

**NHLA Board Meeting
Minutes
Tuesday, March 4, 2014**

Attending:

Linda Taggart (President), Lucinda Mazza (VP/President-Elect), Mary White (Secretary), Cara Barlow (Treasurer), Diane Lynch (Past-President), Amy Lappin (ALA Councilor), Amy Lapointe (NELA Representative), Kate Butler, Katherine Dormody, Brian Sylvester, Sylvie Brikiatis, Eric Stern, Randy Brough, Sarah Leonardi, Ann Hoey, Conrad Moses, Kim McKee, Marina Hale, Debra Hiett.

Call to order: 2:04pm

Minutes from October 15, 2013 were approved.

Minutes from January 7, 2014 were approved with edits.

President's Report / Linda Taggart: Linda attended the NHLTA board meeting in February. They discussed the problem of Friends groups losing their 501(c)3 status. Linda will notify NH librarians about this via NHAIS. The NHLTA board also discussed trends in libraries and this will be posted on their website. Three people have expressed interest in joining the board – Mary Cronin and Lara Croft for Advocacy and Debra Hiett for Membership. There are still no volunteers for Ways and Means or for Archivist.

Treasurer's Report / Cara Barlow: Cara distributed the balance sheet and profit & loss statement as of Dec. 31. No surprises, all on track. Kim McKee and Cara are working on setting up a PayPal account and Kim is working on an online registration form. Cara has ordered a card-swiper (free) for PayPal and people can pay their registration fee at the conference. There is a slight cost for each swipe. Cara will talk with Betsy Solon about moving funds from PayPal to Citizen's Bank.

NEW BUSINESS:

NHLA Spring Conference / Diane Lynch: There is a limited budget for this conference, so we will not be able to give helpers free registration. Presenters will get free registration unless part of a panel >3 people.

Fees for continuing education programs / Ann Hoey: On behalf of CE chair Barbara Prince (absent), Ann suggested that fees for one-day (four hour) classes be \$10 for NHLA members and \$20 for non-members, which are what we have charged in the past. Twenty person limit per class. The registration fees don't pay for all expenses, but the fees do encourage people to fulfill their commitment if they've

signed up. The McDonald Fund is for continuing education and currently has \$5,100. **Motion to charge \$10/\$20 for class registration. Approved.**

Fall Business Meeting & Conference / Lucinda Mazza: Hooksett Library has been selected as the venue for this event, to be held on November 7th. We are going to the top of state for the spring conference, so it's good to do the fall conference in the southern part of state. Parking can be a challenge but there are two off-site locations for this. There is no charge for using this space, but a donation would be welcomed. They are the NH Library of the Year, so it's a nice location.

OLD BUSINESS:

Co-sponsoring conference with NELA October 2015 / Linda Taggart: We will try to Skype with Deborah Hoadley at our April board meeting. Deb would like to know the questions in advance so that she can prepare. It was suggested that we have a Maine representative participate in this discussion since they recently did this. The conference location will be Manchester, NH

PayPal Set-Up / Cara Barlow and Kim McKee: There are some fees for each swipe, so should we charge an administrative fee if a credit card is used? There is an additional flat fee per month. The rates are 2.2.% (non-profit) for registrations, plus .30 per transaction. We need to consider that if we don't use an online product that we do have the cost to manually process the checks, so perhaps we should build this cost into the membership fee, since this would make accounting easiest. However, the membership fee was bumped up recently. Checks can take a long time to get processed. Online is faster plus there is an electronic record.

ACTION: Cara will prepare a spreadsheet for the board to review and discuss at next meeting.

Conference registration information needs to go to Eileen at Cornerstone. We built our own form, but Cornerstone does not have a way to receive electronic information from us. A spreadsheet gets filled out automatically and then we send that to Cornerstone. Registration money goes to Cornerstone. Cara will give the PayPal money to Betsy Solon. We are the end-user, so we can't have it go to Cornerstone first. Kim reported that the online conference registration form is ready to go and should be reviewed by some others before going live. If that works, then can do the same for membership dues. We probably should not raise the membership fee this year, but we can have that discussion when building the FY15 budget.

NHLA spring conference / Diane Lynch: The conference committee met on January 8 and February 25. Program descriptions almost done. Cornerstone is receiving registrations. People are booking rooms at the hotel. There are a limited number of discounted rooms and they are going quickly. The committee still needs volunteers to make certain room set-up is fine.

