

Paralibrarian Board Meeting approved: 9/15/23

Friday, May 19, 2023

Hybrid Meeting

Attending in Person:

Past-President and Interstate Reciprocity Liaison: Heather Rainier, Hooksett Public Library. *President & Mini-Conference Chair:* Cyndi Burnham, Goffstown Public Library. *Treasurer:* Julie Spokane, Amherst Public Library. *Secretary:* Katie Ondre, Wadleigh Memorial Library, Milford. *Education chair:* Hope Garner, Griffin Free Library, Auburn. *Review Committee Member:* Anne Meyers, Philbrick James Library, Deerfield

Guest Attendees: Crystal Schimpf, Tracy Memorial Library, Mindy Atwood, NHLA President and New Hampshire State Library Assistant Librarian, Rubi Simon, Howe Library

Attending via Zoom: *Webmaster:* Amanda Alwyn, Laconia Public Library. *Review Chair:* LeeAnn Chase, Hooksett Public Library. Pam MacDonald, Amherst Public Library. *Membership Co-Chair:* Alison Wood (briefly), Richards Free Library, Newport

Absent from the meeting: *Review Committee Member:* Edmund Lowe, Nashua Public Library. *Newsletter Committee Member:* Krista Bordeleau, Pelham Public Library. *Membership co-chair:* Molly DiPadova, Richards Free Library, Newport. *Member at Large:* Mary Ann Shea, Wadleigh Memorial Library, *Review Committee Member:* Anne Meyers, Deerfield Public Library. *Review Committee board member:* Cheryl Ingerson, Elkins Public Library *Review Chair:* Carla Ferreira, Bedford Public Library.

Meeting called to order: 10:04 am.

Minutes to approve:

- March 17: Needs corrections
 - Add Mary Ann Shea and Anne Meyers to absent from meeting section
 - Take Danielle Arpin off
 - Kapco spelled with a K, not a C.
 - We have a \$600 stipend, \$300 for Fall and \$300 for Spring
 - Heather makes motion to approve as corrected, and Julie seconds the motion. Approved.
- December 12: Needs Corrections
 - On Page 5, change from Mark to Alex from Manchester
 - Julie makes the motion and Hope seconds. Approved
- October 25 Business meeting
 - Change from Mark to Alex from Manchester

- Approved.
- September 9- Cyndi makes the motion and Julie seconds. Approved.

President's Report

- We are still looking for general board members and we can add Anne to the review committee. Will follow up with Edmund if he does not attend the next meeting. The review committee as it now stands is Carla Fereira as chair, Anne Meyers, Lee Ann Chase, Cheryl Ingerson and Edmund (possibly).
- Pam will be treasurer after this meeting.
- We are still looking for conference committee members and Education committee members- tech savvy if possible.
- Possibility of co-Presidents: Does having a director as a co-president undermine the idea of a paralibrarian? Mindy phrases the question as Can we bring in a director while preserving the independence of the Paralibrarian.
- Mindy suggests that Paralibrarians need for directors to be supportive, and it is two pronged: for the Paralibrarians it is saying “yes, we want this” and for the director it is “we see this has value and yes, we support it.” Julie thinks it keeps balance and Heather and Julie agree that directors could serve as advocates for the section. The Paralibrarian would do the heavy lifting as President and the director would serve as more of an advocate role as co-President. As a director, Crystal mentions that a lot of library work has shifted to non MLIS work and it is impractical to enforce everyone to have the MLIS. The paralibrarian certification has value to the person with all the experience but not necessarily the education.
- Mindy says when looking for a director co-president, we need to pick the right person and they have a hand in the education committee. Cyndi says they should be a voting member. Julie suggests we give it some thought and come up with a plan for the next meeting. Cyndi reminds us they will need to attend two meetings. Julie mentions respectfully that this is Mindy's second meeting, and we could appoint her as a general board member. Mindy would love to stay involved, but she needs to do something that she has not had to do in a long time—check with her boss!
- Cyndi officially appoints Julie as interim Vice President and Pam as interim treasurer.

Past-President's Report

Had an executive board meeting and it was mentioned that in a conference year, the VP of every section is supposed to be a part of the conference committee. Will be added to the VP role description.

