

New Hampshire Library Association

Executive Board Meeting

December 21, 2010 at 2:00pm

Local Government Center, Concord

Present: Mary White, Judy Haskall, Alison Zaya, Randy Brough, Diane Lynch, Steve Butzel, Sean Fleming, Barbara, Ann Hoey, Gaye, Kate Russell, Mary Ahlgren, Sarah Leonardi, Cab Vinton, Annie Donahue, Amy Lappin, Karin Heffernan

Call to Order: The meeting was called to order at 2:02pm by President Mary White.

Minutes: Judy motions to approve and Randy seconds. The minutes from the October 12, 2010 meeting were approved by those present. Kate will post the approved minutes to the website and Mary W. will send to the NHAIS listserv.

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

Officer Reports

President's Report:

Open Secretary position: During the introductions, Kate announced that she will be resigning from the Secretary position. She has accepted a job at the University of Wisconsin, La Crosse and will be moving in January.

Sean mentions that Carl Heidenblad might be interested in finding a position on the Board and suggests that Mary W. speak with him about the open Secretary position.

Fall Business Meeting Evaluations: Mary W. distributed the evaluation results from the fall business meeting. Lori will be responsible for planning the 2011 meeting and will take the evaluations into consideration. Judy mentioned that we need to have someone take minutes at future business meetings. The Bylaws indicate that we must give written reports at this meeting.

Open Ways and Means position: The Board suggests Carl. Mary W. will post to the NHAIS listserv asking for volunteers.

Vice President's Report: Lori was unable to attend the meeting.

Treasurer's Report: Sean distributed the Treasurer's report. He is still waiting for the bank statement from Citizen's Bank, so some of the figures have not been reconciled. Going forward he will have the bank send the statements directly to him rather than routing them through the LGC. Cab suggests looking into getting online access to the statements.

Sean will be speaking with the accountant to get clarification on some items on the balance sheet. Sean thanks Carl for all the time he spent helping with the transition into the Treasurer's position. Steve suggested that Sean hold a meeting for all section Treasurers to discuss the process and help teach all of the new people. Similar meetings have been held in the past and have been very helpful. Sean will work to coordinate this meeting.

Spring Conference: The Conference Committee is looking at an option that will allow vendors and attendees to pay online. Sean has been in touch with someone at the bank who will help set that up.

Investing Options: A representative from the investment side of Citizen's Bank contacted Sean to discuss investment options. Sean plans to follow up on that conversation.

ALA Councilor's Report: Steve reports about a FCC vote on net neutrality that passed. The general sense is that no one is happy with the statement and that changes will probably be coming.

ALA is battling with their budget, has issued numerous reports over the past few months, and is planning to help rebuild libraries in Haiti.

Steve urges the Board to consider contributing to the Spectrum Scholarship Fund that provides educational grants to promote diversity within the profession.

Steve will be attending ALA Midwinter in a few weeks.

NELA Representative's Report: Alison reports that NELA is having a fundraiser through Pierce Brother's coffee. More details should be on the NELA website soon.

The NELA website has been updated to allow membership renewals online. Renewals are now on anniversaries rather than calendar year.

The Rhode Island Library Association has withdrawn from NELA. It is not clear what happened, but RILA seemed to be unhappy with the communication between the two associations. NELA is looking for a Rhode Island librarian to act as liaison for the state.

Old Business

Kids Books in the Arts: Ann asks the Board to consider donating \$3000 to the Kids Books in the Arts program. NHLA has donated this amount for the past few years from the CD Settlement funding. Mary A. motions that NHLA give \$3000 to the program. Steve seconds. All in favor, the motion passes.

New Business

Goals for 2011: The Board discusses goals based on the survey results from the Board and membership goals survey.

Improve Communications: The new website should help improve communications, but that is a work in progress.

Mary W. has been posting more information to the NHAIS listserv and on the NHLA blog. There is a concern about sending too much information out on the listserv because people start to feel inundated with information. Mary W. will follow up with the NHLA membership to ask for suggestions of how we can improve communications.

Small Library Summit: Steve reports that the next Small Library Summit will be held in 2012. There is a lot of work involved in planning the event, so holding it every other year is ideal. It will also help the event to remain unique if not held every year. Steve will be contacting people in March who expressed interest in planning the event.

Library Snapshot Day: Sarah is planning the event for National Library Week. There is a concern about how we will publicize the final product since Kate will be leaving. Sarah would like to see the photos posted on the NHLA website, so this issue will need to be addressed after the photos have been submitted. Sarah has a few people helping to plan the event and it is going well. Cab suggests getting information out to the co-ops to help increase the number of libraries that will hear about the project and participate.

Continuing Education and Legal Issues: Mary W. will ask the membership for ideas and topics in a follow-up survey. Ann mentions that this need could be caused by the issue that the State Library had to stop offering many of their courses due to lack of funding.

Barbara reports that she and Ann have been discussing how NHLA can contribute funding to some of the State Library programs that were cancelled. Typically the State Library pays a small honorarium and mileage to speakers. Mary W.

asks for volunteers to form a committee to discuss this issue further and develop a proposal for the Board to consider in February. Gaye, Randy, and Steve will join Barbara and Ann to work on developing a list of courses that could be offered with costs outlined.

Mentor List: Mary W., Randy, and Cab will work together to form a list of issues that might interest mentors and mentees. Randy will coordinate the project. The group will report to the Board in February.

Meeting Schedule: The Board survey indicates that everyone prefers meeting six times a year at the LGC. The meetings for 2011 will be February 15, April 19, June 21, August 16, October 18, and December 20.

