



NHLA Minutes

Tuesday April 11, 2017 2:00-4:00

New Hampshire Municipal Association, Concord NH

Meeting called to order at 2:01 PM

Members Present: Marilyn Borgendale, Deann Hunter, Cara Barlow, Dara Bradds, Matthew Gunby, Edmund Lowe, Randy Brough, Amy Lappin, Kate Thomas, Jenn Hosking, Letty Goerner, Sussanne Cortez, Marty Davis, Marita Klements, Edmund Lowe, Marina Buckler.

Approval of Minutes from February

Motion to approve minutes as written made by Cara Barlow seconded by Amy Lappin.

Motion carries unanimously.

President's Report

My primary activity this month has been working on the NHLA advocacy plan around the #SaveIMLS and Fight for Libraries. Christine Friese (Advocacy chair), Randy Brough (Legislative chair), Amy Lappin (ALA Councilor) and I collaborated to provide the members a tactical response to the proposed cuts. Although our delegates are supportive of libraries, it is critical that they hear from us and NHLA members came through. The campaign will be on-going as good programs will be cut from the federal budget and we need to ensure libraries are not among them.

I have also met with the NHLTA legislative committee to ensure a coordinated approach. They are happy to work with us, although national legislation has not been their focus in the past.

The NHLA Officers met focusing our discussion on the proposed FY18 budget. We want to be sure it reflects the priorities we want to undertake this year, including advocacy and the website/logo replacement.

Marina and I have been talking about an approach to the new website, including choosing a theme that is mobile-first. We will be convening a meeting, after the Spring Conference, with representatives from interested committees and sections to be sure the website includes what is needed.

I have joined recent GoToMeeting meetings of the IFC and Continuing Education committees and may show up to other Section and Committee meetings.

The State Library and the NH History/DPLA project has signed up with DPLA for a six-month trial period for HYDRA in a Box.

I am also looking for more individuals to work with Maria Schroeter on the NHLA Facebook and Twitter and other social media of which we should be a part.



Marilyn Borgendale

Treasurer’s Report

Cara Barlow, NHLA Treasurer

Deann Hunter, NHLA Assistant Treasurer

Financial Report

Deann and I will be bringing hard copies of the following documents to Tuesday’s meeting:

- NHLA’s March 2017 Profit & Loss Statement
- NHLA’s Balance Sheet as of March 31, 2017.
- Proposed Draft Budget for FY18

NHLA’s total assets as of March 31, 2017 were \$144,382.52

Our books are in order and everything is proceeding smoothly.

Below is a listing of cash held by each account as of March 31, 2017. *Caveat: I’m extracting this data from QuickBooks and the Citizens Bank statement before Brenda completed the reconciliations; if the numbers change I will bring a revised report to the Tuesday, March 11 meeting.*

NHLA	\$67,126.32
CHILIS	\$11,198.16
READS	\$5,273.76
PARALIB	\$2,149.28
URBANS	\$2,868.47
YALS	\$4,195.62
ITS	\$15.60
WINCHELL LOAN (revolving fund)	\$24,299.55
NORRIS (scholarship)	\$5,442.28
MACDONALD FUND (continuing ed/professional development)	\$21,813.48

Past President’s Report: Nothing to report at this time.

Membership

- Membership is up to 704 total members.
- We still have 174 renewals pending payment, so I would expect our membership to grow again by my next report.



- Amy Lappin is working with ALA to make sure NHLA is listed on their site for dual student membership. As of now we haven't seen an increase in student membership, but anticipate that will change when we are one of the states listed for this dual membership.

Old Business:

Spring Conference

- There are currently 122 members and 13 non-members registered for the Spring Conference.
- There are 13 people registered for the NHSLMS ½ day conference.
- We are competing with Connecticut for vendors. Their conference is also May 4th and 5th. Steve is still looking to add more vendors. At last count 12 vendors.
- As of this report there are 60 hotel rooms booked.
- Presenters are all confirmed.
- I am reviewing surveys to determine room assignments so schedules can be printed.
- I will have an update from the hotel on Monday, April 10th to see where our numbers stand after the cut off of room bookings.
- Hotel is booked so not an issue that conference did not meet quota.
- \$15,525 in dues to date.
- New deadline is day of, but there will be a late registration charge. \$100 for members/day, \$125 for non-members.
- Looking for volunteers to be in charge of dine-arounds.
- Potential for sections to have tables to fill vendor space.
- Talk about potential constant section for spring conference. This will be discussed after the conference.

