

## Paralibrarian Board Meeting (approved 12/13/19)

Friday, October 11, 2019, 10:00 AM

*Modified 10/19/19*

Hooksett Public Library

### Attending:

Lisa Cutter, Amherst Town Library. Sarah Frost, Belmont Public Library. Heather Rainier, Hooksett Public Library. Lee Ann Chase, Hooksett Public Library. Eileen Gilbert, Belmont Public Library. Julie Spokane, Brookline Public Library. Amanda Alwyn, Laconia Public Library. Cyndi Burnham, Goffstown Public Library. Anne Meyers, Hooksett Public Library.

### Call-ins:

Sarah Cornell, Portsmouth Public Library.

Meeting called to order: 10:06 AM.

Approval of August 16 meeting minutes, Julie motioned, Sarah F. 2<sup>nd</sup>, all approved.

- Introduction:
  - Anne Meyers joined us from Hooksett Public Library.
- President's report:
  - Status of the Election
    - The ballot is up, the vote will close November 18.
    - Julie questions if there is a bylaw for not having a full slate of officers, are we able to stay a non-profit.
      - Eileen: READS has had trouble in years past and they didn't lose status as a section
      - Heather: We fall under NHLA, which they are the non-profit
      - Lisa will look into
    - Sarah F. notes that the bylaws state we have to give names to NHLA two weeks prior to their annual business meeting, on November 1. Through email, we have had a mixup and have noted close of the ballot to be November 18, and not October 18 as it should be.
    - Our nominee will be able to be present at our December board meeting.
    - As of 10/11, ballot results are as follows
      - 14 total votes
        - 6 total votes for 2019 Vice President / 2020 President-Elect
          - Amanda Alwyn
          - Mary Ann Shea - Milford
          - Kayleigh Mahan
          - Brittany Overton
          - Please write in a candidate
          - Past-presidents to share the role?
        - 13 total votes for 2020 Vice President/2021 President-Elect
          - Cyndi Burnham (Goffstown Public Library)
    - Discussion of how to proceed
      - Do we contact the names that were written in, to gauge their interest?

- Once contacted, do we contact the membership with these names, and ask for more votes.
  - Do we have an acting president with guidance and support from the board?
    - Heather puts her name in as interested in an acting presidential role.
  - What is the protocol for a new ballot?
  - If the position is not filled, can we appoint?
  - Can we submit a tie-breaker ballot?
- Eileen will investigate the membership status of the names submitted. Bylaws state that they must be a member of the section at the time of the ballot.
- Memorandum of Understanding with Mass. Paralibrarian Section Document
  - Lisa has received the document, but not the originals. We sent two copies to MA for signatures, they signed one copy and returned a copy to us.
  - Karen Horn has the original document.
  - Lisa will scan, and put on our drive account
  - Karen has offered to give us the original, but Lisa and Heather have decided that it is best to keep it at the MA archives
- NH/MA Certification Liaison: Description and Addition to Bylaws
  - Heather has submitted a description of her new position.
    - InterState Reciprocity Liaison, NH Paralibrarian Section
      - The Reciprocity Liaison is part of the Paralibrarian Section Executive Board. The Reciprocity Liaison is an appointed position and shall serve at will with no set term length. Responsibilities include:
        - Provide letters of New Hampshire's reciprocity to Paralibrarians in states of approved reciprocity upon request by the certificate holder.
        - Annual meeting with states we currently share reciprocity with to review changes in guidelines or challenges that may arise.
        - Act as liaison for potential states for future reciprocity
  - Lisa will add this new position to the bylaws. Article 5, Section 1.
    - Julie motions to amend the bylaws to include "InterState Reciprocity Liaison". Sarah F. 2nds, all approve.
    - For the next meeting, Lisa will look into who else we need to add to the bylaws, and rewrite them to include changes, to be voted on at the next meeting.
- 2020 Board Meeting Schedule
  - Unless specified, meetings will take place at the Hooksett Library at 10:00 am
    - Friday, February 14, 2020
    - Friday, April 10, 2020
    - Friday, June 12, 2020
    - Friday, August 14, 2020
    - Friday, October 9, 2020
    - Friday, December 11, 2020
- Updates from NHLA Executive Board
  - Lisa wasn't able to go to the NHLA meeting Tuesday

