

# Paralibrarian Board Meeting (approved 2/14/2020)

Friday, December 13, 2019, 10:00 AM

Hooksett Public Library

## Attending:

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

## Call-ins:

Sarah Cornell, Portsmouth Public Library. Sarah Frost, Belmont Public Library.

## Guests:

Agatha Connelly, Mason Public Library. Anne Meyers, Hooksett Public Library.

Meeting called to order: 10:01 AM.

Approval of October 11 meeting minutes, Julie motioned, Cyndi 2<sup>nd</sup>, all approved.

- Introduction:
  - Anne Meyers joined us from Hooksett Public Library.
  - Agatha Connelly joined us from Mason Public Library.
- President's report:
  - Additions to Bylaws:
    - ARTICLE V. Executive Board.
      - Section 1. The Past-President, President, Vice President/President-Elect, Secretary, Treasurer, Membership Coordinator, Interstate Reciprocity Liaison, Webmaster, (4) Board Members At Large and all Committee Chairs shall constitute the Executive Board
    - Should the webmaster be a voting member? Julie believes the amount of work is on par with other positions, and Heather agrees.
    - Should the Board Members at Large be voting members?
      - GMILCS does have members at large who vote
      - NHLA does not
      - Structure of boards change, and we can do what will benefit our section the most
      - The goal of having at large members is to build the board and our membership. The ability to vote supports that goal.
  - Lisa calls for a motion to add Interstate Reciprocity Liaison, Webmaster and (4) Board Members At Large to the bylaws.
    - Lee Ann motions. Julie 2nds. All approved.
  - New Role descriptions
    - InterState Reciprocity will be submitted by Heather at the next meeting
    - Webmaster will be submitted by Amanda at the next meeting
    - Members at large, Lisa, Cyndi and Heather will collaborate and submit at the next meeting
      - May include an attendance clause of two meetings before being able to vote (attendance in person or virtual)

- Sarah C suggest the members at large “have the right and responsibility of voting”
      - Members at Large are appointed, only the four core positions are elected per the bylaws
    - 2019 Annual Report to NHLA is included at the end of these minutes
  - **Past President’s report**
    - Status of the Election
      - Heather Rainier is our 2020 President-Elect
      - Cyndi Burnham is our 2020 Vice President/2021 President-Elect
    - Thank you from Sarah as she ends her role as Past President
  - **Secretary’s Report**
    - Official Voting Results/Tally
      - 16 total votes
      - 2019 Vice President / 2020 President-Elect
        - 1 vote - Amanda Alwyn - Laconia Public Library - did not accept
        - 1 vote - Mary Ann Shea - Milford - did not accept (NHLA member, not a section member)
        - 1 vote - Kayleigh Mahan - did not accept (NHLA member, not a section member)
        - 1 vote - Brittany Overton - did not accept (NHLA member, not a section member)
        - **2 votes - Heather Rainier – (Section member)**
      - 2020 Vice President/2021 President-Elect
        - **15 votes - Cyndi Burnham – (Section member)**
    - Membership Chair: There were 16 votes, and 9 people in the room on the board.
      - How can we reach out to Paras out there who aren’t being communicated with from their directors? Who may not have a library email? Who may not be on NHAIS?
      - Julie suggests we send a welcome packet to new members
      - Repeating information is helpful
        - People get lots of emails
      - Do we call people to personally welcome them?
        - If we each make about 10 calls, it won’t be so much on one person
        - We can ask what the best way to contact them, let them know about our website, ask if we can send a welcome email
        - Send our brochure out on the van – Julie offers
          - Amanda will update brochure to reflect new URL
          - Sarah will send Julie a list of the membership
          - Important to do during this renewal period
        - Sarah C will investigate how to find out the newly signed up members
          - Lisa Jose at Manchester City is the NHLA wild apricot expert
  - **Transition to New Board**
    - Lisa hands over President-ship to Heather
      - Thank you for all you’ve done Lisa!
      - Welcome, Heather!
  - **Webmaster’s Report**
    - The new site is live!

