

## Paralibrarian Board Meeting (approved 9/10/22)

Friday, May 13, 2022, 10:00 am

Hybrid Meeting

### Attending in-person:

*President & Mini-Conference Committee Chair:* Cyndi Burnham, Goffstown Public Library. *Education Chair:* Hope Garner, Griffin Free Library, Auburn. *Treasurer:* Julie Spokane, Brookline Public Library. *Secretary, Webmaster & Newsletter Committee member:* Amanda Alwyn, Laconia Public Library. *Past-President & InterState Reciprocity Liason:* Heather Rainier, Hooksett Public Library.

### Attending via Go-to-Meeting:

*Review Chair:* Lee Ann Chase, Hooksett Public Library. *Mini-Conference Committee member:* Carla Ferreira, Bedford Public Library. *Education Committee member & Newsletter Committee member:* Krista Bordeleau, Pelham Public Library.

### Absent from the meeting:

*Review Committee member:* Edmund Lowe, Nashua Public Library. *Membership Chair:* Patrick Arnold, Derry Public Library. *Member at Large:* Eileen Gilbert, Belmont Public Library.

Leave of absence from Paralibrarians:

*Member at Large,* Danielle Arpin, Pelham Public Library. *Review Committee member:* Anne Meyers, Deerfield Public Library.

*Total active board members: 11. Board members attending: 8.*

*Meeting called to order: 10:10 am.*

- Approval of minutes
  - Heather abstains because she was not at the March meeting. Julie motions to accept the March 8, 2022 minutes as is, Hope 2nds. All in favor. Approved.
- President's report
  - NHLA Updates
    - "Lisa Houde reviewed the letter she drafted that will be sent to State Librarian Michael York requesting funds to purchase four OWL devices. One device will be kept with the current NHLA President and the other three devices will be shared among the sections and can be sent via the ILL van."
      - This could be helpful to our section for classes when hosted at libraries without an established set-up
      - Who will own them? The state library or NHLA?
        - Cyndi believes it will be NHLA.
    - "Yvette introduced and enthusiastically welcomed the new co-chairs of the NHLA Intellectual Freedom (IF) committee: Julia Lanter of Exeter Public Library and Lauren Rettig of Ohrstrom Library at St. Paul's School in Concord."

- This would be a good group to collaborate with for classes
  - “Amber shared that virtual keynote speakers have been confirmed for the fall New England Library Association (NELA) conference. She reminded the board that NELA is looking for board members including a secretary and a vice-president/president-elect. Additionally, NELA is seeking nominations for the Emerson Greenaway Award and is looking for mentors for its mentorship program.”
  - “Lori stated that HB 1529, related to requiring library volunteers to have a state and federal background check was voted Inexpedient to Legislate (IL) in committee. HB 1033, related to Prohibiting recipients of state or local grants or appropriations from using such funds for lobbying was laid on the table by the committee. SB 344, related the electronic participation requirements of meetings open to the public under the right to know law has passed the Senate with amendment and has now been sent to the NH House Judiciary Committee.”
  - Re: Conference Presentation Proposals
    - Cyndi reached out to Deb and asked what we needed to do. There is still no clear answer. As NELA isn’t really the platform for a state-specific certification, we will operate under the assumption of not running a program unless requested.
- Past President’s report
  - Nominating Committee 2022
    - Should consist of 3 total, with the past president leading
    - Julie, Hope, and Lea Ann offer to be on the committee
    - Cyndi appoints the committee, with Heather leading.
  - Patrick sent out a list of all current members
    - In the past, we have emailed or called everyone to personally invite them to participate, however, we recently modified the by-laws to require attendance at board meetings before being elected to board positions, therefore, many of those on the list are ineligible for VP.
    - We need to be recruiting for more section members to attend the board meetings
  - Recruitment
    - Cyndi suggests that we consider a meet and greet event. If approved, Cyndi will take the idea and run with it, with Carla’s help
      - When and where? HPL? Light refreshments? Not a class.
      - What do we bribe them with? Points?
      - Paras are core staff, should we be there all day? Is there a virtual option? A panel for questions?
        - The virtual option means that there’s no travel and less time commitment. It may be the difference between someone being able to participate or not at all.
      - Should there be an info session?

