

Paralibrarian Board Meeting (approved 3/8/22)

Friday, January 14, 2022, 10:00 am

Virtual Meeting

Attending via Go-to-Meeting:

InterState Reciprocity Liason & Past-President, Heather Rainier, Hooksett Public Library. President, Cyndi Burnham, Goffstown Public Library. Review Committee Chair, Lee Ann Chase, Hooksett Public Library. Education Chair, Eileen Gilbert, Belmont Public Library. Treasurer, Julie Spokane, Brookline Public Library. Membership Chair, Patrick Arnold, Derry Public Library. Hope Garner, Member-at-Large, Griffin Free Library, Auburn.

Minutes are taken from the recorded meeting, Tuesday, January 18, 2022.

Meeting called to order: 10:00 am.

- Approval of minutes
 - Friday, November 5, 2021 minutes, minor updates needed, vote tabled.
- President's report
 - NHLA Updates
 - A reminder that NHLA runs on a fiscal year and our membership dues are collected on a calendar year basis so there is a lag time before membership does appear in the budget.
 - Lisa Houde, Rye PL, is the incoming Vice-President
 - EDI (Equity, Diversity, and Inclusion), Sustainability, and Technical Services are now officially sections of NHLA.
 - 2022 NELA Fall Conference - Sections are expected to plan programs.
 - NHLA Representatives are: Deb Hoadley, Amber Coughlin, Corinne Chronopoulous, and Sandra VanderPloeg
 - Heather has not heard anything from the conference committee about program planning, yet.
 - 2023 NHLA Conference will be at Mills Falls in Meredith, NH.
 - NHLTA Conference in May - Should we have a table for the Paralibrarian section to educate trustees?
- Past President's report
 - Past President is Heather, currently
 - Status of incoming VP/President nominees
 - We have no one to step into President or Vice President at this point
 - Nominating committee status?
 - Libraries have a staffing shortage
 - Potential board members to reach out to (have attended at least one Para meeting):
 - Danielle Arpin, Pelham PL - Julie
 - Julie Cyr, Jaffrey PL - Julie
 - Cheryl Ingerson, Loudon - Lee Ann to check

- Lee Ann notes by email that Cheryl is no longer working in the library field
 - Sarah Rottger, Portsmouth - Heather
 - Carla Ferreira, Bedford - Cyndi
 - Ellen Neilley, Antrim - Cyndi
 - Jennifer Stover (Level 3), Merrimack - Heather
- **Secretary's Report**
 - Please approve changes updated guides for going into 2022
 - Documents were created for our first mini-conference. Julie proposes sending them as a contact list to those who register for the section. Patrick is on board with sending things out.
 - Cyndi proposes a Welcome Packet: highlighting classes, and recognition.
 - Cyndi will follow up about updating information. Julie and Patrick will coordinate sending it out.
 - Board Contact information (Attached at the end)
 - Section Guide (Attached at the end)
- **Treasurer's report**
 - We still have plenty of \$ available to us. Balance as of December 31 is \$6,448.47 after the expenses for the virtual Mini-Conference Parade.
 - Attached at the end
 - March, NHLA typically asks for the next year's budget. Julie proposes that she carry the budget forward as is, to plan for another mini-conference.
- **Webmaster's report**
 - Emailed files to be put up on google drive, so others would have access to them as needed.
 - Heather will check where the files are housed
 - Cyndi and Hope had trouble getting onto the Para drive section
 - The ideal would be to be able to ask them quickly. How do we do that?
 - NHLA vote end of December. The motion, "The NHLA hire Dale Dormody of Piper Mountain Webs to set up a new NH Libraries website, assist with moving what content can be salvaged and provide relevant training and content management going forward. Costs not to exceed \$3,000.
- **Education Chair's report**
 - Update on Spring Workshop schedule
 - We have a date for the Canva class, April 1st.
 - Workshop to prepare the application Thursday, February 10, 2022, from 1-3 pm.
 - Further classes?
 - Tap into Mark's past classes to get another class on the books.
 - May class?
 - Heather suggests Susan Brown for another Reference class

