

UNOFFICIAL

Paralibrarian Board Meeting
June 1, 2018 10:00 AM
Hooksett Library

Attendance: Sarah Frost-Belmont, Julie Spokane-Brookline, Heather Rainier-Hooksett, Eileen Gilbert-Belmont, Edmund Lowe-Nashua, Lee Ann Chase-Hooksett, Cyndi Burnham-Goffstown, Lisa Cutter-Amherst, Lindsey Blanchette-Salisbury.
Remotely: Sarah Cornell-Portsmouth, Adam Di Filippo-Plymouth.

Call to order: 10:04

Approval of March 23, 2018 Edmund motion and Eileen 2nd, all accepted.

Meeting with MA Para Review Board at Gerry's library in Andover, MA on Sept. 28th. Review Board to meet and compare our application with theirs. Work together to make sure that there are reciprocal for both states. This will be written in the letter of approval of certification.

Deb Hoadley is talking with the people of the NELA Conference to have a meeting time of the Paralibrarians from each state to talk about having all of the states having reciprocity with each other.

Nominating Committee consists of Edmund, Cyndi and Lindsey. They will be working on getting nominations for the board positions that are up for election: Secretary, Treasurer, Vice President/President Elect. This will be done no later than August 15, per our bylaws.

Nominating committee

Sarah let Edmund know that anything that the committee would like to send out send it to Adam and he can send out. Heather will get Edmund the list of those that have received their certification to ask them to be on the board. Question was asked if any members on the Nominating committee could be on list or if that would be a conflict of interest? Board said no as it would be voted on.

Treasurer Report

As of June 1st there is \$3731.72 in account. Julie has not made the deposit for classes as of this meeting as there are issues with people that have not paid-Julie is working on this. It was decided that if the person does not pay for the class, an invoice will go out to the director of the participant's library. Asked if the certificate can be held until class is paid for? Decided that yes it could. Would have to let instructor know who had not paid for class.

Membership

Adam let us know that currently there are 39 paid members. No new members. Adam sent out an email to encourage people to come to meeting. Adam said that the email went out to

81 people. Eileen mentioned that you can check Wild Apricot to look and see who has lapsed and we could send email reminders to see why they left and if they would like to rejoin. Sarah Cornell said that this was a weird discrepancy. Adam will reach out to the NHLA Membership Chairperson, Lisa Jose of MCL, to clear this up and clean up our section's email list.

Education Chair report

There was 19 for Cataloging class and 12 for the Internet self-defense. Some of the classes people would like to see are: Weeding class, Social Media, Policies, Marketing, Unusual items-cataloging, loaning policies, Advanced Collection Development.

Fall classes ideas: Excel course and Memory Lab-Peggy Thrasher
Intro to Google sheets-Mark Glisson
Basic Cataloging-Linda Kepner
Social Media-Laura Horwood-Benton
Basic Weeding-Mike Sullivan was suggested for a good person to ask. Eileen will check with him.
Collection Development-Edmund to check in Nashua. Lisa will ask Sarah Leonardi in Amherst.

Heather let us know that the Hooksett Library has streaming capabilities that could be used to distribute classes held at Hooksett more widely and has offered it for use. Questions then asked do we charge? Do they get credit for viewing? Do they get a certification? Decided that we would look into that further.

Review Chair report

Lauren Rettig earned Level 1
Lisa Cutter earned Level 2
Board voted to approve both with Lisa abstaining, Julie motioned with Edmund second, approved by all.
We are working with two more applicants.

We discussed how we are going to move forward with the new guidelines. Question was asked will we use old numbers for old Conferences etc. using dates. Suggested one page for old and one page for new, grandfathering in applicants in process and adding according to old guidelines versus new. The Review Committee prefers that when the new guidelines are effective as of September 1st the old guidelines are no longer to be used. Sarah and Heather will work on a write up to send out to all on the list that those working on their certifications need to get them done by Sept 1st. to use the old guidelines. Eileen will be posting new guidelines to site on or by June 30. The email will go out once the new guidelines are posted. Heather would like to set up a calendar that committee will get the applicants packets 2 months prior to the Board meeting so that there is time to review. Heather will work on getting this set up.

Next meeting: August 31, 2018 Hooksett at 10am

Meeting Adjourned 11:20

Respectfully submitted, Lee Ann Chase/Hooksett Library