- From the August meeting:
        - Gave information for the 2020 census and the elections, and making sure visiting candidates are given library cards and to impress upon them the importance of libraries.
        - MacMillan audiobooks: talk of a boycott.
        - NHLA “advised” NH Downloadable to not buy MacMillan
- Past President’s report
  - Nothing new, aside from previously mentioned information related to Nominating Committee
- Treasurer’s report
  - See attached documents for account information, and mini-conference expenditures
  - Julie is working with Kim Gabert in Milford, she is still having trouble reconciling between Wildapricot and actual values
    - July, August, and September are not in agreement.
    - October statement isn’t in yet.
  - There is an NHLA bookkeeper, but no one seems to know who they are
    - Lisa says it’s an independent bookkeeper that NHLA hires. No one has a name other than “the bookkeeper”
    - Julie noted a combo payment which wasn’t separated so that we were transferred funds that should have gone to NHLA
    - Our bank statement reconciles to our spreadsheet, but can’t verify the actual transfers
  - Julie will continue to pursue
    - Board requests Julie to contact NHLA president Christine Friez in Portsmouth regarding bookkeeping status with NHLA.
    - Motion by Cyndi. 2<sup>nd</sup> by Lee Ann. All in favor.
  - Mini-conference:
    - 3 people are as yet unpaid
    - Didn’t charge Michael York or Lori Fisher
    - 2 people didn’t attend
- Membership Chair’s report
  - Sarah C. emailed her report
    - *Good morning! The meeting hasn't started yet according to GoToMeeting, so I'm assuming you're having trouble with calling in. I am going to bow out for today and get some phone calls taken care of!*
    - *I hope you are all well and I'm looking forward to reading the minutes... the only concrete thing I have to report is 95 members according to Wild Apricot.*
  - After the meeting, Sarah C. checked the membership status of the nominated names
    - *I just checked Wild Apricot for the write-ins and none of the 3 are current section members.*
      - *Mary Ann Shea – NHLA member, not a section member*
      - *Kayleigh Mahan – NHLA member, not a section member*
      - *Brittany Overton – NHLA member, not a section member*
- Education Chair’s report
  - There are 4 classes scheduled this fall
    - They are well attended
    - The most notable survey responses:

- They only want to drive an hour, but will make an exception for a particular topic
    - There is a list of suggestions, some of them have passed on to other sections
      - Eileen will send out a list of topics attendees listed on recent evaluations and will consider revisiting old topics we haven't done in a while (Reference Interview).
    - Would love to see more people at the volunteer information class, there are under 20
  - Can we live-stream and host?
  - If we open live-streaming up to registration, how do we charge?
    - What about the certificate of attendance? Get directors to verify?
  - Can we survey for best times and dates for our classes?
  - Is the interest out there to remotely attend?
    - Can we check into completely online, live classroom setting
      - Like Skype, or Zoom (used by homeschoolers)
      - Meet with Mark Glisson to discuss options for remote meetings/classes
  - Eileen will investigate one class with a small focus group in the spring – trial software and what works for Northern libraries
  - Eileen is going to another co-op on October 25
    - If anyone has a co-op to propose, please share.
    - Anyone can do a presentation
    - Reach out to Lori Fisher to collaborate with her about presenting our program on our behalf. She wants to advocate for us.
    - Lisa has sent Lori an invitation to our google group
  - Cyndi suggests an option: we do a full-day with two classes, or a day and a half with three, in the north.
    - It's a 3-hour drive in most cases, we could offer hotel and mileage to instructors
- READS - interest in co-sponsoring a Workshop for Admins Re: Benefits of Para Certification
  - We would need an instructor
  - We would need to convince admins of our mission – those that would come are already on board, we would need a hook for those who aren't yet convinced
  - Consensus, it's a good idea, but we're not ready yet
- NHLA Continuing Education Update
  - Currently in a holding pattern
- Review Chair's report
  - Pending certifications/Certification recommendations
    - We voted by email to approve the following applications:
      - Level 1
        - Aimee LaRue – Peterborough
        - Mary Hubbard – Peterborough
        - Stacey Desrosiers – Goffstown
      - Level 3
        - Cheryl Ingerson – Loudon Maxfield Library

- Lee Ann has two more that are being worked on
  - Review Schedule 2020
    - Posted on our website:

| Application due  | Review Committee meeting | Board Approval    |
|------------------|--------------------------|-------------------|
| February 3, 2020 | March 6, 2020            | April 10, 2020    |
| May 1, 2020      | June 5, 2020             | June 12, 2020     |
| August 1, 2019   | September 4, 2020        | October 9, 2020   |
| November 2, 2020 | December 4, 2020         | December 11, 2020 |

