

Paralibrarian Board Meeting (approved January 19, 2021)

Tuesday, December 15, 2020, 3:00 PM

Virtual Meeting

Attending via Go-to-Meeting:

InterState Reciprocity Liason & President, Heather Rainier, Hooksett Public Library. Vice President/President-Elect, Cyndi Burnham, Goffstown Public Library. Past President, Lisa Cutter, Amherst Town Library. Review Committee Chair, Lee Ann Chase, Hooksett Public Library. Review Committee member & Board Member - At Large, Anne Meyers, Hooksett Public Library. Education Chair, Eileen Gilbert, Belmont Public Library. Treasurer, Julie Spokane, Brookline Public Library. Secretary & Webmaster, Amanda Alwyn, Laconia Public Library.

Guest Attendees: Danielle Arpin, Pelham Public Library. Dawn Mazur, Derry Public Library. Krista Bordeleau, Pelham Public Library. Patrick Arnold, Derry Public Library.

Introductions: 3:02-3:11 pm.

Meeting called to order: 3:11 pm

Approval of October 6 meeting minutes held by email 12/21. Cyndi motions, Julie 2nds for approval.

- **President's Report**
 - Welcome new faces!
 - Cyndi has graciously agreed to Co-Chair/Co-President with me this upcoming year. Thank you, Cyndi!
 - NHLA Annual meeting: We presented the names of those receiving certification this past year.
 - NHLA Updates:
 - NHLA is currently operating at a deficit of approximately \$8000. The membership year follows the calendar year (Jan - Dec) and the financial calendar follows the fiscal year (July-June). There is concern regarding what membership revenue will look like due to COVID. The spring and fall conferences are generally income generators for NHLA to fund the operating budget in conjunction with membership.
 - NHLA is a chapter member of ALA.
 - [Amy Lappin](#) has finished her presidency, Yvette Couser of Merrimack is the incoming President with Denise van Zanten of Manchester as the incoming VP. Yvette has stated that her goals will be focusing on the State Ecosystem (see below), EDI (see below), budget, membership, and reaching out to members to see how we can assist them and make membership valuable (Board minutes).
 - Amy created another ad hoc committee: State Ecosystem Committee, run by Lori Fisher, and Amy is participating as well. NHLA could be communicating and participating better with other library association partners and would like to do something to streamline communications across all library organizations. This is a long-term effort, and it's at the fledgling state. (Board minutes)
 - NHLA has several vacant board positions. Please reach out to your networks for:
 - Center for the book Representative
 - Social Media Coordinator

- Archivist
- Conference Chair
- NHLA has formed an Equity, Diversity & Inclusion Committee.
 - Created in the summer of 2020, the New Hampshire Library Association Committee on Equity, Diversity, and Inclusion guides the work of the NHLA Executive Board, and its sections, by designing policies and professional development opportunities within an intersectional antiracist framework, founded on the ideal of social justice for all. The Committee works to identify, promote, and share resources to support the ongoing advocacy work of the NH library community, with a mission of fostering a coordinated, collaborative dynamic to make NHLA an organization where all members have a voice and a home. (NHLA website)
 - The Committee is working to organize a few speakers through the spring and upcoming year. Sections will be hearing from EDI in the New Year to set up a meeting or attend a board meeting to have a more in-depth discussion about what the EDI Committee can do for each section for the future. (NHLA minutes)
 - Heather attended the Fall Business Conference, where a wonderful speaker spoke about the reality of living in New England as a black librarian, and white privilege. She could encourage the attendance of any webinars or conferences with a similar topic in the future.
- EDI is looking to connect with sections and to collaborate. How would this look for our section? Should we have a speaker on this topic? Most of our paras are front-line staff and would benefit from a discussion.
- READS may be contacted first, but we should also be involved.
 - What are the best practices for communicating with ESL speakers, especially for small libraries that may not have communities of ESL people? Other topics: homelessness, substance abuse, and racial sensitivity. The more we understand, the more you can make changes, even if it is not immediately applicable to apply in your daily life because of the lack of diversity in your community.
 - Have the same conversations, but tailored to front-line/para staff.
- There is a new Technical Services Ad-Hoc Committee (to hopefully become a section in the future), it's been in place for a few months, but just in case I forgot to mention it.
- Continuing Education Committee: Deb Hoadley has resigned. Discussion to be had at the February meeting whether or not to keep the committee.
 - Julie provided a succinct overview of the history of the Education Committee, and how it overlapped/intertwined with Paralibrarians and our mission. In conclusion, we will continue to provide classes and workshops to our members for use in their certifications.
- NELA: NELA has launched a new website that no longer includes information about the Paralibrarian program. We are not a section, but Massachusetts would like to request something be included on the website. I am discussing with the Massachusetts paralibrarians what should be posted but would like input from our board as well.

