

Paralibrarian Board Meeting (Approved 6/14/19)

Friday, April 12, 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. Eileen Gilbert, Belmont Public Library. Lee Ann Chase, Hooksett Public Library. Heather Rainer, Hooksett Public Library.

Call-ins:

Sarah Cornell, Portsmouth Public Library. Kathy Watson, Kimball Library.

Meeting called to order: 10:01 AM.

Approval of February 8 meeting minutes, Sarah Frost motioned, Julie 2nd, all approved.

- **Housekeeping:** Acknowledge two Google Group discussions where motions were made and votes taken since last meeting:
 - Motion that we offer Eileen Gilbert, Corinne Chronopoulous, and Sarah Cornell a 25% discount on their registration fee for the Friday session of the NHLA Conference. Depending on current membership status, this will cost the Paralibrarian Section \$21.25 per current member or \$26.25 per non-member. Motion made: Sarah F. 2nd: Lisa Abstentions: Eileen. All others vote yes.
 - Note from Sarah F. that NHLA will cover the 25% discount and so there is no cost to the section.
 - Motion has been made by Cyndi to "schedule our Paralibrarian conference on October 4th at the NH Audubon Center in Concord, NH" and has been seconded by Heather. The motion has been approved by a majority of 8 votes in the affirmative.
 - No changes made.
- **President's report:**
 - Status Memorandum of Understanding with Mass. Paralibrarian Section
 - No word from MA. Had sent to Acting-President Anne Marie McGrath from Newburyport.
 - Sarah Frost offers to follow up.
 - Updates from NHLA Executive Board
 - Meeting was mostly about conferences.
 - Budget approved, but Paralibrarian numbers were missing
 - Julie notes that she has been in communication, and that she was waiting for the 3/31 bank statements.
 - Numbers have now been sent in.
 - The census this year will have an online option. Libraries will likely feel the impact of this, and the board suggests coming up with a way to be prepared for people to come to the library to fill out their census.
- **Past President's report**
 - Nothing new to report.
 - Last conference meeting, nothing new to report.

- Treasurer's report
 - Working FY2019 Budget (included at the end)
 - FY20 Proposed Section Budget (included at the end)
 - Budgeted \$100 per class cost to cover mileage
 - Increased income to reflect increase in class costs
 - Highlights:
 - There are 71 paid members.
 - Account Balance is \$5,431.63.
 - We have been anticipating the mini-conference and saving for those costs
 - Motion to approve by Cyndi. 2nd by Lee Ann. All approved.

- Membership Chair's report
 - No action taken except research so far
 - Adam didn't have anything to pass on
 - A quick revisit of Co-chair appointment
 - Cyndi passes on co-chair appointment at this time, to focus on the mini-conference
 - Questions to the board:
 - How will section membership play into role of conference.
 - Julie & Cyndi have one price proposed, the target audience is mostly existing members. The cost covers conference expenses
 - Need to determine if there will be a head start for para's for registration
 - Request a "save the date" blast and encourage people to register for section ahead of the conference
 - Time for a Membership survey?
 - Something small, about 5 questions
 - What is your focus, please prioritize areas?
 - What category classes would you most like to see?
 - What would you like to take? What would you like to teach?
 - Send out to NHAIS, OR NHLA lists?
 - Sarah C will mock up and bring to next meeting
 - Survey, how far will you travel? Days and times can go to classes

- Education Chair's report
 - Fall course offerings brainstorm/suggestions
 - We had the weeding workshop 4/11. All 15 spots filled. Only 1 person left on the waiting list that was unable to go.
 - 2 surveys returned so far were positive
 - All but 1 paid at time of meeting.
 - Michael was really well received, and is willing to teach more classes.
 - Attendee mentioned that they would take anything he taught.
 - Why 15? If only 1 person left, is there flexibility? We capped at 20 in the past. Was it the library size?
 - Some people felt shut out because there weren't many classes offered.
 - Copyright class, haven't heard back from teach yet. Possibly hold in the fall?
 - Growing youth collections is full with a waiting list of 6. Will talk to teacher to see if we can increase the cap

