

Paralibrarian Board Meeting (approved 5/13/22)

Tuesday, March 8, 2022, 3:00 pm

Virtual Meeting

Attending via Go-to-Meeting:

President & Mini-Conference Committee Chair: Cyndi Burnham, Goffstown Public Library. Review Chair: Lee Ann Chase, Hooksett Public Library. Education Chair: Hope Garner, Griffin Free Library, Auburn. Treasurer: Julie Spokane, Brookline Public Library. Secretary & Webmaster: Amanda Alwyn, Laconia Public Library.

Guest Attendee: Carla Ferreira, Bedford Public Library.

Meeting called to order: 3:20 pm.

- **Quorum**
 - ARTICLE IX Meetings. B. A quorum will consist of 10% of the section membership.
 - Julie: Current section membership for renewals from December, January, February is 44.
 - For 10% we need to have 4 voting members. We have 5 today: Cyndi, Lee Ann, Hope, Julie, Amanda. Carla is not yet a voting member.
 - Quorum met
- **Approval of minutes**
 - Friday, November 5, 2021 minutes
 - Julie motions, Cyndi 2nds, all approved.
 - Friday, January 14, 2022 minutes
 - Julie motions, Lee Ann 2nds, all approved.
- **President's report**
 - NHLA Updates
 - Highlights from the minutes for our section – quotes taken directly from the minutes.
 - “Lisa Jose shared that the cost of Wild Apricot will increase by \$324 year and that improvements to the service are underway. NHLA purchases the professional plan which was previously \$1728 and will now cost \$2052.”
 - We do not contribute to the cost
 - “Lisa mentioned that if someone signs up for NHLA membership and indicates an interest in serving on a committee or with a section, there is not mechanism to automatically reply to the person. As a result there can sometimes be a lag between the time the person expresses interest and the time when someone knows to reach out to that person. She wondered about how to create an automatic reply for this circumstance.”
 - Cyndi will follow-up
 - “Brittany spoke about the Sustainability committee's work to incorporate carbon neutrality into NHLA's event planning thought process. One action items might be to ask venues already booked

what they are doing with regard to carbon neutrality. Similarly, NHLA sections could be encouraged to ask about a venue's carbon footprint."

- Something to keep in mind when planning the next mini-conference
- "Deb spoke about the NELA/NHLA conference plans and encouraged the sections to begin thinking about submitting proposals for the fall conference. She confirmed that there is a speaker budget."
 - Sunday, October 23, 2022 to Tuesday, October 25, 2022
 - DoubleTree by Hilton Manchester Downtown, 700 Elm Street, Manchester, NH 03101
 - Cyndi has reached out for suggestions or guidance for our section and what our responsibilities for.
 - We have gotten mixed information in the past about expectations.
 - We have offered a Preparing Your Para Certification to anyone, mostly Para's, and that we had about 25 people at. For the Para Section Overview, they changed that to just Directors - believe Heather and Eileen attended as our section representatives.
- "Judy shared that she met with Dale Dormody and they agreed that the new website should start with a basic template. Subdomains will not be utilized. A first draft of the website will be ready for review by February 14. Training on how to post content will be offered to all section leaders. The NHLA officers will take a first look at the website. Judy will be added to the officers' email group so she can communicate with the officers."
 - We need more information about subdomains, and the URL, and how the format of the site will be structured.
 - We must have more than one page for our information
 - Cyndi will reach out to find more information, and will add Amanda into the conversation, as webmaster.
- Several sections mentioned education opportunities, and Hope created a list of contacts for different sections. She will reach out to them to suggest collaboration.
- **Past President's report**
 - The past President is Heather, and she is not present today.
 - Nominating Committee 2022
 - The next meeting is in May, we will discuss the nominating committee
 - Section 2. Elections, A. 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.