- Mini-Conference Chair report
  - It was a resounding success!
  - Julie has covered the money spent (see attached)
  - The survey has been created, Cyndi will check that it has been sent out.
  - Question: Do we want to do this annually?
    - If we do, do we want to hold certificates until the conference, while still sending out the letter as they earn it
    - Anyone who cannot attend will have theirs mailed after the conference
    - Should we consider another time of year since fall is busy with conferences
      - Late March for the next one?
      - How do we handle the extended time between conferences, if so?
- Additional discussion
  - What do we do about high school students pursuing their certification
    - Are there any legal issues for minors?
    - If the student is an employee of the library, and the library approves, and they're doing it of their free will
    - Tabled for discussion at the next meeting
  - We are the continuing education branch in NH at the moment
    - Do we want a committee to help Eileen?
      - Eileen is content at the moment, but maybe in the future
  - What is the status of our website being converted to a subpage?
    - Heather will contact Marina from NHLA
    - Our page needs to include the following:
      - Archive of class descriptions
        - Possibly some are on our google drive
      - List of all classes offered
        - We have 3 years worth with a title and location, no description
          - A description will be on the event page in wild apricot
      - Running list of certified paralibrarians
      - Board contact information
      - Downloadables: section guide
      - Conference details
    - Amanda volunteers to take on the role of webmaster
      - I will meet with Eileen about the role.
      - Heather needs to contact Marina about the subdomain first, and a new login
  - 2020 goals, tabled for further discussion at December's meeting
  - YALS conference has short sessions, only 1 is 45 minutes long, most are 20-30. How do we handle this?

- 1 point per 15 minutes
  - Tally of actual presentation time, and a summary that addresses each topic
- Notifying directors checkbox on form
  - In practice, we haven't been directly notifying directors
  - Do we take it off the form?
  - Do we initiate contacting directors?
    - Create a form letter to lessen the burden on the review board
- Adjourn
  - Request for a motion to adjourn by Sarah Frost at 11:50 am.
    - Motion by Cyndi, Julie 2<sup>nd</sup>. All agreed.

*Next Meeting: Friday, December 13, 2019 - 10:00 am - Hooksett Public Library*

Mini-Conference Financial Statement  
October 4, 2019

|                       | Budget       |  | ACTUAL                                     |  | Difference   |
|-----------------------|--------------|--|--|--|--------------|
| Income Collected*     | \$1,000.00   |  | \$765.00                                   |  | (\$235.00)   |
|                       |              |  | (39 paid attendees X \$20)Less \$15 refund |  |              |
| Expenses:             |              |  |  |  |              |
| Speaker               | \$300.00     |  | \$300.00                                   |  | \$0.00       |
| Facility              | \$800.00     |  | \$600.00                                   |  | (\$200.00)   |
| Caterer               | \$1,500.00   |  | \$866.38                                   |  | (\$633.62)   |
| Brochures and Invites | \$50.00      |  | \$17.25                                    |  | (\$32.75)    |
| Postage               |              |  | \$11.00                                    |  | \$11.00      |
| Water                 |              |  | \$5.98                                     |  | \$5.98       |
| Recognition           | \$500.00     |  | \$307.62                                   |  | (\$192.38)   |
| Decorations           | \$100.00     |  | 59.34                                      |  | (\$40.66)    |
| Lanyards              |              |  | \$13.99                                    |  | \$13.99      |
| Frames*               |              |  | \$23.98                                    |  | \$23.98      |
|                       |              |  |  |  |              |
|                       |              |  |  |  |              |
| Total Expenses        | \$3,250.00   |  | \$2,108.23                                 |  | (\$1,044.46) |
|                       |              |  |  |  |              |
| Loss                  | (\$2,250.00) |  | (\$1,343.23)                               |  | \$809.46     |

\* When I got home there was a check for an unpaid attendee, so I updated the actual to reflect that. Also for the new expense invoice from Heather.