- Patrick spoke with her, and she is willing. Hope will reach out.
 - Maybe early June class? Reference interview class might not conflict with those who are running Summer Reading programs.
 - Alternatively, have 3 classes this Spring, hold Mark until the fall, and do 4 classes this fall.
 - Find out what Deb Dutcher has in her schedule so that we can cross-promote/collaborate
 - Eileen has had difficulty finding time to talk to potential teachers.
 - Has sent emails and made phone calls
 - Deborah Dutcher is the only response, she has a lot going on so she's unable to work with the Para librarians outside of her time. She is willing but within the framework of what she already has set up.
 - Julie suggests CC'ing Hope into the conversation to allow Hope to do some more of the legwork. As well as to train her to set up the WildApricot portion.
 - Eileen would like to move to a more consultancy and training role, given time constraints.
 - Julie proposes that Eileen steps down as Chair, and Hope to step up as Chair
 - Lisa Jose is the NHLA person to create a WildApricot login. Julie will reach out to her and confirm that Patrick, Julie, and Hope have Para section logins, and forward training materials to Hope.
 - Eileen and Hope will connect to work through how to set up classes for WildApricot.
 - Eileen to consider staying on as a Board Member-at-Large
 - Eileen will email the NHAIS list to introduce/endorse Hope. Patrick will forward this email to the Para section through WildApricot.
 - Most of the people Hope will need to contact would be on the NHAIS list
 - Krista is unable to commit to the committee at this point. Temporary or ongoing?
 - Cyndi proposes Heather introduce Hope around to other Section heads to start partnerships.
 - Heather suggests creating a list of all education opportunities for the state and sending it out, with our name on it.
 - Cyndi appoints Hope as Chair of the Education committee
- Review Chair's report
 - Lee Ann presents Glynis Hart from Wilmot Public Library to bring for a vote for level 1. Glynis is the new director of the Wilmont Library.

- Lee Ann had a nice letter from her board, supporting our program
 - Julie, Heather, Eileen, Patrick, Cyndi, and Hope vote yes. Unanimous approval.
 - Cyndi would like to see testimonies from current/past Para's be added to brochures that go out to encourage each other.
 - Hope points out that we should ask for permission before using it for advertising
 - Another form of advertisement would be to send out a reminder about deadlines for applications.
 - Next application date? No schedule yet
 - Because of preparing your application class in February, it would be nice to have a March or April due date.
 - Heather and Lee Ann will finalize the dates.
 - We don't have a website to post it to. We could include it into the welcome packet, as well as email blast it to Paras and the NHAIS list
 - Committee status?
 - Anne has left Hooksett and has moved to a new position, but we are unsure if she can commit on an ongoing basis to the committee
 - Julie may be able to serve on the committee temporarily to review applications
- **Membership Chair's report**
 - Should we be doing a newsletter? This is what is going on, these are open positions.
 - When Sarah was Membership Chair she had started that through WildApricot quarterly.
 - Upcoming classes, any major changes, board schedule to invite members.
 - Remind people we exist
 - Set up everything for April 1st, to send out blasts quarterly.
 - Patrick agrees to send out a quarterly email blast to the membership with a template. Various stakeholders to send him information the week before. Realistic goal.
 - Cyndi suggests March, to highlight the rest of the classes. 3 months after that, highlight open positions before nominations. 3 months after that, fall classes. 3 months after that, joining the section.
 - When advertising is the workshop, include mentors
 - When advertising the open positions, including all the things we do (conference, etc).
 - Keep it short, so that it's not overwhelming
 - Cyndi will coordinate with Patrick with her thoughts about the newsletter
 - Julie summarizes for Patrick
 - 3-month blast email
 - Coordinating renewal membership email and welcome packet mailer
 - Patrick apologizes for the delay in developing comfortable with WildApricot, but he is now comfortable with sending out emails now.
 - We have had new members join since his last email. Patrick will wait about a week and then send out another email about the workshop
 - Historically, we send out a blast and then a reminder

