this time frame.

Bylaws - Bylaws most recent version up on the [Web](#), along with older versions. Bylaws Chair has paper copies in their notebook. ~~Disposed of after a time frame determined by the Bylaws Chair.~~ **Disposed of after this time frame. Change to "never weeded".**

Chair's Report to the NLA Board - Chair keeps most recent 5 years in Chair's book. Disposed of after this time frame.

Correspondence - Chair (Vice, Current, Past), Secretary\Treasurer, and Each Committee Chair keeps most recent 5 years in **their** books. Disposed of after this time frame. **Terri asked about e-mail conversations. It was decided that a summary of e-mail business conducted between meetings continue to be reported and included in the next board meeting minutes. E-mails are also automatically archived at the library commission.**

Evaluations - From sessions at the Para Spring Meetings, keep one year then destroy. **Evaluations are typed up and sent to the board email group so they are archived there. Spring Meeting chair retains a summary of evaluations. Registrations for spring meeting are kept by the chair and destroyed after the next year's spring meeting. Add "weeds handouts after 3 years".**

Handbook - Handbook most recent version up on the [Web](#) page. Older versions that board members have in their books can be disposed of as needed. **Older Versions, Janet says we don't keep any.**

Keynote - Editor keeps most recent 5 years as a paper copy. Copies of all *Keynotes* can be found on the [Web](#).

List of current Officers and Committee Chairs - Current listing available on the [Web](#) site. **Keep printed copy? Keep list of previous officers and committee chairs on history page.**

Membership Lists - The most recent list can be obtained from [Memberclicks](#), or requested from the [NLA Executive Directive](#). **Keep printed copy? Online copy kept off of Para Board Website.**

Minutes (Executive and General meeting minutes) - Secretary/Treasurer keeps most recent 5 years in their notebook. Past minutes can be found on the [Web](#).

Publicity Book /Scrapbook - Spring Meeting Programs, Registrations, Pictures, and associated other documentation - Publicity Committee Chair keeps up the Scrapbook the current book is available at Spring Meeting (Lincoln site) or at the Fall Conference at the Para Table. All books are available at the Nebraska Library Commission please contact the [Publicity Chair](#). **Never weeded.**

Treasurer's Reports - Treasurer keeps most recent 5 years in Treasurer's notebook. EOY Budgets can be found on the [Web](#).

Web Page - **Kept up to date, Live version only, the Internet Site Coordinator keeps backups of the whole NLA Web site of which the Para [Web](#) site is just a portion of it.**

Marguerite noted that she has changed employment and will send changes to the board. Janet will update the web site.

d. Involved Membership

This is a follow-up from Old Business brought to the Fall meeting by Mary Gubbels. The text of her comments is in the Fall meeting minutes. Janet suggested sending e-mail to the general NLA membership to encourage joining the section. She proposed doing \$25 gift certificates or paying Para memberships to a certain number of section members after 2010 renewal of dues. This idea will be refined via e-mail discussion.

V. New Business

a. Admin Rights for the Para Blog

Angela added Marguerite, Janet, and Terri as blog administrators and will "invite" other board members to be authors/editors. Janet reminded us that we could contact the NLC webmaster for web page changes if Janet was no longer doing the Para website.

b. Strategic Planning

Angela submitted these thoughts on Strategic Planning for the Paraprofessional Section Below is the excerpt from Para Section Fall General Meeting Minutes, 10/30/2009, for previous goals and for Mary's suggestions (listed below) for strategic planning.

Strategic Planning or Where do you want to go?

This year the NLA has formed a Strategic Planning Task Force of which Angela is a member. The benefits of Strategic Planning will be, knowing where to direct energy and resources and getting the membership involved by soliciting for their input.

The Para Section would also benefit from strategic planning.

- *Develop a plan for the growth of the section.*

- *Engage and involve the membership by requesting their input for future plans.*
- *Serve the Paraprofessional Section membership in a meaningful and effective manner.*

I am suggesting an effort by the board to poll the Paraprofessional Section membership with the available tools to gather the information to formulate a plan for the future.

