

## Paralibrarian Board Meeting (approved 12/21/20)

*Modified 10/14/20*

Tuesday, October 6, 2020, 3:00 PM

Virtual Meeting

### Attending via Go-to-Meeting:

InterState Reciprocity Liason & President, Heather Rainier, Hooksett Public Library. Vice President/President-Elect, Cyndi Burnham, Goffstown Public Library. Past President, Lisa Cutter, Amherst Town Library. Review Committee Chair, Lee Ann Chase, Hooksett Public Library. Review Committee member & Board Member - At Large, Anne Meyers, Hooksett Public Library. Education Chair, Eileen Gilbert, Belmont Public Library. Treasurer, Julie Spokane, Brookline Public Library. Secretary & Webmaster, Amanda Alwyn, Laconia Public Library. Guest Attendee, Hope Garner from Griffin Free Library in Auburn.

Meeting called to order: 3:10 pm

Approval of June 24 meeting minutes. Cyndi motions, Julie 2nds. All in favor. The motion to approve minutes passed.

- **President's Report**

- Welcome, Hope, to our meeting!
- Do we need to have an annual meeting?
  - It is in the by-laws as a requirement, however, when we wrote the by-laws we did not factor in a global pandemic
  - Heather motions to suspend the 2020 annual business meeting due to the pandemic. Cyndi 2nds. All in favor. Motion passes.
- NHLA Annual meeting, Friday, October 16th, we will have time to make presentations to certificate holders for the past year.
  - How will this function? Reading off the names.
  - We hope to still have the Spring mini-conference and distribute certificates then.
    - If we intend to hold a para-mini conference, we should start now if we want to have it ready for spring
    - There might be fewer logistics to coordinate if we find a restaurant with a function room, with flexibility because of the pandemic
    - Health officials are saying immunizations won't be ready for a year, and we still need to get through flu season
    - The limit for in-person gatherings is 50, at the moment
  - Any section exposure is good for us
  - It's important to keep enthusiasm and exposure and to give recognition to those working on their certificates

- We could give out the certificates now, with the understanding that when it is safe to do so, we will have another mini-conference with acknowledgments
    - Annual report submitted to NHLA, see attached
  - Past President's report
    - Nothing to report
  - Treasurer's report
    - See attached FY 2020 Budget
    - See attached FY 2021 Working Budget
    - Dues:
      - We will start seeing notices to renew go out in November
      - Last year we had an influx of members Aug-Dec who joined for the conference
      - Last year we budgeted for 75 members, and we had 74
    - Income comes from membership fees, class fees, and certificate fees
      - Our reserve comes from mainly instructor fees who did not accept a fee for teaching
      - We used the surplus from instructor fees to subsidize the conference attendance cost
    - NHLA membership renewals happen on the calendar year, we use the fiscal year for our budgets
    - The next mini-conference is factored into the budget if it is safe to have it
  - Webmaster's report
    - Since the last meeting:
      - Blog post created for accepting applications:  
<http://para.nhlibrarians.org/now-accepting-applications/>
      - Uploaded approved minutes
      - Blog post created for webinars:  
<http://para.nhlibrarians.org/paralibrarian-board-curated-list-of-webinars/>
      - NHAIS email was sent out with text from the webinar post. Had 1 response with a question about finding one of the items on the list. No other responses to the blog post or email.
      - A blog post was created with an invitation to join the meeting.
    - Our blog is set up and functional, but we need more reach – more people need to be aware that the website is there and that it has helpful information on it.
    - Old business:
      - Waiting on digital documents of old minutes from Dropbox.
  - Membership Chair's report
    - No current membership chair.
  - Education Chair's report
    - Nothing to report.

