

Minutes for the Para Librarian Section Meeting
Friday, February 24, 2017

Present: Edmund Lowe, Sarah Frost, and Julie Spokane (Heather Rainier arrived late)
Teleconference: Eileen Gilbert, Sarah Cornell, and Jackie Monaghan

Edmund called the meeting to order at 10:00 am.

The group voted unanimously to accept the budget presented via email by Julie Spokane, Treasurer. Budget is attached to these minutes. Julie will submit to Cara Barlow for the section.

A question was presented by Heather Rainier about our class fees and confusion surrounding the \$5 fee being the same as the fee charged to become a member. Apparently NHLA has been having trouble figuring out through PAYPAL what is a class fee and what is a member registration fee. Also, some libraries are hesitant to cut a check for \$5. After some discussion on the pro's and con's, at this time we decided to leave the class fee structure as is. All class fees at this time are being paid directly to our Treasurer and all member dues go to NHLA. There should be no confusion. We also didn't feel libraries would be any more interested in cutting a \$10 check. Before switching to WildApricot for class registrations, we need to make sure this isn't an issue.

Eileen Gilbert presented to the group the classes our section will be sponsoring: Preparing Your Paralibrarian Certification Application, Documenting Local History by Bob Catrell, Accommodating Mental Health in Public Places by a Former Supreme Court Justice, Library Lockdown by the Manchester PD and a joint program with READS, Using Social Media to Enhance Professional Development. Edmund made a motion that we should offer NHLA a \$500 honorarium for the classes we are sponsoring. Sarah Frost seconded the motion. Motion passes with a unanimous vote. Julie will follow up to see how to transfer the funds.

Sarah Cornell brought up an idea about encouraging Para Librarians who are working on their certifications to develop presentations for conferences. Julie Spokane suggested that we try a class on how to develop said presentations. Julie offered to look into who might be a good match to teach this kind of class. We also thought capping it at 10 attendees might work best, as then they could pitch ideas. See below – fall class ideas.

Eileen Gilbert brought the topic of Fall Elections (August/September) to the group. Eileen was going to look into the Level II Certified members to see if we could target a VP candidate.

Discussion started about potential fall class offerings. Linda Kepner's Cataloging class is full again for the spring. We need to consider offering it again in the fall. Sarah Frost will contact Ann Hoey to see if we could host some form of Children's Services class.

Heather Rainier presented new Certification Applicants. Lisa Cutter (Level II) from Peterborough had an outstanding application. Lee Gilmore (Level II) from Merrimack submitted her application to the State. She will be resubmitting directly to Heather, as her application has not turned up. She did, however, pay. Frances Nash (Level I) from Maxfield Public submitted an application with no library related classes. Heather will contact her as well. Cheryl Ingerson (Level I) from Maxfield had a successful application. Because these two applicants were paid on the same check, Julie will need to process a refund to Maxfield Public for Frances Nash's application. Another applicant submitted an application that was a listing of School Library Certification classes she took. She did not complete our application. Heather will return her check and application and ask that she complete the forms as required.

Heather Rainier then presented some changes she would like to see made to the Certification Guidelines. She asked that we add a Date Submitted field to Form A. Edmund made the motion, Sarah Frost seconded, unanimous vote to add the field. She also asked that we institute a 10-year cap on experience and classes/workshops for Level I, unless there is a compelling reason why this is still relevant. Heather made the motion after some discussion, Julie seconded, unanimously carried. Heather will look over the guidelines and forward to Eileen all the places this needs to be referenced. Lastly, she asked that we move Collection Development and Weeding to the Reference Category for points. This seems to fit better here. Edmund made a motion, Sarah Frost seconded. We voted unanimously to make the change. She mentioned that we should also revisit some of the subject areas, especially as Library Science evolves, to see if they need to be modified. Heather volunteered to look into what New York Guidelines say for their categories.

Jackie Monaghan will send a reminder about the classes that are still open and to forward payment at least two weeks prior to the class.

Next meeting scheduled for 4/7 or 4/14 in Hooksett at 10 am. A few members needed to check on schedules. (After Note: Meeting date of 4/14 was chosen).

Adjourned 11:05 am

Respectfully submitted, Julie Spokane, Treasure (acting Secretary in LeeAnn Chase's absence).