- Active membership last year was 64, this year is 63. Some have dropped off, but we have not had a dramatic decrease.
- **Mini-Conference Committee Chair's report**
 - How does that work if we want to continue?
 - Is there a conflict as being President? Cyndi is already the Chair, so continues.
 - 2021/2022 Recognition
 - Cyndi would like to have another similar social media parade or recognition
 - Cyndi would like suggestions for this year
 - 2023 Conference
 - In-person conference
 - The fiscal year is July 1, 2022 – June 30, 2023
 - Early summer/June 2023, outside with a pavilion?
- **New Business**
 - NHLTA - Table?
 - May 10, NHLTA yearly conference
 - What if we had a table at their conference, with copies of applications. Advocate to the trustees about our program.
 - Hope has been monitoring the conference, but so far just the date is available. We're not sure if it's in person or virtual yet.
 - This would be a good place to use our advocacy letters and get their support
 - Here's what it is, here's why it's important, and what it does for your library.
 - Some presentations are scheduled so far, but more than that is unclear
- **Old Business**
 - Advocacy
 - NHLA Paralibrarians Mission Statement (Hope)
 - First draft from a template.
 - Heather would like more time to digest. It's a good foundation.
 - Tabled for the next meeting. Cyndi would like everyone to make their notes and either send Hope comments or bring them to the next meeting. Would like to send it out in the March blast.
 - Advocacy for NHLA Paralibrarians to NHLTA (Hope)
 - Letter from Leigh Ann Hamel to NHLTA (Krista)
 - Discussion about 2022 meeting schedule (Cyndi)
- **Next Meeting Business**
 - Meeting timings
 - 6 meetings a year, with a schedule and advanced notice.
 - Fridays mornings at 10, on the 2nd Friday works for the majority.
 - 2nd Friday is READS and CHILIS meetings. Go-to-meeting cannot overlap.

- Friday doesn't work for Carla, and we want her to work with the board
- Cyndi will email the group this week to see what availability there is
 - Heather made a poll. Please fill this out:
https://doodle.com/poll/kpfm52zaq3yrd9mg?utm_source=poll&utm_medium=link
 - Check it twice if it's "yes if need be" such as not ideal, but doable.
 - Alternating meeting times for every other meeting is an option
- Adjourn
 - Cyndi wants to thank everyone for the last year's hard work and dedication.
 - *Meeting elapsed time 1:29:08*

(Tentative) March 11, 2022, 10 AM at Hooksett Public Library/Virtual

				BUDGET VS. ACTUAL			
Budget 7/1/21-6/30/2022		Budget	Actual				
Account Balance as of 7/1/21			6732.51				
Income							
Certification Fees 10 @ \$	\$ 200.00						
July. Cert. Fee							
Aug. Cert. Fee							
Oct. Cert. Fee							
November Cert. Fee							
December Cert. Fee			\$20.00				
January Cert. Fee							
Total Certification Fees	\$ 200.00	\$ 20.00	\$ 20.00	\$ (180.00)			
Class Fees July							
Class Fees August							
Class Fees September							
Class Fees October			\$15.00				
Class Fees November							
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	\$ 15.00	\$ 15.00	\$ (1,785.00)	Budget =6 Classes/20 attendees/@ \$15		
Membership Dues - Jul							
Membership Dues - Aug							
Membership Dues - Sep							
Membership Dues - Oct			\$5.00				
Membership Dues - Nov			\$5.00				
Membership Dues - Dec			\$30.00				
Membership Dues - Jan							
Membership Dues - Feb							
Membership Dues - MAR							
Membership Dues - Apr							
Membership Dues - May							
Membership Dues - Jun							
Total Membership Dues	\$ 375.00	\$ 40.00	\$ 40.00	\$ (335.00)	Budget =75 members @\$5		
Mini-conference Fees	\$ 1,000.00			\$ (1,000.00)	Budget = 50 People X \$25		
Interest (as of .)	0.00	\$ 0.34	\$ 0.34	\$ (0.34)			
Total Income	\$ 3,375.00	\$ 75.34	\$ 75.34	\$ (3,300.34)			
Expenses							
Training							
Sept/Oct/Nov	\$ (300.00)						
Mar/Apr/May	\$ (300.00)						
Total Training	\$ (600.00)	\$ -	\$ -	\$ 600.00			
Mini-Conference Expenses	\$ (2,500.00)			\$ 2,500.00			
Catering							
Space Rental							
Speaker							
Décor, awards, gifts, invites			\$ (359.38)				
Bags							
Total Conference Expenses	\$ (2,500.00)	\$ (359.38)	\$ (359.38)				
Other Costs:							
Certificates	\$ (100.00)						
Postage/Mailing Labels	\$ (50.00)						
Copying	\$ (25.00)						
Total Other Costs	\$ (175.00)	\$ -	\$ -	\$ 175.00			
Total Expenses	\$ (3,275.00)	\$ (359.38)	\$ (359.38)	\$ 775.00			
Net Income (Expense)	\$ 100.00	\$ (284.04)	\$ (284.04)	\$ (384.04)			
Account Balance as of 12/31/21			\$ 6,448.47				

