



## **New Hampshire Library Association Executive Board Meeting**

**April 17, 2012 / 2:00pm**

**Local Government Center, Concord**

**Present:** Lori Fisher, Diane Lynch, Sean Fleming, Mary White, Cab Vinton, Jen Hinderer, Deb Baker, Barbara Prince, Gail Zachariah, Randy Brough, Sarah Leonardi, Mike York, Ann Hoey, Dorinda Howard, and Kathy Meserve.

**Call to Order:** The meeting was called to order at 2:02 by President Lori Fisher.

**Approve minutes from February 21, 2012:** Under Treasurer's Report, it was agreed to strike the second sentence, "Cab Vinton asked if the money to be used for hiring a bookkeeper has been moved to a restricted account, and Sean replied that it had not been moved as of this meeting." A motion to approve, with edits, (Brough/Vinton) was passed.

### **President's Report/Lori Fisher:**

- **Small Libraries Summit (April 16):** LGC could not do the registrations as Steve Butzel had hoped, so this task fell to Lori. It was a very successful day.
- **Spring 2013 Conference:** Vendors are contacting Lori wondering if NHLA will have a two-day conference next spring. More discussion on this later in the meeting.
- Michael Dowling, from the ALA Chapters Relations Office, has requested that all chapters send in an annual report. This will be done in early July.
- There is currently a bill going through the legislature (House Bill 1223 / in Senate right now) regarding the Right-to-Know law, making public employees responsible for paying penalty fees or being removed from employment. If passed this would take effect January 1.
- Lori is attending ALA National Library Legislative Days in Washington, DC with Mike York on April 23 & 24.

### **Treasurer's report/Sean Fleming:**

**Audit:** The final audit is completed and given to Lori.

**Balance Sheet:** The April 2012 balance sheet shows -\$22,836.15 in line #1200 (Savings – 2884 – Other), which means we don't have as much as we originally thought. Sean did extensive research on this (going as far back as 2006 records, calling the auditors, speaking with our former treasurer, Carl Heidenblad, and talking with the treasurer before Carl). It's an NHLA accounting problem that needs to be fixed, but no one

understands how this occurred. It is not a liability and has been on the books for a very long time. Once we have a paid bookkeeper in place, things will be much easier. We have put on hold the visit from an investment advisor. The Winchell (\$24,848.55), Morris (\$7,389.97) and Macdonald (\$24,175.90) funds are all correct.

Per the board's February vote, Sean did a transfer of \$3,454.33 to unrestricted savings and also \$118.25 from Geisel to unrestricted.

**Audit costs:** Cab did some research and distributed a spreadsheet on other ALA state chapters to learn how much are their annual expenses, how often they have audits, and whether it's required by their state. This was prompted by Cab's wondering what the best practice for non-profits is and can we save NHLA money. We have an audit done annually at a cost of \$8,000. Sean reported that the biggest part of the audit is completing the 990 and that the audit is a safeguard against stolen funds. Mary reported that her 501(c)3 Library Corporation pays \$8,800 annually and that completing the 990 properly and on time is critical or else the IRS will fine the organization. The consensus was that we should wait and make no changes at this time.

#### **NEW BUSINESS:**

**FY12-13 Budget / Sean Fleming:** Sean presented the FY12-13 budget. A motion (Vinton/Hinderer) to accept this budget was passed

**Ballot for fall 2012 election / Mary White:** Mary presented the draft ballot for the fall election. There are still some holes. Mary asks all board members to give her at least one name by our June meeting.

**Annual Fall Business Meeting update / Diane Lynch:** The annual meeting will be Thursday, November 8 from 9:00 – 3:00 at Gunstock Mountain Resort in Gilford, which can accommodate 250 people. Cost per person will be \$30 and one must be a member to attend. Gunstock Mountain has been very generous and is waiving the 9% tax and 18% service fee.

**Advocacy Committee / Deb Baker:** Deb has recruited 18 members for this committee and they have voted on priorities. These 18 members will break down into groups to focus on the below:

1. Reach out to NH library community, especially NHLA members to learn what message to send
2. Create an advocacy toolkit for the website
3. Use social media more
4. Coordinate Snap Shot Day

#### **OLD BUSINESS:**

**Small Libraries Summit / Lori Fisher:** It was a good day, with 70 people attending (a full house), with a wait list. The two different day summits were combined into one because of the initial lackluster response. However, many registrations arrived after the deadline. Bobbi Slossar sent out an online evaluation form.

Many attendees would like this to be an annual event instead of every other year. Terry Knowles did a great job.