- **Review Chair's report**
  - We worked really hard! Thank you to Edmund, Anne, and Lee Ann.
  - Lee Ann requests a motion for 2020 webinars to be unlimited until we can offer in-person workshops.
    - Julie motions to suspend the webinar points cap, to allow the review committee to accepted unlimited points until such a time as we can offer in-person workshops again. Cyndi 2nds. All in favor. Motion passed.
  - There are 13 people to vote to approve certifications:
    - Carla Ferreira, Bedford Public Library, Level 1
    - Dawn Mazur, Derry Public Library, Level 1
    - Ellen Neilley, A Tuttle, Antrim, Level 1
    - Joann Houde, Nesmith Public Library, Level 1
    - Laura Wing, Fuller Library, Hillsboro, Level 1
    - Linda Hough, Meredith Public Library, Level 1
    - Micaela Seekell, Goffstown Public Library, Level 1
    - Patrick Arnold, Derry Public Library, Level 1
    - Susanna Buonopane, Campton Public Library, Level 1
    - Aimee Larue, Peterborough Town Library, Level 2
    - Micaela Seekell, Goffstown Public Library, Level 2
    - Cyndi Burnham, Goffstown Public Library, Level 3
    - Cheryl Ingerson, Maxfield Public Library, Loudon, Level 4
      - Cyndi abstains from voting for herself. Julie Motions to accept the certifications as presented by the review committee. Lee Ann 2nds.
  - Congrats Cyndi!
  - Congrats to Lee Ann, Edmund, Anne
  - There are 3 more to approve at the next meeting
  - Cyndy will send the bags to the new Level 1s. – now? Or at the conference?
    - It will be a nice gesture and will help motivate and we will still do something at the mini-conference
    - Cyndi will drop off the box of bags to Lee Ann, will coordinate or will send on the courier
- **Additional discussion/Adjourn**
  - No new business
  - Meeting adjourned at 3:45 pm

**Next Meeting: Tuesday, December 15, 2020 - 3:00 pm via Go-To-Meeting**

## 2020 Paralibrarian Annual Report

As for all sections, 2020 has been a year of challenges for our section. 2020 was to be a year of recruitment for the Paralibrarian section as we have several board positions vacant.

Unfortunately, the pandemic situation increased that challenge as we put our in-person learning opportunities on hold and our Board members were all focused on the situations within our own libraries.

As of September 29th, we have a total of 67 active members, unfortunately this is down from the prior year.

The Review Board put a temporary pause on accepting applications as a physical copy needs to be sent for each of the Review Board members. In response to this situation, the Board offered a temporary extension for any certified professional working on their Level 2 through 4 to extend the time since their last level from three to four years.

### New Certified Library Professionals for 2019-2020:

Patrick Arnold, Derry Public Library, Level 1  
 Susanna Buonopane, Campton Public Library, Level 1  
 Carla Ferreira, Bedford Public Library, Level 1  
 Cherylyn Gable, Meredith Public Library, Level 1  
 Bettielue Hill, Brookline Public Library, Level 1  
 Jo-Ann Houde, Nesmith Library, Level 1  
 Aimee Larue, Peterborough Town Library, Level 1  
 Dawn Mazur, Derry Public Library, Level 1  
 Ellen Neilley, A Tuttle, Antrim, Level 1  
 Laura Wing, Fuller Library, Hillsboro, Level 1

Aimee Larue, Peterborough Town Library, Level 2  
 Micaela Seekell, Goffstown Public Library, Level 1 & 2

Cyndi Burnham, Goffstown Public Library, Level 3

Cheryl Ingerson, Maxfield Public Library, Loudon, Level 4

One of our first steps for our Board recruitment was a focus on formalizing our board member position descriptions. This past year we added a Webmaster position and a General Board member position. It is the intent of the Board that the General Board member position will allow new recruits to join the Board without needing to step into an officer's position but instead have the time on the Board to learn about the section, including its procedures, practices and history.

This year, our webmaster, Amanda Alwyn has been our shining star as she has invested many hours in our webpage outlining the role descriptions, the history of our classes, current vacancies on the board, invitations to upcoming meetings and a list of recommended learning opportunities based on input from current Paralibrarians.

