

Paralibrarian Board Meeting (approved 8/16/19)

Friday, June 14, 2019 10:00 AM

Amended with addition June 29, 2019

Hooksett Public Library

Attending:

Heather Rainier, Hooksett Public Library. Lee Ann Chase, Hooksett Public Library. Amanda Alwyn, Laconia Public Library. Julie Spokane, Brookline Public Library. Cyndi Burnham, Goffstown Public Library.

Call-ins:

Sarah Cornell, Portsmouth Public Library. Sarah Frost, Belmont Public Library. Brenda Kohl, guest attendee, Lane Memorial Library in Hampton.

Meeting called to order: 10:01 AM.

Sarah Frost led the meeting.

Approval of April 12 meeting minutes, Lee Ann motioned, Julie 2nd, all approved.

- President's report:
 - Vice President Resignation
 - Katherine resigned in late April.
 - Kathy Watson resigned this week.
 - Para Section Communications Options
 - The state library is not interested in hosting a listserv for Para. Mary Russell wants us to use NHAIS, and has communicated that strongly with others in the State Library.
 - An alternative to a listserv is google groups.
 - Nothing is in development yet, but looking at more options.
 - Updates from NHLA Executive Board
 - Board meetings have been sparse, now that summer reading is starting.
 - Lisa shared that reciprocal with MA was signed.
 - Official signed document hasn't arrived yet.
- Past President's report
 - Status Memorandum of Understanding with Mass. Paralibrarian Section
 - Anna McGrath emailed with the photo of the signing
 - Nominating Committee Update
 - Waiting to hear back from a few people that Sarah reached out to
 - No one has yet agreed
 - Brittany at Bristol may have some willing staff members
 - Eileen emailed general para list
 - Sarah C emailed NHAIS list
 - Cyndi has spoken with Mary Ann from Milford, who may have interest
 - Cyndi may be interested in VP position for regular election cycle of 2020.
 - Hillstown meeting may have more people interested
 - Can we function without a VP for the next 6 months?

- Means no President for 2020.
 - Brings to light a long term problem of engagement
 - Potentially make general board positions, something with less pressure?
 - Potentially change by-laws to structure differently?
 - Current set up: 1 year as Vice President 1 year as President 1 year as Past President
 - Proposed: 1 year as Vice President, 1 year as President, then all past Presidents take on role of Past President as a committee/group.
 - Tabled for later discussion
 - Julie and Sarah will reach out to Lisa for further conversation
 - By-Law Updates:
 - Amend to reflect that Officer positions are held until January 1
 - *(Amended by-laws included at the end of the minutes)*
 - Julie Motions to amend as highlighted in the attached document. Lee Ann 2nd. All approved.
- Treasurer's report
 - End of April, \$5496.67 in account
 - Julie owes Heather the \$14 from the Treasury
 - \$275 deposit paid to the location for the mini-conference
 - Membership has trickled in, and some have left
 - These transactions will affect the total in our account. The May statement was only just received.
- Membership Chair's report
 - Survey
 - Recruitment has become 1 on 1
 - Can send out survey soon
 - Going to work on mail merge to use list and use the van system
 - Will be able to export list from koha
 - Will generate poster template to send out on mailing lists
 - Question: is there an email list of those we've certified?
 - There's a list of names, not with emails. Heather may have the emails.
 - Sarah has access to wild apricot, but doesn't have email access.
 - Who does have email access? Who should?
 - Membership chair should have email privileges.
 - Julie will talk with Marilyn about making that change.
 - Sarah will develop a routine/ set up for later
 - Mailing list of libraries
 - Mailing list of those certified
 - The position should keep an accurate list of members
 - To-do: coordinate with Cyndi about getting the word out for the mini-conference
- Education Chair's report
 - Eileen was out sick, and left this message:
 - August 16 Laura Horwood -Benton repeating her social media workshop

