

Approved 6/12/2015

Paralibrarian Board Meeting

April 17, 2015

10:00 am

Hooksett Library

Attending: Beverly Pietlicki, Eileen Gilbert, Ricky Sirois, Kathy Tracy, Heather Rainier, Julie Spokane, Lee Ann Chase

Meeting called to order: 10:10

Quick overview of the Children's Collection class with Ann Hoey from Julie and Lee Ann that they had attended.

Mary White's class on May 12th currently has 14 people enrolled.

Classes for Fall:

Sara Cornell from Portsmouth-Acq. or Electronic Resources

Amanda Reynolds-Cooper from Lane Memorial, Hampton-Management

Lynne Piotrowic from Tucker Free, Henniker-Collection Development

Mike Sullivan from Kingston Community-Youth Services

There are currently close to 60 members with 51 paid.

Review Board recommendation- All applicants start at a level 1 or 2-if the next level is completed within the next three years there will be no additional fee to apply. Heather motioned and Julie second, all in favor.

Format of applications-request future applicants submit one electronic copy, one formally organized copy and one reproducible copy for Review Board.

Heather would like to add somewhere-[This is meant to be an ongoing process](#). Ricky will add this to the overview.

Those that have already done the process become mentors to those that would like help.

Make a Google Doc for all the questions that people are asking. Suggested that there be a class for those that would like help. Julie and Lee Ann will set up a time in Fall for that but will help individually until then.

Cara recommended using Wild Apricot for registrations when we have a program. Ricky willing to work on this until we have a program director. NHLA has this program already.

Talked about the making a few changes to forms.

Form D does not have an hour amount would like to add to form. Heather talked about the bottom of form did not work for her as a reviewer not enough space. Voted to eliminate the bottom of Form D.

Will change format of Point Summary to add column for explanation.

Add a summary page.

Summary from content of program or class to have on form.

Heather will update forms and send out.

Would like to have for presenters or organizations a certificate for them to sign for those going for their certification. Heather said she is willing to make a template for certificates for presenters going forward. Ricky said another option was to just bring Form D with you and have them sign it.

Eileen will talk to those who indicated on their NHLA registration that they would like to help that we are looking for a Program chair, committee members those with a MLS and those that do not as we need to keep a balance.

NHLTA- for their May 18th meeting to promote Paralibrarian Program. List of classes being offered, access to free webinars. Quality of service for the library. keeps staff interested, feeling valued, staff being able to go to classes , conferences and being paid and mileage.

Refunding class fees? Voted that if person cancels before 7 day in advance of program money will be refunded.

Heather motioned that the cost of classes be \$5 for members and \$10 for non members. Discussion ensued: not being able to afford membership and class cost, some libraries financially not in budget, it is the standard for NHLA programs, having reduced cost of classes was a selling point when talking with board to pay for NHLA membership for staff.

With Heathers motion, Lee Ann seconded it was voted to change cost of classes in Fall to \$5 for members and \$10 for non members. Julie abstained from vote.

Review Board reviewed Marcia Strykowski's portfolio she applied for a level 4. After review it was sent back to her for some clarifications and an explanation of why some items and points not excepted and the need for points to have her be at level 3.

Reviewed Julie Spokane's portfolio at level 2. Motion for recommendation from Review Board to accept Julie's portfolio seconded by Cathy, all.

Next meeting June 12th location to be announced. Adjourn 12:00