

## Paralibrarian Board Meeting (Approved March 16, 2021)

*Ammended March 19, 2021*

Tuesday, January 19, 2021, 3:00 PM

Virtual Meeting

### Attending via Go-to-Meeting:

InterState Reciprocity Liason & Co-President, Heather Rainier, Hooksett Public Library. Co-President Cyndi Burnham, Goffstown Public Library. Past President, Lisa Cutter, Amherst Town Library. Review Committee Chair, Lee Ann Chase, Hooksett Public Library. Review Committee member, Anne Meyers, Hooksett Public Library. Education Chair, Eileen Gilbert, Belmont Public Library. Treasurer, Julie Spokane, Brookline Public Library. Secretary & Webmaster, Amanda Alwyn, Laconia Public Library.

*Guest Attendees:* Danielle Arpin, Pelham Public Library. Dawn Mazur, Derry Public Library. Krista Bordeleau, Pelham Public Library. Patrick Arnold, Derry Public Library. Ellen Neilley, J. A. Tuttle Library, Antrim.

### Meeting called to order: 3:05 pm

Approval of December 15 meeting minutes. Cyndi motions, Julie 2nds. All approved.

- **President's Report**
  - NHLA Updates:
    - Executive Board will next meet in February
    - No updates at this time.
      - One topic that may be discussed is the budget and membership impact from this past year.
  - Mass Paralibrarians
    - Reached out to colleagues regarding the NELA website, have not had a response.
      - RE: Paralibrarians not being a section of NELA, but to have information about our section there for people to be able to contact us
- **Past President's report**
  - Will revisit the nominating committee in the summer.
- **Secretary's report**
  - Created a list to track non-board members who have attended since the inception of the 'board members at large' role, will keep it updated.
    - "An appointed General Board Member becomes an active voting member of the Executive Board once appointed and after having attended two Paralibrarian Executive Board regular meetings." – board member description
    - Heather will reach out to the board members who have now attended two full meetings.
  - Updates to the official board members list
    - Add Cyndi as co-president
    - Update on: brochure, website board members contact page and add Cyndi's name as co-president in the sidebar.
  - Need 2021 dates for Application due, Review Committee meeting, Board Approval dates
    - 2 months before board meetings. The committee meets quarterly.

- Need packets to Lee Ann by Feb. 5th, May 7th, Aug. 6th, and Nov. 5th.
  - Review Committee meets March 5th, June 4th, Sept. 3rd, and Dec. 3rd.
  - Board approval as the Board meets. Board meetings every other month.
- **Treasurer's report**
  - See the budget statement, attached.
    - There have been some certification fees, but no classes were held to have class registration fees.
      - Very few renewals so far, five.
    - It is soon to be budget season at NHLA.
      - There has been nothing in the last fiscal year to influence any changes going forward.
- **Webmaster's report**
  - Old business
    - Blog post and Facebook post, posted for congratulating new certifications
    - Marina deleted our old website to avoid confusion
    - Uploaded the approved minutes, after email vote
    - Added new certification names to the running list on our website
  - New business
    - Will post the 2021 review board dates.
    - Will post updated brochure, update board role changes and add Cyndi's name as co-president to side-bar.
- **Membership Chair's report**
  - No current membership chair.
- **Education Chair's report**
  - Education Committee
    - There were no programs last year. Eileen would like to ask for help.
    - Eileen will meet with anyone interested in helping on the education committee
    - Contact Eileen to arrange a meeting, her email is on the website.
  - 2021 Virtual Programs
    - Would like to start with something small, or possibly get something recorded to share.
    - It looks like the remainder of this year's programming will need to be virtual.
    - We need a presenter that is relatively comfortable with an online platform, similar to our go-to-meeting setup.
  - Ideas?
    - Cyndi attended a webinar for "make and takes in the time of COVID" for all ages, it was recorded, and they have been given permission to share it. Can this be posted to the website?
    - Susan Brown from Derry gave an amazing reference interview presentation. Would they be willing to do another? With how reference has changed with COVID.
    - Cyndi's teen librarian is doing a podcast. And the Adult reference librarian is doing some great book talks for adults. Perhaps we could do something about how to stay connected?
  - Would we charge? Income versus promoting our section?
    - Most online webinars and courses have been free. We charge to guarantee a spot for attendance. That isn't necessary with a virtual format.

- We could offer a season for free.
      - Julie says our budget supports that.
      - If we use Zoom, we can provide the link to the session, we wouldn't need to provide a guarantee in the same way to incur costs.
      - It is also that we are working this out as we go
  - We could offer a live session with the opportunity for questions and then post a recording after.
    - It would depend on instructor preference.
  - Would any new members be willing to help Eileen get this going?
    - Heather asks Dawn and Patrick to chat with the Derry presenter to see if they are willing or able to teach.
  - Collaborate with sections to co-host in place of hosting our programs?
    - It is a good chance to spread awareness of our section by supporting and working with other sections.
    - READS' roundtables will be *What has changed for outreach and programming in COVID*.
    - EDI is asking for programming from sections
    - If we are not charging, it is a different level of support needed/expected from other sections
  - The education committee will report back in March
- Review Chair's report
  - No certifications to approve yet. 3 have just arrived.
  - Review Board calendar 2021 dates set
    - Need packets to Lee Ann by Feb. 5th, May 7th, Aug. 6th, and Nov. 5th.
    - Review Committee meets March 5th, June 4th, Sept. 3rd, and Dec. 3rd.
    - Board approval as the Board meets. Board meetings every other month.
- Additional discussion
  - Input form on NHLA website to suggest class topics
    - Amanda will add a button to the front page asking for class suggestions
    - It will email Eileen directly for now, with the potential to go to a committee general email in the future
  - If we have a recorded program to send out, we can include a form asking for more suggestions, and "please join our section" all in one.
    - This would typically be taken on by the membership chair
    - Julie and Eileen are still hopeful that the WildApricot training will still take place someday, and that we will also have a membership chair by then so that we can better communicate with the section-wide membership.
  - Open positions:
    - Membership Chair
    - General Board Member (4)
      - Heather will reach out to those who qualify by having attended 2 meetings to see if they are interested
  - Paralibrarian google group
    - When should we add interested parties to our list?
      - Historically it is only board members added to the list
      - It should therefore be after 2 full meetings
    - Do they need to be members of the Paralibrarian section?

