



**NHLA Executive Board Meeting  
Minutes  
April 15, 2014**

**Attending:** Linda Taggart (President), Lucinda Mazza (VP/President-Elect), Cara Barlow (Treasurer), Betsy Solon (Asst. Treasurer), Diane Lynch (Past President), Amy Lappin (ALA Councilor), Amy Lapointe (NELA representative), Kate Butler, Brian Sylvester, Mary Cronin, Lara Croft, Katherine Dormody, Carlos Pearman, Barbara Prince, Sarah Leonardi, Ann Hoey, Conrad Moses, Marina Hale.

**Called to order 2:07 PM**

In the absence of the secretary, Brian Sylvester was elected to record minutes.

**Minutes from March 4th were approved without changes.**

**President's Report / Linda Taggart:** Linda welcomed new board members Deb Hiatt (membership), Mary Cronin and Lara Croft (Advocacy co-chairs). Sean Fleming, Andrea Thorpe, Annie Donohue, and Bobbi Slossar have been named to the Geisel Award committee. Linda has been investigating the Wild Apricot membership software as an alternative to Cornerstone for our association management needs. Wild Apricot would cost \$100 per month or \$1,100 per year for the tier up to 2,000 members. It can handle conference registrations, and members can renew online and see the status of their memberships and registrations. Section chairs would be able to manage their section lists directly. Donna Zecha from NHSLMA gave very positive feedback on their experience using it. We would need to work out some logistics if we switched; for example, we would need a new mailing address. Cornerstone requires 90 days' notice if we do decide to change providers. Wild Apricot is cloud based.

**NHLA/NELA conference call / D. Hoadley, J.Leo:** Linda Taggart recommended moving the conference call with NELA up in the agenda to take place at 2:15. Seeing no objections, we moved to 2015 NHLA/NELA conference. Deb Hoadley of NELA and Jen Leo from MLA joined the meeting electronically via GoToMeeting. Deb shared some information to all NHLA board members regarding NELA, in the hopes of fostering further collaboration. NELA no longer has a conference manager under contract, but has hired a temporary events coordinator position. The group also no longer has a technology coordinator under contract, and now uses a 'help desk' for that service. The help desk uses emails and a listserv to share out technology related questions and requests to a team of workers that can answer them. They're also using GoToMeeting for virtual drop-in sessions. One of NELA's goals is to build stronger relationships between state

organizations and their NELA counter-parts. Mary Cronin asked if that is something that could be pursued at the fall business meeting - NELA is trying to coordinate informal meet-ups and would be willing to try to do that. There's no timeline in place at this time for this project. NELA would also like to know what services they could offer that would benefit NHLA board members (Mentoring, for example). They've got some ideas from other state associations and would like to hear from us. Linda mentioned the need for training/preparation for incoming board members. NELA will look at facilitating something along those lines. Meetings are being set up for New England ALA councilors to get together at the Las Vegas ALA conference. Similar meetings will take place at NELA's next conference for state association board members. Deb Hoadley will be attending the 2-day conference in the vendor hall representing NELA.

The 2015 NELA conference will be Oct 25 - 27th at the Radison (formerly Center for New Hampshire) and we are exploring making it a joint conference. Linda listed some questions: how much of a monetary commitment will NHLA have? NELA will handle all financial aspects of the conference. Their last joint conference was with the Maine Library Association. They tried to do a 50/50 split with Maine for finances but it didn't work out logistically. The contract with NELA would indicate the specific level at which NHLA would participate (how many board members would attend, how many volunteers we would dedicate, etc.) The speakers and such could be NH specific. We would be able to hold our annual business meeting at the conference, and attendance at the meeting was not an issue when this was done with MLA. They would expect 6-7 board members from NHLA to "attend" conference committee meetings, virtually or otherwise. At least one conference committee meeting would take place at the conference site. The state association's role was to develop and coordinate local resources (arranging local tours/events, etc.) and local vendors. The reduced registration rate for NELA members would also be offered to NHLA members. Linda asked about the timeline for conference planning: planning will begin after the 2014 conference. The first meeting would take place between November and January to select the conference committee members and finalize a contract between the two organizations. Meetings for event planning would begin in January. NHLA can do fundraising efforts during the conference.