The Paralibrarian Board wishes to recognize the significant loss to our library community and our teaching line-up as we lost long-time Paralibrarian supporter and course instructor, Mike Sullivan. He has left big shoes to fill as a supporter of the Paralibrarian program and as one of the most outstanding teachers our library community has ever had. He is missed.

Our account balance as of September 15, 2020: \$6272.

## The Fiscal Year 2020 Budget

			BUDGET VS. ACTUAL		
Budget 7/1/19-6/30/2020			Budget	Actual	
Account Balance as of 7/1/19				5436.77	
<b>Income</b>					
	<b>Certification Fees 10 @ \$</b>	<b>\$ 200.00</b>			
	Sept. Cert. Fee		\$60.00		3 applications
	Oct. Cert. Fee		\$20.00		1 applicant
	November Cert. Fee		\$60.00		3 applicants
	June Cert. Fee		\$40.00		
	<b>Total Certification Fees</b>	<b>\$ 200.00</b>	<b>\$180.00</b>	<b>\$ (20.00)</b>	
	Class Fees July		\$0.00		
	Class Fees August		\$280.00		8/6/19 \$10 refund
	Class Fees September		\$480.00		
	Class Fees October		\$430.00		
	Class Fees November		\$70.00		
	Class Fees December				
	Class Fees January				
	Class Fees February				
	Class Fees March				
	Class Fees April				
	Class Fees May				
	Class Fees June				
	<b>Total Class Fees</b>	<b>\$ 1,200.00</b>	<b>\$1,260.00</b>	<b>\$ 60.00</b>	<b>Budget = 6 Classes/20 attendees/@ \$10</b>
	Membership Dues - Jul				
	Membership Dues - Aug		\$20.00		
	Membership Dues - Sep		\$5.00		
	Membership Dues - Oct		\$5.00		
	Membership Dues - Nov		\$5.00		56 members
	Membership Dues - Dec		\$30.00		
	Membership Dues - Jan		\$215.00		
	Membership Dues - Feb		\$60.00		
	Membership Dues - MAR		\$20.00		
	Membership Dues - Apr		\$10.00		
	Membership Dues - May				
	Membership Dues - Jun		\$10.00		Budget = 75 members @\$5
	<b>Total Membership Dues</b>	<b>\$ 375.00</b>	<b>\$ 380.00</b>	<b>\$ 5.00</b>	
	<b>Mini-conference Fees</b>	<b>\$ 1,000.00</b>	<b>\$ 825.00</b>	<b>\$ (175.00)</b>	<b>Budget = 50 People X \$25</b>
	<b>Interest (as of .)</b>	<b>0.00</b>	<b>0.57</b>	<b>\$ 0.57</b>	
	<b>Total Income</b>	<b>\$ 2,775.00</b>	<b>\$ 2,645.57</b>	<b>\$ (129.43)</b>	
<b>Expenses</b>					
	<b>Training</b>				
	Sept/Oct/Nov	\$ (300.00)			
	Mar/Apr/May	\$ (300.00)			
	<b>Total Training</b>	<b>\$ (600.00)</b>	<b>\$ -</b>	<b>\$ 600.00</b>	
	<b>Mini-Conference Expenses</b>	<b>\$ (3,250.00)</b>		<b>\$ 3,250.00</b>	
	Catering		\$ (866.38)		
	Space Rental		\$ (325.00)		
	Speaker		\$ (300.00)		
	Décor, awards, gifts, invites		\$ (158.54)		
	Bags		\$ (280.62)		
	<b>Total Conference Expenses</b>	<b>\$ (3,250.00)</b>	<b>\$ (1,930.54)</b>		
	<b>Other Costs:</b>				
	Certificates	\$ (100.00)			
	Postage/Mailing Labels	\$ (50.00)			
	Copying	\$ (25.00)			
	<b>Total Other Costs</b>	<b>\$ (175.00)</b>	<b>\$ -</b>	<b>\$ 175.00</b>	
	<b>Total Expenses</b>	<b>\$ (4,025.00)</b>	<b>\$ (1,930.54)</b>	<b>\$ 775.00</b>	
	<b>Net Income (Expense)</b>	<b>\$ (1,250.00)</b>	<b>\$ 715.03</b>	<b>\$ 1,965.03</b>	
<b>FY 2020 Final Account Balance as of 6/30/2020</b>			<b>\$ 6,151.80</b>		

