

NHLA Paralibrarian Section Annual Business Meeting 2022 (approved 5/19/2023)

Tuesday, October 25, 2022, 8:45 am

NELA Conference, Double Tree Hilton, Manchester, NH

Attending in-person:

Krista Bordeleau, Pelham Public Library. Anne Meyers, Philbrick-James Library, Deerfield. Heather Rainier, Hooksett Public Library. Cyndi Burnham, Goffstown Public Library. Hope Garner, Griffin Free Library, Auburn. Amanda Alwyn, Laconia Public Library. Guest: Mary Ann Shea, Wadleigh Memorial Library.

Board members attending: 6. Total section members: 63.

Meeting called to order: 8:29 am.

- Recognition/Introduction of attending board members
- President's report
 - **Overview of the past year**
 - 2022 was a year of rebuilding
 - This year we reinstated in-person workshops
 - Cyber Hygiene Best Practices for Librarians
 - Preparing your Paralibrarian Certification Application
 - Introduction to Canva
 - Successful Programming for Librarians
 - Reference Class for Library Staff
 - I want to recognize and thank: Stacey Desrosiers, Barbara Tosiano, Susan Brown, Mark Glisson, Lee Ann Chase, and Julie Spokane for their time and dedication in helping to meet the continuing education goals of staff from libraries across the state seeking professional development and Paralibrarian Certification.
 - We instituted a marketing campaign that included:
 - A Welcome Packet
 - Outlines vital resources to ensure members a successful certification journey
 - Quarterly Newsletter
 - Relays pertinent information about the opportunities our section presents
 - We currently have 63 section members
 - We awarded 3 Paralibrarian Certifications
 - Glynis Hart, Wilmot Public Library, level 1
 - Krista Bordeleau, Pelham Public Library, level 3 & level 4
 - I want to recognize and thank 3 of our board members who have, or are about to finish their service:

- Eileen Gilbert, our Education Chair who stepped down in the Spring
 - Amanda Alwyn, our Secretary, and Webmaster finishing this fall
 - Lee Ann Chase, our Review Board Chair, retired this fall.
- All instrumental in our achievements over the years. Thank you!
- Last but not least: We'll be completing the process of updating our role descriptions.
- **Open Board Positions**
 - This leads to the mention of our board positions which are currently open. We are looking for:
 - VP/President
 - Secretary
 - Webmaster
 - Membership Co-Chair
 - Review Board Chair
- **Goals for the upcoming year**
 - Continue to rebuild our section
 - Grow membership with ongoing marketing efforts
 - Cyndi suggests another email blast, an invitation to our next meeting.
 - Cyndi also suggests a meet and greet in January, and if new people attend the meeting, then they can be entered into a raffle for a free class in the Spring.
 - We'll work out the details at the December meeting.
 - Increase member involvement; filling board positions
 - Heather notes that there is no slate of officers for voting. There isn't anyone else who meets the requirements of the by-laws. What do we do?
 - Hope asks if we can hold the classes still if the board is on sabbatical. Tabled until next board meeting.
 - Heather spoke to Deb Hoadley who expressed interest in the review board.
 - Increase the number of workshops offered; getting back to previous scheduling expectations
 - There is one Spring workshop in the planning stages. Alex from Manchester City Library is putting together course material for a cataloging workshop.
 - We are looking for feedback and suggestions about topics for classes
- **Adjourn**
 - *Meeting adjourned at 8:49 am.*

Rescheduled Next Meeting:

TUESDAY, DECEMBER 2, 2022, 10 AM AT HOOKSETT PUBLIC LIBRARY/VIRTUAL.

*Respectfully Submitted,
Amanda Alwyn*

Paralibrarian Annual Report

2022 was a year of rebuilding. Due to the challenges presented by the pandemic over the last few years many aspects of our Section were put on hold. Sadly, this has led to smaller member numbers and lower participation rates. However, this has also presented opportunities to strengthen our section moving forward, such as virtual meeting and training options, as well as instituting marketing campaigns.

This year we have reinstated in-person workshops with the benefit of a virtual option. Offering hybrid classes has allowed us to increase our reach, without negatively impacting library staff schedules, and thereby allows a broader scope of individuals to benefit from our section. The Paralibrarian Section offered three specialized hybrid professional development classes: Introduction to Canva, Successful Programming for Librarians, and Reference Class for Library Staff. In addition to these classes, members of the Board offered our “Preparing Your Paralibrarian Certification Application.” All classes were well attended and taught by volunteer library staff. The Paralibrarian Section would like to thank our Education Chair, Hope Garner who worked diligently and tirelessly to help us get back on track with our workshop offerings and provide members these in-person opportunities. We would also like to recognize and thank: Stacey Desrosiers, Barbara Tosiano, Susan Brown, Lee Ann Chase, and Julie Spokane for their time and dedication in helping to meet the continuing education goals of staff from libraries across the state seeking professional development and Paralibrarian Certification.

In our efforts to rebuild our section we instituted a marketing campaign which included a Welcome Packet for new members. This packet outlines vital resources to ensure members a successful certification journey. Additionally, we have instituted a quarterly eNewsletter to relay pertinent information about the Paralibrarian Section and the opportunities it presents.

As of September 12th, we have a total of 63 active members. Although this is less than our target number, our Board is working hard to institute ways to reach current and potential members and streamline the processes involved in attaining certification.

From January 2022 through September 2022, three Paralibrarian Certifications were awarded:

January 2022:

Glynis Hart, Wilmot Public Library, Level 1

March 2022:

Krista Bordeleau, Pelham Public Library, Level 3

September 2022:

Krista Bordeleau, Pelham Public Library, Level 4

We wish to recognize and thank two of our Board members who are finishing their service with our committee this fall.

Amanda Alwyn, Level 3 Certified Library Professional, has been our Secretary and Webmaster since 2017. Amanda's attention to detail, incredible organization and thoroughness of minutes have been an extraordinary benefit to our section.

Lee Ann Chase, Level 4 Certified Library Professional, was a founding member of the section. Upon attending the 2013 READS Conference where the Massachusetts Paralibrarians presented about their program, Lee Ann found her calling. Lee Ann helped found the section and immediately joined the Review Board and served as a core member of the committee. In 2019, Lee Ann took over as Chair of the committee until this fall. Lee Ann's patient wisdom and mentoring was a benefit for many of the professionals who achieved their certification.

Respectively submitted,

Cyndi Burnham and Heather Rainier

Secretary Annual Report

The Paralibrarian Section held five meetings in 2022, (with the fifth one scheduled in November 2022). The minutes for Friday, May 13, 2022, Tuesday, March 8, 2022, and Friday, January 14, 2022, are approved, while the Friday, September 9, 2022 minutes will be voted for approval at the Tuesday, November 8, 2022 meeting. The Secretary's role traditionally creates a ballot for the election of Officers. Due to the Nominating Committee having no nominees for office, no ballot was created.