

Paralibrarian Board Meeting (approved 5/19/23)

Friday, December 12, 2022, 10:00 am

Hybrid Meeting

Attending in-person:

President & Mini-Conference Committee Chair: Cyndi Burnham, Goffstown Public Library. *Education Chair:* Hope Garner, Griffin Free Library, Auburn. *Treasurer:* Julie Spokane, Brookline Public Library. *Past-President & InterState Reciprocity Liason:* Heather Rainier, Hooksett Public Library.
Guest Attendees: Maryann Shea, Wadleigh Memorial Library, Wadleigh. Katie Ondre, Wadleigh Memorial Library, Milford

Attending via Google Meet:

Secretary, Webmaster & Newsletter Committee member: Amanda Alwyn, Laconia Public Library.

Absent from the meeting:

Review Committee member: Edmund Lowe, Nashua Public Library. *Membership Chair:* Patrick Arnold, Derry Public Library. *Mini-Conference Committee member:* Carla Ferreira, Bedford Public Library. *Education Committee member & Newsletter Committee member:* Krista Bordeleau, Pelham Public Library.

Leave of absence from Paralibrarians:

Member at Large: Eileen Gilbert, Belmont Public Library. *Member at Large,* Danielle Arpin, Pelham Public Library. *Review Committee member:* Anne Meyers, Deerfield Public Library. *Review Chair:* Lee Ann Chase, Hooksett Public Library.

Total active board members: 7. Board members attending: 5. Total section members: 60.

Meeting called to order: 10:11 am.

- **Approval of minutes**
 - Tabled: September 9, 2022 Meeting and NHLA Paralibrarian Section Annual Business Meeting October 25, 2022
 - We do not have a quorum of board members.
 - *ARTICLE IX Meetings. B. A quorum will consist of 10% of the section membership.*
- **President's report - Status of the Section**
 - Katie and Maryann attended the meeting, with interest in the section
 - We are desperate for members, it's a fun and rewarding section, but we have all been doing it for years at this point. Julie and Heather since inception, Amanda and Cyndi for 5 years.
 - Open Positions:
 - Vice-President/President-Elect
 - Membership Co-Chair
 - Review Chair
 - Secretary

- Webmaster
- Cyndi opens the floor for discussion
 - Julie has an idea.
 - Would it be possible to advertise the section; at this point, we have to make the section inactive until March 1.
 - We don't have enough board members to run the section. We don't have a quorum so we cannot vote.
 - List out all the open roles, and what they involve.
 - On March 1, if people step up, the section would go into training mode for two board meetings, then members could be elected to board member positions.
 - We would need to heavily advertise, at least 3 times.
 - How are our blurbs received?
 - Sometimes it takes "this is it"
 - If Hope continues to set up Spring classes, then we could continue as a section in a limited capacity until June 1. If no one steps up at that point, then that's it.
 - Classes would be for professional development, but at this point with no Review Chair, we cannot accept new applications.
 - We'll schedule classes for the Spring and move forward with those no matter what.
 - Julie is willing to step down as Treasurer to take on another role as needed, Vice President, or Review Chair.
 - We would need to prioritize what positions need to be filled first, to be a functional section, we have to fill the core board member positions.
- Commitment
 - The President attends our 6 yearly meetings and NHLA's 6 yearly meetings; for one meeting per month. Schedule our meetings, assemble the meeting agenda, then lead our meetings, and send reports to NHLA for their meetings. This is a great networking opportunity.
 - Hope and Amanda have the most intense roles, as far as responsibilities go.
 - There are a lot before and after the classes for Hope to do. It would be most beneficial for one or two people on the committee to split those tasks.
- Who's left?
 - Hope will stay on as Education Chair
 - Julie will stay in whichever role is most needed
 - Cyndi is not sure; will know more in January.
 - Heather's heart is in it, but she's burnt out. Will stay on as just InterState Reciprocity Liason.

