



**New Hampshire Library Association Executive Board Meeting
December 20, 2011 / 2:00pm
Local Government Center, Concord**

Present: Lori Fisher, Diane Lynch, Sean Fleming, Mary White, Alison Zaya, Karin Heffernan, Cab Vinton, Randy Brough, Barbara Prince, Mary Ahlgren, Mike York, Ann Hoey, Dorinda Howard, Myra Emmons, and Kathy Meserve.

Call to Order: The meeting was called to order at 2:05 by President Lori Fisher.

Approve minutes from October 18, 2011: There were three small edits to the minutes (and a big thank you to Karin Heffernan for doing such a great job). The motion to approve, with edits, (Vinton/Alison) was approved.

President's Report/Lori Fisher:

- **Meeting Schedule:** Lori distributed the 2012 meeting schedule. All meetings will be held at the Local Government Center (Concord) from 2:00-4:00pm.
 - Tuesday, February 21
 - Tuesday, April 17
 - Tuesday, June 19
 - Tuesday, August 21
 - Tuesday, October 16
 - Tuesday, December 18
- **Co-op Visits:** Lori passed around a sign-up sheet for board members to visit various co-ops in 2012.
- **Annual Reports:** READS, CHILIS, YALS submitted their annual reports. ITS and Urbans have not yet submitted theirs and Lori asked that these be given to her by very early January so that they can be distributed to membership.
- **Attorney:** Lori is exploring retaining an attorney on stand-by for NHLA, including obtaining pro bono services.
- **Freedom to Read Foundation:** Has sent NHLA an renewal membership for \$50. The consensus was

to let this membership lapse.

- **Thank you note from Annie Donahue:** Annie expressed her appreciation for the Geisel Award.
- **Goals for 2012:**
 1. Review NHLA Constitution and By-Laws and propose changes/updates to be voted on by entire NHLA membership
 2. Hold Small Libraries Summit in spring 2012
 3. Plan/organize annual conference for spring 2013
 4. Continue to fund continuing education workshops offered through the State Library
 5. Expand and promote the Specialists' Network project
 6. Continue annual NHLA board member visits to each NH Public Library Cooperative to solicit feedback about needs and to provide information about NHLA

Treasurer's report/Sean Fleming:

Sean distributed budget information as of November 30, 2011. In an effort to provide more transparency, he will now provide more information – checking, restricted savings, and unrestricted savings details (individual check listings with amounts) -- along with the regular balance sheets and bank statement.

Sean mentioned that there has been a line-item in the restricted savings labeled “legislative public relations” with a budgeted amount of \$3,454.33 and he recommended that we change this amount to zero and put it in unrestricted funds. A motion to approve this change (Ahlgren/Fleming) was passed.

He also mentioned that there is more than \$20,500 from the CD settlement (a class action suit from September 2006 – we use these funds for children’s music programs). The funds are currently in unrestricted funds which makes it difficult to account for spending. He suggested that we place these funds in a restricted fund for better accounting. He will verify the \$20,500 amount by talking with Ann Hoey about the funds spent the past three years. The Board members present agreed that moving the funds into a restricted account is appropriate.

Sean stated that some sections of NHLA are using the debit card without previous authorization and therefore he spends too much time tracking something down. He proposes that only the president and treasurer have access and that the current card be cancelled. People should use their own credit card and then submit for reimbursement. He will draft a policy that will be voted at the next meeting.

The audit has been completed. Sean is only waiting for recipients of Winchell loans to write verifying these loans. The auditor’s have made suggestions to improve our process such as having more than one person responsible for treasury work. Lori will be suggesting amending the by-laws so that we have an Assistant Treasurer as well as a Treasurer. A motion was made (Fleming/Vinton) that we examine hiring a bookkeeper at a cost not to exceed \$100 per month. This motion passed.

OLD & NEW BUSINESS:

Mobile Lab: Sean Fleming reported that when the board voted to spend funds for the NHSL Mobile Classroom we did not stipulate whether restricted or unrestricted funds should be used. A motion to use unrestricted funds (Zaya/Emmons) was approved.

Small Libraries Summits: Steve Butzel was not present but Lori said that she will ask Steve to again post a 'save the dates' memo on NHAIS and place the dates for the summit on the NHLA web site calendar.

Library Leadership Workshop: Mary White gave an update about this collaboration with Vermont Library Association. Maureen Sullivan, president-elect of ALA and facilitator for NELLs, has agreed to give a one-day workshop on Library Leadership. This event will be held on Friday, April 13 at the Howe Library in Hanover, NH since this is a good central location for both states. We had hoped to hold the event on the Dartmouth Campus but the Hanover Inn is totally closed for six months to renovations, so this was not possible. The cost for NHLA or VLA members will most likely be \$20 (including lunch) and \$35 for non-members (including lunch). Flyers will go out in January or early February 2012. Karin Heffernan offered to help Mary get the word out to academic librarians about this workshop.

