



NHLA Minutes

Tuesday February 14, 2017 2:00-4:00

New Hampshire Municipal Association, Concord NH

Meeting called to order at 2:05 PM

Members Present:

Marilyn Borgendale, Deann Hunter, Amy Lappin, Denise Van Zanten, Kate Butler, Nancy Miner, Todd Fabian, Susanne Cortez, Edmund Lowe, Dara Bradds, Julie Perrin, Randy Brough, Sarah Leonardi, Mike York, Ann Hoey, Marita Klements, Letty Goerner

Approval of Minutes

Motion to accept minutes made by Denise van Zanten seconded by Randy Brough. Motion carries unanimously.

President's Report

In January, the NHLA officers met and focused our discussion on the committees and have asked them for a mission/purpose statement, list of members and meeting schedule; on the website and logo project; and on conference coordination between the sections. We also discussed the proposed Conference Cancellation Policy. In March, the primary topic will be reviewing the treasurers' responsibilities and the bookkeeper's duties along with budget preparation for FY18. I am participating in the Spring Conference committee.

Emily Weiss has agreed to serve as the NHLA liaison to the Center for the Book. I have identified someone for Facebook/Social Media Coordinator and have a few candidates for the Bylaws Committee. Eric Stern and Carlos Pearman have ask to step down as co-chairs of Bylaws.

We located archives at the State Library and Marita Klements will be looking through those as well as drafting a retention policy for NHLA documents, both physical and digital.

I was invited to attend the NH Digital Equity Summit on February 3. The focus has been on school administrations and school librarians along with community groups and companies to provide money, opportunities and training to bridge the digital divide. There is a role for public librarians—especially since so much of what we do focuses around digital literacy and equity. <http://www.digitalequity.us/nh-summit.html>.

Treasurer's Report

Cara Barlow, NHLA Treasurer

Deann Hunter, NHLA Assistant Treasurer

Financial Report

Please find attached a copy of



- NHLA's January 2017 Profit & Loss Statement
- NHLA's Balance Sheet as of January 31, 2017

NHLA's total assets as of January 31, 2017 were \$197,110.82.
Our books are in order and everything is proceeding smoothly.

Budget Process

I will not be at the February 14 Board meeting; Assistant Treasurer Deann Hunter and I met to create this report and begin work on the FY18 budget. I would like to thank her for presenting at this meeting!

ALA Student Members

NHLA is partnering with ALA to offer a joint membership for students at a cost of \$38. ALA will generate monthly reports and the funds will be deposited electronically into NHLA savings. NHLA Treasurer will work with Membership to verify deposits.

Conference Reimbursement Policy/Procedure

NHLA President created a Conference Reimbursement Policy with input from NHLA Treasurer and fellow Board members to present at meeting.

Below is a listing of cash held by each account as of January 31, 2017.

NHLA checking	\$4,530.82
NHLA savings	\$52,835.66
CHILIS	\$14,456.71
READS	\$4,685.03
PARALIB	\$2,035.29
URBANS	\$2,643.43
YALS	\$3,865.56
ITS	\$15.60
WINCHELL LOAN (revolving fund)	\$24,129.80
NORRIS (scholarship)	



	\$3,112.80
MACDONALD FUND (continuing ed/professional development)	\$19,630.85

Past President's Report: No report to submit at this time.

New Business

Scholarship Committee:

- Penalty for late payment of Winchell Loan.
- Addition of two paragraphs to existing loan contract.
- Sarah Leonardi makes motion to alter contract with amendments. Dara Brads seconded. Motion carries unanimously pending legal review.
- Not currently legally vetted, but based off of a Maine state scholarship that had been legally vetted.
- Desire to have this vetted by NHLA's legal counsel.
- Todd Fabian will bring this to Concord's legal counsel.
- Desire to increase possible scholarship opportunities for those pursuing MLIS.
- Discussion about possibility of having a fundraiser offered to assist with scholarships.

Cancellation Policy

Motion to approve new cancellation policy made by Marilyn Borgendale, seconded by Edmund Lowe. Motion carries unanimously.

