

New Hampshire Library Association

## **Executive Board Meeting**

October 12, 2010 at 2:00pm

Local Government Center, Concord

**Present:** Amy Graves, Ann Hoey, Barbara Prince, Carl Heidenblad, Danielle Fortin, Diane Lynch, Gaye Kurmas, Judy Haskell, Karin Heffernan, Kate Russell, Mary White, Randy Brough, Sarah Leonardi, Steve Butzel

**Call to Order:** The meeting was called to order at 2:00pm by President Judy Haskell.

### **Minutes:**

June: Mary motions to approve and Carl seconds. The minutes from the June 15, 2010 meeting were approved by those present.

August: Mary motions to approve and Carl seconds. The minutes from the August 17, 2010 meeting were approved by those present.

September: Randy motions to approve and Mary seconds. The minutes from September 28, 2010 were approved by those present.

**Treasurer's Report:** Treasurer's report was approved.

## **Officer Reports**

### **President's Report:**

Judy is preparing for her annual report at the Fall Business meeting in November. Please email her your section's 2009-2010 accomplishments.

We seem to have some incorrect email addresses listed on the Executive Board page on our website. Anyone with a new email should email Kate with that information. We will also need to update our contact information for the new section representatives when they are elected.

### **Vice President's Report:**

Fall Business Meeting: Mary posted information about the meeting on the NHLA blog and the NHAIS listserv. The Board agrees that she successfully notified as many people as possible. Mary, Judy, and Danielle will be at LGC at 8:30 the day of the meeting to set up, the meeting starts at 9am.

### **Treasurer's Report:**

Audit: The audit is complete. The auditor, Plodzick and Sanderson, prepared the 990 form for the IRS and the NH Annual Report Certificate of Charitable Trusts for the NH Secretary of State's Charitable Trust unit. Carl sent both out on October 5; confirmation of receipt has been returned from the IRS.

Position Transition: Sean and Carl met to discuss the transferring of treasurer materials and responsibilities. They plan to meet again to continue the discussion. Sean will be added as a new signer after the election. All current signers will need to meet at the bank with the new signers to transfer authorizations. It is possible this could be done the same day as the December Executive Board meeting to eliminate everyone making an extra trip.

Credit Card Use for Conference: Carl reports that the Conference Committee has requested that NHLA accept credit cards for conference business, especially for payments from vendors. Carl recommends using Citizens Bank because our

accounts are with them. This would make tracking transactions very easy for the Treasurer. There is a \$75 initial setup fee that the bank might waive and a recurring \$15 monthly fee. They charge \$0.10 plus 1.151% of the transaction cost for debit cards and \$0.27 plus 1.86% of the transaction cost for credit cards. These fees are competitive with the other banks that Carl investigated. If we decide to open a credit card account with Citizens Bank, they will give us code to put on our website to allow for Internet transactions.

Mary is concerned about hidden costs similar to those she has incurred through use of credit card donations on the Howe Library website. The charges have something to do with transactions over the Internet and ensuring the security of the information. Carl will check with Citizens Bank about iTransaction and iPayment charges.

Mary asked about the possibility of using Paypal. Danielle reports that libraries who use Paypal have to pay a small fee. Carl also looked into Paypal and found the rates to be about the same as Citizens Bank, but tracking the transactions would be more difficult. Registration might be more difficult because people would need to indicate on their registration that they paid through Paypal and we would have to reconcile the registrations paid by Paypal afterwards. LGC told Carl that if there are any issues with paying through Paypal that we would be responsible for sorting them out.

Judy asked about the possibility of allowing NHLA members to renew their membership with a credit card. Carl recommends starting with the spring conference and evaluating the process before opening it up to all NHLA business.

Randy motions to have NHLA sign up for the credit card service from Citizens Bank. Sarah seconds. Motion approved by those present.

Sarah asked how long we will need to wait before we receive payment. Carl will check with bank, but does not expect a long delay.

Kate and Steve will work on getting the code onto the website after Carl completes the paperwork.

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

**ALA Councilor's Report:** Steve reports that there has not been a lot of activity. He posted an announcement on the [NHLA blog](#) about two libraries who received funding from the Recovery Act.

**NELA Representative's Report:** No report.

Mary will be presenting at the NELA conference on Tuesday in place of Pam Smith: Open Source Integrated Library Systems

Steve will be presenting at NELA on Tuesday: Providing Database Content as an Online Airport Newsstand

There is a Counterparts breakfast on Monday morning that Steve is planning to attend.

## Old Business

**Co-op Visits:** Mary was unable to visit her assigned co-op in northern NH. She added visiting the co-ops to the list of goals for next year. Sarah reported that she did not visit the Hillstown co-op because they felt that they had enough NHLA members in the group and were well informed. Judy enjoyed her visit to Nubanusetts and reports that many of the members did not join NHLA because their library was unable to pay the membership fees. They were happy that we are trying to improve communication and liked the small library summit. Steve will be attending a Mary Hill Rock co-op meeting on Wednesday and will mention NHLA.

## New Business

**Proxy voting:** Judy distributed the READS [amendment](#) to their by-laws to allow for proxy voting.

The Board is considering a similar amendment to allow for Board proxy votes. This summer we were unable to get a quorum at our meetings, which made completing business difficult. Judy is unsure of whether or not we need a by-law change to allow for proxy voting just for Board business. Mary thinks that we probably do not need a by-laws change for this purpose.

Carl is concerned about email proxy voting because it removes the interaction and discussion between board members. Mary Ahlgren voiced the same concern at a previous meeting.

Ann suggests offering the option of Skype for board members who are unable to travel the day of a meeting. The Board is open to this idea. Sarah said that the drive to the meeting is not necessarily the issue, but the lack of time to attend the meeting. Skype and conference calling will not necessarily solve the attendance problem if lack of time is the issue. Steve mentions that conference calling may get more people from northern New Hampshire to participate in NHLA since they will not have to drive to meetings as often. Many of the LGC rooms are equipped for conference calling.