NELA does not want to be seen as a competitor to NHLA, particularly with respect to dues. They are exploring the idea of having coordinated membership applications: something on our registration forms that can be checked off and which would result in a flat rate membership fee (~\$20.00). Section membership would have to be determined after the sign-up. Our association would have to cut a check periodically to NELA for the funds: they are flexible about how those payments would work. Deb will be available for further questions as needed.

Deb and Jen disconnected from the meeting. Discussion of the proposals followed. Discussion tabled until new business so the group can discuss association management.

**Treasurer's Report / Cara Barlow:** Cara distributed profit and loss sheets and balance sheets for the group. She has received 23 online conference registrations and issued 8 vendor invoices using paypal. For the spring conference we've taken in \$4,587.90 and paid \$112.10 in fees. The money has not yet been transferred to the citizens bank account.

## **New Business:**

**Association Management Options:** Cara gave an update on Wild Apricot association management software. NELA has used it for some time and is happy with it. It's less complicated and appears easy to learn. We paid \$3600 for association management this year vs an annual cost of \$1100 for the software. The association would need a PO box and/or one of the larger libraries serve as the mailing address. The van service could be utilized to share items out to the appropriate committee chairs and section reps. Does LGC/NHMA pro-rate mail service? Probably not feasible. Ann Hoey will ask if the state library is willing to take it on. Conrad pointed out that trustees may object to serving as a repository. There is a storage element - the association has archives and some documents that would need to be stored somewhere. Conrad said the NHLTA has a storage facility that they rent out which is climate controlled on an annual lease at ~\$60 a month. Ann reminded the group that quite a lot of stuff is already stored at the state library.

**Motion to purchase Wild Apricot software and eliminate Cornerstone: Approved. Cara and Linda will coordinate the purchase and notify Cornerstone.**

**FY2015 Budget:** A copy of the budget will be emailed to the group for review and discuss at the next meeting.

**Sunshine Fund / Barbara Prince:** The continuing education committee has a member who retired due to medical issues. The committee wanted to send a gift of some kind and Barbara would like to know if something is in place or if it is something we should develop. Who could benefit from funds from that source? Potentially anybody in the NH community. We could dedicate revenue directly to it - raffle baskets or similar - to keep it separate from our finances. Income from membership dues probably cannot be used for this purpose. Cara will research with other groups and report back to the group at the next meeting.

**Officer Resignation:** Due to medical issues, Lucinda Mazza (VP/ President-Elect) is tendering her resignation. Her resignation was accepted with regret. She will prepare a summary of her work to date on the fall business meeting to pass on to the next person who takes it on. The executive board will appoint a replacement after the spring conference.

## **Old Business:**

**NELA conference call follow up:** Discussed the proposed flat membership idea from NELA.

**Motion to allow NELA to offer NHLA members a flat \$20 rate for NELA membership starting in January 2015: Approved.**

**Motion to co-sponsor the Fall 2015 NELA conference: Approved.**

**2014 NHLA two-day conference update / Diane Lynch:** The conference is next week. 19 paying vendors (24 vendors total) will be in the exhibit hall. 118 people registered for Wednesday, 114 for Thursday, and 47 speakers will be in attendance. There will be raffle prizes

at the exhibit breaks, including signed books, gift certificates, and free NHLA memberships. Diane thanked the website coordinators and the treasurers for all their work on the conference. Room wranglers are still needed – persons interested should contact Diane Lynch.

### **Section Reports:**

**Academic / Karin Heffernan:** Absent.

**CHILIS / Gail Zachariah and Kristin Readel:** Ann Hoey stepped in to give their report. They had just over 100 people at their conference. Leigh Maynard of the Hopkinton Town Library won the CHILIS Librarian of the Year Award. They had a recent meeting to choose summer reading program themes and slogans through 2017.

**ITS / Kate Butler:** Quarterly meeting on March 15. 25+ attended, including children's and YA librarians. Next meeting is in June, location/time TBA.