- We are desperately looking for people and we NEED a VP. Please consider names to suggest.
 - Patrick can generate a list of the 44 current members and will be asked to forward it to the board so that we can contact them about our openings.
 - Julie notes by email that keeping with our Bylaws, I believe the candidate has to attend at least 2 Board Meetings to be considered. We may not have enough meetings between now and elections for that to happen if we wait.
- **Secretary's Report**
 - Cyndi is reviewing the role descriptions, this is the time to update any roles.
 - Role descriptions is a separate document from the by-laws
 - By-laws only list elected positions; how the process works, but not the descriptions
 - Descriptions of all roles are on our website (once we have it again)
 - The descriptions may evolve, but the by-laws are less flexible
 - Reformatted Paralibrarian role descriptions
 - Created a table of contents
 - Changed the order/grouping, per Cyndi's suggestions
 - Updated wording in Secretary's section
 - Updated wording to Webmaster section
 - Requesting any other board member position who would like updated wording to forward me their new description
 - Julie says hers is good
 - Proposing Marketing Coordinator position to address the overlap between Secretary, Webmaster, and Membership Chair tasks
 - Added space for new positions in role descriptions document
 - Marketing Coordinator
 - Advocacy Coordinator
 - Cyndi would like to finalize any updates. She wants them to be clearly defined, and clean up everything.
 - Danielle Arpin has been promoted and is taking a break from the section for now. Cheryl Ingerson is no longer in the library field.
 - Updated Board contact information document
 - Updated Section Brochure and forwarded to Julie
 - Waiting on a list of "no longer in library world/NH" from Julie to update certified Paralibrarians list for Cyndi
 - Julie emailed before the meeting started

- Waiting on login information and best practices for use for Paralibrarian Google Drive access
 - I would like a central place for all our documents, which would include things we don't post on the website. So that when we collaborate on things, we have access to the most current versions. Also, a repository for older versions.
- Treasurer's report
 - Detailed at the end.
 - There are currently 44 registered members as of December, January, February
 - It is now time to send the budget to NHLA
 - Julie proposes to carry over the budget to FY2023, expecting to have the mini-conference
 - Vote to keep the budget as-is: Amanda motions, Lee Ann 2nds, all in favor.
- Webmaster's report
 - Marketing "Committee" Meeting Update
 - Paralibrarian Section Blast – met with Julie and Cyndi about coordinating the email and letter to go out to new section members
 - Paper mailing
 - Brochure with updated contact information inside (has been updated and sent to Julie)
 - Letter from Cyndi/Julie saying looking out for the email
 - Email mailing
 - Letter from Cyndi
 - *Submission dates included
 - *Contact list (not the whole brochure)
 - *Educational Opportunities (waiting for this still from Lee Ann)
 - Guidelines
 - *Starred things will be tested to be in one document with jump links.
 - Next, once the welcome packet is finalized, we will convene a committee to get the newsletter started
 - Patrick is on board to run a monthly report and send out the packet
 - We need to keep consistent contact
 - Julie will send the test email, but Patrick will send the official communications
 - Waiting
 - Lee Ann is putting together the Educational Opportunities list
 - Lee Ann will send her list of educational opportunities to Amanda
 - They have been sent to the attendees of the how to prepare your certification class
 - Julie and Cyndi are writing the letter to go in the paper mailing
 - Once I have all documents, I will combine them into one document (minus the guidelines) and include jump links. We will then send it to ourselves through WildApricot to test if we like it that way. If not, we will test sending the documents separately.

