

**New Hampshire Library Association
Executive Board Meeting & Retreat
August 15, 2006
9:30 a.m.
Local Government Center, Concord**

Present: Doris Mitton, Catherine Redden, Annie Donahue, Steven Butzel, Randy Brough, Carl Heidenblad, Ann Hoey, Sean Fleming, Marilyn Borgendale, Sarah Leonardi, Heather Shumway, Dianne Hathaway

- I. **Annie Donahue:** Purpose of today's meeting is to work on this year's budget and the changes to the bylaws and constitution. Marilyn brings up the point that the mission and goals of the organization need review and discussion in light of the budget development. Some members believe we don't have enough attending today to write new goals for the organization. However, it's important for planning and responsibility to the membership to set goals and plan for the next year. Catherine believes we should hold on the goals and work on the budget; let's set a date for goal setting in the future. Possibly December is the best month when a new board is in place. Beth Strauss (Advocacy) requests money for advocacy and PR for the next year—she could not be here today. Continuing education money for the membership is also important. How about an interim budget until the new board is seated in December? Then goal setting and planning can occur. **Motion made by Heather that we work on today's budget as an interim budget to be reviewed by the new board before the end of January 2007. Second by Steve. Motion passes unanimously by those present.**

II. Interim Budget:

	Budget FY 06-07
Income	
4010 - Spring Conference	\$0.00
4020 - Fall Conference	\$2,000.00
4040 - Membership Dues	\$16,000.00
4050 - Interest income	\$550.00
4070 - Miscellaneous	\$500.00
Geisel Award	\$100.00
Flume award	\$100.00
4140 - General gift	\$100.00
4200 - Donations	\$100.00
Total Income	\$19,450.00
Expense	
6000 - Accounting	\$4,000.00
6010 - ALA	\$600.00
6020 - Fall Conference	\$2,000.00
6030 - Insurance	\$1,000.00
6040 - Legislative Activities	\$4,500.00
6050 - Miscellaneous	\$850.00 * Includes \$ for advocacy
6070 - Postage	\$600.00
6080 -Printing and stationary	\$300.00
6090 - Professional fees - dues	\$200.00
6100 - Spring Conference	
6110 - Supplies	\$200.00
6120 - Travel and conference	\$4,000.00
6190 - Newsletter	\$1,000.00
6195 - Geisel Awards	\$100.00
Flume Awards	\$100.00
Total expenses	\$19,450.00
Net Income	\$0.00 \$0.00

Motion made by Annie for the interim budget to reflect a \$19,450 income and expense. Second by Marilyn. Motion passes unanimously by those present.

III. Recommended/ Brainstormed Operating Procedures:

- Budget narrative, line-by-line
- Treasurer should be required to provide 2 reports per year that discusses scholarship activities.
- Handbook for board members that includes expectations (including attendance at board meetings) and job descriptions
- Who does the association pay to attend conferences: ALA, NELA, NELLs and Counterparts (MacDonald Fund money?), NHLC
- Annually, on the establishment of the new board, an evaluation and discussion about goals and planning
- Scholarship chair required to submit a formal report every six months
- Rather than renewing annual contracts an evaluation of the cost and service (insurance, legislative) should be completed
- Budget should be approved no later than May for the forthcoming year (effective July 1). Budgeting two years at a time would make budgeting easier
- Orientation of new board members to detail expectations when asked to serve and again once taking office
- If an unusual circumstance occurs (emergency, project seed money) sections may ask for additional money from the NHLA Executive Board.
- Method of distributing information to NHLA membership electronically.
- The secretary to compile section reports annually for distribution electronically to the NHLA membership.
- Sections need to have a representative by August of each year.
- NHLA will pay the transportation and hotel costs of the ALA Councilor
- Awards committee and nominating committee wording from draft of bylaws
- Look at bylaws annually

IV. Possible goals for discussion:

- A. Goal one: advocacy
- B. Goal two: legislative
- C. Goal three: continuing education
- D. Goal four: conference—fall, conference—spring
- E. Goal five: scholarships
- F. Goal six: newsletter
- G. Goal seven: membership
- H. Goal eight: sections
- I. Goal nine: implement standard planning and budget process
- J. Goal ten: cooperation with NELA and ALA

V. Constitution of NHLA: see attached for recommended changes

Motion made by Catherine to adopt changes to the NHLA Constitution and bring to the membership at the annual meeting. Second by Annie. Motion passes unanimously by those present.

VI. Bylaws of NHLA: see attached for recommended changes.

Motion made by the bylaws committee to adopt changes to the bylaws as recommended. Second by Annie. Motion passes unanimously by those present.

Adjourned 2:40 a.m.

Submitted by Dianne Hathaway, Secretary