

New Hampshire Library Association

## **Executive Board Meeting**

June 15, 2010 at 2:00pm

Local Government Center, Concord

**Present:** Ann Hoey, Annie Donahue, Barbara Prince, Danielle Fortin, Judy Haskell, Julie Andrews, Kate Butler, Kate Russell, Linda Taggart, Mary Ahlgren, Mary White, Randy Brough, Sean Fleming

**Call to Order:** The meeting was called to order at 2:05pm by President Judy Haskell.

**Minutes:** Mary White motions to approve the minutes; Sean Fleming seconds. The minutes from the April 20, 2010 meeting were approved by those present.

**Treasurer's Report:** The treasurer's report is approved by those present.

### **Officer Reports**

**President's Report:** Judy will be visiting the Nubanusit co-op on September 8. She will be adding two items to the talking points list: NH Snapshot Day and the membership survey results.

Judy will be attending ALA on Monday and Library Advocacy Day on Tuesday.

**Vice President's Report:** Mary emailed the membership survey results to the Board. Some of the notable areas are:

- Consider offering free membership to new library employees

*Discussion:* Mary W. suggests considering this option since many library employees pay for NHLA membership themselves. Mary A. suggests offering reduced membership for all because it might be an incentive to get libraries to pay for the membership. The group might also consider reducing membership for library support staff. Judy recommends NHLA pay for membership for state library employees who are required to attend Board meetings. The group discussed the option of the Board giving a life membership to honor someone. The group agrees that more discussion is necessary; Judy will put this topic on the agenda for August to allow for ample planning before January renewals. Mary W. will develop some points of discussion and proposed motions for August.

- Consider sending more notifications/publicity and having a greater online presence
- Some goals mentioned by respondents: help with the statewide ILS project, help libraries improve communication between libraries and board members/committees/trustees, mentoring, scholarships and continuing education, more support for small libraries and support staff
- Many people volunteered to help with different sections and committees. Mary W. and Judy will contact those people this summer to find out to what extent they would like to help.

Judy suggests that we all review the survey results and comments to see what other ideas and/or changes might be helpful. Judy noticed that many people are still looking for the opportunity to talk to each other in small group settings, such as position specific roundtables and interest group meetings. The group should consider having more events like this in the future.

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**Treasurer's Report:** No report.

**Secretary's Report:** No report.

**ALA Councilor's Report:** No report.

**NELA Representative's Report:** Alison posted a report on the wiki; read for more information.

### **Old Business**

**Library Snapshot Day** – tabled until August meeting

#### **NHLA Website Redesign:**

Website – me – add my notes

### **New Business**

**Ballot Question:** Mary A. and Judy received a question from a student working on a paper about library organizations and the percentage of membership who vote in the elections. The group discussed NHLA's election practices and whether the paper ballots are kept after the votes are tallied. When Annie was president, the ballots were discarded after the votes were tallied since we do not have an archive to store the documents. The group decided that the ballots should be kept until the results are final and a report has been made to the Board at the following meeting. This will be voted on at the August meeting.

A resulting conversation was had about storing NHLA documents in general. The minutes are stored on the web server, but are not formally backed up by anyone on the Board. There was some discussion about purchasing a flash drive or removable hard drive for backups, but no decision was made.

**Paint:** Mary Ahlgren mentions that libraries with lead paint need to be aware that there are laws governing contractors that make it difficult to paint.

### **Section Reports**

See the wiki for section reports.

### **Committee Reports**

**Bylaws:** Sean brought a draft of the Assistant Treasurer position for the Board to Review. The group discussed the following points:

- The Assistant Treasurer should have authority to sign checks.

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- The role of the Assistant Treasurer and whether or not this position should be part of the Executive Board.  
*Discussion:* Some members of the Board are concerned that adding another elected position to the Board will make it difficult to fill. There was discussion about filling the Treasurer and Assistant Treasurer positions on opposite years to ensure we are never without at least one Treasurer. The Board has the ability to appoint an Assistant Treasurer after the position has been approved by the membership. This may help in the short term, but we should consider long term solutions before making any decisions.
- Annie Donahue suggested an alternate solution of adjusting the job description for the Ways and Means chair.  
*Discussion:* The Ways and Means chair would be responsible for liaising with the Treasurer and the section representatives. The feedback on this suggestion was positive and the Executive Board will read the by-laws to determine if changing the job description for the Ways and Means chair is a feasible solution.