Fall Business Conference:

Everylibrary would need a commitment by March.

Locations

- Manchester Library is a possibility.
- Gunstock was used for a past conference.

Topics and speakers

- Type of advocacy.



- Desire to not have the same speakers/conversations that have occurred in past conferences.
- Jeremy Johanson past president of NYLA.
- General goal of conference to break even.

Spring Conference:

Meeting at site. Follow-up meeting on February 9th. Next meeting Thursday February 16th. Goal to be to determine the schedule of programs. Rate \$149 per night will be extended throughout the weekend.

New Hampshire School Library Media Spring Conference Attendance

- New Hampshire School Library Media members being able to attend part of the conference. Given reduced fee of NHLA membership (\$75 for one day)
- Explore NHLA having a more formal relationship with New Hampshire School Library Media Association (NHSLMA).
- NELA's policy and procedures. Lack of similar document currently in existence for NHLA.
- Working with NHSLMA on a Great Stone Face program for 2018.
- Will discuss NHSLMA reduced cost at next Spring Conference Committee meeting and will send email to Executive Board regarding decision.

Website Task Force meeting

- Pairing down website.
- Reviewing websites from other state organizations.
- Sections and committees are being asked to provide input and take part in task force to make sure it fits their needs.
- Quotes for a new theme are being sought by Marina.
- Determining what needs to be available on the website and what needs to be saved long-term.

State Library Report

- Donna Gilbreth at the State Library has retired on January 1st. Janet Eklund has resigned.
- Governor's proposal to create Department of Natural and Cultural Resources. Library services would be under this department.
- New governor's budget includes funds for new automation system.



- Categorized as New Hampshire Union Catalog under Cultural Resources.
- 300th Anniversary of State Library.
- John Gilbert Winnant statue and plaza being created.

Digital resources discussion has been tabled until April.

Section Reports

Academic: No report submitted.

CHILIS Report

We have some new members who have joined our board since the last meeting. Letty Goerner of Wadleigh Memorial Library has agreed to step in as CHILIS Vice President. Sam Lucius of Wiggin Memorial Library will be the CHILIS Liaison to NERTCL, the New England Library Association's youth services section.

The 2017 Spring Conference will take place on March 30th at the Derryfield School and will focus on advocacy for youth services – particularly around summer reading programs. Christine Friese, NHLA Advocacy Chair, has graciously agreed to present to CHILIS members on this topic. There will also be small group discussions, a performer showcase and the presentation of the CHILIS Librarian of the Year award. The conference is entered into Wild Apricot and registration will commence shortly.

YALS section report 2/6/17

YALS met on January 26, 2017. Topics of discussion included:

1. NHLA Conference - YALS proposed sessions:
Summer Reading Programming for Teens, How to Promote Flume/Isinglass Awards, YA Smackdown, and How School and Public Libraries Can Collaborate.
2. A unanimous vote was passed "Supporting school librarians visiting the NHLA conference at a reduced afternoon rate for the session on Friday."
3. YALS Conference Planning for September 2017
Lisa Bunker, YA author of Feliz YZ, was proposed as our speaker.
4. YALS voted unanimously to combine the Isinglass and Flume awards now that CHILIS has relinquished their participation in the Isinglass Award. Currently, the Flume Award nominees comprise 10 books, Isinglass used to be 12. It was recommended that the two awards be joined into one containing 12 nominated titles, effectually offering 2 books serving each



grade level (7-12) and to immediately open up the Flume wiki to books covering the 7th and 8th grade.

The timeline for the Flume/Isinglass Award has recently changed. The list of nominated books will be selected in April 2017 for the Flume/Isinglass combination. This slate of books will be presented at the NHLA conference in May. The next winner will be chosen in April 2018. There will be no award winner in 2017 due to the new timeline.

Those interested in serving on the joint Flume/Isinglass Award (we have not selected a name for the award yet) are invited to meet on March 9th at 3:30 at the Local Government Center for one hour to plan the combining of the Isinglass and Flume award. Tanya Ricker from the Pease Public Library in Plymouth will be serving as the Committee Chair and can be reached at tanya.ricker@peasepubliclibrary.org.