- We have a Paralibrarian email address: [paralibrariansection@gmail.com](mailto:paralibrariansection@gmail.com)
  - It's not currently checked but is now on the website as a general board contact
  - Each incoming president will set it up to forward to their email
- Waiting for photos and summary of the mini-conference for a blog post
  - Julie and Anne worked together to send the photos to Amanda
- Will post updated bylaws and role descriptions pending vote approval
- Should we include the minutes on our site?
  - Heather says yes. Board agrees.
  - Lee Ann will send the digital copies.
  - Lisa also has them on our NHLA archives.
- FAQ page – what should we populate it with?
  - Send your check with your application
  - “I'm not planning to pursue certification; can I still attend the classes?”
  - NHLA Cancellation policy. If you paid online, there is a \$5 cancellation fee. <http://nhlibrarians.org/wp-content/uploads/2017/03/NHLA-Cancellation-Policy.pdf>
- Should we have regular blog posts (these auto post to NHLA)
  - Classes, meetings, and the conference (things on the schedule) are the only things planned so far.
  - NHLA's sign up for their posts is not intuitive to find
    - Subscription is through the wild apricot membership profile, choosing to receive announcements
    - In light of this, Amanda will investigate how to add a subscription/RSS for our own blog
- Is there anything else we want to include on the site?
  - History of how we were formed?
    - Take from the beginning of the guidelines and adapt to a more conversational tone
  - Welcome landing page to become the new front page
  - Amanda will reach out to Debra Dutcher at the State Library to incorporate their classes into our calendar
  - **NHLA social media coordinator, Azra, will happily share our news: certifications**
- **Treasurer's report**
  - See attached document for account information
  - Brenda, the NHLA accountant, was really helpful
    - She will send details from wild apricot with her numbers
    - Julie will now be able to clearly see where the numbers are coming from
    - There were a few combination payments somewhere that became a mess. That has now been fixed.
  - The biggest remaining issue is that Libraries have NHLA as a general payee and the payments get sent to the wrong person/section – could take 3 weeks or more to reach the right person
  - In wild apricot, there are 3 places to modify the where to send information
    - But it also depends on where they print the invoice from, and what the library has in their accounting software
- **Membership Chair's report**
  - What are our priorities?

- Welcome packets during renewal season – usually the bulk are finished by late March
  - Membership chair is a communications position, and with an active webmaster, can be a communications team
- 94 current members
- Education Chair's report
  - NHLA Continuing Education: *"Three years ago, the Paralibrarian Section agreed, at the request of the NHLA board, to have the continuing education committee be responsible for the "core" classes, like reference and cataloging, which it-- and I speak as a member-- has signally failed to do."*
  - The Chair of the Continuing Education Committee, Deb Hoadley, has asked to close the education committee and education be returned to sections due to lack of teachers and committee members.
  - We will move forward with a structure that uses our categories
    - There are 6 categories
    - We will have 1 class in each category per year, 3 in the spring, 3 in the fall
      - Occasionally revisiting classes we have already done
      - There will be three classes in the spring, mid-April – end of May
    - Preparing your certification should be bi-annual, Spring/Fall
      - Our current offerings:
        - 1 hour condensed class – at a library as more of a coaching session to those already started
          - Milford has asked us/Cyndi to go there
        - 2-hour full class – an introduction and walkthrough – this is the typical class we offer and really needs to be this long
        - Overview of the program at co-ops
  - People are interested in a remote attendance option
    - Not just a live stream, but an interactive classroom set up
    - No solutions yet
    - What are the expectations of what qualifies as attendance?
    - We would also need a person and a teacher to keep the framework of the class
      - The helper would monitor the chat and raise their hand for the virtual students
    - Do we have a paper quiz for online attendance?
    - Do we have the people to be able to send a second person?
      - All teachers have been volunteers so far
      - Waive the fee to attend the class for the second person as an incentive?
    - Eileen will pick a spring class as the test for online attendance once the schedule is set up
    - Must be paid for to be able to attend?
    - We want to be careful that we keep consistent with webinars in certification
      - The Review Chair will discuss with the committee about expectations
  - For children's classes, we have now lost Anne Hoey and Michael Sullivan. Do we have anyone to contact for children's classes?

