

Paralibrarian Board Meeting: approved 3/6/24

Monday, January 8, 2024

Hooksett Public Library, 1:00 p.m.

Hybrid Meeting

Attending in person: President: Julie Spokane, Amherst Public Library, *Treasurer:* Pam MacDonald, Amherst Public Library, *Education Chair:* Hope Garner, Griffin Free Public Library, *Vice-President:* Katie Ondre, Wadleigh Memorial Library, *Review Committee Member:* Anne Meyers, Philbrick James Library, *Inter-State Reciprocity Chair:* Heather Rainier, Hooksett Public Library, *Past President and Mini-Conference Chair:* Cyndi Burnham, Goffstown Public Library

Attending via Zoom: Director Liaison: Rubi Simon, Howe Library, *Education Committee Member:* Carrie Loring, Rodgers Memorial Library, *Member at Large:* Mary Ann Shea, Wadleigh Memorial Library, *Review Committee board member:* Cheryl Ingerson, Elkins Public Library, *Review Committee board member:* Edmund Lowe, Nashua Public Library, *Review Chair:* Carla Ferreira, Bedford Public Library (joined at 1:48)

Meeting called to order at 1:05 p.m.

Notes

- Newsletter was sent out despite issues with Wild Apricot
- We are still looking for someone to fill the following roles:
 - Secretary
 - Membership
 - Newsletter: Combine membership and newsletter into one role?

President's Report

- NHLA is in the process of updating the social media policy as it hasn't been updated since 2016.
- They are also in the process of reviewing bylaws for consistency, found a couple?
Example: Board meeting should be quarterly, while we do bi-monthly.
- Nominations for board members has been a struggle, and NHLA is aware.

Treasurer's Report

We are doing well. We have enough money to fund the bags (which have been ordered), and the mini-conference

Membership

Waiting for renewal numbers

Webmaster

Amanda not present but has updated everything she has been given. Need to update board member contact information. Katie will update the list and send to Amanda to update the website

Mini-conference committee:

- Still looking for help with speaker suggestions. Rubi suggests Laura Rice from Clif and Anne seconds as an inspiring speaker and great to work with. Rubi will reach out.
- NHLA wants all contracts through them.
- There is a box of stuff (invites, decorations etc) from the last conference that was kept at HPL, Heather will look to see if it is still there.
- Cyndi, Pam, and Anne will get together to talk about the conference.

Education Committee:

- It took a while, but certifications for Fall classes have been sent out. Carrie will be helping with that going forward Hope will do the upfront work and Carrie will do the back-end work.
- Three classes for the Spring:
 - Linda for a cataloging class
 - Sarah for copy cataloging and/or general tech classes
 - Nick with a book repair class.
- Preparing your paraprofessional application workshop scheduled for February 13 with Julie and Hope, or Carla., registration is open.
- Surveys have shown that people are looking for Advanced Canva, Advanced book repair.
- We still need an administration class, Mindy had said yes, maybe in the past. Hope will follow up

Review Committee

- Carla says there have been many questions, so there is interest, but no new applications yet
- Julie asks: If someone worked at a library out of state, would that experience count towards certification? Carla says yes and everyone else agrees.

New Business:

- Meeting Dates: Heather says surveys say that the first or third Wednesday mornings would have the least amount of conflicts
- Are committee members required to attend every meeting? Attending at least two meetings to stay connected with the board should be manageable (including Zoom) Carrie and Edmund both agree that would work for them.

- 2024 meeting dates: (all meetings are at 9:30 and at Hooksett Public Library)
 - March 6
 - May 5
 - July 17
 - September 4
 - November 6
- Reminder that NHLA will be requesting budgets in March/ April
- Bags will be given out on a rolling basis
- Heather, Julie, or Cyndi will reach out to the MA paraprofessional board to invite them to the conference and possibly schedule something with them

Meeting adjourned at 2:04p.m.

Respectfully submitted,
Katie Ondre

				BUDGET	
				VS.	
Budget 7/1/23-6/30/2024	Budget	Actual		ACTUAL	
Account Balance as of 7/1/2023		8480.62			
Income					
Certification Fees 10 @ \$	\$ 200.00				
July. Cert. Fee		\$40.00			
Aug. Cert. Fee					
Oct. Cert. Fee					
November Cert. Fee		\$20.00			
December Cert. Fee					
January Cert. Fee					
Total Certification Fees	\$ 200.00	\$60.00		\$ (140.00)	
Class Fees July					
Class Fees August		\$ 660.00			
Class Fees September		\$485.00			
Class Fees October		\$315.00			
Class Fees November		\$90.00			
Class Fees December					
Class Fees January					
Class Fees February					
Class Fees March					
Class Fees April					
Class Fees May					
Class Fees June					
Total Class Fees	\$ 1,800.00	\$1,550.00		\$ (250.00)	Budget = 6 Classes/20 attendees/@ \$15
Membership Dues - Jul		\$5.00			
Membership Dues - Aug		\$10.00			
Membership Dues - Sep		\$5.00			
Membership Dues - Oct					
Membership Dues - Nov					
Membership Dues - Dec					
Membership Dues - Jan					
Membership Dues - Feb					
Membership Dues - MAR					
Membership Dues - Apr					
Membership Dues - May					
Membership Dues - Jun					
Total Membership Dues	\$ 375.00	\$ 20.00		\$ (355.00)	Budget = 75 members @\$5
Mini-conference Fees	\$ 1,000.00			\$ (1,000.00)	Budget = 50 People X \$20
Interest (as of 9.30.2023)	0.00	\$ 0.38		\$ (0.38)	
Total Income	\$ 3,375.00	\$ 1,630.38		\$ (1,745.38)	
Expenses					
Training					
Sept/Oct/Nov	\$ (300.00)	(500.00)			
Mar/Apr/May	\$ (300.00)				
Total Training	\$ (600.00)	\$ (500.00)		\$ 100.00	
Mini-Conference Expenses	\$ (3,000.00)			\$ 3,000.00	
Catering					
Space Rental		\$ (275.00)			
Speaker					
Décor, awards, gifts, invites					
Bags					
Total Conference Expenses	\$ (3,000.00)	\$ (275.00)			
Other Costs:					
Certificates	\$ (100.00)				
Postage/Mailing Labels	\$ (50.00)				
Copying	\$ (25.00)				
Total Other Costs	\$ (175.00)	\$ -		\$ 175.00	
Total Expenses	\$ (3,775.00)	\$ (775.00)		\$ 275.00	
Net Income (Expense)	\$ (400.00)	\$ 855.38		\$ 1,255.38	
Account Balance as of 11/30/23		\$ 9,336.00			