Respectfully submitted,
Susanne Cortez
President YALS
Lebanon Public Libraries
Lebanon, NH

ITS:

The ITS section held its most recent quarterly meeting at Hampstead Public Library on February 8, 2017, in collaboration with the Merri-Hill-Rock coop. The main topic was "Excel for Librarians" presented by Peggy Thrasher of Dover Public Library.

Turnout was excellent, especially considering the state of the roads that morning, with over 20 librarians attending. The Excel presentation earned a very positive reception, and even advanced users were able to pick up some tips. We are hoping Peggy will be able to present "Extreme Excel" at the upcoming Spring Conference.

Bobbi Slossar from NHSL presented briefly about the DPLA meeting the State Library attended along with others from NHLA, Dartmouth, UNH and other NH stakeholders. The section also discussed NHLA's plans to revamp the association website and what we would like to do to improve the content provided by our section.

Our next meeting will be some time in the summer (because of the conference in May). Date, time and topic TBA.

Respectfully Submitted,



Kate Butler

NHLA IT Section Co-President 2016-17

READS Section Report for NHLA

2017 Spring Roundtables have been scheduled. The topic is *Book Discussions: Leading, Hosting, Engaging*

We will include KitKeeper in these discussions as well as networking on ways to engage patrons in book groups. We are not scheduling them at Coops this year in an effort to target more front-line staff, as opposed to the administrative librarians that tend to go to Coop meetings.

Dates and times are as follows:

Friday, March 24 at Pease Public Library in Plymouth

Monday, April 3 at Lebanon Public Libraries

Wednesday, April 5 at Hooksett Public Library

Thursday April 13 at Lane Memorial Library in Hampton

KitKeeper has been fully implemented and seems to be successful so far; it is a little early to get statistical data. We have increased our Reads-To-Go budget line for this year to cover the costs for subscription renewal.

READS made a donation in Trisha Quinn's name to a Senior Center in Rye, as requested by her family. We felt it was important to show them that she was valued as a member of the library community.

Scott Campbell has joined us to help with the Public Relations for READS. We are discussing exactly what we want to convey to our members, and the best way to do it, but are delaying any overt changes until we see the best way to coordinate with the new NHLA website and Facebook.

We will be sending out some revisions to our bylaws:

- Article 4: Section 2 - There was a suggestion to allow the board to appoint an interim officer instead of sending it to the membership for a vote. This would be line with the NHLA bylaws, and be more practical for sudden vacancies.
- Article 4: Section 3 – Regarding the duties of the Vice President, there was a suggestion to take out serving as Publicity Committee person
- Article 6: Section 1 - There was a suggestion to add/reinstate the position of a Publicity Committee as one of the standing committees.



We are considering sending out guidelines for the speakers who take part in our fall conference, to assist with the delicate balance of sharing expertise and staying within a time constraint. For those willing to critique this exercise, I inadvertently emailed it to the entire executive committee.

Respectfully submitted,

Nancy Smith Miner

ULAC Report to NHLA

At the January meeting in Concord, ULAC set the agenda of meeting topics and locations for 2017 calendar year. Among the topics are; target marketing, staff reviews and staff development, NHLA recap, patron strategies and industry trends, political ramifications to NH Libraries on every level, safety and security, and success stories.

Dover –passport program is up and running by reservation, 18 already done, faster start than anticipated, \$25 revenue to library per passport. 14 staff have credentials to do passports, every staff have a partner. Staff had to take an 8 hour class then each pass a test. Patron gets passport in 4-6 weeks. Dover has garnered a 12k grant to become a Family Place Library.

Rochester-Discussion on patron repercussions with large fines, though some patrons do pay the fines off. Rochester is looking at electronic time clocks as a city, Laconia and Nashua have gone to this. Concord and Dover are considering this as well.

