

Unofficial

Paralibrarian Meeting
April 14, 2017 10:00am
Hooksett Library

Present: Edmund Lowe, Eileen Gilbert, Julie Spokane, Sarah Frost, Marilyn Borgendale
Teleconference: Sarah Cornell, Jackie Monaghan, Yvette Couser

Edmund called the meeting to order at 10:00am.

Old Business

NHLA Spring Conference & Honorarium

Marilyn Borgendale addressed the honorariums for presenters being sponsored by the Paralibrarian Section that were unanimously approved at the previous Paralibrarian Board meeting. She expressed her appreciation of the gesture but has concerns about how the donation should be done in conjunction with the Spring Conference Committee as none of the other presenters are being given monetary honorariums.

Julie clarified that she thought the honorarium was to reimburse NHLA for fees incurred for hiring presenters that the Paralibrarians were sponsoring. Sarah Frost also thought this was the case. Marilyn clarified that none of the presenters were being paid or given honorariums to present. Eileen had understood it to be a motion to offer the money to the presenters because NHLA was only reimbursing the presenters for mileage. Heather mentioned that the Paralibrarian section was not being acknowledged in the conference brochure as sponsoring the programs (Local History, Change Direction NH, Library Lockdown, Assembling your Paralibrarian portfolio). Marilyn suggested that we broach that with the Spring Conference Committee. Edmund expressed a desire to not cause further confusion for the conference committee. The Paralibrarian Board still unanimously feels that our sponsored presenters should receive an honorarium. Eileen will discuss the honorarium with the Spring Conference Committee and see what they think and report back. The honorariums will be tabled until we hear further.

Marilyn stated that the number of vendors at the NHLA Spring Conference is down significantly due to another library conference being held in Connecticut at the same time. She offered a table (excluding electricity) for the Paralibrarian Committee to present and have information. There was some concern about the lack of time to pull together displays, handouts, and people to volunteer to man the table. Sarah Cornell volunteered to staff the table during open vendor times according to her own availability as she also has to balance it with work needs. Julie offered to check in if she ended up having any gaps in her conference schedule but is unable to man the table for any length of time. Eileen will bring the updated paperwork and postcards with a QR code linking to the Paralibrarian page to leave at the table with Sarah Cornell.

Current and future workshops, and transitioning planning to the Continuing Ed. Committee

Fall Course Planning Tentative Overview:

Intro to cataloging with Linda Kepner

Advanced cataloging with Brittney Buckland (to cover theory of RDA, the transition from AACR2 but will not cover actual how-to since this varies based on ILS and library).

Children's Services (topic TBA) with Michael Sullivan (pending contact)

Workshop Development (pending mentor volunteers)

Advanced Excel with Peggy Thrasher

Internet Self Defense with Mark Glisson

Sarah Frost emailed Ann Hoey at NHSL to gauge interest in presenting a workshop in the Fall on topics related to library services to children. Ann mentioned that she is offering two workshops, one in the Spring and one in the Fall, about weeding youth collections. The reply seemed like Ann was too busy currently to add anything new in the Fall. Sarah Frost will forward her reply via email to the Paralibrarian Board.

With Ann unable to present it was suggested by several people to approach Michael Sullivan to see if he would present a children's services workshop in the Fall. Heather said she would connect him with Julie to discuss it further.

Marilyn encouraged us to reach out to CHILIS for presenters. She also stated that one of her goals is to get committees to work together more frequently and due to this she would like the Para board to reach out to the Continuing Education Committee, share our ideas for what we want to see, and ask them to organize/plan it. If done in this method then the classes are free to NHLA members and \$25.00 to non-members and it encourages membership. Sarah Frost clarified that Marilyn would like the Continuing Ed. Committee to schedule all further professional development workshops instead of the Paralibrarian Board scheduling ones tailored to certification and she confirmed. Sarah Frost stated that this transition could free up space for the Paralibrarian Committee to focus on evaluating guidelines, future planning, and possibly reviewing portfolios as a group. Julie expressed a concern that the Continuing Education committee has not met with regularity and she didn't want to see any of the Fall plans for workshops fail due to lack of a smooth transition between the Paralibrarian Board and the Continuing Ed. Committee. Heather will reach out to the Continuing Ed. Committee to ask them to take this on and also suggested a possible subcommittee of Para and Cont. Ed. members to work on planning workshops.

It was restated that NHLA should issue certificates for workshop attendance and not each individual section.