- Now is the time to reach out to MA and reestablish a relationship and collaboration.
 - Amanda will stay as webmaster, only.
 - Patrick is hard to reach.
 - Edmund is briefly responsive when emailed.
 - Anne is still interested in being on the review committee.
- Status of open positions
 - The people most invested would be those going through the process
 - We have individually and personally contacted everyone on the list of certified paras. Many had valid reasons why they couldn't.
 - Deb Hoadley and Diane Hathaway have expressed interest in the review committee.
 - Do we want board members to have MLS degrees? We've had this concern in the past.
 - We need to keep the balance on the board of degreed and para members.
 - Maryann has a few coworkers who may be interested in joining.
 - Julie proposes that Anne and Deb could be on the review committee. She would be able to do both Review Chair and Treasurer positions. If she does VP, then someone would need to be Treasurer.
 - Review Chair is time-consuming.
 - Co-Chairs of positions are possible.
 - You do not have to be certified to be on the board; it's a good way to get started and go through the process. You earn points for serving.
 - Lee Ann might be interested in coming back to the board if we can work around her stay-at-home-grandma schedule.
 - Julie suggests as Membership Chair
 - Heather will reach out to Peterborough and Meredith because their directors are supportive.
- We need a meet and greet meeting to introduce people in February. Candidly say that's all we can do unless we get more people so we can keep going.
 - Is this a celebration of life, or a wake?
- Options?
 - We cannot vote, and can't change any by-laws. There is a 2 meeting minimum before someone can be elected to the board.
 - If we have people willing to be officers, we can hold more meetings and have them be training sessions about the section and the roles; hold them back to back. To get them in, in time for the March 1 deadline.
 - Cyndi will adapt the last blast we sent out, and bring it to the board for collaboration to draft a letter explaining where we're at and what the options are.
 - If someone cannot attend, we can do a one-on-one meeting. But there is still the attendance requirement for an election.

- Send the blasts with the letter to NHLA, our section, and NHAIS. NHLA and our section, we get the lists from WildApricot.
 - Training Sessions
 - February 3 and February 17 at 10 am in Hooksett with a virtual option.
 - It might be easier to sell it to directors as a training session than just a meet and greet.
 - To make the training more light-hearted ask: “what do you like best about the work you do? What do you want to share?”
 - Segue into “What do you like most about being on the board?”
 - We have money to provide catering. Julie can quickly organize once we have an idea of how many people will be attending.
 - There’s no provision for special elections in the bylaws, so we can do what we need to.
 - Homework
 - For the January meeting, or before, get a brief overview introduction of your role, and how much time it takes, to Cyndi.
 - We’ll use these introductions and an outline of board roles in the February training, as well as go over the by-laws.
- Past President’s report
 - Tabled: Nominating Committee 2022
- Secretary’s Report
 - Tabled: Vote to approve minutes from Friday, September 9, 2022 meeting
 - Tabled: Vote to approve minutes from NHLA Paralibrarian Section Annual Business Meeting Tuesday, October 25, 2022
 - Vote held by email:
 - Cyndi motioned to change the time of preparing applications in levels 2-4, from 3 years to 5 years in response to the COVID disruption. Julie 2nds. Krista, Hope, Amanda, Heather, and Julie voted yes. Approved 10/2/22.
 - Passwords document prepared for the next Secretary, included in the binder (which will be sent to Cyndi in January). Amanda will meet with the new secretary to pass on any information and documents.
- Treasurer’s report
 - The budget Report is included at the end.
- Webmaster’s report
 - Reorganized Classes in NH page to move the list of classes to a PDF document
 - Created a “living document” for the guidelines amended with the list of classes
 - Added a link to the NHLA calendar on the classes page
 - Added approved May 13 minutes to the minutes' list
 - The next Webmaster should reach out to Yvette for a login, and training on the website. It is not intuitive even if you’ve worked with other CMS’ before.
- Education Chair’s report
 - Reviewing procedures for coordinating a class sent by Julie Spokane
 - Reviewing responses to surveys from reference class and programming class