Laconia- Hired 2 new Library Assistants. They recently had a very successful timber rattlesnake program (America's Snake, by Ted Levin)

Concord- Pushing science program and an upcoming science day. New 3D printer, Launchpad that children can check out to take home, and new tech toys. Concord Reads has launched this week with the title *Drift: 76 Days Lost at Sea*. Many program tie ins to follow culminating with the author visit to Red River Theater in April.

State Librarian- The governor puts budget in Feb 15th.
January 15, 1717, Concord because first state library in US, banner at the State Library reads.

Keene – Nancy gave update on Library renovation. 2013 library expansion plans began. FOL/Trustees/City have been working on a plan. AT 4.2 of 5 million goal, total project cost will be 14 million. Hopefully, they can meet their timeline goals and construction would begin in



May or June 17, completed by August 2018. Monadnock Economic Development Corporation has been involved.

Bedford- Mary Ann said the geothermal system is doing great, no oil has been needed. Purchased Lynda.com at Bedford. Getting a lot of meeting room requests (more than 100 non library meetings per month, drupal website to plan program calendar). Bedford does not charge for room use.

Hudson- new 3d printer TKI just installed, staff learning on it. Fully staffed as of this week. Policies vs procedures evaluation going on to update documentation.

Portsmouth- saved some money to hopefully hire a new Youth Services MLS Librarian. Looking to transition from iii to a new more affordable ILS platform. Doing foreign policy associations, "great decisions" this year, www.fpa.org, programs are held at Portsmouth 10am and 7pm programs. Attendance was great for first two programs. City hired a web designer to redo city website, Library will be asked for input. Have Zinio, looking at Flipster switch over. Redesigning digital collection website for patron browsing through Portsmouth Library website.

Discussion on additional programs for NHLA spring conference

- \$ gift basket from ULAC
- \$ for ULAC programs/speakers
- Non library program- outdoors, J Dennis Robinson, Isles of Shoals
- Sign up for resume review, (cover letters help, or interviewing help)
- Lobbyist- Bob Dunn (Friday 9am slot)
- Museum of the white mountains program?
- NH passport program (Dover)
- No one would believe this happened topic

Sincerely

Todd Fabian

Concord Public Library

NHLA Paralibrarian Section

President's Report

The Paralibrarian section is sponsoring three classes in the spring: Basic cataloguing, with Linda Kepner, April 7 and 21, 9am-noon at the Baker Free Library in Bow; The Reference Interview and Patron Privacy, with Susan Brown, April 21, 9am-noon, at the Derry Public Library; and Internet Self-Defense, with Mark Glisson and Chuck McAndrews, June 9 at the Hooksett Library.

The Board's February 10 meeting has been postponed until February 17.



Respectfully submitted,

Edmund Lowe
President
NHLA Paralibrarian Section

Committee Reports

NHLA 2017 Spring Conference Planning Committee

Dara Bradds, Manchester City Library

Pamela Johnson-Spurlock, Central Elementary School

NHLA 2017 Spring Conference

Venue

- The conference will be held May 4-5, 2017 at the Harborside Sheraton in Portsmouth New Hampshire.
- Conference costs will be \$75 day or \$150 for both days for NHLA members. This includes breakfasts, lunches, snacks, and beverages for the duration of the day.
- Hotel rates are \$149/ night, and the same rate can be extended through the weekend for conference goers wishing to stay longer.
- Overnight parking is \$19. We are still hoping to find a way to validate parking, so that it is not at the cost of the attendees.
- In 2014 there were 166 attendees. We have the capacity for up to 300.
- We anticipate total costs of the conference venue to be approximately \$12,000.

Speakers

- Keynote speakers are George Needham current director of Delaware Public Library in Ohio, Past
- VP of OCLC, and past Executive Director of PLA. And, Gene Ambaum of the library comic strip Unshelved.

Conference Sub-Committees

On Thursday, February 9th the meeting scheduled for the planning committee was held on GoToMeeting. I am happy to report we have many great programs secured and several that should be finalized soon. The subsection reps have sent the program descriptions to the co-chairs to create a schedule for the committee to review when they reconvene again this



Thursday. Unfortunately, the previous meeting was cut short due to weather, so we were not able to discuss the budget and finalize the schedule as we had planned. That will be the goal for this Thursday, so that we can work to open registration soon after that.

