



**New Hampshire Library Association Executive Board Meeting
February 15, 2011 / 2:00pm
Local Government Center, Concord**

Present: Mary White, Lori Fisher, Carl Heidenblad, Sean Fleming, Judy Haskell, Steve Butzel, Alison Zaya, Amy Lappin, Cab Vinton, Mark Glisson, Pat Fickett, Randy Brough, Sarah Leonardi, Andrea Thorpe.

Call to Order: The meeting was called to order at 2:00pm by President Mary White.

Introductions: Pat Fickett was introduced as the new READS chair moving up from READS VP when Gaye moved to NC. Mark Glisson was introduced as ITS section co-representative, partnering with Cab Vinton.

Minutes: A motion was made to approve the minutes from December 21, 2010. Moved by Judy Haskell and seconded by Amy Lappin. The minutes were approved.

Visits to NH cooperatives / volunteers: Mary White asked for volunteers willing to attend Coop meetings:

- LUV (Librarians of the Upper Valley) = Mary White
- Hillstown = Mary White
- Merri-Hill-Rock = Carl Heidenblad
- North Country = Andrea Thorpe
- Seacoast = Judy Haskell
- Rochester = Judy Haskell
- West of the Merrimack = Lori Fisher
- Scrooge and Marley = Cab Vinton
- Carroll County = Cab Vinton
- Nubanusic = Sarah Leonardi

Appointments:

- **Ways & Means:** Mary White asked for suggestions regarding the open Ways and Means position. There was discussion but no consensus other than to ask directors to beat the bushes for us and see if there is an interested individual out there.
- **By-Laws:** Sean Fleming has graciously agreed to be the By-Laws representative.
- **NHAIS:** Dorinda Howard, from Rochester Library, has volunteered to

be the NHAIS representative.

Officer Reports:

President's Report: Mary White noted that Kate Russell, before she left for Wisconsin, had started discussion with the faculty member in charge of internships in the Art Department at Rivier College (Nashua). Mary, Lori Fisher, and Judy Haskell met with five Rivier student interns who will develop new logos for NHLA and coordinating logos for all sections. This committee of three will meet with the students on April 1 to review their progress and will then bring the final products to the April 19 board meeting for approval.

Vice President's Report: Lori Fisher reviewed plans for the NHLA fall business meeting which will be held on Friday, November 4 at the LGC in Concord. We will need to limit registrations to 70. Lori noted that since the LGC has an exclusive arrangement for catering, lunch menu possibilities are somewhat limited. She asked the board about budget and noted that while the goal last fall was to break even, the conference intentionally overspent by a small amount in order to keep the registration fee as low as possible. She asked the board if this could be the case again this year and the consensus was that this would be fine.

Treasurer's Report: Sean reported that we now have online access to our Citizens Bank accounts. Corporate resolutions have been completed and submitted to Citizen's Bank as required. In preparation for the Spring Conference, the online credit card payment system is now working for Visa and MasterCard, but not working for American Express cards. Sean hopes to be able to resolve this very soon. The association is working with World Pay through Citizens Bank. And Sean noted that he is in the process of setting up a meeting with section treasurers. The treasurer's report was approved.

Secretary's Report: No report.

ALA Councilor's Report: Steve Butzel had no formal report but spoke a bit about the budget process ongoing in DC and the possibility of reduction to LSTA federal funding.

NELA Representative's Report: No report.

Website redesign: Amy Graves has volunteered to be our website coordinator and has been busy setting up a new web hosting service, building a shopping cart to accept online payments, and shifting from Moveable Type to Wordpress. Items that still need to be addressed are some log in issues, getting the search box working; purging unhelpful links and pages and reconnecting with the redesign committee. Lynn Piotrowicz from Tucker Free Library in Henniker will coordinate the website redesign project.

Old Business

The group discussed the talking points paper informally titled *The Value of NHLA Membership*. Mary White suggested that we cross out 'public' and refer to libraries in general. Memberships now total approximately 450. (Randy Brough noted that this is a bit low). Mary White will add information about our scholarships and grants offerings and then ask Mary Ahlgren to distribute. Sean Fleming and Mary White moved that we approve the bulletin and it was approved by the board.

