

Paralibrarian Board Meeting (approved 11/5/21)

Tuesday, May 11, 2021, 3:00 pm

Updated Thursday, July 8, 2021

Amended Monday, November 8, 2021

Virtual Meeting

Attending via Go-to-Meeting:

InterState Reciprocity Liaison & 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, Krista Bordeleau, Pelham Public Library.

Guest attendees: Carla Ferreira, Bedford Public Library. Sara Rottger, Portsmouth Public Library. Marie Mehegan, Pembroke Public Library. Hope Garner, Griffin Free Library, Auburn. Julie Cyr, Jaffrey Public Library.

Meeting called to order: 3:02 pm.

- **Introductions**
 - Welcome to all the new people who have joined us today.
- **President's report:**
 - NHLA Updates: Heather will review the minutes and pass on any needed information.
 - Heather would like to consider a shift in terminology to Certified Library Professionals.
 - The terminology might help gain more support in the library community.
- **Past President's report**
 - The nominating committee has met a couple of times. They drafted a letter seeking nominees for our open positions.
 - The letter was sent out to the NHAIS-list and our Blog.
 - Julie was able to wrangle WildApricot to send the letter to the section.
 - Patrick has nominated Dawn for the open Vice President position.
 - Dawn graciously accepts the nomination.
 - Anyone else is welcomed to express interest in open positions.
 - Hope asks for clarification for term windows:
 - Elected positions run the calendar year, and start in January
 - The Vice President position is a three-year term
 - Vice President/President-Elect, President, Past President (who then chairs to Nominating committee)
 - Voting for elected positions begins in November
 - The ballot is due to be submitted to NHLA in August.
 - General Board member positions
 - We have 4 general board member positions. 2 have been filled, but that leaves 2 positions open.

- We have some openings on sub-committees.
 - Mini-conference
 - Education committee
 - Board meetings are open to anyone on a subcommittee.
 - General board members are participating in the discussions at meetings and are reserved for any future projects.
 - Committee members begin their term whenever in the year that they join the committee.
- Secretary's Report
 - *Approval of March 16 meeting minutes, Heather asks for a motion. Julie motions to approve the minutes as is. Patrick 2nd. All approved, unanimous.*
 - The nominating committee drafted a letter to invite Paras to the board meeting, seeking interest for open positions; I sent out an email to the NHAIS list and (as webmaster) created a blog post with this letter: <http://para.nhlibrarians.org/invitation-to-join-our-board/>
 - In the future, would something like this go through the Membership Chair? (emailing the NHAIS-list, I would still post to our blog as webmaster)
 - Yes, in the future, the Membership chair would send out emails to the NHAIS-list as well as WildApricot.
 - Lisa Jose has sent training documentation to Patrick. He has them and will review them.
 - Julie will coordinate with Patrick to work through the training videos Lisa created, in place of the canceled training.
 - Recent changes by WildApricot are covered by the tutorial and written documentation.
 - WildApricot access:
 - Julie needs as treasurer.
 - Eileen has access through READS, however, her eventual replacement will need access.
 - The membership chair needs access.
 - Updated the list of certified Paras
 - Updated the list of board contact information
 - Updated the openings page
 - Updated the section brochure
- Treasurer's report
 - Julie sent the budget to Kim Gabert at NHLA (attached at the end), very similar to the 2020 budget (also attached).
 - There are 66 members registered at the end of April.
 - We could build a member list with those members in WildApricot.
 - Heather asks if we have a list of the numbers of members in recent years.
 - Julie will compile a list of total members by year, but it is just a number.
 - With a note that at some point the numbers may get messy because of when NHLA changed from fiscal year to calendar year for membership.
 - Hope asks if we have membership goals.
 - We budget for 75 members per year but have not had set goals in the past.

