

Unofficial

Paralibrarian Meeting  
June 10, 2016 10:00 AM  
Hooksett Library

Attendance: Lee Ann Chase-Hooksett, Julie Spokane-Brookline, Edmund Lowe-Nashua, Kathy Tracy-Lebanon, Yvette Couser-Merrimack, Eileen Gilbert-Belmont, Sarah Cornell-Portsmouth.

Started 10:10

Rye Library would like a class at their library to go over the guidelines. Eileen will contact.

Julie and Lee Ann will do a Paralibrarian Session.

Julie let us know that Michael's Reader's Advisory class had 24 participants. Hooksett had 3 staff members attend and they said anything that Michael teaches we will go.

Eileen brought up about us having a Google survey for participants to fill out after each class. Some of the questions would be how do you use it in your work, questions in general, other class suggestions and locations to host classes.

Classes for fall:

September- Cataloging with Linda Kepner, Julie will get back to committee with date.

Cataloging at Portsmouth, Yvette to ask Nancy if should teach this class. *(she could?)*

October -Technical Services, Copy cataloging and processing, Sarah Cornell will teach class on October 24 from 9:30-12:30.

RFID with Brian Sylvester, Rochester, Yvette will follow up with a date.

Yvette suggested we contact Durham Public Library for using their meeting room for classes.

*she* Julie brought up what to do with those that sign up and then do not pay or show up. She said ~~that~~ she does multiple emails to remind them that they need to pay for class prior and she received no response from the ones that she had this last class. If class was capped there would have been room for the slots. Do we assume that if they have not paid that they are not coming?

Make sure that we do not schedule classes for these dates:

Reads Conference-September 23, 2016

NELA-October 16-18, 2016

Chilis-October 30, 2016

NHLA Business Meeting-November 3, 2016

Addressed getting points. <sup>F</sup>For reading materials after a discussion it was decided that we would except with participant would use Form E to describe what they had read and would receive 4 points per book. Eileen to add to guidelines.

Lee Ann asked about changing the number of Full time equivalency from Form B to 40 hours for all instead of what each library considers to be full time. After a discussion and everyone saying that they are between 32 and 37.5 that we will keep the form as is.

Heather has requested that we increase the number of points for webinars, for those that are only able to attend online. It was discussed and decided to change this under Professional Activities, separate line under Library related workshop. Move Conference sessions to under Participation/membership in library organizations.

Sara asked how we adjust the guidelines and how do people know about the changes. If someone had used the old guidelines what happens. I said we take that into consideration when we see that they used the old guidelines. Eileen said that she footnotes with the date.

Heather let us know about the new certifications.

Susan Kehoe from Sandown Public Library, Approved for a level 1 certification.

Glenn Walter from Nichols Library, Center Harbor, approved for level 1 certification. Committee is requesting a variance on his application for all webinars and exceeding cap of 100 points for webinars.

Leanne Gast from Blaisdell Memorial Library, Nottingham, Approved for level 2 certification.

Received two new applications:

Annette Lombardo and Alison Forte both from Blaisdell Library , Nottingham.

Julie asked about the cost of NHLA sending those that have been approved for certifications. She will work with Cara on getting that taken care of. Julie asked do they do any kind of reduced pricing?

Heather to notify new certifications.

Elections dates: Names to Eileen by August 15, 2016, Ballots go out by August 22, 2016.

Business meeting at NHLA on November 3, 2016

Need a Secretary, Treasurer and President

Eileen let us know about NHLA Spring Conference in May at Portsmouth. Asked about doing a session on guidelines as the Paralibrarian section.

Eileen said that they will be voting on the budget at the end of June did not see any problems with our section.

Treasurer Report- Julie let us know that we currently have \$1781.26

Julie and Kathy discussed the number of members as Kathy has 68 members and Julie says we have received the money for 88 members. Kathy will check on that and let us know.

For help with online classes it was suggested that we talk to Bobbi about getting logins for Lynda for those that need to use it.

Edmund to work on logo and will follow up next meeting.

Eileen to put out an open invitation for Co-ops to go over Paralibrarian Certifications now that we have people working on them. Motivate directors to let their staff know about it.

Julie asked about hosting a Paralibrarian Meet and Greet for those that would like help and being able to meet fellow people that are working on their certifications. Talked about a Friday afternoon in October. Julie and Lee Ann will plan.

Next meeting: Friday, August 19, 2016 at 10:00 at Hooksett Library

Adjourned: 10:40

Submitted by,

Lee Ann Chase, Secretary

Hooksett Library