

**New Hampshire Library Association
Executive Board Meeting
February 17, 2009
Local Government Center, Concord, NH**

Present: Mary Ahlgren, Randy Brough, Steve Butzel, Annie Donahue, Sean Fleming, Danielle Fortin, Judy Haskell, Carl Heidenblad, Sue Hoadley, Ann Hoey, Betsy Holmes, Amy Lapointe, Sarah Leonardi, Rob Sargent, Andrea Thorpe

- I. **Call to Order:** The meeting was called to order at 2:05 PM by Steve Butzel, President.
- II. **Review of Agenda:** Steve outlined the agenda.
- III. **Approval of Minutes:** December 16, 2008 minutes will be reviewed at the April 21 meeting.
- IV. **Approval of Treasurer's Report:** (see below.)
- V. **Officer Reports:**
 - A. **President – Steve Butzel** (see below).
 - B. **Vice President – Judy Haskell** – no report.
 - C. **Treasurer – Carl Heidenblad** – The audit is complete and Carl is satisfied with the results. The auditors recommended the board review and approve all signatories to the checking account. Carl has met with Steve to work that out. New “triumvirate” of signatories – Steve, Judy and Carl.

The board needs to set a dollar amount above which two signatures would be required on checks. Steve and Carl discussed a threshold of \$2500. Ann Hoey was concerned the amount was too low to pay CHILIS vendors (Summer Reading T-Shirts, etc.) in a timely manner and not incur additional fees and penalties for slow payment. In view of that, \$5000 might make more sense. Randy Brough made a motion requiring two signatures for checks of \$5000 and over. The motion was seconded by Andrea Thorpe. Motion passed.

Carl also wants to speak with LGC about doing more of our bookkeeping. In past they thought it was too complex. Carl thinks we can meet them half way.

New “accounts” have been set up for the new YALS and ITS sections.

Andrea Thorpe made a motion to accept auditor’s report. Motion was seconded by Judy Haskell. Motion passed.

Carl noted that a previous concern of auditors was that all of our assets

were in one bank -- and the balance was over \$100,000. The FDIC now insures deposits of up to \$250,000, so no that is longer a problem.

Andrea Thorpe made a motion to move the Flume Award money to the YALS account. Motion was seconded by Mary Ahlgren. Motion passed.

Steve said he was trying set up a meeting with all section treasurers for better money management, better understanding of how money is managed, etc. Steve, Judy and Carl will meet with those section treasurers. Mary asked if someone from the Conference Committee could be included in that meeting (Annie Donahue).

Carl added that our financial transactions are active enough to explore outsourcing bookkeeping services.

D. Secretary – Sue Hoadley – no report.

E. ALA Rep – Rob Sargent – See written report from mid-winter in Denver. Rob cannot attend the ALA Annual meeting in Chicago in July. The board needs to appoint someone to attend – soon! (Although his term actually ends in January 2010, this is the last ALA conference of his term.) Rob recommends the nominating committee look for someone who is detail oriented and likes policy and procedure.

F. NELA Rep – Judy Haskell – The Counterparts meeting will be held July 16-17 at Connecticut College. Featured speaker will be Nancy Kranich, past president of ALA. Counterparts meets every other year, alternating with NELLs. If anyone is interested, let Steve know. Judy added this is a great opportunity for networking.

VI. Old Business:

A. Finalize 2009 Goals & Objectives – The following goals were adopted.

1. Broaden services to better serve all members
 - o Summit for small libraries
 - o Record conference presentations and make them available online
2. Add an international dimension by creating the International Librarianship Committee and exploring possible projects
3. Study the feasibility of creating a professional participation/recognition program which would
 - o Encourage professional development
 - o Encourage participation in NHLA
 - o Recognition for job accomplishments, responsibilities and expertise
 - o Recognition for volunteer work or paid work in related field

4. Renew and determine priorities and projects for the Advocacy Committee
5. Scholarships and continuing education, continued focus
6. Visits to library coops by board members, continue
7. Communication with members, continue to improve
8. Improve online presence and increase participation

B. Small Library Summit update: The Small Library Summit committee met on Tuesday, February 3rd to continue planning the event. Mary Ahlgren reported that there are 91 libraries in NH with populations less than 3,000 and that librarians at these libraries would be the focus of the event. This segment of librarians was selected because they generally have trouble attending conferences, with time and money as the major stumbling blocks. With few hours, conference attendance is on their own time and at their own expense.

Steve explained that each of the 91 libraries would receive an invitation to come to the conference, as opposed to other conferences where they are open to all librarians.

Ann Hoey said there has been lots of good feedback from the CLiF conferences where lots of librarians from small communities attend. As a result, the committee will use the CLiF conference as a model.

The committee has considered holding two conferences to accommodate those in southern and northern New Hampshire, but will start next year with one conference tentatively scheduled for Friday, April 16, 2010. There will be a modest fee in the range of \$10 to 15.

Amy Lapointe asked, weren't the READS roundtables set up for this purpose? Mary said they were and started out great, but were no longer so well attended -- even though subjects are very good.

The committee also proposed a "Library Buddies" exchange program. A small town librarian would work at big town library, while the big town librarian works at small town library. When the small library conference is held, the big town librarian would work as a volunteer at the small library so the small town librarian can get time off to attend the conference.

Danielle Fortin pointed out potential problems with the "Library Buddies" program – liability issues (using the "volunteer" librarians), budget committees looking for excuses to cut budget, etc.

