

Paralibrarian Board Meeting approved 5/1/2024

Wednesday, March 6, 2024

Hooksett Public Library, 9:30 a.m.

## Hybrid Meeting

*Attending in person: Past-President and Interstate Reciprocity Liaison: Heather Rainier, Hooksett Public Library, Review Chair: Carla Ferrera, Amherst Public Library, President: Julie Spokane, Amherst Public Library, Treasurer: Pam MacDonald, Amherst Public Library, Vice President: Katie Ondre, Wadleigh Memorial Library, Past-President & Mini-Conference Chair: Cyndi Burnham, Goffstown Public Library, Education Chair: Hope Garner, Retired, recently from Griffin Free Public Library, Review Committee Member: Anne Meyers, Philbrick-James Library, Member at Large: Mary Ann Shea, Wadleigh Memorial Library, Carrie Loring, Rodgers Memorial Library, Tanya Moesel, Rodgers Memorial Library*

*Attending via Zoom: Review Board Member: Lee Ann Chase, Hooksett Public Library, Member at Large: Mary Ann Shea, Wadleigh Memorial Library*

Meeting called to order at 9:30 am.

Minutes from the last meeting were voted and approved, Cyndi Burnham makes the motion, and Hope Garner seconds, approved unanimously

Presidents Report: Julie was not able to attend NHLA Executive board meeting, Katie and Heather were both there. *Meeting notes attached at the end.*

- Our certificates need to be signed by the Paralibrarian President, and the NHLA president.
- Asks for volunteers to help go through the bylaws and look for things that need to be changed/updated, preferably before the May meeting. Anne and Hope both volunteer, and Heather can also help if needed.
- Should we have a mini conference every year, or keep it as every other year? If only every other year, we should not put the conference in the budget for next year. Should we do something more informal in the years when we are not having a conference? Possibly a book club? Will be put on the May meeting agenda.

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### Treasurer Report:

- We are within budget for the mini conference and should be all set for that.

- Cost for classes is \$15 for Paralibrarian members, and \$25 for non-members, and have been seeing ½ and ½. Plugging membership at every class.
- Will take out mini conference in the budget but will add a small amount for other options. Cyndi suggests \$750

#### Membership:

- Julie and Pam ran a report, we have between 65-75 members
- Amanda can no longer be our webmaster, so we are looking for someone to fill that spot.

#### Education Chair's Report:

- We have people who are stepping up to present/ teach a class, and classes have filled up very quickly. The Tech Services class in Portsmouth needs a monitor as Hope cannot be there.
- Mindy is teaching a class in the fall and is asking to do it 2 times, one at the State Library, and one in a north country library.
- Merrily Samuels and Julie are working on an ILL class
- Speaking with READS on an Intro to Book Repair class.
- Will put together a list of classes with their proper category over the last two years to see which categories need more classes. A suggestion was made to add the category to the title for future classes
- Looking for a youth services class, Tanya said she could put one together.
- Carrie Loring is officially a board member and can vote at the meeting in May as today is her second meeting.

#### Review Chair's Report:

- 2 applications for approval: Carla at level 3 and Stephanie Scales at level 1. Motion to approve made by Cyndi, and Anne seconds it, Approved. *\*Note: Carla abstained from voting on her own application\**
- Thinking of adding a section about summarizing to the application as there have been some questions about it when applications are being submitted.
- Will reprint certificates with the correct signatures on them (NHLA president, and Paralibrarian President) and hold onto them for the conference but will send the tote bags with the letter.

#### Mini Conference

- The venue (Audubon Center in Concord), catering (Washington St. Cafe), and speakers (Mindy and Heather: "Libraries Are For Everyone: Accommodations in the Library for Increased Access") are all set
- Cyndi is checking if there are any nametag holders from NHLA as the mystery box from our last mini conference cannot be found.
- Vote on pricing: \$25 for Paralibrarian members and \$35 for non-members. Cyndi makes the motion, and Katie seconds it. Approved.

- The conference hours are 6-9 and we can get in there at 5 to start setting up. Just found out that linens are not provided so looking at rental places.
- Hope will set it up on Wild Apricot. Registration deadline will be April 1.
- Presentations: Julie will introduce the mission of the section. She will share that libraries are beginning to see the benefit of this avenue for Continuing Education for staff. Corrine Chronopoulos of Peterborough, and most recently, Denise Van Zanten (to name a few) are directors that have been particularly encouraging of their staff to participate
- Dinner: We wanted to run a slideshow of previous events and classes but are realizing we may have to let it go.
- The conference will be worth 4 points.
- Heather and Mindy's presentation will be next, then Carla will present certificates and recognition of past certificate holders. All certificate earners since the last conference will be invited up, then all certified paraprofessionals will stand up.
- Julie will send an invitation to state librarian Michael York, and NHLA president Deb Hoadley. Cyndi is reaching out to her trustees.
- We will have a table with past applications on display with permission.
- Reserve one spot at each table for a board member.
- Pam making centerpieces and there will be candy dishes with purple wrapped candy

#### New Business

- Please be thinking about recruiting. We still need a Secretary, Membership chair, and a webmaster.
- Take Danielle off board members list

Next meeting is Wednesday May 1 at 9:30 am at Hooksett Public Library

Meeting adjourned at 10:55 am.