The Introduction to Cataloging course with Linda Kepner continues to be well attended and has a growing waitlist. Linda is open to teaching more courses. Sarah Cornell's Copy-cataloging course was well attended with approximately 16 people which was maximum capacity. There seems to be general interest in cataloging courses, due to this the Paralibrarian Board would like to schedule another Intro to Cataloging course this fall and also a more advanced cataloging course. Marilyn suggested that we reach out to Yvette's cataloger, Brittney Buckland who also has an academic library background. Edwin is taking an RDA 2 class next semester and depending how that goes he may be open to presenting and sharing.

There was an issue with parking at Bow/Baker Free Library. The participants in the cataloging workshop parked in an overflow spot that was not to be used during business hours so the neighbors were upset. Lori (the director at Baker Free Library) sent an email to Eileen, Julie, and Linda about this issue and the tone upset some of the recipients. Eileen will contact Lori to smooth things over and Julie will do the same with Linda. Heather offered to have future workshops held at Hooksett if parking continues to be a problem. Julie will also send an email to the next class with parking instructions. Marilyn suggested that we create a class planning checklist that includes reviewing parking for future planning purposes.

Julie shared a brief solicitation for people with experience presenting and developing workshops to contact the Paralibrarian committee for the future class on developing presentations/teaching/workshops. There were some suggested wording changes which Julie will make and share with the committee again prior to it being sent out. Julie asked who would be evaluating the people who volunteer as mentors/trainers. Sarah Frost asked if that was the role of Yvette as the head of planning the education components and Eileen confirmed. Julie will discuss this further with Yvette.

10:48am - Yvette Couser joined the meeting via teleconference and was brought up to speed by Julie.

Julie will send Yvette a syllabus from Linda Kepner's Cataloging class so Brittany can get a sense of where the class leaves off and where she can pick up in planning the next level cataloging class.

Yvette agreed to discuss a fall course with Brittney and will report back.

Eileen reported that the Internet Self Defense class being held at Hooksett in June is already at capacity so we should revisit another offering this fall.

The Reference Interview class at Derry has met its cap and is now being waitlisted. Jackie will put together parking directions and mail to the list of attendees.

11:10am Marilyn Borgendale left the meeting.

Changes to Guidelines

Previously agreed upon changes were made to the Guidelines for Paralibrarian certification.

Additional change not previously discussed:

- Amended guidelines to add a section specifically for ALA eCourses worth 2 points per credit hour.

11:20 am Jackie Monaghan left the meeting.

New Business

- Sarah Cornell is creating a Google Poll to send to NHLA & NHAIS to survey what libraries are doing to compensate and/or incentivize professional development at both paraprofessional and professional levels.
- Heather found certificates from Baudville for future Paralibrarian Certificates but the envelope/folders were expensive. Julie suggested looking elsewhere for the folders. The certificates will be green to maintain consistency with NHLA.
- Marilyn Borgendale re-entered the meeting briefly to volunteer herself to be a mentor for the future workshop focused on developing trainers and presentations.

Action Items:

Eileen

- Eileen will discuss the honorarium with the Spring Conference Committee and see what they think and report back.
- Eileen will bring the updated paperwork and postcards with a QR code linking to the Paralibrarian page to leave at the table with Sarah Cornell.
- Eileen will contact Lori to smooth things over.

Heather

- Heather to connect Michael Sullivan with Julie to discuss future Children's Services workshop. - Should Yvette do this as Chair of Ed.? Or send it off to Continuing Ed Com.?
- Heather will reach out to the Continuing Ed. Committee to ask them to take this on and also suggested a possible subcommittee of Para and Cont. Ed. members to work on planning workshops.
- Heather will look for cheaper folders and order certificates.

Jackie

- Jackie will put together parking instructions and directions for the Reference class at Derry and send to class list.

Julie

- Julie will contact Linda to smooth things over.
- Julie will send an email to the next cataloging class with parking instructions.
- Julie making changes to the wording of the Mentor request
- Julie will discuss vetting of mentors with Yvette.
- Julie will send Yvette a syllabus from Linda Kepner's Cataloging class so Brittany can get a sense of where the class leaves off and where she can pick up in planning the next level cataloging class.

Sarah C.

- Sarah Cornell volunteered to staff the Para table at NHLA during open vendor times according to her own availability as she also has to balance it with work needs.
- Sarah Cornell will create a Google Poll to send to NHAIS and NHLA to survey incentives and compensation for continuing education for both para and professional staff levels.

Sarah F.

- Sarah Frost will forward Ann Hoey's reply via email to the Paralibrarian Board.

Yvette

- Yvette will discuss a fall course with Brittney and will report back.

The next meeting is tentatively scheduled for June 23 at 10:00am at Hooksett Public Library with a conference call option.

Meeting adjourned at 11:57am.

Respectfully submitted by Sarah Frost standing in for LeeAnn Chase 4-17-17