

Paralibrarian Board Meeting approved 1/8/24

Friday, November 17, 2023

Hooksett Public Library, 10:00 a.m.

Hybrid Meeting

Attending in person: Past-President and Interstate Reciprocity Liaison: Heather Rainier ,Hooksett Public Library, Review Chair: Carla Ferrera Amherst Public Library, President: Julie Spokane, Amherst Public library, Treasurer: Pam MacDonald, Amherst Public Library, Review Committee Member: Anne Meyers Philbrick-James Library, Member at Large: Mary Ann Shea Wadleigh Memorial Library, Rubi Simon (Howe Library, arrived at 9:51 am)

Attending via Zoom: Webmaster: Amanda Alwyn Laconia Public Library, Review Board Member: Lee Ann Chase, Hooksett Public Library, Review Committee board member: Cheryl Ingerson , Elkins Public Library, Review Committee board member: Edmund Lowe , Nashua Public Library, Past-President & Mini-Conference Chair: Cyndi Burnham Goffstown Public Library, (joined by phone, 9:55 am)

Meeting called to order at 9:05 am.

Notes

- Minutes from the last meeting were voted and approved, Heather Rainier motioned, Pam Mcdonald seconded, approved unanimously.
- Presidents Report: Strategic Plan Survey NHLA is working on the Strategic Plan for the next two years, surveying individual members and non-members in libraries. Sections are asked to fill out the survey together, this board will complete it together, if time at the end of the meeting.
- NHLA updates: Fall Conference in Plymouth, NHLA no quorum. Discussion of the venue as a possibility for a future conference, right size for a group of our size, speaker accommodations, to be considered. Heather will find out the cost, for information. Discussion of speaker, De Bono method, as possibility for future para class too.
- President's Report: Election results: Cyndi, Julie, President, Katie Vice President, Pam incoming treasurer, Secretary candidate is currently unfilled, Education committee needs a second member, Amanda, able to continue as webmaster. Heather mentioned that there are currently three member-at-large openings.
- Heather had surveyed the paralibrarian section on meeting times: many responses were received, more will be gathered.

- Secretary's report: Katie Ondre not able to attend, Julie has the binder for notes, discussion of who might be able to fill this role, and whether or not board members need to attend all board meetings, suggestion to revisit the by-laws and how we can make it more accessible for participation.
- Treasurer's Report: nothing to report, Julie needs to connect with Lisa Jose re: credit balances in Wild Apricot. Not clear on recording for payments for people who paid but were unable to attend. Hope resolved issues with the treasurer and further clarified roles.
- Webmaster's Report: Amanda made a basic clean up of the website, housekeeping, uploading minutes, etc. Amanda will check on links to ensure they are completely updated, especially the certification guidelines.
- Education Chair's Report: Hope submitted, lay out of the classes that are upcoming, Julie reports to the group. Preparing your paralibrarian application, It will be held live only, in January. Julie and Heather will discuss space and timing. Linda Kepner would like to come back and do an intro to cataloging class, Sarah Cornell wants to do a customer service class. How to offer an ILL class without stepping on toes: "Best Practices" intent is to ask participants to watch the video series from the NHSL first. Changes in ILL staff, and some practitioners on the ground are not aware of resources. There's a difference between small library and large library ILL practices. Hope has created a document regarding workflow for education classes, and events, duties and responsibilities.
- Review Chair's Report: Two new applications: Katie Ondre, level 1, and Aimee LaRue Level 3, reports an increase in interest and applications. Motion was made to approve, Mary Ann Shea motioned, Pam McDonald seconded. Heather mentioned that we may choose to order more paralibrarian bags. The consensus was that the bags are useful for drawing interest to the section and that participants are pleased to display them. For the conference, Motion to approve the spending for the purchase of more bags, estimated price around \$300, through For Imprint, Mary Ann moved, Carla seconded, for all level 1 paralibrarian certification holders. Last one will be sent to Katie Ondre, Carla will add a column to the spreadsheet for people who have received them, and confirm. Carla will house the incoming bag order. Discussion of review board meeting dates further on in meeting, and the flow of reviewing applications, five current review board members. Applicants should forward their application whenever they have completed them.
 - Discussion of going-paperless for paralibrarian applications. This will need to be changed at various places on the website, and the webmaster will complete this. The change is logistical, not substantive in nature. Are applications still being uploaded, no, no longer needed, they are cumbersome. Bibliography need: how do we collect learning opportunities to capture these? It was suggested that the review committee capture highlighted webinars or learning opportunities by bullet point at the end of the review committee meetings.
 - Summaries are getting shorter and shorter: summarize what you learned, but also how it applies to your current library position. Word count suggestion may be something to consider. Stress this at the conference and during how to prepare

your application class. It's okay to say it does not apply, but there's a future application use, explain. How does it build context for the applicant's future professional development?

- Collecting bullet points of learning opportunities at the end of the review board meetings.

Joined by Ruby Simon at 9:51 (late because of meeting time change, correction).

- Membership Role is still unfilled: Carla and Julie will work together on a newsletter.
- Mini-Conference Chair Report: Audubon Center in Concord, April 12th, 2024, is booked for mini-conference, Cyndi is looking for a caterer, looking for presenters, checking out swag. Some ideas were discussed, looking for a positive, motivational keynote speaker with a topic to inspire. Budget for speaker, \$100 stipend, plus paid for accommodations. Topics: power of professional development, aspirational, director/consultant, keep us motivated. NHMA conference was discussed, Heather will look at the recent speaker docket, as well as the Primex conference in the spring. Supervisor's academy, courses, trainers, leadership.
- Cyndi was able to join the meeting by phone at 9:55 am, and has requested a quote for the bags.
- Newsletter Committee: send out a newsletter focusing on promoting the miniconference but also how to prepare your application.
- New Business:
 - 2024 Board Meeting Dates
 - Survey results on meeting times, priority for board members to attend.
 - Schedule the next meeting, then email vote on the next year's meetings based on survey results. January 8th or 22nd (weather date), 2024. Monday afternoons or Wednesday afternoons. 1:00 pm.
 - Suggestion to take the deadline out for now based on future established Board meeting dates and times.
 - Second Monday, every other month, pending survey results.
 - Other new business: Director's liaison, Ruby, importance of continuing education.
 - Re-engage at the Coop level, but discussion of co-ops struggling as burned out.
 - Director calls, as informational outreach. Julie will reach out to Mindy to discuss possibilities, including the new Director Workshop on December 1st.
 - Discussion of recognition at the NHLA fall conference, Mindy shoutout. Much appreciated.
 - No further new business identified.
 - Strategic Plan Survey for NHLA was discussed, completed together, and submitted.
 - Meeting adjourned at 10:34 am.

The next meeting will be held on January 8th at 1:00pm at the Hooksett Public Library, with January 22nd held as a back-up winter weather date.

Respectfully submitted,

*Anne Meyers
and
Katie Ondre*