Budget Review / Linda Taggart: We need to start talking about FY15 budget. Currently we are running a bit of a deficit, so we need to discuss how we can adjust. Cornerstone is a big expense (\$5,000). NH school librarians and NELA use Wild Apricot software at a fraction of the cost. It works very smoothly

with their PayPal account and handles registrations well. Our Cornerstone contract ends in November, and we have to give them 90 days' notice. We should also examine our audit expenses. We previously decided to switch to a full audit every other year, but we need to propose a bylaws change if we want to make that permanent. We recently raised membership fees so would like to avoid that. Examine increasing the number of members instead. Should we increase conference registration fees for the fall? We will examine a proposed budget at our April meeting and vote on a final budget at our June meeting.

NHLA board job descriptions / Linda Taggart: About half have been submitted. Please get these to Linda soon. It helps for recruiting new board members.

SECTION REPORTS:

CHILIS / Ann Hoey: Spring conference this Thursday, March 6. There are 161 registrants and the focus is on the summer reading program.

ITS / Kate Butler: The next section meeting is March 14, 10:00, at Hooksett. The topic is Maker Gadgets.

READS: Katherine Dormody: They are all set with their four round-tables on "Cultivating Tech-Savvy Library Staff", starting on March 20th. There is still room in some meetings. We now have 125 Reads-to-Go kits. Their fall conference will be September 19th at Hooksett Library with a theme on collections (weeding, core collection, policies, etc.).

URBANS / Brian Sylvester: MaryAnn List will be their speaker. The topic is how well are you doing with technology? Their next meeting is the end of March in Hudson when they will receive a PLA update.

YALS / Sylvie Brikiatis: Their next conference will be May 2015 since spring this year would be too close to our NHLA spring conference. Their next meeting is March 27 at New London library.

LIAISON REPORTS:

ALA Councilor / Amy Lappin: Amy gave a full description of her ALA Midwinter visit and posted it on the blog. Amy will have ALA table at NHLA Spring Conference.

Continuing Education / Ann Hoey: Mary White will teach a Library Management class on May 29th at Hooksett Library. Mary Searles will teach two Legal Issues classes - one in Concord and one in the North Country.

NELA / Amy Lapointe: Take a look at the new NELA website. There is a home-page rotator at the top so we can share NHLA news.

NH State Library / Ann Hoey: Continuing work with NHAIS-Local (Koha) with two more libraries coming on board, but not sure when. There were six libraries in first round.

Nominating / Diane Lynch: For FY15, we need a Secretary (1 year term), a VP (3 year commitment), and an Assistant Treasurer (2 year term). Diane is also accepting nominations for the Geisel Award of Merit. In the past there has been an awards committee and they presented their suggestions to the board for a board vote. Contact Linda if interested in serving on committee. Contact Diane by June 30 if you have nominations for the award.

Scholarship Committee / Sarah Leonardi: This committee has awarded a \$1,000 Rosalie Norris scholarship to Molly Milazzo (assistant at Baker Free Library, Bow) and Lisa Houde (head of youth services at Rye Public Library). The next deadline is April 1, 2014. Sarah has sent reminder notices regarding Winchell Loan repayments. There might be a few new committee members soon.

Sarah questioned how long she should keep applications, both funded and unfunded.

Motion: Keep unfunded applications for one year, keep funded grants award letter for seven years, and keep funded loans for seven years from date of award, providing it's been paid back in full (solid records for their repayments) or until repaid, whichever is greater.

Approved.

NHLTA / Conrad Moses: One board member attended the Wise Camp session of the IMLA Web Wise Conference in Baltimore in February. He participated in a session called, "What Would You Like Your Trustees to Know about Digital Tech?". The next regional trustee meetings is March 18th in Stratham. Annual conference planning is moving forward. The date is May 19th at the Grappone Conference Center in Concord .

Other:

Cara Barlow asked that those submitting payment requests please put "NHLA treasurer" in the subject line so that the email doesn't get lost. Also, please use the online forms for your reimbursements. Cara will post these requests on NHAIS.

Adjourn: 3:55pm

Minutes submitted by Mary H. White, Secretary

Approved by board, April 15, 2014

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