## The Fiscal Year 2021 Working Budget

				BUDGET VS. ACTUAL		
<b>Budget 7/1/20-6/30/2021</b>		<b>Budget</b>	<b>Actual</b>			
Account Balance as of 7/1/20			6151.8			
<b>Income</b>						
<b>Certification Fees 10 @ \$</b>	<b>\$ 200.00</b>					
July. Cert. Fee			\$60.00			
Aug. Cert. Fee			\$60.00			
November Cert. Fee						
January Cert. Fee						
<b>Total Certification Fees</b>	<b>\$ 200.00</b>		\$120.00	<b>\$ (80.00)</b>		
Class Fees July						
Class Fees August						
Class Fees September						
Class Fees October						
Class Fees November						
Class Fees December						
Class Fees January						
Class Fees February						
Class Fees March						
Class Fees April						
Class Fees May						
Class Fees June						
<b>Total Class Fees</b>	<b>\$ 1,800.00</b>		\$0.00	<b>\$ (1,800.00)</b>	<b>Budget = 6 Classes/20 attendees/@ \$15</b>	
Membership Dues - Jul						
Membership Dues - Aug						
Membership Dues - Sep						
Membership Dues - Oct						
Membership Dues - Nov						
Membership Dues - Dec						
Membership Dues - Jan						
Membership Dues - Feb						
Membership Dues - MAR						
Membership Dues - Apr						
Membership Dues - May						
Membership Dues - Jun						
<b>Total Membership Dues</b>	<b>\$ 375.00</b>		\$ -	<b>\$ (375.00)</b>	<b>Budget = 75 members @\$5</b>	
<b>Mini-conference Fees</b>	<b>\$ 1,000.00</b>			<b>\$ (1,000.00)</b>	<b>Budget = 50 People X \$25</b>	
<b>Interest (as of .)</b>	<b>0.00</b>		0.11	<b>\$ 0.11</b>		
<b>Total Income</b>	<b>\$ 3,375.00</b>		<b>\$ 120.11</b>	<b>\$ (3,254.89)</b>		
<b>Expenses</b>						
<b>Training</b>						
Sept/Oct/Nov	\$ (300.00)					
Mar/Apr/May	\$ (300.00)					
<b>Total Training</b>	<b>\$ (600.00)</b>		\$ -	<b>\$ 600.00</b>		
<b>Mini-Conference Expenses</b>	<b>\$ (2,500.00)</b>			<b>\$ 2,500.00</b>		
Catering						
Space Rental						
Speaker						
Décor, awards, gifts, invites						
Bags						
<b>Total Conference Expenses</b>	<b>\$ (2,500.00)</b>		\$ -			
<b>Other Costs:</b>						
Certificates	\$ (100.00)					
Postage/Mailing Labels	\$ (50.00)					
Copying	\$ (25.00)					
<b>Total Other Costs</b>	<b>\$ (175.00)</b>		\$ -	<b>\$ 175.00</b>		
<b>Total Expenses</b>	<b>\$ (3,275.00)</b>		\$ -	<b>\$ 775.00</b>		
<b>Net Income (Expense)</b>	<b>\$ 100.00</b>		<b>\$ 120.11</b>	<b>\$ 20.11</b>		
			<b>\$ 6,271.91</b>			