- ¼ of the list Patrick shared are MLIS holders/directors who want to be aware of what the section does, not those who have or are pursuing certification.
- Maryann at Wadleigh had staff who were interested.
- Reach out at the director level.
- There is no director's email list. Heather attends the director's call which is well attended and can make an accountment that we want to host this event and ask them to share about it.
- There is a lot of new staff at all levels.
- We should pull testimonies from people – how did certification help you? One or two sentences.
- Carla likes a virtual option, that even though in-person would be ideal for socialization and feeling part of the group, because of the flexibility of virtual, coupled with many libraries being short-staffed, it's nice to offer. It may mean more people.
- Find a way to make it fun?
  - Give out questions for people to ask from the virtual audience to promote engagement.
  - Para jeopardy? Trivia game with books and library statistics? Krista suggests Kahoot, Blookit, Gimkit. Kahoot is like Jeopardy but you can create it yourself.
- The draw is entertainment, the benefit for us is people.
  - The nominating committee will also decide on the recruitment event, even if it is not before nominations begin.
- We are short with the recruitment for next year, and this event may not be in time to impact that.
  - We have no VP right now. So that means no President in January. We need someone on the ballot.
    - The options are Krista, Danielle, and Carla because of the requirement for having attended meetings.
      - Krista will think about it.
      - The role wouldn't start until January.
      - Heather would consider a mentorship/co-president situation since there was no VP training time.
  - Secretary and Treasurer might be up for reelection.
    - Julie has a new job. She is willing to continue if the new director will give the okay.
    - Amanda is willing to continue as Secretary provided her new director is okay with it. Might consider VP nomination but needs time to see how things settle – since it might be easier to find someone willing to step into the secretary position.

- Our section is in a tenuous position and Cyndi is concerned. We need 2-3 more regular people to attend meetings, as well as maintain our current attending numbers.
- Secretary's Report
  - Finalized the welcome blast and forwarded it to Cyndi, Julie, and Patrick for testing and sending
    - Julie sent out a test just before the meeting after some technical difficulties with WildApricot
  - Received Para list of no longer a member, will need updating through Patrick to check against current registrations; Julie sent to everyone.
  - Given the conversation revolving around recruitment, we need our newsletter to move forward with urgency.
    - We need content
    - We would like to send the first one out in July if possible
    - WildApricot can generate lists, but the user interface is not ideal for sending a newsletter. It would be better to use it to get a list of emails.
      - What services?
        - Krista uses Mailchimp
        - Amanda uses Constant Contact
        - Amanda and Krista will look into pricing and options
          - Julie motions that if it is under \$150 a year for a good system that will do what we need, Amanda and Krista have permission to sign us up for a service. Hope seconds. All in favor.
  - We want a welcome, thanks for registering (that's the welcome blast), and then regular updates
    - The newsletter is classes, open board positions, testimonies, classes from other sections that qualify for points, board meetings, etc
      - Where does it come from?
      - If you see something interesting, send it to Hope who can compile and forward it to the Newsletter Committee for formatting.
        - Example of Bobbi's new journal group
      - The board members can submit something to the Newsletter Committee for inclusion
        - Review chair sends names of new certifications
        - All chairs contribute
      - How often do we send it?
        - Once a month? – aspirational
        - Every other month?
        - Quarterly with monthly shoutout?
      - Why paralibrarians? It's practical. You'll learn where the resources are and it fosters lifelong learning.

- We are allowed to send it 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 appoints Amanda and Krista to the Newsletter Committee
    - Their first task is to find a service for sending
- Treasurer's report
  - Attached at the end
  - The budget was submitted to NHLA as voted at the last meeting
- Webmaster's report
  - Emailed wants/needs about the website
  - Updated documents for pages to recreate the website
  - Reached out to schedule training, no date set yet
  - NHLA update: there is a soft website rollout. [nhlibrarians.org](http://nhlibrarians.org) is populated with the new website, but the content is still missing in many places. Specifically, our section is blank.
    - Heather notes that she found copies of the old site on the [Wayback Machine](#). Amanda noted that shortly after it was clear the website wasn't coming back in any form, and a new one would be created, she went through the Wayback Machine and saved anything possible.
    - Feedback: Heather has concerns that the new structure that Dale set up of combining overlapping minutes/conferences/etc at the macro level might be confusing for our section members. Ex: All minutes are together for all sections. Once these are populated (we post all of our minutes since inception), it could quickly be overwhelming.
      - Heather and Amanda will reach out to ask if we could find a workaround such as double-linking the information.

