

Paralibrarian Board Meeting (approved 5/19/2023)

Friday, September 10, 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.

Attending via Zoom:

Mini-Conference Committee member: Carla Ferreira, Bedford Public Library. *Education Committee member & Newsletter Committee member:* Krista Bordeleau, Pelham Public Library. *Secretary, Webmaster & Newsletter Committee member:* Amanda Alwyn, Laconia Public Library.

Absent from the meeting:

Review Committee member: Edmund Lowe, Nashua Public Library. *Membership Chair:* Patrick Arnold, Derry Public Library. *Past-President & InterState Reciprocity Liason:* Heather Rainier, Hooksett Public Library.

Leave of absence from Paralibrarians:

Member at Large: Eileen Gilbert, Belmont Public Library. *Member at Large,* Danielle Arpin, Pelham Public Library. *Review Committee member:* Anne Meyers, Deerfield Public Library. *Review Chair:* Lee Ann Chase, Hooksett Public Library.

Total active board members: 9. Board members attending: 5. Total section members:

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

- Approval of minutes

- Julie motions to approve May 13, 2022 minutes as is. Cyndi 2nds. All in favor. Approved.

- President's report

- Heather attended the June NHLA meeting.
- Cyndi will follow up with Julie and Heather about the report that is due for the annual meeting, as well as the procedure for running the meeting.

- Past President's report

- Heather was not at the meeting.
- The Nominating Committee has not met but is hoping to schedule to meet next week.
- We don't have any names. They have to attend two meetings before they can be a board member, and there aren't two meetings left to attend before the deadline.
 - How to handle this?
 - Step into the role on probation until they meet the 2 meeting requirement, and then be officially put into the role?

- We have to have our board slate filled by January. If not, no section.
- This is all of NHLA, every section is struggling.
- Future of the Section Discussion
 - We need to have an honest conversation about the health and future of the board and the section
 - Open Positions must be filled by the end of the year, or we cannot continue as a section.
 - Vice President
 - President
 - Secretary
 - Webmaster
 - Review Board Chair
 - Membership Co-Chair
 - Section 2. Elections
 - A. *Not later than 60 days prior to the Annual Business Meeting, the Secretary shall deliver a copy of the ballot, using procedures approved by the Executive Board, to each voting member. Ballots shall be returned so that they are received by the Secretary at least two weeks prior to the Annual Business Meeting.*
 - The Annual Business Meeting is at NELA/NHLA Tuesday, October 25
 - Two Weeks before the annual meeting is Tuesday, October 11 • 60 days before the Annual Business meeting was Friday, August 26
- Our marketing is getting there. The classes are starting again, and are well received. The reality is we're out of time. How do we post professionally that we're in desperate need of volunteers? How do we convert interest from the classes to recruitment?
- Krista will continue the Newsletter Committee.
 - We will send a minimum of 4 newsletters per year.
 - She will send a postcard about needing members next week
 - We should be transparent. To continue the section, we need volunteers. If you enjoy the classes, contact the nominating committee (Hope, Julie, and Heather) or Cyndi.
 - Due to retirements and promotions, we are in dire need of board members. Take advantage of ten years of experience from current board members, and professional growth.
 - Highlight that the board meetings are hybrid. We would like to see people in person, but virtual is an option if that makes a difference in participation.
 - Krista will send the draft to Julie and Cyndi on Tuesday and then will send it

to the section on Wednesday.

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- **Secretary's Report**

- I will not be continuing the term for another round.
- Review board vote by email
 - Krista Bordeleau level 4 application. Lee Ann asks for a vote by email. Amanda, Julie, Cyndi, and Heather voted yes. Krista abstains.
 - Is this a quorum to pass? 10% of total membership?
 - Membership is 60
 - Hope and Carla voted yes in person.
 - 6 votes to approve. Krista is voted to level 4 of Certification.
 - Congrats Krista!
- \$100 Gift Basket for NELA/NHLA
 - Cyndi asks for a vote. Krista seconds. Lee Ann, Amanda, Julie, Hope, and Heather have voted yes
 - Julie says there is more money available if needed.
 - Cyndi asks for volunteers to assemble. Hope volunteers.

- **Treasurer's report**

- FY ending report, attached at the end
- August report, attached at the end
- There is plenty of money to do awards, the basket, and the conference.
- We ended the year with 60 members, we had hoped to have 75.
 - Having more classes will help with membership.