- In Portsmouth
 - September 20 Canva for Paralibrarians in Northfield
 - October 28 Local history collections/programming by Nicole Cloutier
 - Also in Portsmouth
 - Two co-op meetings scheduled:
 - West of the Merrimack Sept 13
 - Carroll County in October-- haven't given me the date yet.
 - Merri-hill Rock?
 - Would like to have a date for the "how to prepare your application" class soon.
 - Julie and Amanda will discuss hosting the class and bring a date forward soon.
 - One at Hooksett before the conference, and one potentially in Laconia after the conference.
 - NHLA Education Committee, Basic library techniques (BLT)
 - Potentially hire someone from MA to teach, but possibly not going to work out. No other word yet.
- Review Chair's report
 - Pending certifications/Certification recommendations
 - 2 to approve
 - Amanda Alwyn, level 3
 - Susan Kehoe, level 2
 - Has done a suggested revision
 - Heather requests motion to approve. Julie 2nds. All in favor (Amanda abstains)
 - Have one more applicant, who will need a mentor
 - Heather wants to have a discussion about review board structure
 - Will need a new Chair, soon
 - Table for more discussion later
- Para Mini Conference
 - Hall is set.
 - Contract sent to Karen Horn.
 - Have email confirmation, just waiting for official signature
 - Plan to give a \$300 stipend to cover room and mileage.
 - She will book her own room.
 - Waiting on quotes for catering
 - Logo/Tagline: Paralibrarians work wonders
 - Can now start advertising
 - Amanda offers help with designing a poster/graphic work
- Additional discussion/Adjourn
 - Heather presented to NELA about the MA reciprocity
 - Karen put a blurb in NELA sections to share details
 - NELA is in October in Mystic, CT
 - Amended for clarification:
 - Heather will be representing NHLA Paralibrarians copresenting at NELA with Karen Horn and one other member of Mass Lib Association PARAs on our individual programs that now share reciprocity.

- PROPOSED PROGRAM DESCRIPTION
 - The Paralibrarian Sections of both the Massachusetts Library Association and the New Hampshire Library Association have initiated a reciprocal agreement for Paralibrarian Certification between the two states. We have drafted a Memorandum of Understanding between MA and NH and will draft a letter that would be issued with a PARA Certificate, allowing a NH recipient to request reciprocal recognition with MA and vice-versa. This Memorandum of Understanding, while not legally binding, is a mutual agreement to recognize Paralibrarian certification between Massachusetts and New Hampshire.
 - We plan to share details of this reciprocal agreement for Paralibrarian Certification between MA and NH with the wider New England Library community. Our long term vision is to encourage the other New England states to adopt a Paralibrarian Certification program similar to that of MA and NH and to be part of the reciprocal recognition of certification option.
 - PROPOSED DESCRIPTION FOR PRINTED PROGRAM (115 word limit)
 - Does your state offer a Certification for paralibrarians/library support staff? If not, why not? Curious to learn how NH and MA are working together to support and promote professional development and recognition of Paralibrarian in their states? Join us as representatives from the NH and MA Paralibrarian Sections share details of their Certification and the recent Reciprocity Agreement they have formed between the two states for certified Paralibrarians.
 - Breakout section at NHLA with directors went well
 - Two trustees were there, and added another layer to the conversation
 - Can we find a way into the trustee conference?
 - Reach out to NHTLA again?
 - Can we get into URBANS?
 - We need a way to get into libraries to talk to directors to get their support
 - Cabb from Plaistow asked how to get staff motivated if they aren't interested?
 - How to battle part time mentality?
 - Talk to everyone, give everyone a chance to sign on.
 - Sarah C. will add her notes later on NHLA.
 - Cyndi and Julie might be able to go to an 8am staff meeting in Meredith to talk with staff there
 - Is it time to change the name from Paralibrarian? Does it influence perception?
 - Certified Library Professional
 - Touch base with MA to consider impact on reciprocity
 - Solicit input from attendees at the conference on their title
 - Heather would like to have a dialog about what's next to structure the board
 - Undercurrent lately to talk about what we want the board to look like, the review board and the board in general

- Theme of needing more involvement of paraprofessionals on the board, and getting more involvement and reaching out to more certificate holders
- Open up discussion of what should the makeup be of the review board?
 - Currently: 2 directors/MLIS, 2 paras that are either done or in the process
 - Even makeup seems to be working well
 - Could be all paraprofessionals on the review board and work well
 - But outside looking in most likely want someone with MLIS
 - Directors and mid-level managers at larger libraries (hiring managers) may lend more “credibility”
 - A director can be an advocate for the strengths of the group
 - Directors will also see changes in the library world and can advocate for continuing education
- Request for motion to adjourn by Sarah Frost at 11:18am.
 - Motion by Sara C. Cyndi 2nd. All agreed.

Next Meeting: Friday, August 16, 2019 - 10:00am - Hooksett Public Library.

Bylaws of the Paralibrarian Section of New Hampshire Library Association

Article I. Name.

The name of this organization shall be the Paralibrarians Section of the New Hampshire Library Association.

Article II. Objective

Through support and increased awareness of Paralibrarians, the Section promotes and provides a forum for networking and career development opportunities and provides voluntary professional certification for non-MLS degreed library personnel.

