

Paraprofessional Section Board Meeting Minutes  
December 5, 2008/10:30 AM  
Sump Memorial Library, Papillion, NE

## **I. Call to Order-Mary Gubbels**

Attendance:    Attending: Janet, Angela, Jennifer, Jenni, Terri, Martha, Mary  
                  Absent: La Raine

Approval of Agenda: Janet first motioned for approval and then remembered the bylaw change that only elected board members can now make motions and vote. Jenni motioned for approval, Angela seconded. Motion carried.

Approval of Minutes from Fall General Meeting: Reminder that the Fall General meeting minutes would be approved at the Spring Meeting. The 8/27/2008 board meeting minutes required approval at this meeting. Angela motioned for approval and Terri seconded. Motion carried.

## **II. Officer Reports**

### **a. Chair**

Mary attended the NLA board meeting on 11/21/08. Her report (attached) was sent to PARA board members via e-mail, following an e-mail discussion of Section Goals that she was asked to submit to the NLA board. Future NLA board meetings will be held on 1/16/09, 3/27/09, and then 6/19/09 and 9/18/09, both in La Vista. She suggested it would be a good idea to have our meetings ahead of these meetings.

### **b. Vice-Chair/Chair Elect**

Angela confirmed some of her duties. She is responsible for Fall Conference programs and is a member of the NLA Continuing Education Committee as are all section Vice-chairs. She needs to contact Scott Childers, NLA Vice-chair about that committee. A discussion followed about ways to solicit fall program ideas. It was decided that Angela should send out e-mails to NLA-all asking for ideas. The TSRT section has a blog so Angela will consider doing that for our section. Martha suggested using a WIKI instead. Angela will decide which one she will use.

Jenni suggested that we send an e-mail to library directors to encourage them to have their paras join our section. The e-mail could include advantages of joining the section such as scholarships. Janet said she could send it from the NLC. Mary said she would write an e-mail for this. Jenni said we can use MemberClicks to narrow down our e-mails to just para section members, or directors, in this case.

### **c. Secretary**

It was noted that the secretary should compile e-mail discussions and decisions carried on between meetings and report at the meetings. No report was made at this time since e-mail discussion after the fall meeting concerned the spring meeting program and section goals which are later on the agenda. E-mails are archived at NLC since Janet is on the board and at NLC. No decision was made on the question of whether they should be archived elsewhere.

There was a short discussion about the Legacy Fund as it related to future funding for some section programming. NLC has helped with some funding in the past. Janet will ask for clarification of what the Legacy Fund can be used for. Jenni didn't think it could be used for spring meetings, but has been used for Fall Conference programs such as assisting with the keynote speakers for the 2008 conference. The para section has received funds from NLC for spring meetings for about 7 years, but the funds are not guaranteed. We may need to look for funding partners. Martha will write a letter of intent to Rod Wagner at NLC soon after she gets the cost from NET for the teleconference.

d. Treasurer

Jenni submitted her report (attached). She will submit the final report and turn remaining treasurer materials over to Terri in January. Terri will be responsible for creating a suggested 2009 budget. Funding comes in 2 quarterly disbursements with the next disbursement in April. Jenni noted that the SCYP donation for the scavenger hunt hasn't come in yet. Current end balance is \$344.17. There are about 20 para t-shirts remaining.

### III. Committee Reports

a. Bylaws

Angela noted that there have been several revisions in the bylaws in the last few years. We need a new bylaws chairperson. Janet suggested asking the people who ran for officer positions but weren't elected to serve in committee positions. These were Evis Zamora and Sue Biltoft. Kay Kloppenborg, RVLS administrative assistant was also suggested.

b. Citations & Publicity

Jennifer will continue as committee chair. She has pictures from fall conference.

c. Membership-no report

Karen Frank is current chair. (E-mail from Karen was received after our meeting; notifying the board that she was no longer in the Para section so we would need to find a new chair)

d. Newsletter & Web

Jan. 25<sup>th</sup> is the deadline for articles for the Feb. 1<sup>st</sup> Winter/Spring newsletter.

Janet will include:

- Minutes from Fall General Meeting already in Archive
- Notice of Para Spring Meeting and advertise other spring meetings
- Advertise National Library Workers Day in April  
<http://www.ala-apa.org/about/nlwd.html>
- Advertise 2009 NLA conference date and place
- Advertise upcoming Scholarships (Legislative Day) & any scholarship winners not previously reported in *Keynote*

She is requesting:

- Remarks from Chair (**Mary**)
- Remarks on the previous NLA conference (our session, attendance) or End of the year report or general comments from chair or past chair
- Fall Raffle basket (I-pod) winner and winners of Scavenger Hunt (**Jennifer**)
- Advertise for Para of the Year & thanks to out-going board members (**Jennifer**)
- Biographical information on new officers-Angela and Terri (**Terri only**)

- Advertise pictures from Fall meeting (Jennifer)

Jenni noted that Legislative Day is February 10<sup>th</sup>. Janet is busy updating the website, checking for needed date changes. We had a “working lunch”, of soup, crackers and cheese provided by Mary. After receiving compliments, Mary shared that she used Bear Creek brand soup mix, one each of Cheesy Potato and Potato soup, substituting one can of evaporated milk for some of the water.