- May try to repeat both classes in the fall
- Julie: We have said we offer classes in all categories of application, but we are not currently doing so. We haven't had a class in the admin category in 4 years.
 - Suggests we offer 3 categories in fall, and 3 in the spring
 - Categories of Library Service (included at the end)
- Should we look at a summer term? Offer an admin class then?
 - Window to offer classes is small, and then there's conferences to consider
 - Sarah: we've noticed a gap
 - Find 1 class, 1 instructor and not make it a full term.
 - June for admin/management class
 - Laura Horwood-Benton has done a workshop on social media recently
 - Sarah C. will reach out to her to see if she is willing to do another class
 - Look outside the library world for admin/management contacts
 - End of June or August we will offer a class in admin/management
 - Will discuss over google groups
 - Kristen Frize to teach on policy development?
 - Policy was requested in recent feedback
 - Lori Fisher in Bow did a table talk at NHLA – contact her?
 - Sarah will follow up
- We haven't had contacts in the past, but we need to make contacts
 - Maybe more on the board can help with contacts?
 - Is there a list of who has presented what? And what the response was? Should we put this on the website?
 - There is a list of past classes on the website, Eileen will start there with gathering the information.
- Should advocacy be in Library Marketing? Or should it be added to it's own subcategory under Admin/Management?
 - The ALA push is a little different from marketing
- Send out online resources to people working on their applications
- Primex offers a lot of classes but the committee has rejected some primex classes because they are not library specific
 - This limits a lot of admin/management training, maybe rethink how narrow the focus is?
- Canva course – Jen at Northfield
- Registration: paras get a 1 week head start
- Open up a “I have a skill, the first 15 people that come to my library on x date/time”
- Continuing Ed is still not ready, so we have to move forward with our own offerings
- Use NHAIS to communicate better
- *Summary*
 - There will be a summer class in admin/management
 - 3 courses offered in the fall in 3 different categories

- Brainstorm fall offerings at June meeting
 - Allow for 6 week registrations
 - 3 courses offered in the spring in 3 other categories from the fall
 - Pass any contacts to Eileen
 - After the mini-conference, Julie & Heather will offer the beginning your application course once a year or more.
 - They will determine a date soon
- Review Chair's report
 - Pending certifications/Certification recommendations
 - Level 4, Julie Spokane.
 - Motion to approve by Cyndi, 2nd by Sarah Frost. All in favor.
 - Following the Schedule on the calendar is going well.
 - Application due May 1st. Reviewed by June 5th. Board approval by June 14.
 - Application due August 1st. Reviewed by September 4th. Board approval by October 11th.
 - Application due by November 1st. Reviewed by December 4th. Board approval by December 13th.
 - There was a question at the Hillstown co-op about the guidelines re: points for a degree
 - Level 1 is for 10 years, what if your degree was more than 10 years ago?
 - Make an amendment to the guidelines for a degree exception for more than 10 years, no time limit on completed degrees?
 - Heather will draft amended for next meeting
 - Going forward, send out letter of approval, hold certificate to annual conference
 - If they don't attend the conference, will mail out certificate the next week
- Para Mini-Conference
 - Expense report for NHLA Paralibrarian Mini-Conference (included at the end)
 - Still nailing down all the numbers, but these are a reasonable estimate
 - Program proposal for NHLA Paralibrarian Conference (included at the end)
 - Karen Horn, main speaker at mini-conference
 - Julie motion to approve, Sarah Cornell 2nd. All approved.
 - Recognition for certified Paralibrarian gift?
 - Use logo? Slogan?
 - NHLA is potentially redoing logos? No timeline on readiness.
 - Mark G. made the original, Heather will have him email it to Cyndi
 - Bag samples coming from 4imprint.com.
 - Heather suggests a company in Bedford
 - There are 24 certified paralibrarians
 - Advertising, open to suggestions
 - Send posters to libraries
 - Do a one page flyer, talk to the state library, David Harris to send on the van for a small fee
 - Something on NHAIS?
 - Announce at NHLA
 - Visit co-ops