Anyone interest in volunteering to assist with the conference should reach out to me, Pamela, or a subsection representative. Currently, our greatest need is for volunteers that are interested in promoting the conference.

Fall Business Conference Update

Suggested Theme: Community Engagement/Library Advocacy

Venues:

- Capitol Center, Concord: Available, \$970 – We have a hold on the date 11/3
- Beane Conference Center, Laconia: Currently available, approximately \$600
- Hooksett PL: Available, free – We are on calendar 11/3

Speakers:

- Rich Harwood from the Harwood Institute: \$5000(negotiable) + expenses
- Erica Findley from EveryLibrary: \$1000(negotiable) + expenses. I estimate that we would be able to negotiate a Cap of \$2200 including expenses. She is coming from Portland, Oregon. She would also provide an additional workshop program at no additional fee on a topic of our choosing. We about either Social Media in Libraries or Community engagement workshop.
- I reached out to a couple of people at ALA only one responded and she will not be available. She did say she would help finding another speaker but I haven't heard yet.

I am leaning toward the speaker from EveryLibrary. If we decide to use Hooksett as the venue, our budget would allow for this. The \$2200 cap I mentioned should cover 2 nights hotel (\$300), airfare (\$800), and negotiated speaker fee of \$800 with some wiggle room.

That leaves one programming slot open. I think we talked about having someone from a NE library share their success stories and strategies w/ community engagement. Cranston, RI was mentioned. Can anyone suggest any other libraries they know are doing a great job with this?

Submitted by Sylvie Brikiatis



Scholarship Committee Report
for NHLA Board Meeting

The Committee is proposing a revised Winchell Loan contract that includes a penalty of 15% per month on any remaining balance of the principle, to begin with the next round of awards. See below.

I have also worked with Assistant Treasurer and Bookkeeper to come up with a process to notify past loan recipients of their outstanding balances on an annual basis. The bookkeeper will forward all necessary information to the Scholarship Chair at the time of the annual audit (or compilation) and the Scholarship Chair will send out the reminders.

We discovered, as part of this discussion, that at least one award recipient is making payments through Paypal, without Sarah's knowledge. The bookkeeper has since notified the Scholarship Chair of any such payments.

The next deadline for scholarship and loan applications is April 1, 2017.

Committee Members: Sarah Leonardi, Carlos Pearman, Brittany Buckland, Thomas Ladd

Respectfully submitted,
Sarah Leonardi, Chair

Advocacy Committee: No report submitted.

Bylaws: No report submitted.

Continuing Education: No report submitted.

Legislative: No report submitted.

Intellectual Freedom Committee
February 2017

The committee has been preparing for possible roundtable discussions and presentations. IFC member, Caitlin Loving has been working with the NHLA Conference committee about possibly hosting an IFC roundtable, "Are you a Censoring Librarian?" to be led by Caitlin Loving and Julie Perrin at the Spring Conference.

Additionally, the committee has been asked to present on privacy and IF topics to the Hillstown Library Cooperative at their June meeting.



The Committee chair sent out an email on the nhais listserv regarding the April initiative #ReadingWithoutWalls. The Jaffrey Public Library is using this diversity initiative as a library-wide theme in April, and we hope that other libraries may also choose to participate.

ALA has issued several statements in the present political climate, reaffirming our commitment to intellectual freedom, privacy, and diversity in public libraries. Librarians play an ever-increasing role in helping patrons with news literacy.

Intellectual Freedom News & Education

The ALA Office of Intellectual Freedom sent out an extremely long list of challenges and news stories, reflective of the current state of affairs. Please consider subscribing to their blog: <http://www.oif.ala.org/oif/>

ALA OIF also sent out a reminder that they need censorship and challenges to be reported. If members aren't sure how to go about that, they may contact our committee, but we also encourage everyone to view ALA's free webinar, published in January, Webinar: Your Guide to Reporting Censorship: https://youtu.be/C_VHUiZPxwo

Respectfully submitted,

Julie Perrin, Chair NHLA-IFC

Liaison Reports

New England Library Association Report for NHLA Board February 2017

- NELA approved our 2017 budget.
- Plans are in the works for the Fall Conference to be held in Burlington, Vermont October 22nd-24th.
- Joint memberships continue to go well.
- Next full board meeting is March 17th.

