

Paralibrarian Board Meeting (approved 5/19/2023)

Friday, March 17, 2023

Hybrid Meeting

Attending in Person:

Past-President and Interstate Reciprocity Liaison: Heather Rainier, Hooksett Public Library. *President & Mini-Conference Chair:* Cyndi Burnham, Goffstown Public Library. *Treasurer:* Julie Spokane, Amherst Public Library. *Secretary:* Katie Ondre, Wadleigh Memorial Library, Milford. *Education chair:* Hope Garner, Griffin Free Library, Auburn. *Review Committee board member:* Cheryl Ingerson, Elkins Public Library

Guest Attendees: Pam MacDonald, Amherst Public Library.

Attending via Zoom: Webmaster: Amanda Alwyn, Laconia Public Library. *Mini-Conference Committee Member:* Carla Ferreira, Bedford Public Library. *Review Chair:* LeeAnn Chase, Hooksett Public Library.

Absent from the meeting: Review Committee Member: Edmund Lowe, Nashua Public Library. *Education Committee member and Newsletter Committee Member:* Krista Bordeleau, Pelham Public Library. *Membership co-chairs:* Alison Wood and Molly DiPadova, Richards Free Library, Newport. *Member at Large:* Mary Ann Shea, Wadleigh Memorial Library, *Review Committee Member:* Anne Meyers, Deerfield Public Library.

Meeting called to order: 10:07 am.

7 board members in attendance, we have a quorum

- Approval of Minutes from February 17
- Heather accepts motion to approve minutes. Julie makes the motion and Hope seconds it. All in favor
- Tabled: Approval of minutes from 9/9/2022, 10/25/2022, 12/12/2022

Treasurer's Report

Julie has not received notification from NHLA about our budget yet, which is unusual.

- do we put our budget out as though we are having a conference? NHLA may put pressure on us because we have over \$7,000 intended to use on a conference.
- At the May meeting we will review the budget and discuss it. Julie and Pam will put together two budgets, one with a conference and one without.

- If we do not put it in our budget, NHLA may put pressure on us to hand over some of the funds. Supposed to be using what we have
- NHLA may give us grace because we are in flux.

Cyndi arrives

Review of board members:

- Pam MacDonald will come on as treasurer
- Julie will be President/ VP if Heather and Cyndi will stay and support. VP for this year

Who do we have to appoint

- Mary Ann Shea from Wadleigh Memorial Library as a general board member. Appointed by President
- Pam needs to attend another meeting before being appointed.
- Pam as interim treasurer and Julie as interim VP until the election in August.
- Education chair does not have to be appointed every year

We need to approve the document of role description, and everybody has the description of their roles.

Alli and Molly have been emailing with Cyndi to see if they have connected with the person from READS Mindy had mentioned about social media guidelines

Molly will be the primary contact for wild apricot.

- Do we remove Eileen and Patrick from the board
- Heather makes the motion and Julie seconds.
- Amend minutes to remove Eileen and Patrick

Did Edmund say that he would remain on the review committee? Lee An has not checked in but he did say that he would stay on the last time she connected with him.

Cyndi says Lee Ann needs more active participants for the review committee. Anne is willing to stay on committee, but not as chair. Cheryl will be on the review committee but not as chair. There is no chair now. We need a contact in the library as a chair.

What are the primary responsibilities of the review committee chair?

- Keep track of different certifications
- Reply to all applicants
- Meeting with the committee to review applications 4 times a year
- Communicate with the applicant
- Bring applications to the board to approve.

What is our primary focus/objectives?

Hope says it should be the board. Heather thinks that classes could give us new members.

Julie says we should focus on the board by May to get classes ready for the Fall.

Cyndi says maybe our focus should be on rounding out the board and suggests our efforts should go towards doing that instead of working on classes. If we can get the board rounded out, then we can shift focus to classes and presenters.

How do we do this?

- Provide classes
- Certifications
- Marketing
- Membership
- advocacy

Hope would love to see directors and trustees involved

Carla asks what the time commitment is for the review chair?

