Paralibrarian Board Meeting (approved May 11, 2021)

Tuesday, March 16, 2021, 3:30 pm Virtual Meeting

Attending via Go-to-Meeting:

InterState Reciprocity Liason & Co-President, Heather Rainier, Hooksett Public Library. Co-President, Cyndi Burnham, Goffstown Public Library. Past President, Lisa Cutter, Amherst Town Library. Review Committee Chair, Lee Ann Chase, Hooksett Public Library. Review Committee member, 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. Co-Membership Chair, Dawn Mazur, Derry Public Library. Co-Membership Chair, Patrick Arnold, Derry Public Library. General Board Member, Danielle Arpin, Pelham Public Library. General Board Member, Krista Bordeleau, Pelham Public Library.

Meeting called to order: 3:30 pm.

Approval of January 19 meeting minutes, Heather asks for a motion. Dawn points out a correction. Patrick motions to approve as amended. Julie 2nd. All approved, unanimous.

- President's report:
 - Appointments
 - We the Co-Presidents appoint Dawn Mazur and Patrick Arnold as Co-Chairs of the Membership Committee.
 - We the Co-Presidents appoint Danielle Arpin and Krista Bordeleau as General Board members.
 - Welcome, we are so excited to have you join us!
 - Updates from NHLA Executive Board
 - No updates at this time.

• Past President's report

- Nominating Committee
 - What are the steps we need to take, and when?
 - Excerpt from the by-laws:
 - ARTICLE VII. Nominations and Elections.
 - Section 1. Nominations
 - The Past President shall chair a Nominating Committee of three members appointed by the President to nominate candidates for each office. The President shall not be a member of the Nominating Committee.
 - Nominations from the general membership shall also be accepted, provided they are accompanied by written acceptances of the nominees.
 - Names of candidates (whether from the Nominating Committee or the general membership), together with their written acceptance, must be submitted to the President no later than August 15.
 - The Secretary shall prepare an official ballot.

- All candidates must be members of the Paralibrarians. It shall be the responsibility of the nominator to verify such membership. The Secretary shall omit from the official ballot any names improperly submitted.
- o Section 2. Elections
 - Not later than 60 days prior to the Annual Business Meeting, the Secretary shall deliver a copy of the ballot, using procedures approved by the Executive Board, to each voting member. Ballots shall be returned so that they are received by the Secretary at least two weeks prior to the Annual Business Meeting.
 - The chair of the Nominating Committee shall certify the results of the election, which shall be determined by the tally of the Secretary, and shall notify each candidate and each member of the Committee of such results.
 - New officers shall be announced at the Paralibrarians Annual Meeting and reported to the Executive Board of the New Hampshire Library Association.
- The committee needs to be 3 people, Cyndi asks for volunteers to work with Lisa. The committee creates a list, and then reaches out to seek interest.
- Cyndi's experience is taking the list of certified Para's and contacting each one. Julie offers to help by exporting the list.
- What roles are we looking for? What do we ask them?
- Are there guidelines for the pool of nominees?
- The ballot has to go out on August 15th, to present to the NHLA board.
 - We only have until August to reach out to people.
 - Of our open positions, only the Vice-President needs a ballot vote.
 - All others are appointed positions.
 - Julie and Lee Ann will talk about names
- Suggestion: Have a designated open board meeting to offer potential nominees to come, meet the board, ask questions.
- Invite any interested parties to start attending board meetings.
- Send out personalized emails to people to get their interest and excitement.
- Cyndi appoints Julie and Lee Ann to the nominating committee with Lisa.

• Secretary's Report

- Created a list of who has attended how many meetings, forwarded to Heather and Cyndi
 - Four people have attended two meetings; Heather will reach out to them.
- Updated the brochure and emailed it to Lee Ann (Brochure link)
 - I will update again with today's board additions
- When is the Annual Business Meeting?
 - August 15th, to prepare ballot by and submit to NHLA.

