Paralibrarian Board Meeting (Approved 4/12/19)
Friday, February 8, 2019 10:00 AM
Hooksett Public Library

Attending:

Call-ins:
Eileen Gilbert, Belmont Public Library. Sarah Cornell, Portsmouth Public Library.

Meeting called to order: 10:01 AM.

Approval of December 14 meeting minutes, Sarah Frost motioned, Julie 2nd, all approved.

● **President’s Report:**
  o Status of Memorandum of Understanding with Massachusetts Paralibrarian Section
    ▪ Has acquired all needed signatures from New Hampshire
    ▪ Will mail today to acting chair for MA: Ann Marie McGrath of Newburyport Public Library
  o Appointment of Membership Chair
    ▪ Paras Lisa had in mind have gotten back to her to say they do not have time to commit.
    ▪ Lisa will reach out to Adam and Marilyn for wild apricot log-in information
    ▪ Lisa appointed Sarah Cornell as Membership Chair.

● **Past President’s Report:**
  o Spring NHLA Conference Update
    ▪ Meeting today at 12:30
    ▪ Para on schedule for Friday, May 10, last slot of the day opposite Great Stone Face
    ▪ Supporting Paralibrarian Staff with Eileen Gilbert, Corinne Chronopoulos, and Sarah Cornell
    ▪ There are 6 open slots, looking for suggestions
      ▪ Julie suggests *Preparing your Paralibrarian Application*.
        ▪ There were 20 attendees at the last Spring conference
        ▪ She offers to present, and is already prepared

● **Treasurer’s Report:**
  o Haven’t spent any money
  o Two para applications fees were deposited, $50
  o Over $4000 in account
  o Have had $195 transactions for dues, from 38 members

● **Membership Chair’s Report:**
  o Lisa appointed Sarah Cornell as Membership Chair.
  o Request for position description:
The Membership Coordinator is part of the Paralibrarian Section Executive Board. The Membership Coordinator is an appointed position and shall serve at will with no set term length.

- Keeping current members informed of current and upcoming classes and events via email and other methods when appropriate
- Promoting the Paralibrarian section, including: its benefits, how to apply, advance, and generally promote the section where applicable
- Keep an accurate record of all current members
- Attend meetings in person or remotely

- Cyndi is considering co-chair position, to be revisited at next meeting
- Sarah’s first act as chair will be to send out a reminder to members to renew

**Education Chair’s Report:**

- Status of spring and early summer classes
  - Gail Zachariah from Keene Library will teach *Children’s Collection Development* in late May, at Keene Library
  - Someone from the Franklin Pierce Law School Library will teach *Copyright Basics*, somewhere in Concord, also in late May
  - Classes will go on website by the end of the month
  - Reminder that READS roundtable is on April 1, a discussion on the difference between policy and practice
  - Julie suggests Mike Sullivan to teach another class in April

- General Collection Development? Weeding, and what to do after?

- Continuing Education update
  - Wants to take core courses and offer them in a rotating basis around the state, Para will supplement around those classes
  - They have sent out an email with a call for instructors
  - They want to focus on 4 core subjects
    - [note from Lisa via request for instructors email: Technical services/cataloging, Reference, Public Service, and Admin]
  - Had a meeting Tuesday, they are planning to start slowly, and offer 1 class in each corner of the state over the next year
    - Cataloging and administration are first
      - Cataloging with Linda Kepner
      - Administration, there is a person interested
    - Start with South/North then move to East/West to offer the same classes

**Review Chair’s Report (in absentia):**

- New guidelines request that the applicant provide a description of the program from the hosting organization: How do we get organizations to make this information available?
  - Suggested to reach out to sections to create a page of descriptions for applicants to reference on nhlibrarians.org
  - Table further discussion until Heather is here to weigh in on what the review board needs.
    - Possibly discuss solution via Google Group Conversation.

**Additional Discussion:**

- Para Mini-Conference
  - A good boost for paras to help our numbers
• Cyndi has been in discussion with Karen Horn and Gerry Deyermond, from MA
  ● Karen will potentially teach *Professional Development and Self Directed Learning* at the conference
• Cyndi requests a list of current members to get an idea for the location of the conference
• Cyndi wants to start a committee and get started, to have the mini-conference by the end of the year
  ● Maybe Fall/ the third week of September?
  ● Friday evening or Saturday Morning
    ○ Friday nights might be a higher cost, but might be easier for paras to attend after 6pm
      ● Most libraries close by 6 on Fridays, and are open on Saturdays
      ● Paras are most likely to fill those closing/Saturday spots
• Lisa appoints Cyndi Burnham as Para Mini-Conference Planning Chair
  ● Julie volunteers as a member.
• Informal outline to be presented for the next meeting
  ● Would like to include an elegant certificate presentation ceremony
• **Next Meeting: Friday, April 12, 2019 - 10:00am - Hooksett Public Library**

Meeting adjourned at 10:45am