- **Webmaster's report**

- Looking for a replacement
- Amanda attended the website training and requested our pages be created
 - Yvette had to reach out to Dale at Piper Webs when she ran into some trouble.
 - The resulting pages are not exactly what we requested, but it's as good as they can get with this system.
- It's live! Finally.
 - Amanda screen shared the pages on the website
 - The information is on there, even if it's not intuitive and easy to find.
 - Our marketing materials will need to change to reflect the new URL. We don't have para.nhlibrarians.org anymore; we no longer have an easy URL to use. We're a subpage, and that's the same for all sections.
 - We were not singled out as a section, all sections have the same setup. It's just not best for our needs.
 - Yvette is the only one in NHLA who can create new pages
 - Sections can only edit pages once created

- There are a lot of resources under Classes in NH, and the page is cluttered. Do we keep it long, or use the abbreviated list that Julie sent out in our first Newsletter Blast?

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- We would like to keep the resources available, and not hide them behind any further links.
- We could move the previous classes list, which is along long and appears before the resources
- Julie motions to add a living document as an appendix to the guidelines with the notation of For reference and informational purposes for descriptions and point values.
 - Cyndi calls for a vote. Krista, Hope, Carla, Julie, and Amanda voted yes.
 - Amanda will move the previous class information from the website to a PDF and amend the document with the guidelines to include that information.

- Education Chair's report

- 2 classes on the schedule are coming up
 - September 15, 2022 Programming class with Barbara Tosiano, Hampton Falls PL
 - Barbara is officially retired
 - October 6, 2022 Reference class with Susan Brown, Derry PL
 - Hope will be the monitor for the Reference class.
 - One of Susan's staff asked a question, that Hope brings to the board.
 - Susan is running a practice class with two of her staff, who are pursuing certification. They are wondering if they can get a certificate of attendance, for attending the practice class instead of the official class.
 - The big picture is that they will be getting the information. That Susan, who is volunteering her time, will feel more prepared for the class she is offering.
 - We would like to respond that for something like this the board will evaluate on a case-by-case basis. In this case, Susan can sign Form D for them, verifying their attendance. They can earn points, but the section will not present a certificate.
 - Pending class on Cataloging with Alex Planchak, Manchester City Library. He asked for any existing course materials. Julie has offered to provide materials. No date set since the curriculum is still being created.
- Response to classes has been good so far
 - Feedback from the WA request for class ideas or teacher suggestions was

limited but useful. This is how Barbara Tosiano contacted me.

- The Cyber Hygiene class had 9 attendees. Slides were sent to paid attendees on Monday, June 27, 2022
- Hope has found the templates for surveys and will be able to modify and send one out for the next class

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- Contacted Lisa Jose about other sections in NHLA and how they notify members of their classes.
 - She said it is different for each section. As most classes are offered through Wild Apricot, I recommend using the platform to update paraprofessional section members of upcoming classes from other sections.
- NHLA has a YouTube channel. Some videos may count as paraprofessional credits. ▪ For example, Beyond lightbulbs and Solar Panels, a one-hour workshop, was recorded and uploaded to the channel.
- I could use help on the education committee. I would like help with issuing certificates and monitoring classes.
 - Is anyone available to help monitor the class on September 15?
 - Julie will
 - Board members sign up for monitoring/hosting workshops/classes • Recommend checking who is available as a monitor before/while scheduling future classes.
 - Julie motions that the person monitoring the class, that their class fee is waived, or they get points for monitoring.
 - Vote?
 - This was the assumption, but monitoring hasn't happened in practice yet.
 - Recording sessions impact bandwidth, according to Mark. We recorded this meeting, and while the picture is fuzzy, the audio is clear, but only if attendees are close to the Owl. Anyone with a soft voice, or too far away is not audible.
 - Is there a limit on in-house participation?
 - No limits are set, except by space or instructor, which would depend on the class style, lecture versus participation.
 - Which spring months are better for classes?
 - Typically we do April, May June.
 - We could try a 100% virtual option in March?
 - But we also don't want too many classes in Spring and not enough for the Fall schedule
 - Reminder about classes from other NHLA sections.
 - You can get points for attending other sections' classes.
 - Hope will send a blurb to Krista about sources for classes. Just bring Form D with you for the instructors to sign, if they don't

have a certificate of attendance.

- Also, bring the form if you attend conferences

- Review Chair's report

- Lee Ann has retired, she will continue on the board, but not as Chair.
- Cyndi will follow up with Heather about a replacement.