- Treasurer's report
 - FY2022 Working Budget (copied at the end)
 - FY2021 Budget (copied at the end)
 - FY2020 Budget (copied at the end)
 - We were not able to have our conference this year, propose to move the budget forward for the next fiscal year.
 - There are 53 members (by monies received)
 - We are still waiting for Wild Apricot training.
 - Dawn needs training as co-Membership chair.
 - Still waiting on log-in credentials. Heather will email to request.
 - There were not a lot of expenses or incomes.
 - Someone got a check for our section and deposited it to our account, from October 2019. Tried to track down details, to no avail.
 - Patrick asks for clarification on why 53 members if budgeted for 75.
 - 75 is the standard we budget for each year. Our budget runs the fiscal year, whereas NHLA's membership renewal runs the calendar year.
 - When we have workshops, more people sign up for the section to take advantage of the discount offered on the classes.
 - We have to use Wild Apricot for NHLA memberships, per NHLA, to maintain section status.
 - Lee Ann motions to approve the budget as proposed. Patrick seconds. All in favor, unanimously.
- Membership Chair's report
 - Dawn and Patrick are looking forward to jumping in and getting started, just waiting on Wild Apricot information.
- Webmaster's report
 - o Posted December minutes: December 2020 minutes
 - Marina added the suggestion button for us
 - Drafted social media post, Cyndi and Heather suggested waiting until the next meeting for board approval
 - Text for approval:
 - Although we can't get together in person, that's no reason not to celebrate!
 - Congratulations on becoming a Paralibrarian and/or completing your next Level of Paralibrarian!
 - In place of our mini-conference, this year we're going to parade through social media. We'd love for you to join us. Take a picture of yourself with your certificate, or if any of your co-workers have theirs, take a group photo!
 - All Paras are encouraged to join in. We would love to see all certificates that have been earned since our inception. Let's celebrate your achievements together.
 - Email photos to the webmaster of the Paralibarians: <u>aalwyn@laconialibrary.org</u>.
 - The text will be sent by email to the board for feedback and workshopping.
 - Will also email those Paras certified within the last year or two directly with the approved text.

- If we have contact info for those who have earned their certificate, should we also send them a direct invitation with the above text in an email?
- Added Cyndi as co-president to the sidebar on the website
- o Updated board contact list: http://para.nhlibrarians.org/paralibrarian-board-contact/
- Updated page of vacancies: <u>http://para.nhlibrarians.org/get-involved/</u>
 - Current Vacancies:
 - Vice president/president-elect
 - Requires a ballot vote
 - Education committee members
 - Eileen could use help
 - Membership chair
 - Dawn and Patrick have been appointed co-chairs
 - Mini-conference committee chair
 - Does this position need a role description?
 - Yes, Cyndi will draft.
 - Mini-conference committee members
 - Member at large
 - Danielle and Krista have been appointed, leaving 2 remaining spots.
 - Will update the vacancies page to reflect changes.
- Posted a blog post about the "train the trainer" session: Train the Trainer
- The google calendar widget seems to be working as it should!
- Updated Review Schedule page: <u>Review Schedule</u>
- Education Chair's report
 - *Train the trainer* class in February, a free event, had 50 registered and 27 attendees.
 - Got some good feedback that will be helpful.
 - Next two months, need to follow up on things suggested at the last meeting.
 - Preparing to get classes going for May or June
 - Trying to find the time to create a framework for classes to cover all major categories of service on an ongoing basis
 - Looking for committee members, as Eileen will ease back on active participation soon
- Review Chair's report
 - There are 8 pending applications for approval
 - Dianna Levesque, Fuller Public Library Hillsboro- Level 1
 - Laura Wing, Fuller Public Library Hillsboro- Level 2
 - Krista Bordeleau, Pelham Public Library-Level 2
 - Hope Garner, Griffin Free Public Library- Level 2
 - Patrick Arnold, Derry Public Library- Level 2
 - Dawn Mazur, Derry Public Library- Level 2
 - Marie Mehegan, Pembroke Town Library- Level 2
 - Samantha Gallo, Fuller Public Library- Level 4
 - Thank you Anne and Edward for so much reading.
 - Thanks, Lee Ann for your persistence, patience, and perseverance
 - Lee Ann motions to approve the applications. Patrick, Krista, and Dawn abstain. Anne 2nds. All in favor unanimously.
- Mini-Conference Committee Chair's report
 - ARTICLE VI. Committees

- Section 3. Vacant committee chair positions shall be appointed by the Executive Board.
- Heather appoints Cyndi as Mini-Conference committee chair, due to her outstanding job with the first conference, and the continued vision for where we want to take it for our second year.
- This year, we have been sending a gift to anyone who achieves their certification.
 - Going forward, how do we handle this?
 - Cyndi likes the idea of a gift per level. Level 1s get a bag, Level 2s get something, 3s, etc.
 - Julie says we have the money for gifts
- Do we consider our social media parade as recognition?
 - The goal of our mini-conference is to recognize the paras for that year.
 - Level 1s have their bags now. How do we want to move forward? When is the cut-off so that we have the conference be the recognition with their gift?
 - Anyone who receives a level and participates in the parade, that is their recognition. They will be sent a gift.
- Gifts will not be sent after June 30th.
- End of May for a picture to be submitted for the parade. May 7th is the review board's meeting date. Anyone who is approved on May 7th can be recognized for this year. Those who submit can receive a gift.
- Open parade post on April 1.
- New Business
 - Julie or someone will be in touch with Dawn and Patrick about Membership Chair roles. Julie will export a membership list to get started.
 - Heather will send information to Lisa Jose for the Wild Apricot setup.
- Adjourn
 - Meeting adjourned at 4:33 pm.