NEW HAMPSHIRE PARALIBRARIANS (CERTIFIED LIBRARY PROFESSIONAL)

Mission

We are an all volunteer, non-profit organization interested in professional development for non MLS and MILS staff members.

What we believe

Library staff members want to be satisfied at work, to contribute to our communities, and to build confidence. Our goal is to make sure New Hampshire Library Staff Members have an opportunity for personal growth so we may better serve our communities.

Advocacy for career development

Libraries of the 21st century will require innovation in programming, updated technology, and librarians who are constantly learning to keep up with changing demands.

ADVOCACY FOR NHLA PARALIBRARIANS to NHLTA

“When companies offer training and education to their employees, they indicate that they value their people and the contributions they make. They also send a message that the organization values progress -- both in organizational achievements as well in the careers of its people. Naturally, this creates attachment, loyalty and enthusiasm among staff.” (Eric Feigenbaum, Houston Chronicle)

How much support do you give your employees in planning and developing their careers?

“You may think that’s an odd question to be asking – given the increasingly widespread view that the ‘job for life’ is long gone and traditional career paths are no more.”(Erika Lucas, Cezanne HR, 2019) Ms. Lucas believes companies “still have much to gain from supporting employees with their career development.” In her 2019 article for the Cezanne HR blog, Ms. Lucas highlights 5 major reasons why companies should take an active role in helping their employees develop their careers:

- It builds commitment and engagement
- It can uncover hidden potential
- It helps the business develop skills for the future
- It supports succession planning
- It helps to attract new talent

While these goals were recommended for the profit sector, we can still use this information for library employees. Staff members still want to be satisfied at work, to contribute to our communities, and to build confidence. Library Trustees want to attract top talent, to reduce turnover and to increase motivation and productivity.

The LinkedIn 2018 Workplace Learning Report showed that 94% of employees say they would stay at a company longer if it invested in their career development. With NHLA Paralibrarians, the financial investment is minimal. We run on the power of volunteers!

We are asking you to support your library staff in their goals of professional development through **NHLA Paralibrarians**. This can be different things for different libraries. For example:

- Allowing education sessions during work hours
- Time off to attend classes, conferences or webinars
- Encourage Library Directors to conduct career discussions with staff members
- See staff members’ application for other positions as a healthy sign of a dynamic workplace

Libraries of the 21st century will require innovation in programming, updated technology, and staff members who are constantly learning to keep up with changing demands.

“The library staff works daily to empower our patrons through increased knowledge and learning, why would we do any less for ourselves.”(Jami Carter, Director, Tooele City Library, UT, 2013)

Recognizing that continued education by staff is necessary for the continued success of our libraries, we must also recognize that not all library staff are able or willing to get a MLS or MLIS degree. Full time study is 1-2 years to complete and tuition ranges \$6,000- \$54,000 for online degrees. In contrast, the **NHLA Paralibrarian** program allows up to 3 years to complete each level of certification for a fee of \$30. If the next level application is submitted within the 3 year cycle, the application fee is waived. Small or large libraries can benefit from paralibrarians’ skill and knowledge.

