

Unofficial

Paralibrarian Meeting
October 14, 2016 10:00 AM
Hooksett Library

Attendance: Julie Spokane- Brookline, Sarah Cornell- Portsmouth, Edmund Lowe- Nashua, Eileen Gilbert- Belmont, Jackie Monaghan- Derry, Sarah Frost- Belmont, Lee Ann Chase- Hooksett, Heather Rainier- Hooksett.

Started meeting at 10:05

Approval of minutes from August 19, 2016, Julie 1st and Edmund 2nd all approved.

Welcomed two new board members: Sarah Frost as Vice President and Jackie Monaghan as Membership chair.

Heather updated us that at NHLA meeting November 3, 2016 those receiving certificates will be awarded in the morning. There are 11 people receiving their certifications.

Discussed feedback form for after classes- send out after all classes- Google form. Who send them out? How they found out about class, what is the best way to communicate with them, how the instructor was, location, was it helpful, would they like the next level on classes, suggestions for class that they would like. Eileen working on this.

Ideas for promoting the Paralibrarian Certification- NHAIS list, staff meetings, revisit Co-op meetings, talk it up at all meetings. With the high turnover of staff there are those who have not heard about us it would be good to get out there again.

Will put together a paper to send out to all libraries to put on their bulletin boards for staff to see. Will contact the State Library for address labels to send them on the van. On the paperwork we will have what we are about, upcoming classes, past classes, testimonials and maybe a picture of those receiving their certificates.

Julie, Lee Ann and Sarah Frost will do a testimonial and send it to Eileen.

Heather is willing to go out and talk with other directors, Jackie will talk about it at her next meeting, Lee Ann and Julie are willing to do another guidelines course if needed.

Was asked to number the pages of guidelines as it will help when you are trying to help someone when they have a question. Eileen will take care of this.

Change on Form D guidelines that a conference session needs to be at least 45 minutes for it to apply. Eileen will add.

Suggested that we add at the bottom of Summary page add a box to add all points, Julie had done this on her sheet will follow hers. Eileen will work on.

WON
Would like to see the time of how long program/class is on Form D.
Suggested that we put a sample portfolio on site to make it easier for those with questions.

Heather would like for us to rewrite direct learning webinars do not get capped.

Professional reading- change points to 2 points per hour. Write up must be a comprehensive summary showing substantial knowledge. Suggested a 1-2 page report. Sarah F. will check on her word count of the paper that she did and we may use a word count instead. Will finalize this at our next meeting.

After reviewing the number of portfolios Lee Ann questioned about those using CPR classes, insurance classes and Joint Loss meeting to receive points. Both Heather and I feel that these are part of their job. Would like the points to come from library related classes. After a discussion with group it was agreed that their points should further their library education. They may use Form E if they feel that it does apply to helping them with furthering their education.

Sarah F. had done a webinar on Cataloging through ABLE it is a one and half hour webinar and Heather had asked her if she thought that it would be a good prequel to Linda's class. Sarah said yes it would be very helpful. Maybe suggest this to Linda.

Heather talked that she would like to see about us doing a short overview about us at the Trustee annual meeting. Having the trustees know about us and having their support would be helpful for those wanting to pursue their Paralibrarian Certification.

Upcoming classes

Introduction to copy cataloging and Technical Service Functions
Sarah Cornell, Portsmouth Library, Monday October 24, 2016, 9:30-12:30

Computer networking basic class
Chuck McAndrews, Lebanon Library, Friday, November 18, 2016 10-3
There is an extra charge of \$5.09 for license. There are questions on how to pay for this whether they pay with their paraprofessional registration or do they pay themselves. Yvette will be contacting Chuck to find out from him the best way to do this.

Spring classes and classes to have

Reference interview with Mary Danko
RFID with Brian Sylvester
Reference with Emily Weiss
Internet Self-Defense with Chuck McAndrew
Metadata
Excel
Publicity

Will look at course catalogs and ALA site to see what courses are offered and see what other classes that we need to offer will share at next meeting.

Julie will contact Linda Kepner to see if she is will to travel to do her cataloging class.

Talked about having upcoming classes listed at least 6 weeks in advance.

Heather let us know that the Hooksett Library is now able to do live streaming. Doing classes in Hooksett people would be able to see the class remotely. Julie asked how they would get credit for them. Heather will check with Mark. She also said that as long as the description about class covers what went on in class it would be alright.

Eileen talked about the committee using Wild Apricot and those need instruction in using it they could contact Dara at the Manchester City Library or Marilyn at GMILCS.

Next meeting December 2, 2016, 10:00 at the Hooksett Library

Adjourned 11:30