- *Form a committee*
- *Survey the membership with online and hard copy questionnaires, emails*
- *Keep the blog active for membership use.*
- *Review conference evaluations*
- *Don't give up.*

Angela's idea is to use the blog and post a weekly question or discussion prompt, which people (meaning the board and the membership both) could answer in the comments. We could send periodic messages to the Para membership reminding them to visit the blog and participate. The full list of prompts (or any other questionnaire we devise) could be included in the next Keynote, as well. (QUESTION: Are there any Para members at present who do NOT have email? Do we need to send paper copies?)

After prompts are posted to the blog, the board would review the comments and synthesize the input into revised goals, new mission and vision statements, and a plan of action.

Prompts could include things like:

- The mission of the Paraprofessional Section is/should be . . .
- My vision for the Paraprofessional Section in five years is . . .
- I benefit from membership in the Para Section because . . .
- The Paras could improve by . . .
- The Paras ought to try . . .
- The Paras are too . . .
- One thing I love about the Para Section is . . .
- I joined the Paras because . . .

If we keep it to eight prompts, then we could post one question on each Monday throughout January and February to collect input. Then at our next board meeting, we could discuss what to do with the input.

Janet reminded us that we do have a current mission statement so Angela said she would include that. It was agreed that anonymous comments could be posted but the blog should be set so comments would be posted only after approval from a blog administrator or editor to screen out "spam". Board members would check comments and then post.

c. Flickr

Martha will set up the Flickr account and all board members will have the account login and password so they can post pictures. Links will be on the website and blog.

VI. Next Meeting Date

Evis will host the next meeting in Plattsmouth on February 5th at 10:00 AM. February 12th will be the alternate "snow" date. Board members were asked to send their cell phone numbers to Angela for "emergency" contact. Angela will send her number to the board via e-mail.

VII. Adjournment

Meeting was adjourned at 1:12 PM

Report from the Chair of the Paraprofessional Section
For the NLA Board Meeting
Dec. 4, 2009

New officers were installed at the Fall General Meeting on Oct. 30:

Chair: Angela Kroeger

Vice-Chair/Chair-Elect: Marguerite Miller

Terri Johnson continues to serve as Secretary/Treasurer for the second half of her two-year term.

The Paras sponsored four sessions at the 2009 NLA/NEMA Fall Conference. Our attendance counts were as follows: Sally Snyder's One Book For Nebraska Kids: 62 attendees, Nora Hillyer's Online Reference Question Protocol: 45, Greg Sunderman's Creating Video Tutorials Using Screen-Recorders: 46, and Marcia Stewart's Genealogy in the Public Library: 34

The Para's Fall/Halloween-themed scavenger hunt gave 20 prizes of \$20 cash each. After three years of hosting scavenger hunts, the Paras are taking time off to allow other sections and round tables the opportunity to try their own scavenger hunt or other event for 2010 Fall Conference.

The 2009 Para Spring Meeting was the final meeting using the NET broadcast facilities, which had in previous years been paid for with grant money. In the absence of that funding, and in order to continue to provide access to our spring meeting to paras in remote parts of the state, we will use NLC's facilities and their GoToMeeting software. We have permission from Rod Wagner and Devra Dragos to use GoToMeeting so long as it does not conflict with NCompass Live. The 2010 Spring Meeting is scheduled for March 18, when Michael Sauers, Greg Sunderman, and Becky Pasco will speak on the theme Information, Education, and Motivation @ Your Library.

The Paraprofessional of the Year for 2009 is Jennifer Wrampe of the Nebraska Library Commission.

Evis Zamora was granted a Para Board Award in the form of a scholarship to cover her NLA membership, which will allow her to continue serving on the Para Board as the chair of the Bylaws Committee.

The Paras plan to pursue strategic planning during the upcoming year, in tandem with NLA's strategic planning initiative.

