

Paralibrarian Board Meeting (Approved 2/8/19)

December 14, 2018 10:00 AM

Hooksett Public Library

Attending:

Sarah Frost, Belmont Public Library. Katherine Bollenbach, Salisbury Free Library. Lee Ann Chase, Hooksett Public Library. Amanda Alwyn, Laconia Public Library, Edmund Lowe, Nashua Public Library. Sarah Cornell, Portsmouth Public Library. Heather Rainier, Hooksett Public Library. Lisa Cutter, Amherst Town Library. Julie Spokane, Brookline Public Library. Eileen Gilbert, Belmont Public Library.
No Call-ins.

Meeting called to order: 10:01 AM.

Approval of October 18 meeting minutes, Sarah motioned, Julie 2nd, all approved.

President's Report:

- NHLA Updates
 - Lisa attended NHLA training.
 - We need to make sure that our meetings are on the NHLA and Go-to-meeting calendar. Lisa is looking into more details about the GTM calendars, as CLNH meets at the same time as the Paras and we do not want to have a GTM conflict.
 - Lisa has a president's NHLA email for the paralibrarian section.
 - NHLA has a Teams drive. We can upload to it, but must send everything to the president for her to upload. It can be used as a kind of archive with the ability to share.
 - This would be used in addition to our dropbox.
- Spring Conference
 - Sarah will attend the Conference Committee Meeting on January 4th
 - Discussion of the directors' panel.
 - NHLA planning committee originally asked us to have a "how to prepare" session. After the last point of contact, it seems that the director's panel will take the place of that session.
 - If we are not able to do both, we will look into having another class at another date and time from the conference. Eileen will look for a place to host the class, Heather offered Hooksett.
 - Other suggestions is more creative options than an in-person class, more online tutorials, or online classes.
 - Will have more information after the next meeting.
- Drafted Calendar for Meetings
 - Friday, February 8, 2019 10:00 AM, Hooksett Public Library
 - Friday, April 12, 2019 10:00 AM, Hooksett Public Library
 - Friday, June 14, 2019 10:00 AM, Hooksett Public Library
 - Friday, August 16, 2019 10:00 AM, Hooksett Public Library
 - Friday, October 11, 2019 10:00 AM, Hooksett Public Library
 - Friday, December 13, 2019 10:00 AM, Hooksett Public Library

- Closure of the year and transition
 - Membership chair position is open; Lisa has a couple of leads. Sarah Cornell is willing to chair, as long as it is not taking from a para who is interested.
 - NHLA Social Media Representative is needed. Contact is Azra at Bristol.

Past-President's Report:

- Nothing to report

Treasurer's report:

- Account balance: \$4736.42. This includes late November; however, there is no bank statement for that yet.
- Because we charge more now for classes, there is more in the budget for classes.
- We used \$700 for 7 classes, attended by 20 people each.
- We already have \$885 and we are only halfway through the year.
- This means there is more money for the mini-conference that we can use.
- Status of Wild Apricot
 - Some discrepancies (\$10). Julie will meet with Marilyn to find out more details.

Membership Chair's report:

- No membership chair present.
- As of 10/22 there were 67 active members.
- Table membership chair position until next meeting.

Discussion related to membership

- Suggested that we need to find a date and time for the mini-conference that will work for paralibrarians that does not conflict with normal work hours. Potentially a Saturday?
 - Send a survey to the membership list?
 - NHlibraryjobline? An avenue to try.
- Paid membership is really down. How do we reach the paralibrarians when many do not have library emails? Or if their libraries aren't supportive. Mailer's on the van? We do have money do send out a flier.
 - Incoming membership chair has a priority to try to find a way to reach more paras.
 - Email may not reach our audience.
 - Ask at the Director's panel at the conference, how to reach their paralibrarians.
- Suggestion to bring board members on as non-role, "at large."
- Have two membership, one Chair and one a committee member. To help divide the work, and to have an MLS mentor a non-MLS; the MLS will provide connections and guidance.
- Have a membership meeting – goal of mini conference.

Mini-Conference

- Annual?
- Goals:
 - Have awards, presentation of certificates
 - Network without directors

- Show what we do as paraprofessional section
- Get enthusiasm for the section, and for submitting applications
- Recruit for the board

Education Chair's report:

- Nothing to report.
- Has notes from October meeting and a list of people to contact.
- January 1 will get more time to devote to going through the list and getting things going.
- Input from continuing education
 - December meeting was postponed to January.
 - They accepted the 4 basic core components, but it is unlikely to launch before fall.
 - Will know more in February.

Reciprocity between NH & MA

- Karen: Guidelines haven't been presented to Mass NHLA board equivalent yet, they have more layers to go through.
- & VT
 - Going to meet with Vermont to discuss the next step.