Next Meeting: Tuesday, May 11 at 3:30 pm via Go-to-Meeting.

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Rudget 7/1	/21-6/30/2022	Bud	aot	Actual		VS. ACTUAL			
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	Certification Fees 10 @ \$	\$ 2	00.00						
	July. Cert. Fee								
	Aug. Cert. Fee								
	Oct. Cert. Fee								
	November Cert. Fee								
	January Cert. Fee								
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	Class Fees July								
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	Class Fees February								
	Class Fees March								
	Class Fees April								
	Class Fees May								
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	Membership Dues - Aug								
	Membership Dues - Sep								
	Membership Dues - Oct								
	Membership Dues - Nov								
	Membership Dues - Dec								
	Membership Dues - Jan								
	Membership Dues - Feb								
	Membership Dues - MAR								
	Membership Dues - Apr								
	Membership Dues - May								
	Membership Dues - Jun				Bud	aet =75 m	embers @\$5		
	Total Membership Dues	\$ 3	75.00	\$ -		(375.00)			
	Mini-conference Fees	\$ 1,0	00.00		\$ ((1,000.00)	Budget = 50	People X \$25 (
	Interest (as of .)		0.00		\$	-			
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Fotal Incom	e	\$ 3,3	75.00	\$ -	\$ ((3,375.00)			
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	Speaker								
		<i>c</i>							
	Décor, awards, gifts, invite Bags	5							
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Other Costs			100.00)						
Other Costs	Certificates								
Other Costs	Postage/Mailing Labels	\$	(50.00)						
Other Costs		\$	(50.00) (25.00)						
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	Postage/Mailing Labels Copying	\$ \$			\$	175.00			
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	nce as of 7/1/20	Budget	6151.8		
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	Certification Fees 10 @ §	\$ 200.00			
	July. Cert. Fee	+	\$60.00		
	Aug. Cert. Fee		\$60.00		
	Oct. Cert. Fee		\$20.00		
	November Cert. Fee		\$80.00		
	January Cert. Fee				
	Total Certification Fees	\$ 200.00	\$220.00	\$ 20.00	
	Class Fees July				
	Class Fees August				
	Class Fees September				
	Class Fees October				
	Class Fees November				
	Class Fees December				
	Class Fees January		\$15.00		
	Class Fees February				
	Class Fees March				
	Class Fees April				
	Class Fees May				
	Class Fees June			Budget =6 Cla	sses/20 attendees/@ \$15
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	Membership Dues - Nov		\$5.00		
	Membership Dues - Dec		\$15.00		
	Membership Dues - Jan		\$115.00		
	Membership Dues - Feb		\$155.00		
	Membership Dues - MAR				
	Membership Dues - Apr			ACTUAL 59 me	mbers
	Membership Dues - May		in the second second		
	Membership Dues - Jun			Budget =75 m	embers @\$5
	Total Membership Dues	\$ 375.00	\$ 295.00	\$ (80.00)	
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	Mini-conference Fees	\$ 1,000.00		\$ (1,000,00)	Budget = 50 People X \$25
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	Interest (as of .)	0.00	0.43	\$ 0.43	
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Expenses					
Training	Sept/Oct/Nov	\$ (300.00)			
	Mar/Apr/May	\$ (300.00)			
Total Trainiı		\$ (600.00)		\$ 600.00	
Mini-Confer	ence Expenses	\$ (2,500.00)		\$ 2,500.00	
	Catering				
	Space Rental				
	Speaker				
	Décor, awards, gifts, invite	S			
-	Bags				
Total Confe	rence Expenses	\$ (2,500.00)	\$ -		
Other Costs					
	Certificates	\$ (100.00)	(39.94)		
	Postage/Mailing Labels	\$ (50.00)			
	Copying	\$ (25.00)			
	Costs	\$ (175.00)	\$ (39.94)	\$ 135.06	
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Total Other					
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			\$60.00			3 application	5
Oct. Cert. Fee			\$20.00			1 applicant	
November Cert. Fee			\$60.00			3 applicants	
June Cert. Fee			\$40.00				
Total Certification Fees	\$ 200.00		\$180.00	\$	(20.00)		
Class Fees July			\$0.00				
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Membership Dues - Sep			\$5.00				
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						50 members	
			\$20.00				
			\$10.00				
Membership Dues - May							
			\$10.00	Bud	lget =75 meml	bers @\$5	
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Décor, awards, gifts, invite	5	\$	(158.54)				
Bags		\$	(280.62)				
ence Expenses	\$ (3,250.00)	\$	(1,930.54)				
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сорушу	φ (25.00)						
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