- This was due to happen before March 1
 - Website
 - NHLA executive board meeting minutes (draft) from February 8, 2022, notes “Old Business -- Judy shared that she met with Dale Dormody and they agreed that the new website should start with a basic template. Subdomains will not be utilized. A first draft of the website will be ready for review by February 14. Training on how to post content will be offered to all section leaders. ... The NHLA officers will take a first look at the website.”
- Education Chair’s report
 - Hope would like to thank everyone for helping her get settled
 - She has been in contact with Lisa to get WildApricot set up
 - Has done the tutorials and will do them again
 - Has been noting questions as she goes
 - Working on
 - List of para classes from 2016-2019
 - Listed presenters and is looking at who is still active
 - Only 3 former presenters are no longer active
 - Stacey – the Canva presenter, has sent her information in. Hope will post the class by the end of the week.
 - Has started a master list of other sections and their contacts for future classes
 - Doesn’t have intellectual freedom? Julie shared contact information. Will reach out about joining classes of other sections.
 - TBD: If they say section members can attend, Hope will confirm details about priority
 - Do presenters typically offer a class at their home library?
 - It depends on who is presenting and what their library’s setup is like
 - We try to spread classes around the state so that more people have the option to attend without a long commute
 - Details about setting up classes in WildApricot
 - Events can be sent to self for a test before posting
 - Can copy old events to keep the format consistent
 - Past classes, payments are sent to Julie or paid through WildApricot
 - They are not required to pay online, but it’s an option
 - Some towns have to send a check because of the way their payments are processed
 - NHLA then transfers the payments once a month
 - The goal is to get the Canva class set up by the end of the week
 - Note to add in that Stacey is a level 1 Para to her bio
 - Another class is undetermined
 - Cyndi would like to see another class in the spring

- Patrick has reached out to Susan Brown at Derry, who was willing
 - Mark Glisson at Hooksett is also willing
 - If either of them cant do a class on time, suggest the fall
- Classes are intended to be hybrid going forward
 - The goal is to present in person, but have an online option
 - What libraries can host?
 - Hooksett can
 - Laconia has space, but no technology. Room for 28 chairs and the wifi reaches to the room.
 - We will charge for classes, \$10 for members and \$15 for non-members
 - The charge signifies the commitment to attend
- **Review Chair's report**
 - Lee Ann sent out the 2022 review schedule, and educational opportunities list to those who attended the preparing your application class
 - Krista Bordeleau of Pelham Public Library has completed her level 3
 - Lee Ann calls for a vote on Krista's application
 - She relates that Edmund shared that she was thorough and showed enthusiasm and curiosity shines through in her application
 - Julie motions to approve, Cyndi 2nds, all in favor.
 - Congrats Krista!
 - Anne has started as director in Deerfield but will be back once she's settled in
 - Hopefully, some new people from the recent class will begin turning in applications.
 - The session was well attended, with 15 people. However, the online format was not ideal. The conversation was different and participants were more reluctant to ask questions.
- **Membership Chair's report**
 - Patrick is not at the meeting, tabled until next time.
 - Quarterly email newsletter
 - Recruitment of board members for open positions
- **Mini-Conference Committee Chair's report**
 - Cyndi would like to do some kind of recognition
 - Paralibrarian Social Media Picture Collage
 - Sending pictures constitutes consent to use on the NHLA Paralibrarian Section website
 - Possibly move to have it in the fall instead. We need to give time to connect with the section again, we need consistency, and one way to do that is to get the newsletter together.
 - The new collage would be a much smaller pool of people, only those who have achieved a level since the last video parade?
 - Cyndi wants to recognize everyone for the level they're at, at the conference
 - Any certified para who sends in a picture would get swag

- It's PR to get excited about being certified, that you're doing it, or have done it
 - In the interim, we need to concentrate on the quarterly newsletter
 - We are allowed to send to all NHLA. Would it make sense? Have a picture with a small interview, someone who has achieved a level and what it means to them, or what they learned through the process
 - Then include a list of recently certified Paras
 - Short and sweet, to be a wow factor
 - Amanda agrees with Julie about sending the newsletter to all NHLA
 - The initial plan was to send it to our section, but if we want it to be PR and to spread the word out about our section, then we need a wider reach.
 - Despite the work we've done, there are still some who don't place the same value on the certification as the amount of work that goes into it. We need some way to share that. Our section is already on board, they already agree with us. If we want to change minds, we need to reach outside our section.
 - Cyndi asks if we should skip recognition this year.
 - Starting in 2023, we'll have the mini-conference again. Waiting would give more build-up.
 - We will give gifts by level, and in the lead-up, we will highlight people in the newsletter
 - We want to build the excitement to something special
 - We will send personal invitations again to invite to the conference
 - We need to get the packet finalized, then get a committee together to get the newsletter details ironed out: what we need, what we want to include, and how often.
- New Business
 - Review Role Descriptions
 - Mostly reorganized, little language changes here and there.
 - We need to verify that all descriptions are clearly defined. Everyone should review their roles.
 - Carla
 - There are opportunities to be involved
 - Advocacy Chair/committee member
 - Membership committee
 - Education committee
 - General board member is okay