Respectfully submitted,  
Katie Ondre

NHLA Executive Board Meeting 2/13/24 President's Report: Will be having a meeting with other state library associations presidents and the NELA president, hoping to have more collaboration throughout New England states and how NELA can support the state associations.

NHLA Conference Committee: Deb will be looking for either a chair or co-chair of the Conference Committee. The next Annual Conference will be held at Mill Falls, Meredith on April 17-18, 2025.

Strategic Plan: Found three themes from the surveys: Professional development, advocacy, Organizational Stability and Growth. NHLA Board will vote on the plan in April.

Sustainability Committee: Looking for help/suggestions. They are working on a Sustainability pledge for NHLA members to take when registering for a conference: [DRAFT: Sustainability Pledge](#)

We are also assembling a form for potential conference venues to fill out to determine what type of sustainable practices they provide. Venue responses are automatically entered into a google spreadsheet, so this resource will be available for planning conferences.

[NHLA Host Venue Sustainability Survey](#)

We would love to extend an invitation to other sections and committees to include their own questions on this form if desired.

The list was modified from the ALA version, which was extensive. Questions about it still being too exclusive for smaller places. Should it be narrowed down?

Scholarship: Currently have 2 scholarships, one is a grant, and one is a loan. Looking into turning the loan into a grant.

Reimbursement forms should be on the website, and the treasurer from each section should have copies. All contracts go through NHLA Treasurer ☺President.

Mindy and Denise were at the committee hearing for HB1308 which is regarding parental access to children's library records, including use of materials and services. An amendment was added to change it to printed materials and audio-visual (DVD's and CD's). A point was made that several libraries have no way of tracking everything as it is expensive. The bill was voted 13-2 ITL (Inexpedient to Legislate).

			BUDGET		
			VS.		
Budget 7/1/23-6/30/ Budget	Actual	ACTUAL			
Account Balance as of 7/1/2023	8480.62				
<b>Income</b>					
Certificati	\$ 200.00				
July. Cert. Fee	\$40.00				
Aug. Cert. Fee					
Oct. Cert. Fee					
November Cert. Fee	\$20.00				
December Cert. Fee					
January Cert. Fee					
<b>Total Cert</b>	<b>\$ 60.00</b>	<b>\$ (140.00)</b>			
<b>Class Fees</b>					
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		Budget =6 Classes/20 attendees/@ \$15			
<b>Total Clas</b>	<b>\$ 1,155.00</b>	<b>\$ (250.00)</b>			
<b>Membership Dues</b>					
Membership Dues -	\$5.00				
Membership Dues -	\$10.00				
Membership Dues -	\$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		Budget =75 members @\$5			
<b>Total Men</b>	<b>\$</b>	<b>\$ (355.00)</b>			
Mini-conf	\$ 1,000.00	\$ (1,000.00)	Budget = 50 People X \$25		
Interest	0.00	\$ 0.00	(0.38)		
<b>Total Income</b>	<b>\$ 3,160.00</b>	<b>\$ (1,745.38)</b>			
<b>Expenses</b>					
Training	Sept/Oct/ \$ (300.00)				
	Mar/Apr/ \$ (300.00)				
<b>Total Training</b>	<b>\$ (600.00)</b>	<b>\$ (500.00)</b>			
Mini-Conference Ex	\$ (3,000.00)	\$ 3,000.00			
Catering					
Space Rental	\$ (275.00)				
Speaker					
Décor, awards, gifts, invites					
Bags					
<b>Total Conference Ex</b>	<b>\$ (3,275.00)</b>	<b>\$ (275.00)</b>			
<b>Other Costs:</b>					
Certificate	\$ (100.00)				
Postage/	\$ (50.00)				
Copying	\$ (25.00)				
<b>Total Other Costs</b>	<b>\$ (175.00)</b>	<b>\$ 175.00</b>			
<b>Total Expenses</b>	<b>\$ (3,450.00)</b>	<b>\$ (725.00)</b>			
<b>Net Income (Expens</b>	<b>\$ (1,289.38)</b>	<b>\$ 1,255.38</b>			