

New Hampshire Library Association

Executive Board Meeting – Extra Meeting

September 28, 2010 at 2:00pm

Local Government Center, Concord

Present: Amy Graves, Carl Heidenblad, Diane Lynch, Judy Haskall, Julie Andrews, Karin Heffernan, Kate Russell, Linda Taggart, Mary Ahlgren, Mary White, Randy Brough, Sean Fleming

Call to Order: The meeting was called to order at 2:01pm by President Judy Haskell.

Minutes: Approval tabled until next meeting due to not everyone having a chance to review. Going forward minutes will be emailed to the Board members.

Assistant Treasurer Position

Judy sums up the options that were discussed at the last few meetings: create an Assistant Treasurer position or change the job description for the Ways and Means chair.

Discussion

Carl explains the necessity to have a backup Treasurer as insurance against emergency situations that may cause us to lose our Treasurer. Managing our finances requires some training that would be best handled with a job shadowing. It would be helpful to know the structure of the accounts and how the process works so that the transition from one treasurer to the next is smooth. The auditor agrees with the need for an Assistant Treasurer.

Sarah asked about the section Treasurers and how they come into their positions. Carl explained that the current process is not an ideal situation because not everyone has the same information. The Treasurer meetings that have been established have helped to clear up some of the problems.

Carl is concerned that we may not always have someone as the Ways and Means chair who is interested in both fundraising and bookkeeping. The Board is also concerned that we may not be able to find two people to run for two Treasurer positions.

Randy suggests creating an Assistant Treasurer position that is appointed by the President. The Board does not think there are legal ramifications that would prohibit this solution. Mary W. motions to create a Finance Committee consisting of the elected Treasurer and the appointed Assistant Treasurer. Sean seconds. No further discussion. All in favor; motion passed. The Finance Committee is non-voting and the Assistant Treasurer cannot vote on behalf of the Treasurer.

Sean recommends adding the ability for co-signing checks and the Board agrees that this is important. Kate asks about the necessity of having this on the ballot, but the Board does not think this is necessary and agrees unanimously to grant the Assistant Treasurer signatory powers.

Revised Membership Rates

Mary A. brought a new membership fee structure to the Board at the last meeting. This change must be voted on by the membership if approved by the Board. The proposed categories are:

- Libraries run by one person, trustees, friends, students, first year member: \$10
- Salary under \$25,000: \$20
- Salary under \$50,000: \$50

- Salary over \$50,000: \$75
- Life membership: \$2,000
- Business membership: Minimum donation \$100

Amy likes the addition of categories to the \$10 level, but is concerned that we are proposing raising rates for many of the other categories. Mary W. mentions that not all of the fees are increasing and that the goal was to reduce the number of categories. Julie asked which category makes up the largest portion of our membership; Mary A. is not sure. Linda says that raising the rate for the lowest paid position may not be the best solution. Mary A. proposes the following:

- Libraries run by one person, trustees, friends, students, first year member, retired librarians: \$10
- Salary under \$25,000: \$15
- Salary under \$50,000: \$45
- Salary over \$50,000: \$75
- Life membership: \$2,000
- Business membership: Minimum donation \$100

Note the addition of retired librarians to the \$10 category. The Board agrees that the new fees more closely follow what people reported in the membership survey. Sarah asked about an option for library membership. The membership committee discussed this option, but decided against recommending it to the Board.

Randy makes a motion to approve the amended membership rates. Mary A. seconds. No discussion. All in favor; motion passed. The new fee structure will now be put on the ballot for NHLA members to vote.

Election ballots

There was a discussion at the previous meeting about keeping the election ballots until a report is given at the following Board meeting.

Various members of the Board are concerned about where the ballots would be stored and the rationale behind keeping them after the election. Mary A. explains that she has received questions from ALA that she has been unable to answer due to lack of data. We may also need to keep the ballots in case of a recount request. There was some discussion about reporting election results and how many votes each candidate received. Randy mentions that in the past there was a reluctance to publicize vote totals. Karin suggests keeping only the numbers we know ALA needs and discarding the ballots. Mary A. recommends we ask the Nominating Committee to report on the election and include the number of ballots distributed, the number of ballots returned, and who won each race. This report should be given at the December meeting and will be recorded into the minutes.

Document Storage

There was discussion at the last few meetings about purchasing a flash drive to store important NHLA documents.

NHLA documents seem to be stored in many different places around the state; including the State Library, the LGC, and with various past and present Board members. Mary W. recommends finding a volunteer to sort through our archived materials. Mary A. suggests giving a free lifetime membership to the volunteer archivist. Carl agrees that some sort of incentive may be the best method for finding an interested person. Mary A. also recommends looking into a Moose grant as a possible source of funding for this project. A library science internship was suggested as a possible solution, but the short term nature of this position would make completing the project difficult. Storage location issues were also

discussed. Mary W. suggests forming a committee to discuss this issue. Judy will bring this topic to the November business meeting with the hope of finding some volunteers.

Proxy Voting

The Board is concerned about the lack of quorum at the summer meetings, especially the August meeting. A possible solution is to implement proxy voting.

Linda said that READS has proposal on the ballot to change the bylaws to allow for proxy voting. They based their bylaw change on the NELA electronic voting policies. They are using language that will allow for electronic voting, but not specific enough to restrict. Randy asks Linda to email the READS proposal.

Mary A. is against proxy voting because you lose the group discussion. Mary W. suggests that we stress the importance of the late August meeting. This discussion is tabled and will be discussed in October.

Other Business

LGC Conference: Randy is concerned about the LGC annual conference, November 17-19, 2010, and making sure NHLA has a presence. Sarah reports that we will have a booth and that she is trying to get information from all of the sections for the display. Randy and Sarah will work together on the booth because URBANS would like to participate.

Ideas were discussed about how to decorate the booth. Randy would like to develop a short video or slideshow for next year. Sarah just got a letter from Concord TV that would allow us to create a PSA for free with membership. We will also use data from the Library Snapshot day at next year's conference.

Banned Book Week: Diane asks everyone to send photos of Banned Book Week displays to the Office of Intellectual Freedom.

Diane was interviewed for an article about banned books. A copy of the article can be found here:

<http://www.derryinklink.com/2010/09/bound-and-gagged.html>

Fall Business Meeting: Mary W. needs volunteers to work at the jewelry table. Kate and Judy volunteered.

Other Business

The next meeting will be held at the Local Government Center on Tuesday, October 12 at 2:00 pm.

The meeting was adjourned 3:17 pm.

Respectfully Submitted,
Kate Russell