- Education Chair's report
  - Hope continues to contact presenters for the fall class schedule. Offering a hybrid option for all future classes seems well-received. More people attended the Canva class through the virtual option than in person.
  - Summary of classes scheduled to date:
    - April 14 2022 Introduction to Canva by Stacey Desrosiers (completed)
      - Went well. Hope is having trouble emailing the the recording link
      - She is also willing to do an advanced Canva class
    - June 9 2022 Cyber Hygiene Best Practices for Librarian by Mark Glisson
    - October 6 2022 Reference Class by Susan Brown
  - Hooksett Public Library has offered to host classes with a hybrid option when the presenter's library cannot.
  - At the June Cyber Hygiene class, Hope will act as an assistant to Mark. This will help create a checklist for all future hybrid classes.
    - Do we have a board member, or a someone to join the education committee to comit to attend classes (for free, with a link to rewatch after) to help in this capacity
    - We need more education committee members
  - Thank you to Cyndi for sending the certificates to the attendees.
  - In our effort to cross-promote classes with other sections, Hope contacted Angela Brown at Amherst PL. She responded and asked if we had any requests for Technical Services classes.
    - An introductory cataloging class would be great
    - Hope will reach out to Angela to discuss a possibly July or August class
  - Hope was unsuccessful at finding and sending a course evaluation feedback form. She now has the google drive information and will look for old forms there.
  - Thank you to Julie for sending information on procedures for coordinating a class.
    - Discussed "Procedures for Coordinating a Class" document's updates
      - Needs updating.
        - We have a credit card option now.
        - We need more time, at least 3 weeks, to advertise the classes. Heather suggests that as soon as it's on the books, send it out, then send out a few more as it gets closer.
          - People need to know in advance to plan around it and get it on their schedule. Front desk people and programmers need time, sometimes months, to work around their commitments.
        - Certificates can be printed and have them at the classes to hand out.
      - Hope will access and compile the procedures.
- Review Chair's report
  - No submissions.

- We should look for another review board member. We still have Edmund, but Anne does not have as much time as she'd hoped when she took her new position.
- Membership Chair's report
  - Patrick was unable to attend. He has been helping Hope with class lists and sent out a list of section members before the meeting.
  - Do we need members for this committee?
- Mini-Conference Committee Chair's report
  - Nothing planned yet.
  - Next month, Carla and Cyndi will start looking at venues for the spring of 2023 conference.
- New Business
  - NHLA Strategic Plan
    - "Support paraprofessionals by reviewing and revising the current certification program"
      - Heather has reached out to discuss with the committee to find out exactly what this means.
      - Potentially it means they want to support the section?
      - We have had feedback from a larger director struggling because they can't offer a financial incentive, so they struggle to support it.
      - There was some discussion with the committee about Para not offering core classes
        - Heather wants to invite the members to the next board meeting. She has also asked for the results of the survey. Lori will make those available.
        - Krista shares that certification is first-hand experience, that is immediately and practically applicable. It is almost more useful, and far cheaper, than an MLIS. This is not to discount the degree, but to state that certification is important and valid.
          - Cyndi would like to use Krista's testimony in our newsletter
        - There are 4 semesters in an MLS, and 4 levels of certification, which has on-the-ground and up-to-date librarians working in the field in our state
        - Paras can take classes that they will use in their positions as well as take courses in broader subjects
        - Continuing education is important, and keeps you relevant
        - A lot has changed in technology that an MLS from 10 or more years ago doesn't cover the same things as one from today. There are librarians with an MLS from before computers.

- We want to stress that certification isn't a replacement for the MLS, that the MLS has value, but that certification is also inherently valuable and should be respected. It is indicative of professional commitment
      - Through the process of certification, you learn the resources and where to find them; it fosters lifelong learning. Some may get an MLS and are done, not all but some have not kept up with technology as an example. Paras can get to level 4 and will likely continue their professional development because of the experience of certification.
    - Cyndi would like to look at the requirements of MLS programs.
      - What do we cover? And what are they covering?
  - We should develop a one-page overview to send to directors. Lori was shocked at how much work went into a certificate.
    - We should reach out to Lori again, she wanted to advocate for us but is limited in what the state library can do
  - We want to walk the line of not denigrating the degree, but promoting certification
    - A para certification shows loyalty and provides an overall view of library science and stewardship
    - We would benefit from a perspective shift
      - Everyone has a role and not everyone wants or can be high up in a directorship position
      - An MLS isn't accessible to everyone, for time or money commitments
      - Certification opens the field to more
      - Culturally, there is a vocational shift away from college as the only answer. We may see that in librarianship as well.
      - Paras are loyal, responsible, flexible, and efficient but may not have an MLS.
        - An organization needs all types of people.
- Old Business
  - Hope, Amanda, and Julie received login information for Google Drive.
    - Hope will look for feedback templates
    - Amanda will upload our official documents and make them shareable as a backup to our website (once we have it up again)
- Next Meeting Business
  - Action Items
    - Nominating committee
      - Will work on which roles need to be filled, and comparing with the membership list