Respectfully submitted,
Denise M. van Zanten
NHLA Representative to NELA

ALA Councilor Report

February 2017



My full report is available on the [NHLa Blog](#) and was distributed on the NHAIS list, but highlights of my time at the ALA Midwinter Meeting in Atlanta included discussion around several resolutions including a *Resolution on Gun Violence Affecting Libraries, Library Workers, and Library Patrons*, a *Resolution on the Education Requirement for the Future of ALA Executive Director*, and a *Resolution Establishing Family/Caregiver Status as a Protected Class in ALA Volunteer Work*.

In Atlanta, I was elected by Council to serve on the 13-member search committee for the next ALA Executive Director. The current executive director is retiring in July after 15 years leading the organization. I am thrilled that small public libraries and the NH Library Association will have a seat at the table.

Also valuable was a town hall forum regarding association values in uncertain times facilitated by Cheryl Gorman from the Harwood Institute and an opportunity to meet Dr. Carla Hayden, the Librarian of Congress.

Since the Midwinter Meeting ALA has issued a couple of press releases that may be of interest:

[ALA Affirms Support for NEH, NEA, 2/2/2017](#)

[ALA opposes new administration policies that contradict core values, 1/30/2017](#)

Respectfully Submitted,
Amy Lappin
ALA NH Chapter Councilor, 2016-18
Deputy Director
Lebanon Public Libraries
Lebanon, NH

Report from Ann Hoey, NHSL liaison

February 10, 2017

Janet Eklund resigned her position as Administrator of Library Operations. For questions about the Public Library Annual Report, please contact Bobbi Slossar or Ann Hoey.

The State Library is seeking a waiver in order to fill the vacant Head of Reference Services position.



Governor Sununu has proposed merging the Department of Cultural Resources with sections of the Department of Resources and Economic Development to create a Department of Natural and Cultural Resources.

NHLTA Liaison Report

<http://www.nhlta.org/>

The NHLTA Board did not have a January meeting; met on February 10, 2017

Library Director Appointment: Format

Reviewed sample documents regarding appointment of a library director, and contract formats for a library director. Will determine what, if any, format we can make available on our website.

Volunteers and Confidentiality:

Reviewed legal opinion regarding volunteers and confidentiality. Will develop a policy to address this issue.

Membership:

Renewals:

All member libraries from last year have renewed for this year, with the exception of five. Marty will contact the five to remind them and to see if there are any reasons other than not remembering to renew.

Never Members:

Marty is updating the list of library's whose trustees have never (or not recently) been members and will contact them to determine why they are not members. Many of the non-member libraries are quite small, but they still have trustees. The Membership Committee and the Board will discuss how best to make sure that the trustees from those libraries can benefit from the offerings of the NHLTA. At a minimum, those trustees will be alerted to our website and all that it offers.

Tech Team:

The Board began the discussion of our technical needs and how best to meet them. The first step will be to create a Tech Team Committee to build on the Board's ideas and to present a proposal to the Board regarding meeting these needs.



Legal Assistance:

The Board is in the process of determining what, if any, free legal assistance the Board's pro bono attorney can offer member trustees before offering them fee-based services. A policy will be created to address this.

Regional Trustee Meetings:

The Board discussed identifying two or three Co-op districts where the Regional Trustee Meetings program could be reactivated. A timetable for identifying and contacting area trustees to set up a first meeting was discussed.

NHLTA Annual Conference 2017.

The NHLTA Annual Conference will be held at the Grappone Center on Wednesday, May 24, 2017.

Marty Davis

NHLTA liaison

martydavis@myfairpoint.net

603-543-1719

Adjournment

Meeting adjourned at 3:43 PM. Next meeting April 11th.

Respectfully submitted by Matthew Gunby