Your **support** of professional development at your library will allow each library staff member to decide their own path to expanded knowledge and skills.

“It’s important to understand who is in your workforce, what they consider valuable and make that available to all in a flexible manner. Treat people as individuals and give them choices that resonate with their lifestyle and outlook. Personalizing the workforce experience will help improve morale.” (Anita Lettink, Linkin, 2019)

Thank you for your time.
NHLA Paralibrarian Board Members

Heather Rainier, Hooksett Public Library, hraier@hooksetlibrary.org
Cyndi Burnham, Goffstown Public Library, cyndib@goffstownlibrary.com
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NHLTA

1/9/2022

New Hampshire Library Association Paralibrarian Board,

I'm writing this letter in support of the Paralibrarian Certificate Program, and specifically in regards to how it compares to an advanced library degree in the public library environment. To support my argument, I'll be using the framework of this history of library education in the United States.

Formal library education started in 1887, with Melville Dewey (the complicated figure who gave us the Dewey Decimal System, ALA, and the first library school at Columbia University). In 1902, ALA was asked to review library training programs, which they did in 1903, but didn't formally recommend library schools. ALA continued to not take a stand on if library school was necessary to be a library professional, tensions continued to grow and in 1916 a schism formed. "The reluctance to endorse the library schools as the only appropriate form of library education led the library schools to create their own organization, the Association of American Library Schools, in 1916." (pg. 448) And yet, it was neither this falling out between ALA and Library Schools that created the MLIS as we know it today, it was an economist, hired by the Carnegie Corporation known as C.C. Williamson, who wrote the "Williamson Report" in 1923, which set in place some familiar aspects of current day library school (pg. 449-450)

- There is considerable inconsistency in entrance requirements. Library school should require a college education (or its equivalent) for entrance (point 5)
- Library programs should consist of two years of schooling. The first year should consist of a general program of study; the second year should be highly specialized. This will involve cooperative efforts with other local educational institutions (point 9)
- There is little incentive for librarians who are currently employed to seek continuing education. Continuing education at this point is centered on sub professional workers; this needs to be remedied by schools that direct their attention to the enrichment of professional education. Correspondence schools should be considered (point 10)
- There are no fixed standards of training for librarians. The setting of standards should begin with the profession, and once established should eventually be made part of the law. The American Library Association should create a system of voluntary certification of librarians regulated by a national certification board (point 11)
- The national certification board should also serve as an agency for accreditation of library schools (point 12)

Library School underwent another change in the 1950s when ALA started formally recognizing the master's degree as the gateway to declare yourself a librarian, specifically because they were concerned that non-formal education wasn't 'theoretical enough'. Which looking back with 21st century eyes feels very coded in classism, and casual racism.

Which is more or less where we are today. Library school has changed, and evolved of course, but maintaining that education requirement has been a factor in keeping librarianship an overwhelmingly white, and middle class profession, and keeping that class barrier up, in a profession that prides itself on breaking barriers down. Especially considering so many of the things that make a public library what we currently know it as, came from people who didn't have an MLIS. The example that comes to mind immediately is Anne Carroll Moore, who proposed and designed what would come to be the children's section of the library (before her children were barred from most libraries until ~14) (Miller, L).

Because of all of this, even though I have an MLIS, I fully support alternative forms of education for Public Library Professionals. And was extremely excited to see that New Hampshire had embraced the alternative path laid out in 1923, with 'equivalent education', and voluntary certification outside of library school. The MLIS is still a valuable degree, and a para-certificate is still a valuable certificate. These two realities can co-exist peacefully, and the fact that both of them exist as a way to enter this profession on the whole makes the profession stronger.

Kind Regards

Leigh Ann Hamel

Assistant Director of the Pelham Public Library

Works Cited

Miller, L. (2016, August 05). Anne Carroll Moore, the Librarian Who Changed Children's Literature Forever. Retrieved from <https://slate.com/culture/2016/08/anne-carroll-moore-the-new-york-librarian-who-changed-children-s-lit-forever.html>

Rubin, R. (2004). *Foundations of library and information science*. New York: Neal-Schuman.