#### IV. Old business

##### a. Spring Meeting Session Planning

Martha initiated an e-mail board discussion 10/20/08 for speaker ideas to match our theme, “Celebrating Paras Past, Present, and Future.” She reported that we have 3 speakers committed.

##### 1. Past-Laureen Riedesel, Beatrice Public Library

Terri shared Laureen’s e-mail of suggested topics. After general consensus, Terri will contact Laureen and accept her offer to talk about Carnegie libraries. *Carnegie-related topics that include they why of Andrew Carnegie's gifts to libraries, the commitment required by the community (yes, there was one. The buildings weren't entirely free) and how that affected the future of public libraries, the design of Carnegie buildings (another factor that certainly affected library futures) and the fate of Carnegie buildings today(E-mail from Laureen)*; Martha will then contact her.

##### 2. Present- Siobhan Champ-Blackwell, Creighton University Health Sciences Library

“Connecting with Your Community” -*talking about how to work with cbos and academic institutions to bring programs like Getting your Flu Shot, or setting up a book club around nutrition and exercise, as a way to connect with a great need all communities have - health information access that can be trusted. (E-mail from Siobhan)*

##### 3. Future-Christa Burns, NLC

Michael Sauers suggested Christa after he was contacted and unavailable to speak. Martha contacted Christa and she agreed to speak.

Martha will contact all the speakers to firm up the titles of their presentations and find out any needs such as mileage. Terri will get gift cards for the speakers. Lunch is provided for the speakers. Martha said they have the Omaha site confirmed (80<sup>th</sup> & West Center). Discussion followed about simplifying registration for the spring meeting and raising fees, and separating fee for lunch from registration fees and not differentiating between NLA and non-NLA non-Para members. The following fees were proposed:

Para Member Registration (all sites):	\$10.00
Non-Para member Registration (all sites):	\$15.00
Lunch (Lincoln/Omaha sites):	\$ 5.00

Jenni motioned for approval of the new fees and Angela seconded. Motion carried. Three C.E. credits are available for spring meeting attendees. Discussion followed about using printed or online handouts, using paper evaluations or Survey Monkey, whether Martha or treasurer should receive registrations, using online registration and scholarships. Janet proposed including mileage in scholarship awards. It was decided to try using two-sided half-sheet paper evaluations this year and possibly try Survey Monkey for another survey before using it for a meeting evaluation. Martha will contact the presenters about handout options. Martha will continue to receive registrations so she can cancel unneeded sites in a timely manner. Janet will create an online registration form and a

PDF form. No decision on number of scholarships was made. It was suggested that a line about "limited scholarships available" be added to the registration form.

#### **V. New Business**

There was general agreement to discuss the Action Plan for Section Goals for the future from the NLA report at the next meeting or via E-mail. Goals listed below were sent to board via E-mail:

##### **Paraprofessional Section Goals 2009**

##### **I. Increase Section Membership Involvement**

Recruit committee members from the existing membership.

Recruit a non-member.

Find out what their interests are.

"Share the joy"

##### **II. Promotion**

Monthly electronic 'postcards'.

Advertise upcoming events.

Generate excitement.

##### **III. Gain new members—**

Result of I. & II.

Jennifer reported that no scholarships for Legislative day were given in 2008 and 2 were awarded in 2007. Janet suggested we offer limited scholarships and decide later on the number of scholarships based on the number of scholarship applicants.

#### **VI. Next Meeting Date**

Tentative date will be February 6, 2009. No location was set.

#### **VII. Adjournment**

Mary adjourned the meeting at 1:55 PM.

*(Mary's Report to NLA Board Meeting)*  
Paraprofessional Section  
2008 Report  
November 17, 2008

The Paraprofessional Section bylaws were amended to be in-line with the NLA bylaws. The changes include, removing the specific requirements for scholarships and restricting Executive Board votes to elected members of the board. Both were passed with the addition of a 'friendly amendment' to Executive Board votes to clarify a tie-breaker procedure.

New officers were installed at the NLA Conference 2008 Fall Meeting.