**READS / Katherine Dormody:** Meeting on Friday to get final details on the roundtables, which were all full. They'll try to get information out on the website. Their budget was approved, and copies were distributed - their costs are lower than in previous years because the fall conference was moved to Hookset. At the last meeting they discussed how to approach the next fall conference with respect to the NELA coordination.

**URBANS / Brian Sylvester:** The URBANS group met in Hudson for an update on PLA from Charlie Matthews. No meeting in April due to the conference.

**YALS / Sylvie Brikiatis:** absent.

### **Liaison Reports:**

**Advocacy / Mary Cronin and Lara Croft:** We welcomed our new co-chairs.

**ALA Councilor / Amy Lappin:** ALA elections are ongoing – all members are encouraged to vote. Biographical information is available about the candidates and online voting is available. The ballot is open until April 25th. Discussion is ongoing from the ALA council on the subject of divesting fossil fuels - please send any comments on this subject to Amy. There was also discussion about re-locating the upcoming Orlando conference due to the state's controversial 'stand your ground' law - this discussion has died down and this will likely not happen.

**By-Laws / Carlos Pearman and Eric Stern:** NTR.

**Center for the Book / Edmund Lowe:** Absent.

**Conference Committee / Randy Brough and Diane Lynch:** see above.

**Continuing Education / Barbara Prince:** Class coming up in May on Library Administration with Mary White from 10 to 3 in Hooksett. The class is sold out. Nobody seemed to be upset about the location of the meeting. Working on setting up a legal reference class for the fall. Cataloging is another topic people have asked for, also potentially in the fall. Barbara will contact Cara regarding the budget for continuing education.

**Intellectual Freedom / Gail Zachariah:** Absent.

**Legislative / Randy Brough:** Absent.

**Membership / Deb Hiatt:** In an emailed report, Deb states that as of February 20, 2014 the association has 443 members, 36 “lifetime members”, and 34 new members this year. The CHILIS/YALS section membership numbers may not be accurate. We will revisit the membership figures after the change over to Wild Apricot.

**NELA Representative / Amy Lapointe:** NELA has a new Events Assistant, Megan Bishop, to help with planning the logistics of the annual conference. I haven’t met her, but I hear that she lives in NH.

Planning is underway for the fall conference, themed “Be Bold – Libraries in the Center Ring”. The conference committee is looking at a somewhat tweaked program structure this year, with more opportunity for breakout discussions to ensure that participants have the opportunity to leave conference with abstract ideas, but also concrete applications in hand.

A subcommittee is still investigating coordinating “NELLS 2” for later career participants, in Aug. 2015. Planning is still in the infancy stage so I’m happy to pass along any suggestions.

Don’t forget to use the NELA website (both the calendar and the homepage rotator) to promote upcoming events and/or state news of interest.

**NHAIS Liaison / Dorinda Howard:** Absent.

**NH State Librarian / Mike York:** Absent.

**NH State Library liaison / Ann Hoey:** 68 grants awarded this year, totaling about ~\$20,000. Chester and Somersworth are now part of NHAIS local, which now has a total of 8.

**NH State Library Advisory Council Rep / Brian Sylvester:** NTR.

**Nominating / Diane Lynch:** Award committee members have been named. Elections are in November. She will be on the search for the VP/Incoming president. Please forward any potential names to Diane or to any board member.

**Scholarship / Sarah Leonardi:** 3 scholarship applications received for the April 1st deadline and one loan application. The committee lost one member, gained one, and has two potential new members. The scholarship files were purged since the last meeting.

**NHLTA Liaison / Conrad Moses:** The NHLTA passed their annual budget and discussed their upcoming conference. They had 54 registrations at the beginning of the month. They also discussed their advocacy program. Conrad reported that HB 297, dealing with Library investments and capital reserve funds will go to the senate floor on the 17th and NHLTA approves of the changes. Libraries would be able to handle their own investments more directly. HB 1156, concerning the right to know law, has been sent to a committee and will probably stay there.

**Ways and Means: VACANT**

**Website Coordinators / Kim McKee and Marina Hale: NTR.**

**Archivist: VACANT**

**Adjourned 3:55 PM**

**Brian Sylvester, acting secretary**

**Approved by board, June 17, 2014**