- Save the date announcement in May and September
 - Word of mouth is important
 - The date is on the NHLA calendar
 - Sarah C. will come up with a schedule of communication and post to google group
 - Will have in 2 weeks.
 - Offers to do poster
 - Need the contract signed by Karen, and then announce her as the keynote speaker
 - Need to put deposit down on Susan N. McLane Audubon Center, Concord
 - 50% balance to reserve: \$225
 - Agenda (6pm-9pm)
 - Welcome/introduction
 - Introduce board, what we do, and why
 - Introduce to certification process
 - Mission: how this works discussion
 - Offer to join the board, talk to anyone about it
 - Break for eating and networking
 - Karen's presentation
 - Open floor to questions from board
 - Recognition piece
 - The board will be there. Send invitations to certification holders. And Directors or supervisors to request attendance. Trustees?
 - Have a presentation at the trustee conference?
 - Last to be approved before conference will be June 14.
 - Potentially, August 1st due. September 4 review. October 11 board. It depends on how many are submitted. Will make final call once that is known.
 - Karen's presentation will come with a certificate of attendance for points in admin/management
- Additional discussion/Adjourn
 - There have been board changes since the inception of the Paralibrarian section, of the board, how many are MLIS vs. Para?
 - 6 on the board are Para
 - Amanda. Julie. Lee Ann. Kathy. Cyndi. Lisa.
 - Important to keep the balance of MLIS & Para
 - Advocate for Paras to join board (in award letter?)
 - Looking for officers in the fall?
 - Para certificate status a factor in who to invite
 - Invite people to attend board meetings
 - Call membership meeting instead of board meeting?
 - Advertise a special "June meeting is a general open meet & great"
 - Sarah C. will come up with a blast to send to the list

- Hillstown asked for an introductory course, a pre-class before getting started
 - More blast? Who would be interested?
 - Info blast, 1 page introduction
 - Julie offers to hold a “how to prepare” over the next 6 months
- 16 libraries represented in 24 certifications
- There is higher attendance in Southern part of state
 - Lower expectations of full class in north country
 - Go to present a how to prepare in the north country?
 - Does North Country have co-op?
 - Cyndi has a map of the state with where the certifications are from
- 53% of NH libraries don't have an MLIS on staff.
 - (3 people with doctorates in something)
- Next Meeting:
 - Friday, June 14, 2019 - 10:00am - Hooksett Public Library.

Motion to adjourn by Lisa. 2nd by Julie. All approve.
Meeting adjourned at 11:29am.

Categories of Library Service

There are SIX categories of library service, as follows:

These lists are not all-inclusive but serve to demonstrate the types of knowledge considered appropriate for each type of library service.

PUBLIC SERVICES

- Adult services
- Children's services
- Community Outreach
- Customer service
- Information literacy
- Programs and activities
- Readers' advisory
- Young adult services

REFERENCE/INFORMATION SERVICES

- Collection development
- Community resources
- Copyright law
- Database use/access
- Genealogy/special collections
- Information access
- Interlibrary loan
- Local history
- Medical/legal research assistance
- Online learning resources

TECHNICAL SERVICES

- Acquisitions/De-accessions
- BISAC/Dewey
- Digitization
- MARC/RDA
- Metadata/Linked data
- Periodicals/serials
- Preservation
- Processing

ADMINISTRATION AND MANAGEMENT

- Accounting/budgeting
- ADA compliance
- Fundraising
- Library marketing
- Policy development
- Public/Staff/Workplace safety
- Staff supervision and training
- Strategic/disaster planning
- Volunteer supervision and training

TECHNOLOGY

- Assistive/adaptive technology
- Digital Media
- Internet/computer security
- Library automation
- Maker spaces
- Mobile computing
- Networking
- Office software
- Social media
- Technology troubleshooting
- UX / User Experience
- Web design

GENERAL

- Association/committee membership
- Other library topics not covered elsewhere
- Professional reading (i.e. library professional development books and library textbooks)
- Professional writing
- Public speaking

Program proposal for NHLA Paralibrarian Conference October, 2019

Professional Development and Continuing Education Self-directed, bite-size learning: a model

Submitted by Karen Horn

Chair, Career Development Committee and PARA Review Board
Massachusetts Library Association (MLA) Paralibrarian Section

Assistant Director
Sturgis Library
Barnstable, MA 02630

Professional Development for paralibrarians, aka library support staff, is an often neglected aspect of our profession, whether because of a misunderstanding of its value or a lack of time and funding. The nature of the work we do every day in our libraries requires us to learn, among other things, new skills, new technologies, and new ways of finding the information our patrons are looking for. The skill set required to be effective in our work is vast and varied. Even with the best of intentions, finding a cost effective and time efficient way of providing these learning opportunities poses a great challenge. Tight budgets and staff shortages are the biggest obstacles. And even if these were not a problem, who has the time or resources to develop a staff training program? I challenge you to join me in changing this.