- Now that it looks like we have more members on the board, it is an excellent idea to consider for the future.
- Webmaster's report
 - Posted the approved Minutes to the archive: <http://para.nhlibrarians.org/board-meeting-minutes/>
 - Posted a congratulations post to our blog, and Facebook: <http://para.nhlibrarians.org/congratulations-to-our-latest-certified-paralibrarians-4/>
 - The nominating committee drafted a letter to invite Paras to the board meeting, seeking interest for open positions; I sent out an email to the NHAIS list and created a blog post with this letter: <http://para.nhlibrarians.org/invitation-to-join-our-board/>
 - Note that Azra is no longer the social media person for NHLA, the new Social Media Coordinators are Scott Campbell, Plaistow Public Library (programming@plaistowlibrary.com), and Becca Berezin, Rodgers Memorial Library (rebeccaberezin@rodgerslibrary.org).
 - We still have access to posting to the NHLA Facebook page
 - Sent out our social media parade post to our blog, Facebook, and the NHAIS list
 - In mid-May, Cyndi requests a reminder post be sent out with a collage preview of photos.
 - I have received photos from 9 Paras so far.
 - The deadline we set was for June 30th to get the video ready. The deadline to submit photos is June 15th.
 - Cyndi requests ALL board members to submit a photo, even if you are not a Certified Para. We would like a visual representation of the board, to have for anyone considering joining.
 - Additionally, if anyone has photos from past classes or events, we can include those as well. Any past instructors.
 - We do have photos from our Mini-conference courtesy of Anne.
 - The easiest way to go about the social media parade itself will be to create a video that can be shared through social media. I can check with Marina about uploading a larger file size if it is an issue.
 - Posted updated documents:
 - Updated the list of certified Paras: <http://para.nhlibrarians.org/paralibrarian-certificate-holders/>
 - Updated the list of board contact information: <http://para.nhlibrarians.org/paralibrarian-board-contact/>
 - Updated the openings page: <http://para.nhlibrarians.org/get-involved/>
 - Updated the section brochure: <http://para.nhlibrarians.org/files/2021/05/2021-NHLA-Paralibraian-Section-Guide-May.pdf>
 - Agenda links errors "bad request" – Heather will troubleshoot, is there a security setting from copying the links at Goffstown or Hooksett? Or permissions from Google Groups?
- Education Chair's report
 - Eileen has made plans and has more ideas for starting a regular schedule come fall.
 - The plan is to cover five of the six Categories of Library Service.
 - The sixth category is more of a general catch-all and very individual.
 - The five are:
 - Public Services
 - Reference/Information Services

- Technical Services
 - Administration and Management
 - Technology
- Eileen would like a regular schedule where two of the six are covered every six months, rotating on an eighteen-month or two-year cycle.
 - This would be a regular schedule where the classes wouldn't necessarily repeat, but that the categories would all be covered in that time frame.
 - Two classes every six months.
 - There would be an NH-specific class available regularly going forward as we have discussed for the last few years.
- Krista has offered to join the education committee, Eileen will reach out shortly to begin coordinating.
 - More people are still needed for the committee, all new people are welcome to reach out to Eileen.
- Board member contact information is on the website: <http://para.nhlibrarians.org/paralibrarian-board-contact/>
- Lisa would like to share with the new attendees at the meeting that if you serve on the board in any capacity, you get to use that service as points on your next level of certification.
- Review Chair's report
 - Friday, May 7 was the last day to submit certifications. We received three new submissions.
 - The committee will review, and we will vote at the next board meeting.
- Membership Chair's report
 - Dawn and Patrick just got links to WildApricot.
 - From Patrick's quick perusal of WildApricot, we can:
 - Sort members for communication
 - Can run a report for lapsed members, who did not renew their membership
 - Together they are brainstorming how to use this information.
 - They would like to identify why they didn't renew and also try to reach out to people and determine if there are any trends.
 - They will develop a strategy for bringing in new people and will present it at the next meeting.
 - Julie, Heather, and Cyndi will meet with Dawn and Patrick to share institutional knowledge about past attempts at contacting members.
 - Sarah Cornell (previous membership chair) floated the idea of sending all newly registered Paras a welcome brochure.
 - When planning the mini-conference Julie and Cyndi found that some certification holders had moved or left the library world.
 - Julie will look through her notes and forward that information to Patrick and Dawn.
 - Hope has thoughts on membership
 - To gain support or increase membership, has the section gone to NH directors, NH trustees, or co-ops?