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- Membership Chair's report

- Patrick did not attend the meeting, and we haven't heard from him ▪ Julie will reach out to Heather to see if she was able to contact him, she was going to try after the last meeting, but she isn't at this meeting to confirm. If Heather did not reach Patrick, then Julie will try to reach him. ▪ It may be best if we try to find a co-Chair or a committee member to help Patrick.
 - Is there a better method to contact him by? Perhaps a different email address rather than his library one. We encourage his involvement, but he may just not have enough time to dedicate and may need additional help.

- Mini-Conference Committee Chair's report

- Nothing planned yet.
- When Cyndi is back from vacation in a couple of weeks, Carla and Cyndi will start looking at venues and a speaker for the spring of 2023 conference.

- Newsletter Committee

- Krista and Amanda explored newsletter options and chose MailChimp. They signed up for the service and drafted the first newsletter. Krista did the bulk of the template and graphic, thanks, Krista! Patrick provided the membership list and with Cyndi's approval, it was sent on Monday, July 18, 2022.
- We should set a date and start planning the next one.
 - Would like to send it out on October 1st.
- The first newsletter stats report is attached at the end.
 - 35% open rate, not great, but average.
 - The newsletters for their libraries that Amanda and Krista send have about 45% open rates. Amanda sends monthly. Krista sends it weekly.
 - Those who open it, are getting value from it, as they open it more than once.
 - The first one was sent to just Paralibrarians members, the second was sent to all NHLA members
- The website has a signup form
- Krista will continue on the newsletter committee
 - As long as the Chairs send her their information and someone replies to check over the drafts, she will be okay on her own for now
 - Hope will send new class information to Krista

- She will send out a “we need board members” blast next week

- New Business

- One-page overview of the section
 - Advocacy to target directors and boards of trustees
 - Amanda’s new director asked for an overview, and she gave the guidelines first page, plus a few highlights from inside. Deann would like to have had something to present to her board that

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was concise and convincing and both explained the section, but also what the library gains from having someone go through the process

- The guidelines do have something similar, by they target future applicants
- This would be good to have to give to the NHLTA conference too. If we cannot attend in person, then we may be able to get this sent to them.

- Cyndi will follow up with Heather. Hope will reach out to Cyndi with what she has for advocacy.

- NHLA Strategic Plan

- “Support paralibrarians by reviewing and revising the current certification program”
 - Heather was going to check in because we are not revising our section or guidelines
 - Cyndi will follow up with Heather

- Old Business

- Welcome Packet

- Now that the website is up, Patrick will send the welcome packets.
 - Julie will follow up

- Recruitment

- We had discussed a job fair type gathering at the last meeting. We are all stretched too thin, but it is important, despite how difficult it is to find time for support staff to attend.
- Are there other events we could have a table at? NELA might be too soon to plan something. We could see about NHLA in the spring.

- Do we have a logo?

- Hope thinks we do, and that it’s in WildApricot but not a good resolution. Cyndi thinks that every time it’s asked about we don’t want to admit to having a logo. Julie is not sure where it came from or who designed it. Amanda didn’t know we had one.
- NHLA has talked about rebranding and bringing all sections in line regarding logos. This was pre-pandemic though and appears to be tabled.

- The paralibrarian board chair in MA reached out to see how things were going.

They are also struggling like we are. We are not isolated in our challenges. ■ Is it possible to meet up with them at NELA?

- Adjourn

- *Meeting adjourned at 11:46 am.*

NEXT MEETING: TUESDAY, NOVEMBER 8, 2022, 3 PM AT HOOKSETT PUBLIC LIBRARY/VIRTUAL.

