

unofficial

Paralibrarian Meeting
October 27, 2017 10:00 AM
Hooksett Library

Attending: Edmund Lowe-Nashua, Julie Spokane-Brooklyn, Heather Rainier-Hooksett, Lee Ann Chase-Hooksett. Teleconference: Eileen Gilbert-Belmont, Sarah Frost-Belmont and Adam Di Filippo-Plymouth.

Meeting called to order at 10:15

Adam to take over for Jackie as membership chair. Will need to get a log in to Wild Apricot, Edmund will talk with Marilyn for that. Once this is set up Eileen will show Adam how Wild Apricot works. Julie asked if he would send the numbers that are listed in the Paralibrarian group as she would like to match her numbers with those that have signed up.

Question was asked about doing newsletter. Promote-Look forward to, here are great resources for webinars, announcing those that have received their certifications. Suggested quarterly.

Board members are to write up their job descriptions for our next meeting.

Members that are going to NHLA Fall Conference are: Heather, Edmund, Lee Ann, Julie, Eileen and Sarah F.

How many recipients are there? We have 6 that are to receive their certifications. How many are coming? There are two.

It was decided that we will pay for those that are receiving their certification to come to the conference. Will need to figure out who will take charge to let them know.

Julie let us know that there has been a few no shows for classes. Moving forward how are we going to handle this? We have a wait list and someone could have come to the class. Currently states that payment must be received one week before the first class date. If they have paid their \$5.00 and they do not show up they forfeit their \$5.00. Julie said if she has deposited the money it is harder to reimburse if it is necessary. Discussed having a cancellation policy on website. Julie noticed that for the two part classes some have only done the first class and not the second. Will need to find out who so they do not receive points for classes not taken.

Review Committee

Heather let us know that there are 6 that are to receive their certifications.
3 new applications have arrived and reviewed and they have been returned to the
three as they need some reworking.

Spring Classes

Advanced Cataloging- Brittany Buckland from MMK-May-Julie will ask.

Internet Self Defense- Mark and Chuck-April- Lee Ann will ask.

June-Management class maybe Strategic planning- Heather look into

Classes for Fall- something with Sue Brown

Reference- ready reference interview

Intro to Excel and Advanced again

For next meeting all Board members write up job descriptions and share in Google
drive in advance.

Next meeting- January 5, 2018 at 10:00 in Hooksett

Adjourned 11:03

Respectfully submitted: Lee Ann Chase
Secretary