- If they are board members
- Support for applicants through their application process
  - Mentors
    - We have a list of board members to contact on our website, but that is mainly used to ask questions.
  - Buddy system - fellow applicants?
    - We would have to facilitate for it to be useful since we don't know when people are actively working on their certifications.
    - Possibly we would need to create a registry of who would like a buddy, and then match people up from there
    - This task would naturally fall under a membership chair
- A virtual conference doesn't work for our intended goals
  - We can send out a gift to those who have earned their certificates but hold on to a conference until we can do it in person.
  - Cyndi will source gifts for different levels
    - The bags were a big hit for level ones
    - We have 4 bags left
      - Cyndi will reorder
    - We can then carry the gifts at each level over into the next in-person conference
  - Virtual classes are great, but the conference is about getting together to celebrate
- Social media post idea
  - If you want to take a picture of you with your certification, send us an email and we'll share each other's accomplishments in a Facebook post.
    - Group photos encouraged
    - Board members expected to participate
      - Photos are due by the next board meeting?
- When the brochure is updated, Amanda will email it to Lee Ann to include when sending out the bags/gifts

*Motion to adjourn. Cyndi motions. Lee Ann 2nds. All in favor. Meeting adjourned at 4:07 pm.*

**Next Meeting: Tuesday, March 16 at 3:30 pm via Go-To-Meeting**

RESPECTFULLY SUBMITTED BY AMANDA ALWYN ON JANUARY 22, 2021.

				BUDGET VS. ACTUAL		
<b>Budget 7/1/20-6/30/2021</b>		<b>Budget</b>	<b>Actual</b>			
Account Balance as of 7/1/20			6151.8			
<b>Income</b>						
<b>Certification Fees 10 @ \$</b>	<b>\$ 200.00</b>					
July. Cert. Fee			\$60.00			
Aug. Cert. Fee			\$60.00			
Oct. Cert. Fee			\$20.00			
November Cert. Fee			\$80.00			
January Cert. Fee						
<b>Total Certification Fees</b>	<b>\$ 200.00</b>		\$220.00	<b>\$ 20.00</b>		
Class Fees July						
Class Fees August						
Class Fees September						
Class Fees October						
Class Fees November						
Class Fees December						
Class Fees January						
Class Fees February						
Class Fees March						
Class Fees April						
Class Fees May						
Class Fees June						
<b>Total Class Fees</b>	<b>\$ 1,800.00</b>		\$0.00	<b>\$ (1,800.00)</b>	<b>Budget =6 Classes/20 attendees/@ \$15</b>	
Membership Dues - Jul						
Membership Dues - Aug						
Membership Dues - Sep						
Membership Dues - Oct			\$5.00			
Membership Dues - Nov			\$5.00			
Membership Dues - Dec			\$15.00			
Membership Dues - Jan						
Membership Dues - Feb						
Membership Dues - MAR						
Membership Dues - Apr						
Membership Dues - May						
Membership Dues - Jun						
<b>Total Membership Dues</b>	<b>\$ 375.00</b>		\$ 25.00	<b>\$ (350.00)</b>	<b>Budget =75 members @\$5</b>	
<b>Mini-conference Fees</b>	<b>\$ 1,000.00</b>			<b>\$ (1,000.00)</b>	<b>Budget = 50 People X \$25</b>	
<b>Interest (as of .)</b>	<b>0.00</b>		0.32	<b>\$ 0.32</b>		
<b>Total Income</b>	<b>\$ 3,375.00</b>		<b>\$ 245.32</b>	<b>\$ (3,129.68)</b>		
<b>Expenses</b>						
<b>Training</b>						
Sept/Oct/Nov	\$ (300.00)					
Mar/Apr/May	\$ (300.00)					
<b>Total Training</b>	<b>\$ (600.00)</b>		\$ -	<b>\$ 600.00</b>		
<b>Mini-Conference Expenses</b>	<b>\$ (2,500.00)</b>			<b>\$ 2,500.00</b>		
Catering						
Space Rental						
Speaker						
Décor, awards, gifts, invites						
Bags						
<b>Total Conference Expenses</b>	<b>\$ (2,500.00)</b>		\$ -			
<b>Other Costs:</b>						
Certificates	\$ (100.00)					
Postage/Mailing Labels	\$ (50.00)					
Copying	\$ (25.00)					
<b>Total Other Costs</b>	<b>\$ (175.00)</b>		\$ -	<b>\$ 175.00</b>		
<b>Total Expenses</b>	<b>\$ (3,275.00)</b>		\$ -	<b>\$ 775.00</b>		
<b>Net Income (Expense)</b>	<b>\$ 100.00</b>		<b>\$ 245.32</b>	<b>\$ 145.32</b>		
<b>Account Balance as of 10/31/20</b>			<b>\$ 6,397.12</b>			