- Webmaster's report
 - Need 2021 dates for Application due, Review Committee meeting, Board Approval dates to post to the website
 - Posted "congratulations to our new certificate holders" to our Facebook page and our blog: <http://para.nhlibrarians.org/congratulations-to-our-latest-certified-paralibrarians-2/>
 - Uploaded most recent approved minutes: <http://para.nhlibrarians.org/board-meeting-minutes/>
 - Reorganized page to accommodate having more minutes on there
 - Received old minutes from Heather
 - Converted and uploaded to the site
 - Scanned remaining minutes from paper copies
 - Uploaded remaining minutes to site
 - January 26, 2018, and April 14, 2017, were not uploaded at first. The file was too large, even compressed.
 - Emailed Marina, NHLA webmaster, to ask about file size limits – she has increased our limit, and I was able to upload the two remaining files.
 - Does anyone have any other suggestions for:
 - Using our site as an archive/information depository?
 - Ways to Boost the reach of our section by utilizing the website or social media?
 - Marketing Thoughts:
 - We have an opportunity in COVID virtual land to market our section as a way to remain competitive. It is a process for learning more and keeping an edge.
 - Learning of the existence of the section is step 1 – a lot of people who are not familiar with trade associations and sections are not sure of their benefits to them
 - Why would you join a section – answer that question for us. What can we do for them and their career?
 - Tie us to professional growth, that they can be more competitive
 - We are a group that recognizes that paras contribute in a meaningful way
 - Paras/front-line staff are not necessarily involved in NHLA and are not on NHAIS-list or any other place where we have tried to reach out through traditional professional means
 - Should we have a workshop for certifications in some form online?
 - Virtual video to supplement our class, a walkthrough with visuals?
 - We do have a sample application posted
 - Live workshops have another level of connection, and "you're not alone" to it
 - Table video idea to revisit at a later meeting
 - Is it easy to find us, or about us?
 - Pre-covid word of mouth was the best way
 - The application is daunting, even if a process exists for a reason

- Roadblock: we have gone to co-ops and conferences and talked to Directors, but they are not passing that information on to their staff, or their staff doesn't feel supported.
 - What can we do to talk to more paraprofessionals who are not included otherwise?
- Membership Chair's report
 - No current membership chair.
- Education Chair's report
 - Eileen had to leave the meeting early before her chance to share her report.
 - Cyndi asks if there is any way to facilitate something live soon?
 - More people are used to Zoom now, so it could be easier to set up the logistics than it might have been a year ago
 - Julie suggests that we consider beginning or entry-level topics, and repeat some classes from our early days
 - Sue Brown from Derry had an excellent workshop on the reference interview and readers advisory
 - Patron privacy
 - Reference services during COVID (with Zoom?)
 - How to help patrons who don't want to use a computer for anything, with those who are trying to homeschool their children
 - Create a list of potential classes?
 - Cyndi says to email her ideas and she will reach out to Eileen to help organize something. Doesn't want to step on toes but does want to get the ball rolling soon.
 - We want classes that will assist our current paras *now*
 - Circulation and its modified policies and incorporated COVID protocols
 - Virtual readers advisory
 - Customer service in COVID
 - Programming in COVID
 - COVID policies
 - Webinars on make and takes
 - For all ages, and cost-saving
 - What do new members want to see for classes?
 - Diverse, fun, inviting, variety of topics
 - We try to plan to spread topics along categories for our 3 spring and 3 fall classes to ensure we have some in different areas
 - The bookbinding series taught in Peterborough was informative
 - Heather will reach out to Eileen about revisiting the committee option. With a new format, there is more work involved, and now might be the best time to get that started
- Review Chair's report
 - There are 7 applications
 - 5 are brought forward for voting, 2 need more information or a couple more points
 - For approval:
 - Krista Bordeleau, Pelham Public Library- Level 1
 - Danielle Arpin, Pelham Public Library- Level 1
 - Julie Cyr, Jaffrey Public Library- Level 1

- Marie Mehegan, Pembroke Town Library- Level 1
 - Cherylyn Gable, Meredith Public Library- Level 2
- *Lee Ann requests a vote to approve applications. Cyndi motions to approve. Julie 2nds. Approved.*
- Congrats to new paras!
- The review board doesn't expect any changes to their schedule, plan to continue as is unless needed. Can be flexible.
 - If our meetings remain on Tuesdays, that may shift approval dates?
 - Lee Ann will look into it
- **Additional discussion/Adjourn**
 - Board meetings? Do we need them more often at the beginning of the year?
 - Might be prudent to have more meetings to get some of our initiatives going since we have a few things we want to get started on. And we have the excitement of new members interested in being a part of the board.
 - *Meeting adjourned at 4:28 pm*

Next Meeting: Tuesday, January 12, 2020 - 3:00 pm via Go-To-Meeting

RESPECTFULLY SUBMITTED BY AMANDA ALWYN ON MONDAY, DECEMBER 21, 2020.