Nominating committee: Ballot must go out 60 days before the business meeting to all members. In August, the secretary must send out the Google form ballot. We need 3 members

[About Paralibrarians | New Hampshire Library Association \(nhlibrarians.org\)](#) Section VII

- Mini conference
 - Do we plan 2024 conference?
 - Last one was a Friday night low-key, catered dinner
 - Speaker: Karen Horn, founding member of Mass paralibrarian. Her speech counted as education points
 - Honored all certifications
 - 80 total people

Cyndi proposes yes and asks which month?

Hope votes for Fall, which would push it into 2025.

Leaning towards Spring to avoid fall NHLA conference. NHLTA is in June. Should we plan for mid-April on even years on a Friday night?

Asks for people for the committee. Will come back next meeting with a few dates for the conference

Treasurer's Report

We have a total of \$8,325.48

Income of conference fees is 1000 with 50 people at \$25

Conference expenses are 2500 for rental, catering, awards, speaker, decorations, bags etc.

Can increase budget and supplement with money from class fees if needed.

Sponsorships? We have only had 1 conference and have never looked into it. We did not know what to expect

Mindy mentions the McDonald fund for library education. We could go to the executive board with speaker proposals. The funds are there. Look for speakers.

Julie increased conference expenses from 2500 to 3000. Cyndi makes the motion, seconded by Hope. Approved!

Webmaster's Report

Not much to report. Made some minor changes. Website is working!

Added the class lists and the four review dates.

Education Chair's Report:

- 4/27 Basics of Cataloging and Classification class was attended by 33 people and slides and certificates have been sent. Tech issues prevented us from recording the session (Julie says there were similar issues at the Intro to Canva class). HPL tech services is looking into the issue. It was so nice to have a second person there so Hope could greet everyone and check them in. Contacted Alex about feedback from the survey. He only got 3 responses but suggests offering basic class again instead of advanced. Hope will ask him if he wants to do another class, but with fewer people.
- 6/6: Paralibrarian Certification class at HPL 10-12. Only 2 slots left! We should schedule another one soon and mention at the class that there are mentors who will come to them to help.
- For the first time ever, we have multiple options for presenters on a topic! For a weeding class, we have heard back from Corinne Chronopoulos from Peterborough, Yvette Couser from Merrimack, and Kate Thomas from Fitzwilliam. Does anyone have any thoughts? Mindy suggests saying "yes" to all three and offering them at different locations, or having people collaborate such as Corinne and Kate since they are closer to each other. Alternatively ask if there is anything else they would like to present other than weeding. Hope thinks that the response was so immediate because we asked about a specific topic.
- What spaces are available that have Hybrid capabilities? Should we make a list? Hope will follow up with multiple locations.
- Classes for the Fall:
 - Canva 1: Stacey Desrosiers
 - Library Management: Mindy
 - Weeding Class: TBD
- Spoke with Sarah Cornell from Portsmouth tech services and she will submit ideas for classes. Asked for availability for Fall 2023, and Spring 2024.
- Will see where everything lands, and then fill in spaces with additional Preparing Your Paralibrarian Certification Application classes.

Review Chair Report:

No new applications at this point.

Membership Chair

No report- Ali tried to attend virtually!

We had welcome packets for new members

Updated brochure for conference

Send a welcome letter to Alli and Molly to send out.

New Business

- Would Crystal or Rubi consider the role of Director advocate and helping the education committee?

- Need more members-at-large
- Mindy asks for a more robust report for NHLA executive board, she would like to take a moment for us at the board meeting.

Old Business

- Amanda is updating the role descriptions in Google drive. Everyone please look at your updated description so at the next meeting we can get them added to the website.
- Heather and Cyndi will work on a one-page Paralibrarian description page
- Crystal adds that putting out all information will help. It was hard when the website was down.
- Mindy is asked if all the co-ops contact info is updated. She says she is not sure. In the past the paralibrarian section has made an effort to visit all co-ops. We are not ready for that again yet, but hopefully soon. Mindy can let us know when it is updated. Mindy mentions that the entire state of NH is trying to update their websites, so things are slow-going.

Next meeting date is July 21 at HPL. Due to the noise of the program next door, we should change the meeting time to 9:00 instead of 10:00.

Mindy offers the state library as a meeting place for the September and November meetings if we would like it. Also reminds us that NHAIS is an open list for all members of NHLA including paralibrarians, we should use it.

Meeting adjourned: 11:40 am

*Respectfully Submitted,
Katie Ondre*

