

# Paralibrarian Board Meeting (approved 10/11/19)

Friday, August 16, 2019, 10:00 AM

*Modified 8/26/19*

Hooksett Public Library

## Attending:

Lisa Cutter, Amherst Town Library. 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 Frost, Belmont Public Library.

Meeting called to order: 10:06 AM.

Approval of June 14 meeting minutes, Heather motioned, Cyndi 2<sup>nd</sup>, all approved.

- President's report:
  - Memorandum of Understanding with Mass. Paralibrarian Section
    - Lisa sent an email to Anne McGrath to find out where the hard copy of the reciprocal agreement was. Anne passed it to Karen and Lori.
    - They are looking and will get back to us
  - Updates from NHLA Executive Board
    - No updates at this time.
- Past President's report
  - Nominating Committee Update
    - We do not have anyone for Katherine's position
    - Positions to fill: Vice President, President.
      - Regular election, Cyndi Burnham has put her name in for the 2020 Vice President/President position
        - As chair of the nominating committee, Sarah Frost, submitted Cyndi Burnham's name as Vice President/President 2020 to Lisa Cutter, with Lee Ann as witness.
          - Lisa motions to accept. Amanda 2nds. Cyndi abstains. All in favor.
    - What to do about the vacancy for vice president, as it means no president for next year?
      - Sarah suggests if we are entering a year without a president, then we should plan to share duties of running the meeting based on who will be present at the meeting.
      - Cyndi has agreed to run for the regular election but is not able to take on any of the role of the current vacancy
      - Table for later discussion, and a plan of action

- Move forward with regular election, and discuss a plan for recruitment in October
- Treasurer's report
  - Closed last year's fiscal year.
  - 6 people paid certificate fee, had anticipated 10, but some were repeat levels within the 3 years and didn't need to pay
  - Took in more class fees than anticipated, because we had more classes than expected
    - Also, we budget for paras, but there are many who attend that are not section members
    - This is an opportunity to get more to join the section – possibly as part of their renewal?
  - Budgeted for 75 members, 74 paid in
  - Spending is low, but we're going to use it for the mini-conference
  - No July bank statement yet, so it hasn't been reconciled
  - There were financial transactions that bypassed Julie. It's hard to keep on top of the balance because all of the transition amounts are the same dollar value and without a detailed list of who the money is from, and what it was for.
  - NHLA policy for cancellations is to keep a retainer of \$5
  - Julie has forms to fill out at each transaction, and for refunds
  - ALL requests for payment MUST go through Julie
    - She has been passed by without proper documentation, and we must be exact/meticulous in our bookkeeping
  - Be sure on the templates for registration, in Wild Apricot, that the payments say they go to Julie – in all places. Marilyn can help set up a template that can then be copy and pasted for each new event.
  - Spent about \$450 for the caterer
- Membership Chair's report
  - Sarah Cornell emailed an update to Lisa:
    - Still has projects on her to-do list, and is working on them
    - 93 members in the section
    - Does have email access in wild apricot now
- Education Chair's report
  - READS - interest in co-sponsoring a Workshop for Admins Re: Benefits of Para Certification
    - The READS planning committee has expressed interest in collaboration with Paralibrarians on a workshop directed at administrators. The goal would be to share what the paralibrarian certificate process is like, but also to share how continuing education is essential for employee growth. More information to come when Eileen is in attendance.
  - Fall class offerings
    - Posted to the NHAIS list

- Preparing Your Paralibrarian Certification Application Information Session
  - Tuesday, August 27, 2019, 10:00 AM - 12:00 PM Hooksett Public Library 31 Mount St Mary's Way Hooksett NH
  - Please join Lee Ann Chase, Amanda Alwyn, and Julie Spokane to gain confidence in applying for your Certification under the new guidelines. Lee Ann Chase is a Level IV Certificate holder and has been serving on the Application Review Board since its inception. Amanda Alwyn is a Level III Certificate holder and is currently serving on the Paralibrarian Section Board as it's Secretary. Julie Spokane is a Level IV Certificate Holder and is the Section Treasurer. Lee Ann and Julie have conducted information sessions in the past. The Guidelines have been updated and the changes will be reviewed. Attendees will also be provided with a sample application to take with them as a guide with real examples of write-ups. This session is not eligible for Paralibrarian Certification credit and is free.
- Canva for Paralibrarians
  - Friday, September 20, 2019, 9:00 AM - 10:30 AM Hall Memorial Library, 18 Park St, Northfield, NH 03276
  - Canva is a graphic-design tool website, founded in 2012. It uses a drag-and-drop format and provides access to over a million photographs, graphics, and fonts. It is used by non-designers as well as professionals. The tools can be used for both web and print media design and graphics. Teacher: Brittany Shanahan
- Cataloging & Classification I, Short Course
  - Monday, September 23, 2019, 9:00 AM - 4:00 PM Peterborough Town Library 2 Concord Street Peterborough
  - Description: Cataloging and classification can be daunting to those unfamiliar with its conventions and terminology. The purpose of this course is to make the user more comfortable with both. The student will learn the concepts behind cataloging, so day-to-day operations make sense. Common cataloging vocabulary will be explained. Basic history, concepts, and rules of thumb will be described and illustrated. Students will gain familiarity with tools and authorities necessary for cataloging, particularly the Sears List of Subject Headings and the Dewey Decimal Classification schedule. (This will include State Library recommendations and guidelines.) Classes are in a part lecture, part workshop format. Students should bring any subject heading and Dewey classification tools they use in daily work, or that they can borrow. One hour break at noon. Pack your lunch or visit downtown Peterborough.
- Library Management: the nuts and bolts