Kids, Books & Arts: Ann Hoey reported that last year 62 libraries were granted a total of \$19,000. This year the seed money from LSTA is going down. Because another donor matches the highest gift, Ann was hoping that the NHLA board could increase their gift. A motion contribute \$5,000 (Fisher/Ahlgren) was approved. This money will come out of the newly restricted fund for the CD settlement.

Budget Schedule: Lori reported that in 2006 the NHLA board voted to have a two-year budget. They therefore approved a budget for the 2006-2007 years, but neglected to create/approve any budgets after that time. A motion made to return to yearly budgets (Emmons/Heffernan) was approved.

By-Laws Changes: Lori reported that there were no minutes for the 2008, 2009 and 2010 annual fall business meetings, that there is no record of ITS and YALS voted in by the membership as sections per the by-laws, there is no documentation regarding who is responsible for the budget, and that the by-laws do not state term designations. She is therefore suggesting that we hold a Spring Membership Meeting (avoiding mid-May) that is free-of-charge to NHLA members so that the necessary by-laws changes can be approved by our members. Myra Emmons, READS President, suggested that Lori contact Caitlin Stevens (READS NHLA Conference Liaison, Bedford Library) to assist with the coordination of speakers with the sections. Diane Lynch will also help Lori getting this set up and Karin Heffernan will contact colleges for availability. We need 10% of membership to attend.

Spring 2013 Conference: Alison Zaya and Karin Heffernan presented a thorough report regarding their research on holding a 2013 conference. Their report compared costs for each New England state's conference (Connecticut being the highest since they pay a conference coordinator), NHLA conference specifications, and five possible options on how to proceed. The Local Government Center (LGC) cannot help us due to their many recent budget cuts. These past few years our conference expenses have been

about \$31,000 and our revenue has been about \$32,000, but Randy reported that in some years (before Annie!), we lost thousands of dollars. NELA pays a conference coordinator but that pay is significantly higher than what NHLA can afford. After further discussion, it was agreed that we still have many questions including: Should we do a one-day only conference to save costs? Should we see if someone in NHLA would be willing to coordinate for a small fee? Should we talk with Mary Ann Rupert (NELA) to learn more about the responsibilities of a coordinator? It was agreed that we will poll membership to obtain more information from them. Mary White will coordinate this effort in January.

Survey Monkey: Cab Vinton reported that there is some confusion about this account. Should this be used only by the NHLA board or for all NHLA members? A motion to make Survey Monkey available for NHLA members for library business (Vinton/Heffernan) was approved.

NHLA Social Media: Lori Fisher reported that Amy Graves is working on the NHLA website redesign, and Lori distributed samples of the new look. The general site design will be reviewed at the February 2012 board meeting and the sections pieces will be reviewed at the April 2012 board meeting. A motion to accept this timeline (Ahlgren/Fleming) was approved. Amy and the Website Committee will begin their work very soon.

Lori also reported that NHLA has Facebook, Twitter, and Flickr accounts as well as a wiki. Most people do not know that NHLA has these and we need to make certain that one person is responsible for updating and advertising these sites. It makes sense that this be the responsibility of the Advocacy Committee, but since that position is vacant, Lori will try to find someone to fill that slot.

We also discussed Library Snapshot Day for 2012. Since Sarah Leonardi has stepped down from the Advocacy position, we need to find someone to take this on. Lori will send out a notice via NHAIS, asking for a volunteer.

Lori has received solicitations from two bloggers wanting to post on our blog. Since we don't have a policy on this, it was agreed that the IT Section will work with Amy Graves on drafting a web site policy and will bring it to the February board meeting.

SECTION & LIAISON REPORTS:

READS: Myra Emmons reported that READS received many positive comments about their fall conference. They will be doing three round tables this spring on the topic of continuing education.

NHAIS: Dorinda Howard reported that she is making an ILL policy directory and she will post that on NHAIS. People can take Lyrasis classes at member prices through NHSL.

Membership: Mary Ahlgren reported that LGC is understaffed so she does not have new membership numbers.

NELA: Alison Zaya reported that 468 people attended the NELA conference in Burlington, VT this fall.

NH State Librarian: Mike York reported that he had a positive conversation with Representative Wiler, Chair of the House, regarding the van issue. More to come, via Mike. Mike is currently evaluating LSTA funding and must submit this report in March. In June he will be reviewing the five-year plan. There will be some issues with LSTA funding – the nationwide total is \$185 million and NH's share is \$1.185, which is down a bit.

NHSL: Ann Hoey reported that she has purchased some more titles for the library science collection.

NHLTA. Kathy Meserve reported that NHLTA will be holding regional open houses throughout the state for trustees from various libraries to meet other board members.

Next meeting February 21, 2012 at the Local Government Center (Concord) / 2:00 – 4:00

There was a motion to Adjourn at 4:20 p.m.

Respectfully submitted,
Mary White, Past President
(for absent Secretary Carl Heidenblad)