Chair-Mary Gubbels  
Vice-Chair/Chair Elect-Angela Kroeger  
Secretary/Treasurer-Terri Johnson

The Paraprofessional Section sponsored six conference sessions. The panel discussion, Dewey or Don't We? had 94 attendees, Holding it all Together-22, FOLUSA-16, Sum of Its Parts-21, STAR Reference-6, and Celebrating Paras-11. The Silver Scavenger Hunt celebrated the 25<sup>th</sup> Anniversary of the Paraprofessional Section with a hunt for all things silver hidden in plain sight.

The Paraprofessional Spring Meeting is scheduled for March 18, 2009 and the theme is Celebrating Paras Past, Present and Future.

In 2009, the Paraprofessional Section will work to increase the involvement of their membership in the administration and future of this section. Active members will contact and foster relationships with inactive members to garner participation in planning activities important to the membership and service on committees or the board.

This spotlight will shine towards a second goal to increase membership in the section.

Respectfully submitted by

Mary P. Gubbels, Chair  
Paraprofessional Section

Paraprofessional Budget Report 10-20-08						Notes
	2007 Actual	2008 Projected	2008 YTD	Percentage	% 2008/2007	
<b>Training</b>						
Spring Meeting						
Speaker fees/thank you	\$105.07	\$140.00	\$146.76	105%	140%	4-\$20 g.c + 1 mileage payout
Site fees						
Lincoln	\$605.62	\$650.00	\$535.00	82%	88%	discount for sound/picture problems
Parking		\$0.00				
Omaha	n/a	\$0.00				
Sidney	n/a	\$0.00				
Postage & Copies	\$54.20	\$75.00	\$52.55	70%	97%	
Refreshments						
Lincoln	\$39.96	\$40.00	\$22.55	56%	56%	
Omaha		\$10.00				
Lunch						
Lincoln	\$120.46	\$130.00	\$131.52	101%	109%	
Omaha	\$27.39	\$35.00	\$31.90	91%	116%	
Misc.	\$10.10	\$15.00		0%	0%	
<b>Total Spring Meeting Budget</b>	<b>\$962.80</b>	<b>\$1,095.00</b>	<b>\$920.28</b>			
<b>Fall Conf.</b>						
Workshops	\$60.00	\$150.00	\$217.20	145%	362%	g.c.s for presenters & refreshments for 25th session
Raffle expenses	\$57.98	\$75.00	\$63.90	85%	110%	
Scavenger Hunt expenses	\$427.81	\$300.00	\$234.34	78%	55%	
Registrations-Chair & Vice Chair	\$216.00	\$216.00	\$145.00	67%	67%	Cihak registration
<b>Scholarships</b>						
'08 Conference	\$100.00	\$200.00	\$50.00	25%	50%	
Spring Meeting		\$36.00	\$30.00	83%		
Leg Day '07	\$32.00	\$34.00		0%	0%	
Para section adds	\$10.00	\$50.00		0%	0%	
Paraprofessional of the Year	\$100.00	\$100.00	\$50.00	50%	50%	
Board Award			\$35.00			
<b>Promotion</b>						
Keynote: Spring	\$38.04	\$10.00		0%	0%	
Fall	\$4.80	\$10.00		0%	0%	
Publicity-mailings, pens, pins, etc.		\$300.00	\$3.62	1%		mailing DVD, Tshirt
Pens			\$239.04			
T-shirts			\$349.53			\$13.55 mailing Tshirts
Mileage						
Miscellaneous	\$6.82	\$50.00	\$69.01	138%	1012%	film developed;\$49.49 supplies-scrapbooking
<b>TOTAL Expenses</b>	<b>\$2,016.25</b>	<b>\$2,626.00</b>	<b>\$2,406.92</b>	<b>92%</b>	<b>119%</b>	
<b>Projected Income</b>						
Beginning Cash balance	\$550.36	\$2,603.65	\$587.40	23%	107%	
Grants/Other funding	\$605.62	\$650.00	\$535.00	82%		NLC letter of intent funds
Spring Mtg. Registrations	\$521.00	\$500.00	\$460.00	92%	88%	
Membership Dues	\$616.50	\$550.00	\$634.50	115%		1st distribution early
Raffle tickets	\$109.08	\$200.00	\$223.00	112%		
Workshops						
Scavenger Hunt donations	\$200.00	\$200.00	\$225.00	113%		NEMA, TSRT, PLTS; SCYP donation still coming
Tshirt sales			\$86.00			
Miscellaneous/ Donations						
Interest	\$1.09	\$1.00	\$0.19	19%		
<b>TOTAL Income</b>	<b>\$4,705</b>	<b>\$4,704.65</b>	<b>\$2,751.09</b>	<b>58%</b>	<b>58%</b>	
		End Balance				
<b>Bank Account Balance:</b>		<b>\$344.17</b>				