Website Redesign Report: Kate reports that the website committee had a successful meeting earlier in December. Kate distributed copies of the proposed changes to the navigation structure of the NHLA website. The changes are still a work in progress, but the goal is to make information easier to find. Many pages are buried a few levels down on the current website and it is time to bring them closer to the top level. The section conferences and section awards are two examples of information that will be relocated to help people find it easier.

Kate notified the committee of her departure from New Hampshire and has asked for a volunteer to fill the Project Manager position. Kate will report to Mary in early January on the results of this request. The current committee consists of Steve Butzel, Jenn Hoskings, Amy Graves, and Sharon Foster. Kate would like to see a member of READS join the committee to ensure that all parties will be happy with the redesign results.

Kate met with the faculty member in charge of internships in the Art Department at Rivier College. We are all set to work with the student interns to have them develop new logos for NHLA, CHILIS, READS, and YALS. The committee will need to meet with the students in early January to begin the design process. Kate is working on setting up this meeting and will report to Mary on her progress in January.

Treasury Funds: Mary W. would like the Board to begin thinking about how we might spend some of the unrestricted funds. In February, Sean will bring some reports on how we have spent our money in the past.

Value of NHLA Membership: Mary W. received an email asking if NHLA has a document that outlines the value of a NHLA membership. Lori drafted a document for the Board to review. After discussion it has been determined that we should have multiple documents outlining the benefits that are most important to particular groups. Mary A. (chair), Steve, Judy will work with Lori's document to develop separate documents to be distributed to trustees and librarians. The Board requests that the documents contain more concrete examples, such as membership money being used to hire the lobbyist to advocate for all New Hampshire libraries.

Section Reports

Academic: Karin asks to continue the discussion about changing the Academic section to an Academic liaison. It is determined that this may require a change in Bylaws and that liaisons are not voting members of the Board. Karin is concerned about falsely advertising a section when it is not active. Some Board members are concerned that dissolving the section might be a bad move because it will be very hard to reinstate it. NHLA should represent all libraries and the Board should consider how to better include the various libraries in the state. Mary W. will put this discussion on the agenda for the February meeting because it is something that needs to be explored further.

Karin reports that there will be some academic themed sessions at the spring conference.

CHILIS: Amy reports that new officers were elected at the fall conference in October and that the membership chair was just filled.

They are looking for nominations for the Children's Librarian of the Year award. Amy stresses that nominations should be resubmitted if the candidate was not selected in previous years.

The summer reading committee has selected the roster for the spring conference. The summer reading manuals have been distributed.

ITS: Cab reports that ITS just had their quarterly meeting and are planning for the spring conference. New Bylaws were just approved.

READS: Gaye reports that Pat Fickett is the new Vice President.

The programs have been decided for the fall conference. The theme is "When do you call the police?" and there will be three people from legal professions on the panel. The spring conference theme is weeding.

They are changing the nomination process for the READS Award of Excellence in attempt to get more nominations.

URBANS: Randy reports that Cheryl Lynch is the new chair. They are planning programs for the spring conference. URBANS representatives helped at the NHLA booth at the LGC conference. Randy thanks Sarah for a great job in organizing the booth.

YALS: Ann reports that they are looking for nominations for the Flume award.

YALS is holding a new teen video contest to promote the summer reading theme. There are cash prizes for the teen and the teen's library.

Committee Reports

Advocacy: Sarah reports that the LGC conference went really well and that many people commented on how nice it was to have NHLA represented. Over sixty libraries submitted photos at the last minute for a slide show at the booth. She and Randy have many ideas for improving the booth for November 2011.

ByLaws: Sean says that if Carl doesn't want any of the other positions he might take Bylaws.

Center for the Book: Mary W. reports that Andrea is working on a project involving Edgar Allen Poe.

Conference: Annie reports that there are some funding issues because AV and food are priced higher in Manchester compared to Attitash. The AV rentals will cost \$1910 for projectors and laptops. We typically rent laptops because it is easier than asking someone to help each speaker set up their own laptop for projection. Right now, the cost will break down to \$86 a day for members. Annie asks the Board to consider providing additional funds to help reduce this price. The committee is given \$4000 seed money that is normally expect to be paid back at the end of the conference. The programming committee reports that this is not enough to start with to allow us to hire speakers from outside of New Hampshire.

Annie proposes that NHLA pay for the AV costs and the \$4000 seed money. If we agree to this, the cost per day could be lowered to \$50. Last year we charged \$65 a day. Sean motions that NHLA funds the spring conference up to \$6000, not expecting to be reimbursed the \$4000 seed money. Mary W. seconds.

Mary A. amends Sean's motion to set the daily price at \$65. Ten people approve the amendment, four are opposed. The amendment passes. The original motion to approve spending \$6000 passes with all in favor. The result is that NHLA will give the conference committee up to \$6000, but the daily price should be \$65.

Legislative: Randy reports that many legislative service requests have been submitted, but so far nothing that pertains to libraries. Randy will be meeting with the lobbyist and will ask him to provide a list of benefits he provides to NHLA.

Membership: Mary A. requests that everyone please send in their registration forms. She would like the Board to discuss changing membership renewals from calendar year to anniversary date at a future meeting.

NHAIS: Mary W. reports that Danielle will not be renewing her membership due to budget issues.

State Library: Ann reports that the Ancestry Consortium is going to happen, but not sure when.

They are interviewing someone to fill the Talking Books position.

Scholarship: Mary W. would like the scholarship committee to consider the criteria that people must be residents of NH to apply.

Randy and the Board thank Kate for her hard work as secretary and website coordinator.

The next meeting will be held at the Local Government Center on Tuesday, February 15 at 2:00 pm.

The meeting was adjourned 4:15 pm.

Respectfully Submitted,
Kate Russell