Karin suggests a hybrid plan where the board members present can discuss and vote on an issue on the day of the meeting, but those not present can review the minutes and submit a vote via email by a certain date. Diane is concerned that the hybrid method might cause friction between the members who are present and those who are not because of an appearance of getting out of attending by proxy voting. Mary does not think that will happen since members have legitimate reasons for not being able to attend. The hybrid method would be used as a last resort. The unofficial term for this method could be called 'Code red proxy'.

## Section Reports

**Academic:** Karin reports that there is a concern about whether the Academic section is needed. It has been very difficult to generate interest and participation in this section because many academic librarians put their energy into other associations. Karin would like to see academic libraries involved, but perhaps in a different role. She thinks we should continue to have academic sessions at the NHLA conference and has three slots planned for this coming spring. Members of the Academic section created a blog linked on the NHLA site to act as a clearinghouse for academic information.

Kate thinks that we need to shift our focus in NHLA to get all libraries involved and not just public libraries. There is a general discontent in academic libraries that NHLA does not focus enough on academic issues. Kate is concerned that academic libraries need to be remembered when planning events, but that the academic librarians need to participate to encourage this change.

Karin gives examples of what other New England library associations are doing for academic libraries. There seems to be better integrated participation in the other associations based on Karin's review of their websites. Steve mentions that there hasn't been much of an Academic section in the past and that it has always been a struggle. Karin urges collaboration between all libraries; including public, academic, school and special. Steve mentions that the school librarians have their own association, which is why they are not as present in NHLA.

Karin wonders if we can convert the Academic section into an Academic liaison. Steve points out that this would cause the section to lose their vote on the board. He mentions that the broader issue is who is advocating for libraries in the state and that we should consider hosting a meeting to discuss this issue with the state library, college librarians, and others interested.

This topic will be a goal for next year's board to discuss. We will need further investigation into what is required to convert a section into a liaison.

**CHILIS:** The conference will be on October 28. Amy Lappin will be the new president. Ann congratulations Amy Graves on a great job redesigning the CHILIS website.

**ITS:** Steve reports that Mark Glisson and Cab Vinton will be co-presidents. There is a drop-in meeting scheduled for October 26 in Hooksett.

**READS:** Gaye is the new president. The fall conference will be on October 22 at LGC, which will include the annual business meeting and READS Award of Excellence presentation. They are working on programs for the NHLA conference. Gaye compiled a list earlier this year of possible program topics which is making the selection and planning process much easier.

Gaye thinks that READS and Academics should collaborate more on topics such as reference and training of paraprofessionals. She can see benefits of having academic librarians mentor public librarians on topics seen more often in college libraries.

**URBANS:** The election will be held in December for new officers. Randy has been designated the URBANS representative for the NHLA Executive Board.

**YALS:** Ann reports that elections will be held at the October meeting. They are working on redesigning their website. She is unsure of who is in charge of programs for the NHLA conference and hopes to find someone soon.

## Committee Reports

**Advocacy:** Sarah reports that she hasn't heard back yet about getting electricity for the booth at the LGC conference. No one has slide shows from previous years, so if we want to show one it will have to be created. Sarah is looking into having a banner made, but is having issues with the logo format. Kate mentions that the logo may be redesigned in the website redesign process. Ann suggests Sarah speak to Bobbi Slossar's husband because he makes banners.

Judy asks when information will be sent to libraries about Library Snapshot Day. Sarah is planning for early January.

**Continuing Education:** Barbara reports that there have been no requests for the McArthur Mini grants. She requests that the grants be mentioned at the Fall Business meeting. Karin suggests handing out a flyer with the information at the meeting.

Barbara is planning a training program in the spring for children's librarians and is open to suggestions.

**Intellectual Freedom:** Diane reports that there have been some book challenges in the schools lately. Earlier this year there was a challenge against *The Glass Castle* in Hollis and now there is a challenge against *The Hunger Games* in Goffstown. Diane has emailed to offer help if it is needed. The librarians at the school report that there will be a meeting at the end of this month to discuss the issue.

Karin asks if these issues overflow into the local public libraries. So far it looks like they haven't. Diane said it is hard to know when NHLA should offer support because she is concerned about increasing attention on the issue rather than helping to resolve it. Ann said that lately most objections have been related to school curriculum books rather than school library books.

Ann mentioned that some school libraries are being closed and turned into Literacy Centers. She would like to see NHLA issue a statement in support of school libraries.

**Legislative:** Randy is meeting with the lobbyist Thursday afternoon to check in and to find out what his fees will be.

**NHAIS:** Danielle reports that schools are paying their portion of the EBSCO bill and that most of the money has been collected. There are a few more databases that might have to be eliminated, but the State Library is hoping to keep them. The State Library is still working on an open source ILS option. The plan is to offer a basic version and allow libraries to purchase extra modules if desired. They are trying to create a fee structure that will work for all libraries. Danielle will post a report to the wiki.

**Nominating committee:** The ballots have been sent out; there is one candidate for each office. Steve will check with Christian at LGC about keeping the ballots until a report can be made at the December meeting. Steve approached five people about running for President, but many people were already committed elsewhere. We will need to brainstorm for new people to approach for next year.

**Scholarship:** The two 2005 loans have been paid in full. Sarah sent a reminder letter to the last loan holder. She noticed that the scholarship deadlines need to be updated on the website and will send Kate the information.

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The next meeting will be held at the Local Government Center on Tuesday, December 21 at 2:00 pm.

The meeting was adjourned 3:49 pm.

Respectfully Submitted,  
Kate Russell