

## Paralibrarian Board Meeting (approved 10/6/20)

Wednesday, June 24, 2020, 2:00 PM

Virtual Meeting

### Attending via Go-to-Meeting:

InterState Reciprocity Liaison & President: Heather Rainier, Hooksett Public Library. Vice President/President-Elect: 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. Guest Attendee: Cheryl Ingerson, Maxfield PL, Loudon.

Meeting called to order: 2:06 pm

Approval of February 14 meeting minutes. Lisa motions, Julie 2nds. All in favor.

- **President's Report**
  - Thank you to Cyndi for the meeting's agenda.
  - Appoint nominating committee
    - Start with Lisa, Past President, as chair.
      - Bylaws: <http://para.nhlibrarians.org/bylaws-2/>
      - Role Descriptions: <http://para.nhlibrarians.org/paralibraian-board-role-descriptions/>
      - Vacancies: <http://para.nhlibrarians.org/get-involved/>
        - Membership Coordinator
        - Mini-Conference Committee Chair
        - Mini-Conference Committee members (2)
        - Education Committee members (1+)
        - Review Board Committee members (1+)
        - General Board Member (2)
    - Names need to be submitted by August 15
    - Role term limits
      - Secretary, Treasurer, and Webmaster are 2-year terms.
      - Treasurer is up for reelection.
      - Secretary might be as well?
      - Webmaster still has 1 more year.
    - Lisa will verify which roles need to be filled and which need to be reelected
    - Lisa, as committee chair, do we put out a general blast looking for members? Or, are we only looking at certification members who can serve as board members?
    - How do we find qualified members?

- Changed our bylaws to include members at large, as the pool of applicants for open positions. However, this hasn't been possible due to the pandemic.
  - Proposed, suspend the nominations and elections until next yet.
    - Our organization is on pause.
    - Stepping up is going to be a challenge with uncertainty in work and family lives.
  - Given all current board members are okay to extend their current terms by one year, because of the current COVID-19 pandemic, suspend nominations and elections for one year. Julie motions, Lee Ann 2nds. All in favor. Motion passed.
  - If Cheryl attends the next meeting, we can appoint her as a board member at large
  - Heather appoints Anne as our first board member at large due to attendance. Anne formally accepts.
- **Past President's report**
  - Nothing to report
  - Suggests we concentrate on finding interested parties to fill member at large positions. Can be appointed after attending 2 meetings.
- **Treasurer's report**
  - Updated financial report through May (copied at the end)
  - At the December meeting, Lee Ann gave an envelope with two checks. Those were delayed in getting to the bank. Julie is working with the two members to reissue the checks. They are being very cooperative.
  - Given the timing, we were supposed to vote on the budget at the last meeting. We had been waiting for confirmation on the expected commitment for NHLA and NELA conference speakers.
  - There have been no classes.
  - There were only a few renewals.
  - Retroactive approval for the proposed budget.
    - Cyndi motions. Anne 2nds. All in favor. Budget passes.
- **Webmaster's report**
  - Updated board contact page and brochure
  - Added role descriptions to website
  - Added approved minutes
  - Created a vacancies page "Get involved!"
  - Created jump links to link role descriptions with openings
  - Missing role descriptions for:
    - Mini-conference chair
    - Education committee members (if approved)
    - Review board committee member
  - Drafted list of webinars and other educational resources
  - Posted blog post with the letter to the membership and attached list of resources

- Waiting to add past minutes from dropbox
- Membership Chair's report
  - No current membership chair.
  - Lisa Jose is on medical leave. She has some basic training sheets available, Heather will look for.
  - Julie is waiting for training on reports to be able to separate between new and renewal members.
- Education Chair's report
  - Summer/fall virtual programming
    - We have proved that we can handle virtual meetings!
  - Eileen has not had time to plan much
  - No plans for topics, teachers. Not in a position to do this right now.
  - Open to suggestions.
  - Has anyone asked about classes?
    - People might not have the headspace to be able to think about classes right now. Do we have the demand?
    - Hiatus for fall classes?
    - We have also extended the application deadline out a year.
    - There are also a lot of national-level free opportunities for learning available right now.
    - In the fall we will have a better sense of what Spring will look like.
    - NHLA conference planning is on hold.
- Review Chair's report
  - Determine date for application submittals
  - Lee Ann has had questions about them, so people are currently working on their certifications
  - The committee has not met yet, no word from Edmund. Lee Ann will reach out.
  - Doesn't want to add an additional cost of mailing, without the van running.
  - If people want to send their applications in, is there a way to accept it?
    - Concern that if we shut down applications, we will lose interest
  - Can we mail or send it via the van?
    - If mail, it will be quarantined, and there will be a delay.
    - The van may be unreliable, not yet reinstated
  - Will create a blog post on the website:
    - At this time, if applicants are willing to mail it in, Lee Ann is accepting submissions starting July 1. Lee Ann & her team will get to them as time allows, after a quarantine period.
    - If by mail, send it to Lee Ann @ Hooksett Library.
    - If mailing is cost-prohibitive, it can be sent only digitally.
    - If local, putting it in the Hooksett Library book drop is also an option.
    - Once GMILCS is running again, there's also that option.
      - Amanda will draft and send to Heather, Cyndi, and Lee Ann
  - Lee Ann will contact Edmund about printing his applications, and tracking expenses of paper and ink to give to Julie for reimbursement.