The term *bite-size learning* is often paired with *self-directed learning*. Self-directed learning is gaining in popularity in the workplace and is well suited to meet the continuing education needs of library staff. Content is received in small, easily digested chunks on a frequent basis. The learner is in the driver's seat and decides what they need to learn and how best to learn it, and is not restricted by an established staff training program that may or may not already be in place. This model encourages staff to learn a new skill, or consider topics they might not otherwise have the time or inclination to explore.

I will share ideas and proven steps to implement a self-directed learning program at your library, explaining why planning and establishing a vision and goals is essential to creating "buy-in" with supervisors, staff and trustees. I will discuss the role of the facilitator and how to encourage and promote a culture of life-long learning and advocate for ongoing staff development and continuing education opportunities.

Expense Report

Purpose: Paralibrarian Mini-Conference

Section: NHLA Paralibrarian Section

Date of conference: October 4, 2019

Chair: Cynthia Burnham

Income:

Registration fees	\$ 1,000.00	\$20.00 per person X 100 seats = \$2,000.00
Total:	\$ 1,000.00	

Expenses:

Item	Cost	Description
Venue	\$ 800.00	hall, chairs, tables, linens
Food	\$ 1,500.00	food, drinks, catering services
Recognition	\$ 500.00	bags for certified paralibrarians/gift for attendees
Speaker fees	\$ 300.00	mileage & room accomodations
Advertising	\$ 50.00	flyers, posters
Centerpieces	\$ 100.00	table decorations
Total:	\$ 3,250.00	

				BUDGET VS.			
Budget 7/1/18- 6/30/2019	Budget	Actual	ACTUAL				
Account Balance as of 7/1/18		3794.23					
Inco me							
Certification Fees 10 @ \$20	\$ 200.00						
August Cert. Fee		\$20.00					
November Cert. Fee		\$60.00					
January Cert. Fee		\$40.00			Jan (6 Cert.)		
Total Certification Fees	\$ 200.00	\$120.00	\$ (80.00)				
Class Fees August		\$225.00					
Class Fees September		\$510.00					
Class Fees October		\$150.00					
Class Fees November		\$40.00					
Class Fees December							
Class Fees January							
Class Fees February							
Class Fees March		\$315.00					
Class Fees April							
Class Fees May							
Class Fees June				Budget =7 Classes/20 attendees/@ \$5			
Total Class Fees	\$ 700.00	\$1,240.00	\$ 540.00				
Membership Dues - Jul							
Membership Dues - Aug							
Membership Dues - Sep		\$10.00					
Membership Dues - Oct		\$5.00					
Membership Dues - Nov					71 members (Dec & Jan & Feb & Mar)		
Membership Dues - Dec		\$65.00					
Membership Dues - Jan		\$130.00					
Membership Dues - Feb		\$100.00					
Membership Dues - MAR		\$45.00					
Membership Dues - Apr							
Membership Dues - May							
Membership Dues - Jun				Budget =75 members @\$5			
Total Membership Dues	\$ 375.00	\$ 355.00	\$ (20.00)				
Interest (as of .)	0.00	0.34	\$ 0.34				

		\$	\$	\$		
Total Income		1,275.00	1,715.34	440.34		
Expenses						
Training		\$			(Nov. Mileage=Linda Kepner)	
	Sept/Oct/Nov	(300.00)	(77.94)			
	Mar/Apr/May	(300.00)				
		\$				
Total Training		(600.00)	(77.94)	522.06		
Other Costs:						
		\$			Budget =15 attendees @\$30	
	Conference Fees	(450.00)				
	Conf. Instructor Stipend	-				
		\$				
	Certificates	(100.00)				
	Postage/Mailing Labels	(50.00)				
		\$				
	Copying	(25.00)				
		\$				
Total Other Costs		(625.00)	-	625.00		
		\$	\$	\$		
Total Expenses		(1,225.00)	(77.94)	1,147.06		
		\$	\$	\$		
Net Income (Expense)		50.00	1,637.40	1,587.40		
			\$			
Account Balance as of 3/31/2019			5,431.63			