*Respectfully Submitted,
Amanda Alwyn*

				BUDGET VS. ACTUAL	
Budget 7/1/22-6/30/2023		Budget	Actual		
Account Balance as of 7/1/22			7024.85		
Income					
Certification Fees 10 @ \$20	\$ 200.00				
July. Cert. Fee					
Aug. Cert. Fee					
Oct. Cert. Fee					
November Cert. Fee					
December Cert. Fee					
January Cert. Fee					
Total Certification Fees	\$ 200.00	\$0.00	\$ (200.00)		
Class Fees July					
Class Fees August		\$ 265.00			
Class Fees September					
Class Fees October					
Class Fees November					
Class Fees December					
Class Fees January					
Class Fees February					
Class Fees March					
Class Fees April					
Class Fees May					
Class Fees June					
Total Class Fees	\$ 1,800.00	\$265.00	\$ (1,535.00)	Budget = 6 Classes/20 attendees/@ \$15	
Membership Dues - Jul					
Membership Dues - Aug					
Membership Dues - Sep					
Membership Dues - Oct					
Membership Dues - Nov					
Membership Dues - Dec					
Membership Dues - Jan					
Membership Dues - Feb					
Membership Dues - MAR					
Membership Dues - Apr					
Membership Dues - May					
Membership Dues - Jun					
Total Membership Dues	\$ 375.00	\$ -	\$ (375.00)	Budget = 75 members @\$5	
Mini-conference Fees	\$ 1,000.00		\$ (1,000.00)	Budget = 50 People X \$25	
Interest (as of .)	0.00	\$ 0.06	\$ (0.06)		
Total Income	\$ 3,375.00	\$ 265.06	\$ (3,110.06)		
Expenses					
Training					
Sept/Oct/Nov	\$ (300.00)				
Mar/Apr/May	\$ (300.00)				
Total Training	\$ (600.00)	\$ -	\$ 600.00		
Mini-Conference Expenses	\$ (2,500.00)		\$ 2,500.00		
Catering					
Space Rental					
Speaker					
Décor, awards, gifts, invites					
Bags					
Total Conference Expenses	\$ (2,500.00)	\$ -			
Other Costs:					
Certificates	\$ (100.00)				
Postage/Mailing Labels	\$ (50.00)				
Copying	\$ (25.00)				
Total Other Costs	\$ (175.00)	\$ -	\$ 175.00		
Total Expenses	\$ (3,275.00)	\$ -	\$ 775.00		
Net Income (Expense)	\$ 100.00	\$ 265.06	\$ 165.06		
Account Balance as of 8/30/22			\$ 7,289.91		

FINAL					
Budget 7/1/21-6/30/2022		Budget	Actual	BUDGET VS. ACTUAL	
Account Balance as of 7/1/21			6732.51		
Income					
	Certification Fees 10 @ \$20	\$ 200.00			
	July. Cert. Fee				
	Aug. Cert. Fee				
	Oct. Cert. Fee				
	November Cert. Fee				
	December Cert. Fee		\$20.00		
	January Cert. Fee				
	Total Certification Fees	\$ 200.00	\$20.00	\$ (180.00)	
	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		\$120.00		
	Total Class Fees	\$ 1,800.00	\$380.00	\$ (1,420.00)	Budget = 6 Classes/20 attendees/@ \$15
	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		\$5.00		Actual = 60
	Membership Dues - Jun				Budget = 75 members @ \$5
	Total Membership Dues	\$ 375.00	\$ 300.00	\$ (75.00)	
	Mini-conference Fees	\$ 1,000.00		\$ (1,000.00)	Budget = 50 People X \$25
	Interest (as of .)	0.00	\$ 0.67	\$ (0.67)	
	Total Income	\$ 3,375.00	\$ 700.67	\$ (2,675.67)	
Expenses					
	Training				
	Sept/Oct/Nov	\$ (300.00)			
	Mar/Apr/May	\$ (300.00)			
	Total Training	\$ (600.00)	\$ -	\$ 600.00	
	Mini-Conference Expenses	\$ (2,500.00)		\$ 2,500.00	
	Catering				
	Space Rental				
	Speaker				
	Décor, awards, gifts, invites		\$ (359.38)		
	Bags				
	Total Conference Expenses	\$ (2,500.00)	\$ (359.38)		
	Other Costs:				
	Certificates	\$ (100.00)	(48.95)		
	Postage/Mailing Labels	\$ (50.00)			
	Copying	\$ (25.00)			
	Total Other Costs	\$ (175.00)	\$ (48.95)	\$ 126.05	
	Total Expenses	\$ (3,275.00)	\$ (408.33)	\$ 726.05	
	Net Income (Expense)	\$ 100.00	\$ 292.34	\$ 192.34	
Account Balance as of 6/30/22			\$ 7,024.85		

Subject	Audience	Send Date	Total Recipients	Successful Deliveries	Soft Bounces	Hard Bounces	Total Bounces	Unique Opens	Open Rate	Total Opens	Unsubscribed
Welcome Paralebarian!	Paralebarian Section, NHA	7/18/2012 12:27	58	58	0	0	0	39	67.24%	121	0
News from Paralebarian!	Paralebarian Section, NHA	7/21/2012 12:14	421	394	0	3	3	135	34.26%	349	3