- Deborah Dutcher, Youth and Adult Services Coordinator (603/271-2865) [Deborah.Dutcher@dncr.nh.gov](mailto:Deborah.Dutcher@dncr.nh.gov)
  - We can promote her classes
  - The state library used to maintain an education calendar
    - Should we fill this role?
- Review Chair's report
  - Pending certifications/Certification recommendations
    - Bettielue Hill, Level 1, Brookline
    - Cherylyn Gable, Level 1, Meredith
    - Heather motions, Cyndi 2nds. Certifications approved.
  - 4 more are still in the works
  - The Review Committee has only two members, need a third and an alternate
    - Lee Ann appoints Anne Meyers to the review committee
- Mini-Conference Chair report
  - Survey responses were overall positive
  - Friday night was difficult for some
  - The speaker and board introductions were a little long – but it was our first one
  - Working on planning the next one, considering the timing
    - Do we send out a survey? If you have comments or suggestions about the mini-conference: time, place, cost; do you want to be on the committee?
    - Keep the professional development piece
    - Shorten the board introductions
  - Thoughts/ideas?
  - There are leftover bags
    - Board decides that we will give out a bag with level 1 certifications from now on, at each conference
    - Lee Ann will check and create a list of those who haven't yet received a bag and can give them theirs at the next conference for their next level
    - Have to attend the conference to get the bag,
      - If they can't attend, we can send on the state van after the conference
      - Will go back through and see who has been missed and reach out, as long as they are still part of the section
  - NHLA is co-hosting NELA in Fall 2020
    - NHLA is asking sections to go to NELA instead of having their own conferences
  - NHLA's spring conference is May 2021
  - Our next Mini-Conference can be early April 2021
- Adjourn
  - Request for a motion to adjourn by Heather at 11:37 am.
    - Motion by Cyndi, Lisa 2<sup>nd</sup>. All agreed.

*Next Meeting: Friday, February 14, 2020 - 10:00 am - Hooksett Public Library*

## Paralibrarian 2019 Annual Report

2019 was a year of growth, continuing education and networking for the Paralibrarian Section. As of October 12th, we have a total of 95 active members, up from 67 at this same time in 2018. We are proud that our membership continues to grow and includes both non-MLS and MLS library staff and directors.

Our board continued to meet bimonthly holding meetings in February, April, June, August, and October; and will meet again in December with our current and incoming board members.

The New Hampshire Paralibrarian Section and the Massachusetts Paralibrarian Section now have a reciprocal recognition plan in place and a signed Memorandum of Understanding by NHLA and MLA is in hand. In light of this, the Paralibrarian Section has created a new board position entitled: Interstate Reciprocity Liaison which will be an appointed position and will provide support to members seeking reciprocity across state lines, meet annually with states we currently share reciprocity with to maintain guidelines, and act as liaison between future states seeking or with whom we seek reciprocity.

The Paralibrarian Section offered eight specialized professional development classes: 'I've Weeded Now What?', Growing Youth Collections in Children's Services, Cataloging and Classification: The Short Course, Social Media Refresh, Canva for Paralibrarians, Library Management: The Nuts and Bolts, Local History for Paralibrarians, and Volunteers in Public Libraries. All classes were well attended and taught by volunteer library staff. The Paralibrarian Section would like to thank our Education Chair, Eileen Gilbert who worked diligently to arrange these opportunities. We would also like to recognize and thank: Mike Sullivan, Gail Zachariah, Linda Kepner, Laura Horwood-Benton, Brittany Shanahan, Amanda Reynolds Cooper, Nicole Luongo Cloutier and Lori Fisher for their time and dedication in helping to meet the continuing education goals of staff from libraries across the state seeking professional development and Paralibrarian Certification.

In addition to these classes, members of the Paralibrarian board offered two sessions for "Preparing Your Paralibrarian Certification Application" and visited several Coop meetings to explain the mission and value of Paralibrarian Certification.