- Newsletter committee
  - What platform should we go with
  - Encourage every chair to pull together facts or figures about their committees
- Recruitment event plan
  - June 1, Cyndi will reach out about how to get people to attend
  - How to market ourselves/ How to pull people in
- Adjourn
  - *Meeting adjourned at 12:00 pm.*

**NEXT MEETING: JULY 12, 2022, 3 PM AT HOOKSETT PUBLIC LIBRARY/VIRTUAL.**

*Respectfully Submitted,  
Amanda Alwyn*

Budget 7/1/21-6/30/2022		Budget	Actual	vs. ACTUAL	
Account Balance as of 7/1/21			6732.51		
<b>Income</b>					
<b>Certification Fees 10 @ \$</b>		<b>\$ 200.00</b>			
	July. Cert. Fee				
	Aug. Cert. Fee				
	Oct. Cert. Fee				
	November Cert. Fee				
	December Cert. Fee		\$20.00		
	January Cert. Fee				
<b>Total Certification Fees</b>		<b>\$ 200.00</b>	<b>\$20.00</b>	<b>\$ (180.00)</b>	
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					
			\$170.00		
Class Fees April					
			\$75.00		
Class Fees May					
Class Fees June					
<b>Total Class Fees</b>		<b>\$ 1,800.00</b>	<b>\$260.00</b>	<b>\$ (1,540.00)</b>	<b>Budget = 6 Classes/20 attendees/@ \$1</b>
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					
			\$50.00		
Membership Dues - Apr					
			\$15.00		
Membership Dues - May					
Membership Dues - Jun					
<b>Total Membership Dues</b>		<b>\$ 375.00</b>	<b>\$ 295.00</b>	<b>\$ (80.00)</b>	<b>Budget = 75 members @\$5</b>
<b>Mini-conference Fees</b>		<b>\$ 1,000.00</b>		<b>\$ (1,000.00)</b>	<b>Budget = 50 People X \$</b>
<b>Interest (as of .)</b>		<b>0.00</b>	<b>\$ 0.50</b>	<b>\$ (0.50)</b>	
<b>Total Income</b>		<b>\$ 3,375.00</b>	<b>\$ 575.50</b>	<b>\$ (2,800.50)</b>	
<b>Expenses</b>					
<b>Training</b>					
	Sept/Oct/Nov	\$ (300.00)			
	Mar/Apr/May	\$ (300.00)			
<b>Total Training</b>		<b>\$ (600.00)</b>	<b>\$ -</b>	<b>\$ 600.00</b>	
<b>Mini-Conference Expenses</b>		<b>\$ (2,500.00)</b>		<b>\$ 2,500.00</b>	
Catering					
Space Rental					
Speaker					
Décor, awards, gifts, invites					
			\$ (359.38)		
Bags					
<b>Total Conference Expenses</b>		<b>\$ (2,500.00)</b>	<b>\$ (359.38)</b>		
<b>Other Costs:</b>					
Certificates		\$ (100.00)	(23.95)		
Postage/Mailing Labels		\$ (50.00)			
Copying		\$ (25.00)			
<b>Total Other Costs</b>		<b>\$ (175.00)</b>	<b>\$ (23.95)</b>	<b>\$ 151.05</b>	
<b>Total Expenses</b>		<b>\$ (3,275.00)</b>	<b>\$ (383.33)</b>	<b>\$ 751.05</b>	
<b>Net Income (Expense)</b>		<b>\$ 100.00</b>	<b>\$ 192.17</b>	<b>\$ 92.17</b>	
<b>Account Balance as of 5/1/22</b>			<b>\$ 6,924.68</b>		