- Julie replies that pre-covid Julie, Heather, Eileen, Lee Ann, and Cyndi made regular trips to ALL co-ops, meeting with them every two years, to address directors directly.
 - We had a PowerPoint with the benefits of supporting certification that Heather and Cyndi created.
 - When visiting we presented how to apply, it would be a good idea to include a layer of advocacy in these presentations.
- They were not able to get any support from the trustee association, NHLTA.
 - Sarah Frost (previous president) tried to get a spot at the NHLTA conference, and they said no.
 - However, Lara Berry, director of Newington and a trustee in another town, is planning the NHLTA conference this year and might be more open.
 - We should reach out to her to see if there is an opportunity there.
 - Krista relates that Jennifer Green, interim director, in Pelham has been very supportive of certification and has spoken with their trustees in defense of the benefits of professional development for non-MLIS degreed librarians – but it has been a hard sell.
 - Krista will reach out to Jennifer to see if she can share a letter on how she approached her trustees.
 - It is a hard sell to trustees who see a clear divide between professional librarians and support staff.
 - Hope's trustees are supportive, she will approach them for a similar letter for why it's beneficial for their staff.
 - It's more likely that trustees will listen to a fellow trustee, speaking trustee to trustee.
- Paras are whom the public will see every day. Most patrons do not see the director or the trustees.
- To trustees, they don't know what's involved in certification, so they think that it cannot be worthwhile.
 - It's up to us to teach them that it matters, we should workshop more to find ways to work with trustees more.
 - Lori Fisher from the State Library, came to the mini-conference because she had heard rumblings about Paralibraian Certification. She found the original binders at the state library of past applications. It was a shock to see just how much work and the breadth of topics covered in those portfolios.
 - (We used to put together physical binders, and the original thought was to hold all of those portfolios at the state library)
 - Can we share those portfolios at the NHLTA conference?
 - It's virtual this year and happens tomorrow and Thursday (5/12-5/13).

- Do they have a website or a way to post it so that they can see for themselves the work that goes into it?
 - Heather will reach out.
 - The NHLA site and subsections all have mission statements in a prominent place
 - Our site doesn't have a page for mission statements.
 - We can put a mission statement on our website, it may help with recruitment
 - What we do have is a few paragraphs on the guidelines and the section website's landing page: <http://para.nhlibrarians.org/>
 - Example: READS has bylaws and a mission statement on the same page. (Mission statement above bylaws).
 - Each subcommittee also has mission statements.
 - Advocacy for the Para librarians section?
 - Is this function something that should be handled by a chaired committee? Or is this something that is handled by another position or committee? Membership chair?
 - We will table this discussion for the next meeting.
- Mini-Conference Committee Chair's report
 - The social media parade post has been posted, and we're waiting for more photo submissions.
 - ALL board members, if Paralibrarian certified or not (if a Para, include your certificate in the photo), please submit photos. If anyone is considering joining the section, this will give them friendly faces to see.
 - Email: aalwyn@laconialibrary.org
 - Cyndi is looking at the swag to give away, but waiting to see who participates to purchase the right quantities.
 - Has some ideas, but open to suggestions for something meaningful but also useful.
 - We will send out a reminder in the next few days and will coordinate with Dawn and Patrick to send it to the membership list, and the NHAIS list.
 - Would like to feature past Para events, instructors; reach out to anyone who might have them.
- New Business
 - Do we have an idea of when we might be comfortable meeting in person?
 - Hooksett was the place we met pre-Covid.
 - So far the trustees at Hooksett have not approved in-person meetings for their phased opening plan.
 - Best guess is that it will be a few months before that is an option.
 - Hooksett is always happy to host and is set up that hybrid attendance will always be an option for those that a commute to Hooksett is not feasible.
 - Do committee members meet outside of the regular board meetings?
 - Yes, how often and when is dependant on the committee, but committees meet and then report back to the regular meetings. They can also bring questions, or ask for input on any problems encountered at regular meetings.
 - Cyndi invites anyone with questions or interest in joining committees or who wants to join in some capacity to reach out to anyone on the board.

- Everyone is welcome to join us at our next meeting, even if you're not yet ready to commit to a position.
 - Bring your friends!
- The ballot is due to NHLA for their August board meeting.
- The next submission date for applications is August 6.
- Next Meeting Business
 - Tabled discussion on Advocacy position/committee, whether this needs to be a new position, committee, or part of another position.
 - The mission statement for the section.
- Adjourn
 - *Meeting adjourned at 4:15 pm.*

Next Meeting: Tuesday, July 13 at 3:30 pm via Go-to-Meeting.