- Electronic submissions to go, Lee Ann, who then disseminates to her team, as well as to the Para DropBox.
- Lee Ann has received a couple before we the pandemic, there are now 4 in process, but are waiting for Edmund.
  - If Edmund is unable, at this time, to serve as a review board member, is there someone available as an interim to fill-in?
    - Cyndi potentially may be able to step in.
- We need to grow our group. We want to send the message that we are still here, we are motivated, and we are encouraging all applicants.
  - Keeping a presence will help with membership in the long run.
- **Additional discussion/Adjourn**
  - Amanda will create a second blog post to encourage professional development, and to ask for their reaction to classes via comments.
    - Will post the same post to the NHAIS list with my email as a comment, and an offer to share responses.
    - Anne and Cyndi also have their lists of webinars that they support. They will email those to Amanda as a 'Para Board Curated List' as part of this blog post.
  - Next meeting scheduled for August 14. Reschedule to September 11, potentially virtual meeting. Heather will revisit in mid-August to see how things look for a September meeting.
    - There is also the option of a quick meeting to vote on any application approvals before September.
  - Meeting adjourned at 3:12 pm

**Next Meeting: Friday, September 11, 2020 - 10:00 am - Hooksett Public Library/Go-To-Meeting**

				<b>BUDGET VS. ACTUAL</b>	
<b>Budget 7/1/19-6/30/2020</b>	<b>Budget</b>		<b>Actual</b>		
Account Balance as of 7/1/19			5436.77		
<b>Income</b>					
<b>Certification Fees 10 @ \$20</b>	<b>\$ 200.00</b>				
Sept. Cert. Fee			\$60.00		3 applications
Oct. Cert. Fee			\$20.00		1 applicant
November Cert. Fee			\$60.00		3 applicants
January Cert. Fee					
<b>Total Certification Fees</b>	<b>\$ 200.00</b>		\$140.00	<b>\$ (60.00)</b>	
Class Fees July			\$0.00		
Class Fees August			\$280.00		8/6/19 \$10 refund
Class Fees September			\$480.00		
Class Fees October			\$430.00		
Class Fees November			\$70.00		
Class Fees December					
Class Fees January					
Class Fees February					
Class Fees March					
Class Fees April					
Class Fees May					
Class Fees June					
<b>Total Class Fees</b>	<b>\$ 1,200.00</b>		\$1,260.00	<b>\$ 60.00</b>	<b>Budget =6 Classes/20 attendees/@ \$10</b>
Membership Dues - Jul					
Membership Dues - Aug			\$20.00		
Membership Dues - Sep			\$5.00		
Membership Dues - Oct			\$5.00		
Membership Dues - Nov			\$5.00		56 members
Membership Dues - Dec			\$30.00		
Membership Dues - Jan			\$215.00		
Membership Dues - Feb			\$60.00		
Membership Dues - MAR			\$20.00		
Membership Dues - Apr			\$10.00		
Membership Dues - May					
Membership Dues - Jun					
<b>Total Membership Dues</b>	<b>\$ 375.00</b>		\$ 370.00	<b>\$ (5.00)</b>	<b>Budget =75 members @\$5</b>
<b>Mini-conference Fees</b>	<b>\$ 1,000.00</b>		\$ 825.00	<b>\$ (175.00)</b>	<b>Budget = 50 People X \$25</b>
<b>Interest (as of .)</b>	<b>0.00</b>		0.52	<b>\$ 0.52</b>	
<b>Total Income</b>	<b>\$ 2,775.00</b>		\$ 2,595.52	<b>\$ (179.48)</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>\$ 600.00</b>	
<b>Mini-Conference Expenses</b>	<b>\$ (3,250.00)</b>			<b>\$ 3,250.00</b>	
Catering			\$ (866.38)		
Space Rental			\$ (325.00)		
Speaker			\$ (300.00)		
Décor, awards, gifts, invites			\$ (158.54)		
Bags			\$ (280.62)		
<b>Total Conference Expenses</b>	<b>\$ (3,250.00)</b>		\$ (1,930.54)		
<b>Other Costs:</b>					
Certificates	\$ (100.00)				
Postage/Mailing Labels	\$ (50.00)				
Copying	\$ (25.00)				
<b>Total Other Costs</b>	<b>\$ (175.00)</b>		\$ -	<b>\$ 175.00</b>	
<b>Total Expenses</b>	<b>\$ (4,025.00)</b>		\$ (1,930.54)	<b>\$ 775.00</b>	
<b>Net Income (Expense)</b>	<b>\$ (1,250.00)</b>		\$ 664.98	<b>\$ 1,914.98</b>	
<b>Account Balance as of 5/31/2020</b>			<b>\$ 6,101.75</b>		