- Top responses for classes in 2023:
 - How to become a Paralibrarian
 - Library management
 - Cataloging
 - Technology for library staff and patron use (online resources)
- All scheduling is postponed until a decision on the NHLA Paralibrarian section is completed.
 - Spring classes, if we go forward:
 - Alex from Manchester is putting together a cataloging class
 - How to get certified is the next most requested class
 - Canva 2 and Advanced Reference are possibilities
 - Mark Glisson has offered another tech class, and we should consider this a priority to fit our mission of offering classes from all areas of expertise. Reference can wait until Fall.
- Review Chair's report
 - No Review Chair
- Membership Chair's report
 - Patrick did not attend the meeting
- Mini-Conference Committee Chair's report
 - Tabled: Conference update
- Newsletter Committee
 - Krista did not attend the meeting.
 - Cyndi will reach out about the upcoming blasts.
- New Business
 - Tabled: 2023 Meeting days/times
- Old Business
 - Tabled: Finalizing the updated role descriptions document/voting to approve
 - Tabled: What to do with the Parade video?
 - It was never able to be shared because of the website being down, and social media size restrictions.
 - We cannot upload videos to our website.
 - Tabled: A one-page overview of Paralibrarianship for directors and boards of trustees.
- Adjourn
 - *Meeting adjourned at 11:34 am.*

NEXT MEETING:

- **VIRTUAL CHECK-IN: JANUARY 20TH AT 9:30-10 AM VIA ZOOM. HEATHER HAS EMAILED THE LINK:**
 - **JOIN ZOOM MEETING**
<https://us02web.zoom.us/j/85190434469?pwd=SWtFYVM0ZFhZSHBMcmhYdTRpYkR0UT09>
- **TRAINING SESSIONS: FEBRUARY 3 AND 17 AT 10 AM AT HOOKSETT PUBLIC LIBRARY/VIRTUAL.**

Respectfully Submitted,

Amanda Alwyn

				BUDGET VS. ACTUAL			
Budget 7/1/22-6/30/2023		Budget	Actual				
Account Balance as of 7/1/22			7024.85				
Income							
	Certification Fees 10 @ \$	\$ 200.00					
	July. Cert. Fee						
	Aug. Cert. Fee						
	Oct. Cert. Fee						
	November Cert. Fee						
	December Cert. Fee						
	January Cert. Fee						
	Total Certification Fees	\$ 200.00	\$0.00	\$ (200.00)			
	Class Fees July						
	Class Fees August		\$ 265.00				
	Class Fees September		\$130.00				
	Class Fees October		\$145.00				
	Class Fees November						
	Class Fees December						
	Class Fees January						
	Class Fees February						
	Class Fees March						
	Class Fees April						
	Class Fees May						
	Class Fees June						
	Total Class Fees	\$ 1,800.00	\$540.00	\$ (1,260.00)			
	Membership Dues - Jul						
	Membership Dues - Aug						
	Membership Dues - Sep		\$15.00				
	Membership Dues - Oct		\$15.00				
	Membership Dues - Nov						
	Membership Dues - Dec						
	Membership Dues - Jan						
	Membership Dues - Feb						
	Membership Dues - MAR						
	Membership Dues - Apr						
	Membership Dues - May						
	Membership Dues - Jun						
	Total Membership Dues	\$ 375.00	\$ 30.00	\$ (345.00)			
	Mini-conference Fees	\$ 1,000.00		\$ (1,000.00)			Budget = 50 People X \$25
	Interest (as of .)	0.00	\$ 0.24	\$ (0.24)			
	Total Income	\$ 3,375.00	\$ 570.24	\$ (2,805.24)			
Expenses							
	Training						
	Sept/Oct/Nov	\$ (300.00)					
	Mar/Apr/May	\$ (300.00)					
	Total Training	\$ (600.00)	\$ -	\$ 600.00			
	Mini-Conference Expenses	\$ (2,500.00)		\$ 2,500.00			
	Catering						
	Space Rental						
	Speaker						
	Décor, awards, gifts, invites						
	Bags						
	Total Conference Expenses	\$ (2,500.00)	\$ -				
	Other Costs:						
	Certificates	\$ (100.00)					
	Postage/Mailing Labels	\$ (50.00)					
	Copying	\$ (25.00)					
	Total Other Costs	\$ (175.00)	\$ -	\$ 175.00			
	Total Expenses	\$ (3,275.00)	\$ -	\$ 775.00			
	Net Income (Expense)	\$ 100.00	\$ 570.24	\$ 470.24			
	Account Balance as of 10/31/22		\$ 7,595.09				