- Thursday, October 10, 2019, 9:30 AM - 12:30 PM Lane Memorial Library Hampton NH
  - Taught by Amanda Reynolds Cooper. Covering areas such as reporting to the board of trustees, budgeting, staff evaluations, and more.
- Local History for Paralibrarians
  - Monday, October 28, 2019, 1:30 PM - 5:00 PM Portsmouth Public Library 175 Parrott Ave, Portsmouth, NH
  - Nicole Luongo Cloutier, Reference and Special Collections Supervisor, will give a brief overview of the ins and outs of creating and/or maintaining a local history collection for your community. She will discuss Portsmouth's creation of well attended local history and genealogy workshops, the importance of developing community collaboration where possible, as well as the importance of primary materials to make real connections to the past. Nicole has been at the Portsmouth Public library for 19 years. Prior to her current supervisory position, she was the Special Collections Librarian. Previously, she was the Visual Archives Manager at the Museum of Fine Arts. MLIS from Simmons College.
- NHLA Continuing Education Update
  - Lisa will email Eileen for updates on fall classes on the website, the workshop, and NHLA continuing education
  - Cyndi suggests an addition to the website: a link to register for the section, and a note that says you can come on the board at any time.
- Julie requests that we blast the Paralibrarian class on August 27, as there are only 8 people signed up so far. Lisa will email Eileen.
- Review Chair's report
  - Heather suggests the board of directors positions, without job descriptions to recruit from for future openings
    - Have positions, without formal functions, but a presence on the board
  - Heather is done as Review Chair.
  - There are some pending certifications, waiting for a review board
  - Lee Ann and Edmund are currently the only ones on the review board
  - Heather has a hopeful addition, but she is a new employee: Anne Myers
  - Lisa moves to appoint Lee Ann as Chair of the Review Committee.
    - Thank you to Heather for her many years of service and dedication.
      - Julie suggests a new role of liaison to MA for reciprocity.
      - Heather and Lisa will look into writing new by-laws for the next meeting to reflect a new board position: Reciprocity Liaison.
  - Heather will mentor an applicant who is in the process of filling out their application
  - Have received 5 new certifications, 4 level 1, and 1 level 3.

- Cyndi requests that, if it's possible, can the board vote on the applications before the conference (1 week earlier), so that they can be recognized. Vote by email?
- Hooksett Library will work on making go-to-meeting set up easier, to allow more people to attend remotely.
- Para Mini-Conference
  - The Review Board approves Julie's mock-up of the paraprofessional certificate
  - Julie will take care of printing copies for the August 27 class
  - Amanda made a poster and matching agenda for the conference
  - Go live on Monday with the poster. Cyndi will send out to libraries.
  - The conference is mostly set
    - Held at the Audubon in Concord.
    - Have booked the caterer.
    - Have a contract with Karen.
    - Cyndi and Julie will finalize the agenda.
  - Are all board members attending? It will be good to have everyone there, to show who we are, and to have paras get to know us or to ask questions about the board.
  - Still need a flyer with board contact information, titles, and list of contacts for mentors
    - Amanda will email with Cyndi to work something out
  - Suggested to send announcements to directors, and invitations to certificate holders
  - Lee Ann will send an updated list of certificate holders to Cyndi
- Adjourn
  - Request for a motion to adjourn by Lisa Cutter at 11:20 am.
    - Motion by Cyndi, Julie 2<sup>nd</sup>. All agreed.

Next Meeting: Friday, October 11, 2019 - 10:00 am - Hooksett Public Library.