New Hampshire Library Association Sections

FY20 Proposed Budget *revised 2.28.2019*

	FY18 Actual	FY19 Budget	Actual as of 3.31.2019	Projected FY20
Income				
Spring Conference				
4012 CLNH Spring Conference Income				
4013 YALS Spring Conference Income		\$ -		
4014 READS Spring Round Table				
xxxx ITS Spring Conference Income				
Total Section Spring Conference	\$ -	\$ -	\$ -	\$0
Fall Conference				
4022 CLNH Fall Conference Income				
4023 READS Fall Conference Income				
4024 YALS Fall Conference Income				
xxxx ULAC Fall Conference Income				
Para Section Fall Mini-Conference				\$ 1,000.00
xxxx ITS Fall Conference Income				
Total Section Fall Conference	\$ -	\$ -	\$ -	\$ 1,000.00
Membership Dues				
4042 CLNH Dues				
4043 READS dues				
4044 YALS dues				
4045 ULAC dues				
4047 PARALIB dues	\$ 345.00	\$ 375.00	\$ 355.00	\$ 375.00
4049 ITS dues				
Total Section Membership Dues	\$ 345.00	\$ 375.00	\$ 355.00	\$ 375.00
Miscellaneous				
4055 PARA certification fees	\$ 190.00	\$ 200.00	\$ 120.00	\$ 200.00
4120 Summer Reading Materials				
4155 Paralibrarian workshops	\$ 790.00	\$ 700.00	\$ 1,240.00	\$ 1,200.00
4180 Great Stone Face Income				
4210 Donations to CLNH				
4211 CLNH 1000 Books Before Kindergarten bags				
Total Section Miscellaneous	\$ 980.00	\$ 900.00	\$ 1,360.00	\$ 1,400.00
Money to be used from Section Savings to balance budget (if needed)				
CLNH				
READS				
YALS				
Total Section Savings				\$ -

TOTAL SECTION INCOME \$ 1,325.00 \$ 1,275.00 \$ 1,715.00 \$ 2,775.00

	FY18 Actual	FY19 Budget	Actual as of 3.31.2019	Projected FY20
Expenses				
Fall Conference Expense				
6022 CLNH Fall Conference Expenses				
6023 READS Fall Conference Expense				
6024 YALS Fall Conference Expense				
xxxx ULAC Fall Conference Expense				
Para Fall Mini Conference				\$ 3,250.00
xxxx ITS Fall Conference Expense				
Total Section Fall Conference Expense	\$ -	\$ -	\$ -	\$ 3,250.00
Section Expenses				
6034 READS Expenses				
6035 CLNH Expenses				
6036 YALS Expenses				
6037 PARALIB Expenses	\$ 257.00	\$ 1,225.00	\$ 77.94	\$ 775.00
6038 URBANS Expenses	-			
Total Sections Expenses	\$ 257.00	\$ 1,225.00	\$ 77.94	\$ 775.00
Spring Conference Expense				
6102 CLNH Spring Conference				
6103 YALS Spring Conference				
6109 READS Spring Roundtables				
xxxx Spring Conference Expense				
Total Section Spring Conference Expense	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expenses				
6150 CLNH - Great Stone Face Award				
6175 CLNH - Kids, books and the arts				
6176 CLNH- 1000 Books before Kindergarten				
6180 CLNH - Summer Reading Material				
6196 READS Award of Excellence				
6200 CLNH mini-grants/scholarships				
Total Section Miscellaneous	\$ -	\$ -	\$ -	\$ -
TOTAL SECTION EXPENSES	\$ 257.00	\$ 1,225.00	\$ 77.94	\$ 4,025.00
SECTION NET OPERATING INCOME	\$ 1,068.00	\$ 50.00	\$ 1,637.06	\$ (1,250.00)

NOTE: We have been anticipating a Mini-conference and so have "Saved up" over the past two years with surplus to cover.