Continuing education: Barbara Prince was unable to attend so Ann Hoey reported on the survey that the Continuing Education Committee had issued. The survey showed both unmet and changing needs. The four most frequently requested topics were: (a) program planning (b) collection development (c) library management and (d) legal issues. The survey suggested that instruction be limited to a single day. Respondents seemed willing to travel up to 50 miles for a class. Ann felt that there was a good cross section of library sizes, however, geographically speaking, not too many from the north responded.

The NH State Library will be unable to provide instruction due to the worsening financial situation. Mary White and Ann Hoey asked what the Board sees as next steps. Randy Brough suggested that we first locate possible instructors and set up a payment schedule. Randy noted that the McDonald funds would be an appropriate funding source. Ann suggested that we not charge NHLA members for courses offered. Andrea suggested that a very small fee is beneficial in that it increases the participant's commitment to attend the course. Board members who are willing to instruct were (a) Mary White / Library Management: Budgets, Personnel, buildings, Trustees (b) Andrea Thorpe / Collection Development: Policies, Selection, Weeding (c) Andrea Thorpe / Program Planning: for Adults, YAs and Children. Ann will get things rolling.

Several referred to the work that Tom Ladd had done with continuing education for the NH State Library. Cab Vinton asked whether there should be any connection to the mentoring program we are creating. After a bit of discussion the consensus was that these programs should move along on separate tracks.

Ann would like to have classes in place for this spring.

There was a brief discussion of the Legal Issues class topic. Lori Fisher may have a contact and the LGC might also be a good resource.

Mentoring project: Cab Vinton asked whether we were looking for a traditional mentoring role or more of a list of resource librarians for people to call as-needed. Cab handed out a sheet identifying mentoring areas. Further questions needing to be resolved are: (a) how to publicize? (b) Who keeps the list up to date? (c) Will the list be public?

As to whether the list should be public the consensus was yes. The board

liked Cab's list of suggested topics.

The board discussed the hows of identifying mentors. We talked a bit about an informal "Your name came up when I asked about this topic" approach and Mary suggested using Survey Monkey to see who might volunteer to serve as mentors and identify areas of expertise.

Mark Glisson suggested that we should create a job description for mentors. Cab felt that this was a good idea and that the job description could also outline the responsibilities of both parties - the mentor and the mentoree. Judy Haskell suggested that perhaps we should call it a "go-to list" and lighten the tone a bit, or perhaps call it an "Advisor List".

Sarah Leonardi revisited the question of how to keep the list current. There was discussion of the need to re-contact the advisors on a yearly basis. Mary suggested that we should also consider developing an evaluation form after the program has been in place for a bit.

Academic Library Section: Due to Karin Heffernan's absence, discussion about Karin's suggestion that we change Academic Libraries from a voting section representative to a non-voting liaison will be postponed until the next meeting.

Conference Committee: Annie Donahue was unable to attend today as two staff members are sick at her library. She had sent Mary an update on the conference and wanted to thank Sean Fleming, Steve Butzel and Amy Graves for implementing the online payment. Vendors are beginning to register. The registration form is being updated and the hope is to mail that mid-March. Annie also wants do an "at-a-glance list" of programs.

Scholarships: Sarah Leonardi is researching the origins and any possible restrictions that may have been placed on the bequests to NHLA which originated our scholarships and loans. This has proved difficult due to the state of NHLA's archives, and points once again to the need for an NHLA archivist. (Ann noted that there are NHLA file cabinets located near the staff bathroom at the NHSL.) It seems likely that with the Rosalie Norris bequest, no strings were attached. However, this is uncertain regarding the Winchell gift which began the Winchell loans. Sarah noted that there is a Winchell room at Manchester City Library, and that she is in contact with them.

One of the concerns for the board is addressing questions regarding whether a New Hampshire residency requirement exists for participation in the NHLA scholarships or loan programs.

Legislative: Randy Brough has spoken with the lobbyist and at the present time there do not seem to be any pieces of legislation that need our attention. Of course, we will need to watch the state budget process. Steve Butzel noted that at the national level there are questions concerning IMLS funding, and that there is a House continuing resolution which totally

eliminates IMLS funding. This would have severe effect upon the NH State Library. Steve will keep us apprised.