- Newsletter committee may be temporary to brainstorm and get it started
 - VP
 - Mini-conference committee
 - Carla would like to participate in the mini-conference planning as a committee member
 - No appointment necessary, Cyndi accepts Carla to the committee
- Old Business
 - Still looking for an Advocacy Chair
 - Feedback regarding contact with potential/eligible board members
 - Lee Ann's contact is no longer in the library world
 - Who else was contacting people?
 - Discussion about the 2022 meeting schedule. Meetings are alternating mornings on Friday or afternoons on Tuesday to accommodate the availability of most members. Only 6 meetings per year. Attendance is valuable.
 - January 14th, Friday 10am
 - March 8th, Tuesday 3pm
 - May 13th, Friday 10am
 - July 12th, Tuesday 3pm
 - September 9th, Friday 10am
 - November 8th, Tuesday 3pm
 - Suggestion to send the meeting schedule in the welcome packet?
 - Cyndi will email in a couple of weeks to get started with the newsletter committee, once the packet is finalized.
- Next Meeting Business
 - Discuss Nominating Committee
- Adjourn
 - *Meeting adjourned at 4:47pm.*

NEXT MEETING: MAY 13, 2022, 10AM AT HOOKSETT PUBLIC LIBRARY/VIRTUAL.

				BUDGET VS. ACTUAL	
Budget 7/1/21-6/30/2022		Budget	Actual		
Account Balance as of 7/1/21			6732.51		
Income					
Certification Fees 10 @ \$	\$ 200.00				
July. Cert. Fee					
Aug. Cert. Fee					
Oct. Cert. Fee					
November Cert. Fee					
December Cert. Fee			\$20.00		
January Cert. Fee					
Total Certification Fees	\$ 200.00	\$20.00	\$ (180.00)		
Class Fees July					
Class Fees August					
Class Fees September					
Class Fees October			\$15.00		
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	\$15.00	\$ (1,785.00)		Budget = 6 Classes/20 attendees/@ \$15
Membership Dues - Jul					
Membership Dues - Aug					
Membership Dues - Sep					
Membership Dues - Oct			\$5.00		
Membership Dues - Nov			\$5.00		
Membership Dues - Dec			\$30.00		
Membership Dues - Jan			\$120.00		
Membership Dues - Feb			\$70.00		
Membership Dues - MAR					
Membership Dues - Apr					
Membership Dues - May					
Membership Dues - Jun					
Total Membership Dues	\$ 375.00	\$ 230.00	\$ (145.00)		Budget = 75 members @\$5
Mini-conference Fees	\$ 1,000.00		\$ (1,000.00)		Budget = 50 People X \$20
Interest (as of .)	0.00	\$ 0.39	\$ (0.39)		
Total Income	\$ 3,375.00	\$ 265.39	\$ (3,110.39)		
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		\$ (359.38)			
Bags					
Total Conference Expenses	\$ (2,500.00)	\$ (359.38)			
Other Costs:					
Certificates	\$ (100.00)		(23.95)		
Postage/Mailing Labels	\$ (50.00)				
Copying	\$ (25.00)				
Total Other Costs	\$ (175.00)	\$ (23.95)	\$ 151.05		
Total Expenses	\$ (3,275.00)	\$ (383.33)	\$ 751.05		
Net Income (Expense)	\$ 100.00	\$ (117.94)	\$ (217.94)		
Account Balance as of 2/28/22			\$ 6,614.57		