The discussion on this topic will continue in August.

### **Spring Conference Report:**

Annie Donahue reports that the financial reconciliation is almost complete. There is a discrepancy of \$510.00 still outstanding that she and Carl are working with the Local Government Center to sort out. We are also waiting on mileage reports from two presenters before we will know the final profit.

There was a slight decrease in attendance by 29 attendees compared to last year. Attitash representatives said that NHLA was one of the only groups they have hosted to have very little change in attendance this year.

The conference feedback was fairly positive. Some of the positive comments include: Attitash was accommodating and the food was good (average for others). Positive programming comments were received for Chris Rose, Simon Brooks, Mike Sullivan and the technology petting zoo. The negative comments about programming included: same programming every year and not enough programs for small libraries. The vendors had a difficult time with the space, but Annie said this was a factor of not seeing the layout until the start of the conference. Annie will email the comments from the evaluations to the Executive Board.

Annie would like to recognize that Amy Thurber did an excellent job as Conference Chair. Janet Angus did an equally great job as the program coordinator. Annie will be taking over responsibilities as the Conference Chair for next year's conference. Diane Hathaway will be working with the vendors again this year. Annie is still looking for a program coordinator and people to be in charge of AV. Kate volunteered to help with AV and Annie may know of another person. Judy Haskell offered to help with registration and Amy Thurber will handle registration on site. Annie may not be able to attend all of the Board meetings, but the Conference committee will send a representative to each meeting.

The Spring 2011 conference will be in Manchester, NH on May 5 and 6. Annie mentioned a few areas she will be working on:

- Space concerns: The vendor space and dining space will probably be combined again this year. Annie will be working with the sections to make sure they have what they need

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- AV cannot be left in rooms because the doors do not lock
- Programming ideas: keeping the keynote speaker format, having roundtables at the end of the day, Thursday night entertainment (Verizon, Currier, Zimmerman House, Fisher Cats)
- Scheduling concerns, such as overlap with the Massachusetts Library Association conference

Conference ideas mentioned by the board members:

- Mary White suggests a workshop on accessibility and more programs for academic libraries
- Consider grouping subject-specific programs together (tracks)
- Designate an area for meeting people
- Julie Andrews asked if someone on the Conference Committee is in charge of monitoring accessibility for the conference (seating, AV, elevators, etc.). She may be interested in helping.

There was a discussion about conference take-aways. Board members expressed interest in purchasing leftover items and wondered what our current practice is. There was a suggestion that the leftovers go to the November meeting for purchase or as take-aways.

The Board will discuss reduced conference rates for students at the August meeting.

**Continuing Education:** Barbara reports that the free alternatives to pricey software technology class went very well. She scheduled two separate sessions for this year and would probably not repeat that format next year because people left wanting more. Everyone enjoyed the presenter, Bob Raiselis, and Barbara would consider inviting him back in a few years. Barbara is very grateful to Bobbi Slossar for all of her help with this program.

**Intellectual Freedom:** Diane Lynch reports via email that she received a letter from the Alliance Defence Fund, a Christian Legal Organization. They are conducting a letter writing campaign targeting libraries with meeting room policies restricting the use by religious groups. The Office of Intellectual Freedom is available to give guidance to libraries should they receive this letter. Judy will send out more information via the NHAIS listserv.

**Legislative:** Randy reports that the RFID bill died at the end of the session.

**Membership:** Mary Ahlgren reports that we are up to almost 500 from 460.

**NHAIS:** Danielle posted a full report on the wiki. The State Library EBSCO contract expires in June, but they are almost at a resolution. Mike York went to the schools asking them to help pay for access to the databases. Luckily, many of the schools are responding positively. Ann Hoey says we will not know until sometime in July what the outcome will be and if there will be enough money to pay the contract. Invoices went out to each SAU (net 30 days) on June 15. The State Library has an alternate plan if the EBSCO deal does not go through.

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**State Library:** Ann reports that the State Library awarded 61 Kids, Books and the Arts grants thanks to the generous support of many donors, including the NH Library Association, (which gave \$3000 toward the project this year).

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The next meeting will be held at the Local Government Center on Tuesday, August 17 at 2:00 pm.

The meeting was adjourned 3:44 pm.

Respectfully Submitted,  
Kate Russell