VII. New Business:

A. Spring Conference

1. **Conference committee chairperson** -- The line of succession for the position of conference committee chairperson was discussed briefly but tabled for discussion at a later time.
2. **Registration Fees** – Randy Brough suggested waiving the registration fee for first time attendees at NHLA. Steve said that was a good idea for future discussion.
3. **Recording Conference Presentations** -- Steve said he was looking at 3 or 4 companies to see what was involved in recording the conference sessions. Rough estimates including technicians, wireless microphones, and using existing equipment on site were a couple thousand dollars.

Betsy Holmes noted it was important to make sure speakers consent to recording them and making their sessions available online. Andrea Thorpe said the final letter to the conference speakers hasn't gone out it; it can be redrafted to ask permission for filming, posting online, etc.

This year could be a learning experience – finding out what the speakers will go for. Some speakers might feel more comfortable if recordings are made available only on the NHLA website via a password. For those open to recording, Rob Sargent pointed out that it would not be easy to determine who has access and how to grant the access. Betsy Holmes pointed out that YouTube is a great media frequently used in academia.

Randy suggested that we do the recording in-house this year -- a handful of them -- then see what kind of a response we get for the effort, etc.

4. **Luncheon Speakers** -- Andrea Thorpe and Annie Donahue were very enthusiastic about the luncheon speakers they had lined up. The Catherine Redden series speaker will be – Antioch University librarian Jean Amaral, winner of the I Love My Librarian award. The second speaker is John Blyberg, Assistant Director and Web 2.0 innovator from the Darien, CT public library (www.darienlibrary.org).

B. Request for Funding for KBA Grant – Ann Hoey requested funds from the CD litigation settlement for the State Library's Kids, Books and the Arts grant that supports public libraries throughout the state in their summer reading programs. Randy Brough made a motion to give \$3000 – the same amount

donated last year. The motion was seconded by Mary Ahlgren and Andrea Thorpe! Motion passed.

VIII. Section Reports

- A. **Academics - Betsy Holmes** -- The Academics are planning a social event and reception on April 23 for Academics, but all are invited. They are also putting together a short survey for all academic librarians in NH to learn how NHLA can most effectively serve them.
- B. **CHILIS – Marie Lejeune** -- Amy Graves from Manchester City Library was appointed VP of CHILIS; Amy Lapin at Lebanon will move to VP in the fall. There were 8 or 9 nominees for Children’s Librarian of the Year. All were very qualified, making for a very difficult decision. The winner will be announced at the CHILIS Spring conference on March 24.
- C. **READS – Amy Lapointe** – READS is in desperate need of new members! She noted this is a good entry for involvement in library committee work.
- D. **YALS – Jenn Jasinski** – no report.
- E. **ITS – Steve Butzel** – no report.

IX. Committee Reports:

- A. **Advocacy – Sarah Leonardi** –There are a number of possible goals the committee could pursue, but determining which ones to focus on remains the topic of debate.

One possibility is to run a publicity campaign using public television and radio. Sarah contacted NH Public TV and Radio and learned that a PSA – 10 second statement 4 times a week (could be 4 different statements) for a year is a \$6,000 commitment. Spotlights for a single week run \$360.

Rob Sargent would like to see something done similar to what Massachusetts Library Association is doing on TV – reminding people they can get free DVDs, etc., at their public library. \$6,000 is a big commitment, but within our budget. He also reminded the Board that about ten years ago NHLA got free spots on WMUR TV. They were aired three times a day for a year.

Mary suggested a more main stream radio station might cost less and pointed out that public radio listeners are probably already library users and supporters.

No final decisions have been made, and it is expected that the Board will further discuss these and other Advocacy Committee options at future meetings.

- A. Bylaws – Sean Fleming** -- no report.
- B. Conference – Annie Donahue** – 48 programs have been planned. The conference has been “costed.”
- C. Intellectual Freedom – Mary Ahlgren** – no report.
- D. Legislative – Randy Brough** – A bill has been introduced in the NH legislature to change the wording in the information confidentiality law. Randy, Mike York and Dennis (the lobbyist) attended the hearing. Good news: the person who introduced the legislation actually wants to broaden coverage.

In other legislation -- Medical insurance benefits for retirement after July 2008 may be rolled over to 2009. Bill 650 will require tagging service animals.

There is potential funding to benefit libraries in the stimulus package passed by congress.

- E. Membership – Tracey Lauder** – no report.
- F. Scholarship – Sarah Leonardi** – Archiving scholarship applications has raised concerns about privacy of financial records, space, etc. There was discussion about keeping a record of who received, how much, etc., then destroying back-up. Steve suggested a formal policy might be in order.
- G. Ways and Means – Sean Fleming** – A plea for conference raffle baskets will be forthcoming.

X. Website and Blog Update

XI. Liaison Reports:

- A. NHAIS – Danielle Fortin** – Danielle has not been contacted by NHAIS staff. She will touch base with Darlene Reinard at the State Library, the point of contact.
- B. Center for the Book – Andrea Thorpe** – Big Read – To Kill A Mocking Bird
- C. NH State Library – Ann Hoey** – The State Library has lost four positions; three were vacant, one person did lose their job. They are not buying books. Staff is concerned about future federal funding. Top priorities are those that affect public services – van services, databases, etc. There has been a rumor about legislation to eliminate the state library entirely – something that is happening in other states!
- D. NH State Library Advisory Council – Katherine Hillier** – no report.

E. Trustees Association – Ann Fabrizio – no report.

XII. Adjournment: The meeting was adjourned at 4:20 PM

The next meeting of the board will be on Tuesday, April 21, 2009 at 2:00 PM at the Local Government Center.

All reports should be sent to Steve by Tuesday, April 14, 2009.

Respectfully submitted,

Sue A. Hoadley
Secretary