Respectfully submitted,
Angela Kroeger, Chair
Paraprofessional Section

Paraprofessional Budget Report 12/07/09						
	2008 Actual	2009 Projected	2009 YTD	Percentage of Projected Budget	% 2009/2008	
Training						2009 notes
Spring Meeting						
Speaker fees/thank you	\$146.76	\$140.00	\$108.40	77%	74%	3 -BN gift cards & mileage
Site fees						
Lincoln	\$535.00	\$683.70	\$680.52	100%	127%	
Parking		\$0.00				
Omaha		\$0.00				
Sidney		\$0.00				
Postage & Copies	\$52.55	\$75.00	\$18.45	25%	35%	
Refreshments						
Lincoln	\$22.55	\$40.00	\$21.51	54%	95%	
Omaha		\$10.00				Included in lunch expenses
Lunch						
Lincoln	\$131.52	\$130.00	\$50.00	38%	38%	lunch discount for late delivery
Omaha	\$31.90	\$35.00	\$39.98	114%	125%	
Misc.		\$15.00			0%	
Total Spring Meeting Budget	\$920.28	\$1,128.70	\$918.86			
Fall Conference						
Speaker mileage & thank yous	\$217.20	\$200.00	\$217.20	109%	100%	
Copies						
Raffle expenses	\$63.90	\$75.00	\$74.90	100%	117%	MP3 player with accessories
Scavenger Hunt expenses	\$234.34	\$300.00	\$422.88	141%	180%	includes prizes, printing & some items
Registrations-Officers	\$145.00	\$216.00		0%	0%	
Misc. Booth expenses			\$22.31			candy, gift bags, basket
Scholarships						
'09 Conference	\$50.00	\$200.00	\$150.00	75%	300%	
Spring Meeting	\$30.00	\$40.00		0%	0%	1-\$10 to Janice Olberding, Fairbury PL
Leg Day '09		\$30.00	\$0.00	0%	0%	
Para section adds		\$50.00		0%		
Paraprofessional of the Year	\$50.00	\$100.00	\$50.00	50%	100%	cash award/no membership fee needed
Board Award	\$35.00	\$50.00	\$40.00	80%	114%	2010 NLA and Para section membership
Promotion						
Keynote: Spring		\$10.00	\$0.00	0%		
Fall		\$10.00		0%		
Publicity-mailings, pens, pins, etc.	\$3.62	\$100.00		47%	8%	
Pens	\$239.04					
T-shirts	\$349.53		\$6.55			sales tax on t-shirts sold in 2008
Photos and Scrapbook			\$21.23			
Bookmarks			\$19.70			
General Expenses						
Mileage		\$100.00	\$391.60	392%		board members/1 mtg/year
Miscellaneous	\$69.01	\$50.00		34%	24%	
Postage			\$16.80			40 Forever 1st Class Stamps
TOTAL Expenses	\$2,406.92	\$2,659.70	\$2,352.03	88%	98%	
Projected Income						
Beginning Cash balance	\$587.40	\$344.21	\$344.21	100%	59%	
Grants/Other funding	\$535.00	\$684.00	\$680.52	99%		NLC letter of intent funds
Spring Mtg. Registrations	\$460.00	\$500.00	\$460.00	92%	100%	
Membership Dues	\$634.50	\$600.00	\$648.00	108%		
Raffle tickets	\$223.00	\$200.00	\$200.00	100%		
Scavenger Hunt donations	\$225.00	\$200.00	\$455.00	228%		SCYP \$50, 2008/ TSRT, NEMA, S & I, ITART, C & U, and PLTS for 2009 - \$405
Tshirt sales	\$86.00		\$14.00			includes \$0.92 sales tax
Miscellaneous/ Donations			\$35.00			PLTS donation for co-sponsored session
Interest	\$0.23	\$1.00	\$0.28	28%		
TOTAL Income	\$2,751.13	\$2,529.21	\$2,837.01	112%	103%	
		End Balance				
Bank Account Balance:		\$484.98				