Article III. Membership

Membership shall be open to all dues-paying members of the New Hampshire Library Association.

Article IV. Officers

Section 1. The officers of the Paralibrarians Section shall be the President, Vice President/President-Elect, Secretary, Treasurer, Immediate Past President.

A. The Past-President, President, Vice-President/President-Elect shall serve for one year.

B. The Secretary and Treasurer shall serve for two years.

Section 2. Vice President/President-Elect, Secretary, Treasurer shall be elected by ballot and shall attend executive board meetings after the election during a transition period ~~annual meeting~~ and begin their term as of January 1st. ~~at the first executive board meeting after the annual meeting.~~ In the event that the position of President becomes vacant before the end of the term, the Vice President / President Elect shall fill the position for the remainder of the term ~~and a special election will be held. In the event that the position of Vice President / President Elect becomes vacant before the end of the term a special election will be held.~~ The nominating committee will seek nominations from the membership to fill the vacated ~~Vice President/President Elect~~ position. ~~A special election to fill the vacancy will be held within 60 days.~~ A special election to fill unexpected vacancies will be held within 60 days.

Section 3. The duties of the officers shall be as follows:

A. The President shall conduct all meetings and, with the advice of the Executive Board, shall appoint any special committees as necessary. The President shall be an ex-officio member of

each committee, voting only in the case of a tie. The president shall represent the Paralibrarians Section to the NHLA Executive Board. The President shall ensure fiscal oversight of the annual budget in cooperation with the Executive Board.

B. The Vice-President/President-Elect shall assume the responsibilities of the President in the absence of the President. Vice-President/President-Elect shall serve as parliamentarian and shall coordinate all bylaw revisions.

C. The Secretary shall notify all Executive Board members of Board meetings, shall keep minutes of all general membership and Executive Board meetings and forward these to the section membership.

D. The Treasurer shall keep and report all necessary and proper financial records, and shall work with the NHLA Treasurer to manage Paralibrarians finances. The Treasurer shall draft and submit an annual budget for approval to the Executive Board. The Treasurer will forward the approved budget to the NHLA Treasurer.

ARTICLE V. Executive Board.

Section 1. The Past-President, President, Vice-President/President-Elect, Secretary, Treasurer, Membership Coordinator and all Committee Chairs shall constitute the Executive Board.

Section 2. The Executive Board shall determine policies and changes therein within the limits of the bylaws of the section and shall take such actions it considers necessary to carry out the objectives of the section.

ARTICLE VI. Committees

Section 1. There shall be the following standing committees: Education, Certification, Nomination and Awards.

Section 2. Each committee shall appoint one designee to serve as a Chairperson and member of the Paralibrarians Executive Board for a period of two years. An exception is made for the Nominating and Award Selection Committees which shall be chaired by the immediate Past President.

Section 3. Vacant committee chair positions shall be appointed by the Executive Board.

ARTICLE VII. Nominations and Elections.

Section 1. Nominations

A. The Past President shall chair a Nominating Committee of three members appointed by the President to nominate candidates for each office. The President shall not be a member of the Nominating Committee.

B. Nominations from the general membership shall also be accepted, provided they are accompanied by written acceptances of the nominees.

C. Names of candidates (whether from the Nominating Committee or the general membership), together with their written acceptance, must be submitted to the President no later than August 15.

D. The Secretary shall prepare an official ballot.

E. All candidates must be members of the Paralibrarians. It shall be the responsibility of the nominator to verify such membership. The Secretary shall omit from the official ballot any names improperly submitted.

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.

B. The chair of the Nominating Committee shall certify the results of the election, which shall be determined by the tally of the Secretary, and shall notify each candidate and each member of the Committee of such results.

C. New officers shall be announced at the first executive board meeting Paralibrarians Annual Meeting and reported to the Executive Board of the New Hampshire Library Association.

ARTICLE VIII. Amendments.

Notices of proposed amendments to the by-laws must be appended to the call for a meeting. Amendments shall be passed upon affirmative vote of two-thirds of the membership present.

ARTICLE IX Meetings.

Section 1. General Membership.

A. The annual business meeting and special meetings of the general membership shall be held at such time and place as the Executive Board shall designate.

B. A quorum will consist of 10% of the section membership.

Section 2. Executive Board. Quarterly meetings of the Executive Board shall be held at such time and place as the President shall designate.

ARTICLE X. Parliamentary Authority.

The latest edition of Roberts Rules of Order shall govern all deliberations of this organization.