From December 2018 through October 2019, thirteen Paralibrarian Certifications were awarded:

### December 2018:

Sheila Lippan, Merrimack Public Library, Level 1 & 2  
Doreen Bergeron, Goffstown Public Library, Level 2  
Lee Gilmore, Merrimack Public Library, Level 1 & 2  
Jennifer Stover, Merrimack Public Library, Level 3  
Hope Garner, Grafton Free Library (Auburn), Level 1  
Cathy Hassard, Sandown Public Library, Level 2

### April 2019:

Julie Spokane, Brookline Public Library, Level 4

### June 2019:

Amanda Alwyn, Laconia Public Library, Level 3  
Susan Kehoe, Sandown Public Library, Level 2

October 2019:

Mary Hubbard, Peterborough Town Library, Level 1

Aimee LaRue, Peterborough Town Library, Level 1

Stacey Desrosiers, Goffstown Public Library, Level 1

Cheryl Ingerson, Maxfield Public Library, Loudon, Level 3

We wish to recognize and thank Heather Rainier who has served as the chair of our Review Board Committee and has worked ardently to ensure the quality and integrity of all applications approved for certification. Heather has decided to step down from this role, but will continue to serve on the Paralibrarian Board.

The Paralibrarian Section held their first Mini Conference on October 4 at the Audubon Center in Concord. There were 42 attendees. Our speaker was Karen Horn, Assistant Director of the Sturgis Library in Barnstable, MA and Chair for the Career Development Committee and PARA Review Board for the Massachusetts Library Association Paralibrarian Section. Karen spoke about the importance for professional development opportunities for library staff and shared proven ideas for implementing a self-directed learning program at any size library. Our special thanks go to our Conference Chair: Cynthia Burnham for a successful evening of inspiration, support and fellowship.

Respectfully submitted,  
Lisa Cutter, Paralibrarian Section President

				BUDGET	
				VS.	
Budget 7/1/19-6/30/2020	Budget	Actual		ACTUAL	
Account Balance as of 7/1/19		5436.77			
<b>Income</b>					
<b>Certification Fees 10 @ \$</b>	<b>\$ 200.00</b>				
Sept. Cert. Fee		\$60.00			3 applications
Oct. Cert. Fee		\$20.00			1 applicant
November Cert. Fee		\$60.00			3 applicants
January Cert. Fee					
<b>Total Certification Fees</b>	<b>\$ 200.00</b>	\$140.00		<b>\$ (60.00)</b>	
Class Fees July		\$0.00			
Class Fees August		\$280.00			8/6/19 \$10 refund
Class Fees September		\$480.00			
Class Fees October		\$430.00			
Class Fees November		\$70.00			
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>\$ 1,200.00</b>	\$1,260.00		<b>\$ 60.00</b>	<b>Budget =6 Classes/20 attendees/@ \$10</b>
Membership Dues - Jul					
Membership Dues - Aug		\$20.00			
Membership Dues - Sep		\$5.00			
Membership Dues - Oct		\$5.00			
Membership Dues - Nov		\$5.00			7 New members
Membership Dues - Dec					
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>	\$ 35.00		<b>\$ (340.00)</b>	<b>Budget =75 members @\$5</b>
<b>Mini-conference Fees</b>	<b>\$ 1,000.00</b>	\$ 825.00		<b>\$ (175.00)</b>	<b>Budget = 50 People X \$25</b>
<b>Interest (as of .)</b>	<b>0.00</b>	0.23		<b>\$ 0.23</b>	
<b>Total Income</b>	<b>\$ 2,775.00</b>	\$ 2,260.23		<b>\$ (514.77)</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>\$ (3,250.00)</b>			<b>\$ 3,250.00</b>	
Catering		\$ (866.38)			
Space Rental		\$ (325.00)			
Speaker		\$ (300.00)			
Décor, awards, gifts, invites		\$ (158.54)			
Bags		\$ (280.62)			
<b>Total Conference Expenses</b>	<b>\$ (3,250.00)</b>	<b>\$ (1,930.54)</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>\$ (4,025.00)</b>	<b>\$ (1,930.54)</b>		<b>\$ 775.00</b>	