|                                 |   |                             |                      | <b>BUDGET</b>  |                |
|---------------------------------|---|-----------------------------|----------------------|--|----------------|
|                                 |   |                             |                      | <b>VS.</b>   |                |
| <b>Budget 7/1/19-6/30/2020</b>  |   | <b>Budg<br/>et</b>          | <b>Actua<br/>l</b>   | <b>ACTUAL</b>  |                |
| Account Balance<br>as of 7/1/19 |   |                             | 5436.<br>77          |  |                |
| <b>Income</b>                   |   |                             |                      |  |                |
|                                 | <b>Certification<br/>Fees 10 @<br/>\$20</b> | <b>\$<br/>200.0<br/>0</b>   |                      |  |                |
|                                 | Sept. Cert.<br>Fee                          |                             | \$60.0<br>0          |  | 3 applications |
|                                 | November<br>Cert. Fee                       |                             |                      |  |                |
|                                 | January Cert.<br>Fee                        |                             |                      |  |                |
|                                 |   |                             |                      |  |                |
|                                 | <b>Total<br/>Certification<br/>Fees</b>     | <b>\$<br/>200.0<br/>0</b>   | \$60.0<br>0          | <b>\$<br/>(140.00)</b>                                 |                |
|                                 |   |                             |                      |  |                |
|                                 | Class Fees<br>July                          |                             | <b>\$180.<br/>00</b> |  |                |
|                                 | Class Fees<br>August                        |                             | <b>\$320.<br/>00</b> | 8/6/19 \$10 refund                                     |                |
|                                 | Class Fees<br>September                     |                             | <b>\$180.<br/>00</b> |  |                |
|                                 | Class Fees<br>October                       |                             |                      |  |                |
|                                 | Class Fees<br>November                      |                             |                      |  |                |
|                                 | Class Fees<br>December                      |                             |                      |  |                |
|                                 | Class Fees<br>January                       |                             |                      |  |                |
|                                 | Class Fees<br>February                      |                             |                      |  |                |
|                                 | Class Fees<br>March                         |                             |                      |  |                |
|                                 | Class Fees<br>April                         |                             |                      |  |                |
|                                 | Class Fees<br>May                           |                             |                      |  |                |
|                                 | Class Fees<br>June                          |                             |                      | <b>Budget = 6<br/>Classes/ 20<br/>attendees/@ \$10</b> |                |
|                                 | <b>Total Class<br/>Fees</b>                 | <b>\$<br/>1,200<br/>.00</b> | \$680.<br>00         | <b>\$<br/>(520.00)</b>                                 |                |
|                                 |   |                             |                      |  |                |
|                                 | Membership Dues - Jul                       |                             | \$5.00               |  |                |



|                 |                                 |                      |                    |                                |                                  |
|-----------------|---------------------------------|----------------------|--------------------|--------------------------------|----------------------------------|
|                 | Membership Dues - Aug           |                      | \$20.00            |                                | 5 new members                    |
|                 | Membership Dues - Sep           |                      |                    |                                |                                  |
|                 | 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           |                      |                    | <b>Budget =75 members @\$5</b> |                                  |
|                 | <b>Total Membership Dues</b>    | <b>\$ 375.00</b>     | <b>\$ 25.00</b>    | <b>\$ (350.00)</b>             |                                  |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Mini-conference Fees</b>     | <b>\$ 1,000.00</b>   | <b>\$ 360.00</b>   | <b>\$ (640.00)</b>             | <b>Budget = 50 People X \$25</b> |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Interest (as of .)</b>       | <b>0.00</b>          | 0.13               | <b>\$ 0.13</b>                 |                                  |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Total Income</b>             | <b>\$ 2,775.00</b>   | <b>\$ 1,125.13</b> | <b>\$ (1,649.87)</b>           |                                  |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Expenses</b>                 |                      |                    |                                |                                  |
|                 |                                 |                      |                    |                                |                                  |
| <b>Training</b> | Sept/Oct/Nov                    | \$ (300.00)          |                    |                                | (Nov. Mileage=Linda Kepner)      |
|                 | Mar/Apr/May                     | \$ (300.00)          |                    |                                |                                  |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Total Training</b>           | <b>\$ (600.00)</b>   | <b>\$ -</b>        | <b>\$ 600.00</b>               |                                  |
|                 |                                 |                      |                    |                                |                                  |
|                 | <b>Mini-Conference Expenses</b> | <b>\$ (3,250.00)</b> |                    | <b>\$ 3,250.00</b>             |                                  |

|                                      |                        |                      |                      |                  |  |
|--------------------------------------|------------------------|----------------------|----------------------|------------------|--|
|                                      | Catering               |                      | \$ (866.38)          |                  |  |
|                                      | Space Rental           |                      | \$ (275.00)          |                  |  |
|                                      | Speaker                |                      | \$ (300.00)          |                  |  |
|                                      |                        |                      |                      |                  |  |
|                                      |                        |                      |                      |                  |  |
| <b>Total Conference Expenses</b>     |                        | <b>\$ (3,250.00)</b> | <b>\$ (1,441.38)</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>\$ -</b>          | <b>\$ 175.00</b> |  |
|                                      |                        |                      |                      |                  |  |
| <b>Total Expenses</b>                |                        | <b>\$ (4,025.00)</b> | <b>\$ (1,441.38)</b> | <b>\$ 775.00</b> |  |
|                                      |                        |                      |                      |                  |  |
| <b>Net Income (Expense)</b>          |                        | <b>\$ (1,250.00)</b> | <b>\$ (316.25)</b>   | <b>\$ 933.75</b> |  |
|                                      |                        |                      |                      |                  |  |
| <b>Account Balance as of 9/30/19</b> |                        |                      | <b>\$ 5,120.52</b>   |                  |  |