Lee Ann says it varies:

- 1-1 ½ for meetings depending on which level application. The most important part and longest time spent is reading carefully through the applications. It is about 3-4 hours per applicant. Works out to less than an hour a week and it is very rewarding.
- Lee Ann could stay on as co-chair in a mentor role. Carla is interested in being co-chair. She won't commit today but she is heavily thinking about it. She will sleep on it over the weekend and let us know. (Says yes on Tuesday 3/21!)
- Heather, Lee Ann can do a zoom chat with Carla to review
- Cyndi will send out an email thanking Edmund for his time and mentioning the requirements of having an active board and attending meetings.
- Will eventually go out as an email blast through Alli and Molly, once we have finalized the board
- Will have 5 review board members with Lee Ann, Anne, Carla, Cheryl, and Edmund
- Review chair role descriptions are on website for Carla to review

Education committee members- Krista and Danielle (who was on hiatus) are listed as members. Julie will call Pelham and reach out to both.

Cyndi asks Hope: If you had 2 extra members on the education committee what would be their priorities?

- Someone who is tech-savvy to send the recordings and certificates.
- Extra monitoring. Cyndi says she didn't know about the class coming up. If we could notify the board ahead of time and ask board members to attend as monitor. Hope says she would like to know what days are good for the board so that she can work around our schedule to get help. For the Fall, if we had the information ahead of time we could volunteer to help out.
- Help finding presenters; Hope would be the point of contact for presenters and do the scheduling.

List of wanted classes:

- Cataloging
- Becoming a Paralibrarian
- Tech class (tech for seniors, what does that mean?)
- RSA's
- Children's/Teen Programming
- Adult programming
- Library Management
- Budget writing
- Dealing with patrons that are having bad days. Julie says it was recently offered through Niche Academy. Focus was being sensitive to mental and emotional health. If it is available in-house it is not necessary for us to do anything about it. Send out an email blast: Paralibrarians are sharing this great, free training. Molly and Alli are going to come in for that.

Education Chair's Report:

- ALA website has a section called Center for the Future of Libraries with a trend report (<https://www.ala.org/tools/future/trends>) to use to find upcoming trends as subjects for classes. It would be nice to offer something more current.
- Always looking for new presenters/ subjects
 - Cyndi will ask Stacey about doing Canva
 - Laura from Portsmouth class on social media said no for now as she's been out of the field.
 - Julie Perrin for small library management. Offer it at a different time than the library management class. Heather will reach out to her. Thinks she can recruit her as a general board member
 - Cheryl mentions a book repair class? Kapco had a class. Heather may know someone who can do it. Could be offered as a virtual set up with a close-up camera or do a hands-on in-person with donations. Have these kinds of conversations with the presenters so we can get what we want out of the class. Lee Ann suggests getting people together who do the mending at individual libraries to show what they use. Maybe as a roundtable.

We should be sending something out reminding people of the online classes that they can take in order to get our name out there.

Alex had seen the email blast and asked about the section wondering if they are not doing well, why should I spend my time teaching this class. Cyndi suggests asking him how soon he would be willing to teach the class again. Wait until after the class to ensure the way he is teaching is working for us.

Do we have a stipend so we can offer classes from outside of the library world? (ex. Someone from AARP talking about placemaking)

- We have money in the budget to offer. We have \$600 budgeted; \$300 for Fall, and \$300 for Spring. We should offer mileage as well

How to teach a class on tech for seniors. Amanda brings up the idea of a roundtable discussion. She can talk to her tech help librarian Shayla who does drop tech help twice a week, and they can teach ways to speak to seniors and people who are resistant to technology and computers on their level. Some of it is just communication and de-escalation skills.

Deb Dutcher has a list of services for seniors

- Round tables might be a good idea. Tech for seniors or teen/ young adult services. READS does roundtables and they are always productive.
 - Certification would be the same as regular classes
- Fall Classes
 - Mindy and another director co-present on library management
 - Heather and Julie know someone for small library management
 - Book repair
 - Stacey for Canva
 - Christine for a weeding workshop

Next meeting dates:

- May 19
- July 21
- September 15
- November 17

Put on the website that meetings will be the third Friday every other month

We should put out email blast saying that we are up and running

Cyndi will work on presenters

Review committee is ready, and applications can begin

Meeting adjourned: 11:42 am.

Respectfully Submitted,

Katie Ondre