

**New Hampshire Library Association
Executive Board Meeting
December 12, 2006
1:00 p.m.
Local Government Center, Concord**

Present: Annie Donahue, Pam Stauffacher, Ann Hoey, Luci Albertson, Claudia Mayer, Marilyn Borgendale, Carl Heidenblad, Mary Ahlgren, Doris Mitton, Rob Sargent, Andrea Thorpe, Judy Haskell, Steve Butzel, Sean Fleming, Mary Ann Senatrot, Amy Thurber, Sarah Leonardi, Dianne Hathaway

- I. **Call to Order:** The meeting was called to order at 1:05 p.m. by President Annie Donahue.
- II. **Minutes:** Minutes of the October 17, 2006 meeting were approved as written.
- III. **Treasurer's Report—Carl Heidenblad:**

The correct date of the report is December 12th. The balance sheet, budget sheet and the FY 2006-2007 budget were distributed. All mail should be mailed to Carl at 8 Fellows Road rather than the post office box. Carl received an email from the auditor and the annual audit is almost complete. It would be nice if treasurers of all sections met with Carl occasionally for consistency in financial practices. **Carl will set this meeting up.**
- IV. **President's Report—Annie Donahue:**
 - Annie thanked all attendees for coming to this planning meeting. Annie emailed many board members to be sure they were continuing in their appointed roles. Joe Dionne has stepped down and Annie has not heard from others on the board whether they'll continue or not.
 - Annie distributed a list of the NHLA Executive Board. The Academic Section needs a chair; Becky will continue as newsletter editor but is stepping down from a leadership role in that section. There was some discussion about some appointed seats, like trustees association and liaisons.
 - Brainstorming:
 - Annie read through the possible goals that were highlighted during the August retreat of the board. She also read through the recommended/ brainstormed operating procedures. These are good starting points; are there others that need to be added?
 - Scholarships are awarded once per year and then the announcement is made at the fall conference. Lately most meetings have been held electronically for better input and the scholarships are now awarded twice per year. (\$1,000 loans and \$1,000 scholarships.) It sounds like if we're awarding twice per year then a report is needed twice per year. It would be great to publicly award the scholarships at conferences, in the newsletter and on the web site. The scholarship chair position is available.

- Continuing Education—Andrea—Purpose has been to offer one or two programs per year for the membership. 2006 project was mostly arranging the buses to PLA in Boston. She and the committee are currently looking at topics for future programs. The committee awards the MacDonald money for continuing education. The information is on the NHLA brochure, web site, through the listserv, and with the class listings that are sent out electronically. **It may be good for the scholarship and continuing education committees to coordinate a “dog and pony show” for all the coops.**
- Handbook for board members—Annie stressed the importance of attending monthly meetings of the NHLA board. Job descriptions for each board member are available on the NHLA web site. **All board members should look at their descriptions and be prepared for a discussion at the January meeting.** Annie is considering visiting the coops to publicize NHLA in 2007.
- Conference attendees: the ALA rep does get her fares reimbursed as well as a per diem and hotel. How about the NELA rep? Judy will call Lesley to get a sense of what is involved. NELLs and Counterparts: some consensus among the board that money should be appropriated to send people to these valuable professional events. It may be possible to start off taking some of the continuing education money and building from there. The NHLA board in the past has paid for board members to attend Counterparts. **Judy will explore this with the NELA board.**
- Annual contracts: Randy has started a conversation with the lobbyist to find out about a two-year contract. The Hartford Insurance policy is a self-renewal annually and covers liability for the conference and costs us about \$500. USI is insurance for bonding and is about \$1,000 per year. Also the contract with the auditor falls under this. Can we get insurance for a better price through the municipal association?
- Two-year budgeting: the upcoming fiscal year budget would be approved by May prior to the July start of the fiscal year. Budgeting two years ahead is a good planning tool so that the association is not caught off-guard. A committee is a good idea but we should think about an assistant treasurer process for continuity and back-up. A committee formed of the section treasurers and the NHLA treasurer should make everything easier. Carl believes NHLA should continue to talk to the LGC about bookkeeping services and/or consider professional bookkeeping. Continuity is the goal.
- Orientation of board members: refer back to handbook and review of job descriptions.
- Electronic communication with the membership: Discussion about how to best get information to the membership; NHLA has a blog, a wiki, a newsletter and a web site. Difficulty is getting people to use the technology. Steve Butzel is writing a new NHLA web page complete with blogs with membership signing up to access the information. Information from Dennis Parker is emailed regularly to

- the president. There will be some expense with minimal software and hosting costs. **Marilyn will work with Steve about the blog.**
- The Advocacy committee should include NHLA web master and newsletter editor as members. Someone from the committee should be attending monthly NHLA meetings even if the chair cannot. Mary would like to see some advocacy by the NHLA board with the state DOT to allow universal library signs on state roads. This might be a legislative issue as well as an advocacy issue. **The board recommends that the legislative committee take a look at the viability of this project and what is possible with the idea.** Advocacy should be a top priority since it points to so much of what we've discussed this afternoon. Annie will look at the description for the advocacy committee and believes advocacy is a priority and that a member of the committee should be at the monthly meetings.
 - Conference Committee—there is a need for a better understanding of how the conference is planned, what the deadlines are, what forms need to be filled out to submit program ideas, etc. There still has not been any financial accountability from NHEMA regarding the 2005 conference. There doesn't seem to be any vision-sharing or goal planning between the two organizations. Do we have the same goals? Do we have a common thread that makes sense for collaboration? **Motion made by Rob Sargent that our spring conference in 2008 be solely sponsored by NHLA. Second by Sean Fleming.** This decision can be made unilaterally without a discussion with NHEMA. This may be premature without Heather's presence at this meeting, though we have discussed this same issue in recent months. **Motion passes with one abstention.**
- Resulting Priorities:
 - Advocacy
 - Conference
 - Coordination of 3 treasurers
 - Legislative Committee tasks
 - Dog and pony show for all coops
 - Continuing Education and Scholarship
 - Communication with the membership
 - Web Page: **Motion made by Steve Butzel that we agree to register for our own web domain and manage our own web site independent of the Local Government Center and to give Steve the authority to spend up to \$500. Second by Marilyn Borgendale.** There is money in the budget for purchase of the domain and software needed for this to happen. **Motion passes unanimously.**
 - Ways and Means—Sean—Barnes and Noble would like to know how we will use the money raised through the fundraiser. **Motion made by Sean Fleming that the money raised through the Barnes and Noble fundraiser go toward the Isinglass Award. Second by Andrea Thorpe. Motion passes unanimously.**

V. The next NHLA board meeting will be held at 2:00 p.m. on January 16, 2007 at the Local Government Center.

VI. Adjournment at 4:10 p.m.

Respectfully submitted,
Dianne Hathaway, Secretary