

## Paralibrarian Board Meeting (Approved 4/12/19)

Friday, February 8, 2019 10:00 AM

Hooksett Public Library

### Attending:

Amanda Alwyn, Laconia Public Library. Lisa Cutter, Amherst Town Library. Sarah Frost, Belmont Public Library. Katherine Bollenbach, Salisbury Free Library. Julie Spokane, Brookline Public Library. Cyndi Burnham, Goffstown Public Library.

### Call-ins:

Eileen Gilbert, Belmont Public Library. Sarah Cornell, Portsmouth Public Library.

Meeting called to order: 10:01 AM.

Approval of December 14 meeting minutes, Sarah Frost motioned, Julie 2<sup>nd</sup>, all approved.

- **President's Report:**
  - Status of Memorandum of Understanding with Massachusetts Paralibrarian Section
    - Has acquired all needed signatures from New Hampshire
    - Will mail today to acting chair for MA: Ann Marie McGrath of Newburyport Public Library
  - Appointment of Membership Chair
    - Paras Lisa had in mind have gotten back to her to say they do not have time to commit.
    - Lisa will reach out to Adam and Marilyn for wild apricot log-in information
    - Lisa appointed Sarah Cornell as Membership Chair.
- **Past President's Report:**
  - Spring NHLA Conference Update
    - Meeting today at 12:30
    - Para on schedule for Friday, May 10, last slot of the day opposite Great Stone Face
      - Supporting Paralibrarian Staff with Eileen Gilbert, Corinne Chronopoulos, and Sarah Cornell
    - There are 6 open slots, looking for suggestions
      - Julie suggests *Preparing your Paralibrarian Application*.
        - There were 20 attendees at the last Spring conference
        - She offers to present, and is already prepared
- **Treasurer's Report:**
  - Haven't spent any money
  - Two para applications fees were deposited, \$50
  - Over \$4000 in account
  - Have had \$195 transactions for dues, from 38 members
- **Membership Chair's Report:**
  - Lisa appointed Sarah Cornell as Membership Chair.
  - Request for position description:

- *The Membership Coordinator is part of the Paralibrarian Section Executive Board. The Membership Coordinator is an appointed position and shall serve at will with no set term length.*
    - *Keeping current members informed of current and upcoming classes and events via email and other methods when appropriate*
    - *Promoting the Paralibrarian section, including: its benefits, how to apply, advance, and generally promote the section where applicable*
    - *Keep an accurate record of all current members*
    - *Attend meetings in person or remotely*
  - Cyndi is considering co-chair position, to be revisited at next meeting
  - Sarah's first act as chair will be to send out a reminder to members to renew
- **Education Chair's Report:**
  - Status of spring and early summer classes
    - Gail Zachariah from Keene Library will teach *Children's Collection Development* in late May, at Keene Library
    - Someone from the Franklin Pierce Law School Library will teach *Copyright Basics*, somewhere in Concord, also in late May
    - Classes will go on website by the end of the month
    - Reminder that READS roundtable is on April 1, a discussion on the difference between policy and practice
    - Julie suggests Mike Sullivan to teach another class in April
      - General Collection Development? Weeding, and what to do after?
  - Continuing Education update
    - Wants to take core courses and offer them in a rotating basis around the state, Para will supplement around those classes
    - They have sent out an email with a call for instructors
    - They want to focus on 4 core subjects
      - [note from Lisa via request for instructors email: Technical services/cataloging, Reference, Public Service, and Admin]
    - Had a meeting Tuesday, they are planning to start slowly, and offer 1 class in each corner of the state over the next year
      - Cataloging and administration are first
        - Cataloging with Linda Kepner
        - Administration, there is a person interested
      - Start with South/North then move to East/West to offer the same classes
- **Review Chair's Report (in absentia):**
  - New guidelines request that the applicant provide a description of the program from the hosting organization: How do we get organizations to make this information available?
    - Suggested to reach out to sections to create a page of descriptions for applicants to reference on nhlibrarians.org
    - Table further discussion until Heather is here to weigh in on what the review board needs.
      - Possibly discuss solution via Google Group Conversation.
- **Additional Discussion:**
  - Para Mini-Conference
    - A good boost for paras to help our numbers

- Cyndi has been in discussion with Karen Horn and Gerry Deyermond, from MA
  - Karen will potentially teach *Professional Development and Self Directed Learning* at the conference
- Cyndi requests a list of current members to get an idea for the location of the conference
- Cyndi wants to start a committee and get started, to have the mini-conference by the end of the year
  - Maybe Fall/ the third week of September?
  - Friday evening or Saturday Morning
    - Friday nights might be a higher cost, but might be easier for paras to attend after 6pm
      - Most libraries close by 6 on Fridays, and are open on Saturdays
      - Paras are most likely to fill those closing/Saturday spots
- Lisa appoints Cyndi Burnham as Para Mini-Conference Planning Chair
  - Julie volunteers as a member.
- Informal outline to be presented for the next meeting
  - Would like to include an elegant certificate presentation ceremony
- [Next Meeting: Friday, April 12, 2019 - 10:00am - Hooksett Public Library](#)

Meeting adjourned at 10:45am