**Library Leadership Workshop / Mary White:** This was a collaboration of NHLA and VLA. Registration was capped at 80 (40 NH / 40 VT) with payment in advance. There were a total of 11 no-shows (7 NH / 4 VT) meaning we received no advance notice from them. Two people called in advance to cancel and since these slots could be filled by people from the wait list, those two received a refund. Thirteen academic librarians attended which is good because we want to make more efforts to reach out to this group. Still need some receipts from Maureen Sullivan before tallying expenses/income, but we should almost break even. A motion (White/Fisher) to make it NHLA's policy that when someone paying for an event does not show, no refund will be given (except case-by-case exception made by NHLA president) was passed.

**Web Site and Blog Policy Draft / Cab Vinton:** Cab distributed an edited version of the policy. This will be voted at the June meeting.

**Membership Meeting and Digital Summit / Lori Fisher:** This meeting will be held on June 1. The registration deadline is May 18 and one must be an NHLA member to attend.

**2013 Spring Conference Discussion:** A conference coordinator would cost more than \$10,000. Attitash is \$8,000-\$10,000 cheaper than Manchester. While we know that some people are willing to serve on a Conference Committee, we have not been able to find someone to be the Chair because it's so much work. A motion (Fisher/White) to not hold a spring 2013 two-day conference until we find a Conference Committee Chair was passed. Jen suggested that we communicate via NHAIS and at the spring membership meeting/digital summit.

#### **SECTION & LIAISON REPORTS:**

**CHILIS / Ann Hoey:** Their spring conference was March 8 and was successful. Jan Streeleman, Wiggin Memorial Library, was awarded CHILIS Librarian of the Year. The school library conference is Tuesday, May 15 in Meredith. Kathy Tracy and Ann attended the National Summer Library Program meetings in Hershey, PA, to determine themes for summer reading programs. All 50 states now belong to this national program.

**ITS / Cab Vinton:** The quarterly drop in meeting was in February in Hooksett. 7 or 8 people attended. The next drop-in meeting will be soon at Wilton Library.

**READS / Myra Emmons:** Their recent round-table was a success. They have a board meeting soon.

**URBNS / Jennifer Hinderer:** They are holding a Library Director's Conference on Friday, May 11. There's a round-table soon in Manchester.

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

**YALS / Ann Hoey:** They participated in the Teen Video Challenge and a state winner was chosen from 22 NH contributors. Twenty-two states participated. Their fall conference will be the last Thursday in September at LGC.

**Continuing Education / Barbara Prince:** Barbara obtained a quote from Mr. Van Wickler for his two-hour workshop of dealing with difficult people. Cost would be \$425 plus mileage. There were a variety of options about his presentation including that it's not library oriented. Suggestion to pair him with a local police officer or find someone else. Have too many already seen him? Not in the Upper Valley or up north. A motion (Brough/Fisher) to allocate \$425 plus mileage with an Upper Valley location and a local police officer was passed. Cost would be \$10 for NHLA members and \$20 for non-members. Other classes, using the old survey for suggested topics, could be offered in the fall since spring and summer are too busy.

**Intellectual Freedom / Gail Zachariah:** Gail has been posting relevant discussions on NHAIS.

**NH State Library / Mike York:** The van issue seems to be settled. Representative Vallancourt has been removed from the Finance Committee. The legislative session is finishing up. The State Library is beginning work on the budget now, for submission in the fall. Come see the lovely Map Gallery which has been restored. Final touches are happening on the training lab. New legislative leadership occurs in the fall so that's always a challenging time. The State Library Advisory Council will be meeting in May or June. They approve the five-year plan for LSTA>

**NH State Library Liaison / Ann Hoey:** 74 grants were distributed with Kids, Books & the Arts funds.

**NHAIS / Dorinda Howard:** The last meeting was a year ago. There have been some planned outages. NHAIS Notes has some great stats, such as items added in 2011 (225,705).

**Scholarship / Sarah Leonardi:** The committee is evaluating the applications received. They received full payment (\$1,000) for one outstanding loan but there is still one outstanding. NHLA makes every good effort to reclaim these funds but does not take legal action. There is \$25,000 in the scholarship fund and they are still discussing whether non-NH residents (who work in NH libraries) will qualify.

**NHLTA / Kathy Meserve:** Their annual conference will be in Bedford. They are working on better outreach and have held meetings in various locations around the state (Rye, Manchester). NHLTA has also held trustee gatherings at Hooksett, Greenfield, and Dublin.

**Next meeting June 19, 2012 at the Local Government Center (Concord) / 2:00 – 4:00**  
**There was a motion to Adjourn at 4:05 p.m.**

Respectfully submitted, Mary White (secretary pro tem for Carl Heidenblad, Secretary)