Membership: Mary Ahlgren was unable to attend, but she had raised the question of whether renewal should be based on anniversary date. During discussion Sean noted that once a year at a defined time as we do now will be easier for the treasurer. Other questions the board had for Mary A. were (1) what's easiest for LCG since they collect the funds, (2) what are the benefits of changing from calendar year renewal to anniversary date renewal?, (3) instead of anniversary date renewal should we consider a pro-rated cost? Mary White will communicate these questions to Mary Ahlgren and Mary A. will report back at the April 19 meeting.

Unrestricted treasury funds: As stated previously our unrestricted fund balance is growing and NHLA should probably fund more projects. Some funding / spending ideas discussed include:

- Purchase some laptops for NHSL to use as a mobile lab when offering workshops to our members. These would be used for training both at the State Library and on location.
- Send Bobbi Schlosser to a conference such as Digipalooza or Computers in Libraries.
- Steve Butzel noted that he had written an ILL program in Microsoft Access some years ago. He would like to propose to NHLA that we fund a re-write of this program using open-source software, probably Open Office, and help distribute the program free of charge so that more NH libraries could benefit.
- More eBook equipment for Bobbi Slossar's training programs.
- Fund more READS to go kits.
- Fund materials for the professional collection at NHSL.
- Hire a professional Conference coordinator.
- Give a small stipend to the five Rivier College design students for their logo work.

Mary White requested that everyone send formal proposals, with estimated costs, to Sean Fleming. Then we can flesh this list out, have detailed discussion at the April 19 meeting, and vote at our June meeting.

CHILIS: Amy Lappin noted that the CHILIS Spring Conference will be March 17 at SNHU. The Children's librarian of the year award winner has been selected and two scholarships were also awarded. All these will be announced at the CHILIS Spring Conference.

IT: Mark Glisson described the preparations for the NHLA ITS Spring Conference.

READS: Pat Fickett reported that the READS Roundtables will be April 4 through April 8. The roundtables will deal with weeding and collection development. Pat also noted that the nomination for the READS Award of Excellence should be out a little bit earlier than usual.

READS will be bringing a program to the NHLA Spring Conference entitled "When to Call the Police." It will feature a police officer, a social worker, and a librarian. Subtopics will be disruptive behavior, indications of substance abuse, and verbal abuse. Lori Fisher is going to moderate.

URBANS: Randy Brough noted that URBANS met on 1-28-11 at the Kelly Library in Salem. They set the agenda for the remainder of the year. They will be meeting this coming Friday in Dover.

YALS: YALS' first conference will be held September 29th at Hampton. Joe Knolls, YA librarian, will be the featured speaker.

Advocacy: Sarah Leonardi spoke about Library Snapshot Day (Tuesday, April 12, 2011 - during National Library Week) and the LGC conference to be held on November 16 through 18th. Sarah asked whether NHLA should have both a booth and a program and these seemed like good ideas to the group. Lori Fisher's program suggestion is a panel on possible library / other agency / other department collaborations. Several suggested that Terry Knowles might make a good speaker.

For Library Snapshot Day Sarah noted that several logistical pieces still need to be worked out. Notices will go out on the NHAIS list and other lists as appropriate. Instructions will be on the NHLA wiki. Where will the photographs go? Sarah suggested Flickr, but did not want to create extra work for Steve.

Sarah is trying to coordinate with WMUR to tie in with Ulocal, WMUR's place to share videos, audio, and photos.

Bylaws: No report.

Center for the Book: Andrea Thorpe noted that 624 letters had gone out. A grant application has been sent to fund the BIG READ, NH Reads Edgar Allen Poe.

Intellectual Freedom: No report.

Nominating committee: Judy Haskell asked that if you know someone who would like to serve on NHLA, please let her know.

NHAIS: No report

NHSL: No report, the State Librarian was at budget hearings.

Scholarship: Sarah noted that we have a recipient who is in default on repaying a Winchell loan, and there was discussion as to what the association should do in terms of resolution and or prosecution. All felt that it was unacceptable, and thought we should offer a \$50 per month payout. Prosecution does not seem feasible at this time.

Ways and Means: Lori Fisher read the job description. Please see if you can find a volunteer since this is a voting slot on the board.

The meeting adjourned at 3:50pm.

Respectfully submitted,

Carl Heidenblad, Secretary