Review Chair's report:

- It's been a busy two months. 6 applications for approval. 3 pending correspondence and revisions.
 - For approval:
 - Sheila Lippman, Merrimack Public Library, Level 1 & 2
 - Doreen Bergeron, Goffstown Public Library, Level 2
 - Lee Gilmore, Merrimack Public Library, Level 1 & 2
 - Jennifer Stover, Merrimack Public Library, Level 3
 - Hope Garner, Griffin Free Library (Auburn), Level 1
 - Cathy Hassard, Sandown Public Library, Level 2
 - Motion to approve by Sarah Frost, 2nd by Julie, all approved.
 - Next set due February 1, with review date of March 6. April 12 meeting is next presentation of applications.
- Working with new guidelines, review board might suggest that they add a list of all categories as one page.
- List of approvals is on drive of dropbox, will send to Lisa to post to NHLA Teams.
- Applications are archived to dropbox.
- Discussion of official way to store applications. Space is a concern.
- Scan just certificate. Points sheet is the equivalent of a transcript. Have assistant on review board type final points sheet after approval.
 - Given to applicants: final points sheet, letter of approval, certificate.
 - Keep above in NHLA Teams as archives.
 - NHLA retention policy? Found one online from 10/10/17
- Julie puts a motion forward:
 - Retain in our dropbox all full scans for as long as the applicant is working on their application, or 5 years past the last level completed. A copy of the points summary, letter of approval, and certificate will be kept on NHLA indefinitely.

- Sarah 2nds. Call to vote by Lisa, all in favor. Motion passes.

Next meeting: Friday, February 8, 2019 10:00 AM at Hooksett Public Library.

Adjourned 11:10 AM.

Respectfully submitted,
Amanda Alwyn, Laconia Public Library

Paralibrarian 2018 Annual Report

Meetings and Membership

The Paralibrarian Section continued to meet bi-monthly when possible. In 2018 we met in January, March, June, August, and October with excellent attendance. We plan to meet in December with our incoming officers present. The section is no longer changing officers in November and is instead following the schedule encouraged by NHLA, with incoming officers sharing a transition period in December and officially taking office in January 2019.

Additionally, the New Hampshire Paralibrarian Section met with the Massachusetts Paralibrarian Section twice, in June and September, to discuss and plan reciprocal recognition of paralibrarians across state borders.

As of October 22, 2018, the section has 67 active members.

Paralibrarian Certifications

There were eight paralibrarian applicants who received certification in 2018 with several more applicants that will be certified by the beginning of 2019. Certifications issued are as follows:

January 2018:

Samantha Gallo, Fuller Public Library, Hillsboro, Level 3

April 2018:

Lindsey Blanchette, Salisbury Free Library, Level 1
Lee Ann Chase, Hooksett Public Library, Level 3 & 4

June 2018:

Lisa Cutter, Amherst Town Library, Level 2
Lauren Rettig, Davis Public Library, Stoddard, Level 1
Cyndi Burnham, Goffstown Public Library, Level 1

August 2018

Amanda Alwyn, Laconia Public Library, Level 1 & 2

October 2018

Cyndi Burnham, Goffstown Library, Level 2

Education

The Education Chair of the Paralibrarian Section and the Continuing Education Committee began work

together to hand off the core components of basic library education from the Paralibrarian Section to the Continuing Education Committee. The goal of this is to ensure that the education opportunities for core components of library service are provided for on a regular and rotating basis across the state. This frees up the Paralibrarian Section to offer more specialized professional development opportunities.

With thanks to Eileen Gilbert, Education Chair, and the many library staff that gave freely of their time, (Mark Glisson, Peggy Thrasher, Brittany Buckland, Linda Kepner, Christine Friese, and Laura Harwood-Benton), the Paralibrarian Section successfully offered 9 classes in 2018 and all were well attended. Classes covered a range of topics including internet self-defense, g-Suite, Excel, weeding, cataloging, and social media.

Other significant work

After several months of work, the Review Board revised and finalized a new application for paralibrarian certification. The new application brings continuing education and professional development further in line with the goals of library service. The Review Board also implemented quarterly review dates and application submission deadlines to help streamline the workflow of reviewing incoming applications.

The Paralibrarian Section of NHLA is continuing to work with the Massachusetts Paralibrarian Section of MLA to secure support for reciprocal recognition of Paralibrarian certifications across state borders. Our goal for this work is to show that states can work together to support the careers of Paralibrarians within our region. It is our hope to continue to work together to support other New England states in implementing similar programs in an effort to regionalize continuing education and the professional development of support staff in libraries.

Respectfully submitted,

Sarah Frost, Paralibrarian Section President