Fall Conference:

- Hooksett Public Library Friday 11/3/17
- I will send out a Google doc after spring conference asking for possible venues for future conferences (section and committee conferences as well). Will request venue, capacity, technology capabilities, cost, and parking. Hopefully this will serve as a resource for future conference planning.
- Jeremy Johannesen has been secured as keynote speaker
- Erica Freudenberger will also present and facilitate a workshop
- Working on adding a possible 3rd speaker



Respectfully submitted
Sylvie Brikiatis
NHLA Vice President/President Elect

Legislative Committee

Budget did not pass House, but separate capital appropriation bill on which NHU-PAC option is included did pass the House. Next step it will be brought before the Senate.

Members of the House Appropriation Committee have been contacted by libraries informing them of the importance of this system.

New Business

Proposed budget for FY2018 [Could each section and committee come with a two-sentence narrative on how their budget supports their mission?]

Paralibrarian: funds go almost exclusively to educational opportunities for members of paralibrarian section.

ITS: does not currently have a budget.

CHILIS: 2017-2018 Budget reflects our efforts to support and promote library services to children throughout the state and the professional development of its members. This will be accomplished by conferences emphasizing early literacy efforts and summer reading programs, scholarships and awards, and the continued support of the Kids Books and the Arts program, the New Hampshire 1000 Books Before Kindergarten Program, and the Collaborative Summer Learning Program.

ALA: Budget provides for expenses associated with travel, hotel, meals and conference fees. Budget is generally set high to allow for eventualities of airfare, etc.

YALS: Majority of funds go to conference, which provides both professional development and continuing education opportunities.

READS: FY18 budget reflects our commitment to providing quality educational experiences for adult services staff (i.e. spring roundtables, fall conference, etc.), and improving our READS-TO-GO book bag lending service through the use of an online reservation/tracking system (KitKeeper by Plymouth Rocket). Increases in our budget lines for the annual fall conference and READS-TO-GO are off-set by the projected income of our fall conference.



Website and logo

Important to have members of each section/committee available to discuss website and logo.

Increase of budget for website/logo to allow for worst case scenario.

Overall Budget

Current budget exceeds income, but potential for alternate funding, particularly through MacDonald's fund, also currently have sufficient funds in account to allow for this.

Deann will email budget including the Section budgets.

Motion to accept amended budget made by Cara Barlow, seconded by Kate Thomas. Motion carries unanimously.

According to current by-laws, checks need to be co-signed by President unless determined otherwise by the the Executive Board. Consider option to give treasurer the authority to sign (without co-signature) any check under \$1000.

Logistics need to be considered, for how checks will be co-signed, particularly if president and treasurer are geographically far apart.

Motion made by Randy Brough to allow for any check in calendar year 2017 under \$1000 to be signed by treasurer exclusively. Motion seconded by Amy Lappin. Motion carries unanimously.

Will be discussed at next by-law discussion in October as well as at a future officers' meeting.

NHLA advocacy plan

How does the EB fit in?

Letter to Representatives and Senators in support of IMLS

Relationship with the NHLTA

Marilyn has emailed Michael York to find exactly what IMLS and LISTA funding provides in this state, she will contact him again.

Marilyn will craft letter from NHLA to send out to Congress members to be voted on by Executive Board.

Other Business:



Anything Sections or Committees want to particularly highlight

ITS: potential topic for July in Tamworth. HTTPS and SSL protocol.

ALA Student Membership: Dara will be primary contact, but receipts will also be sent to Deann.

Section Reports

Academic:

We have been diligently working on developing workshops for the NHLA Annual Conference in Portsmouth on May 4-5th. We have arranged the following workshops to be led by academic and public librarians from NH, VT and MA:

- **Shapiro Library Innovation Lab & Makerspace: Three Years of Adapting to Change**
- **#PulseOrlandoSyllabus : Creating Safe Space as an Ally**
- **The Confidence Gap: How Libraries and Librarians can Empower Women**
- **Legal Reference: Avoiding the Shoals and Finding Your Safe Harbor**
- **Copyright Issues in Academia**
- **Roundtable: “When the Reef is in Danger, the Fish Must School: Exploring Collaboration Between Academic, Public and School Librarians”**
“In this age of tighter budgets and increased interconnectedness, libraries of all stripes need to investigate how they might collaborate to service their users. This open discussion will examine the question, “How might academic libraries, public libraries, and school libraries in college communities across New Hampshire collaborate together?” To help lead our discussion will be two academic librarians and one public librarian from college towns across the state”.

Respectfully submitted,

Karin Heffernan, Academics Section Chair

Chelsea Lemley, Academics Section Representative - Conference Planning Committee

Sam Lavoie

CHILIS Report

CHILIS held its spring conference and Kids Books and the Arts Performer’s Showcase on March 30th at the Derryfield School in Manchester. Letty Goerner, the CHILIS appointed VP/President Elect was formally elected by general acclamation by our membership. The CHILIS Librarian of the Year award was presented to Kayla Morin of the Goodwin Library in Farmington New Hampshire for her resourceful dedication to youth services librarianship. Christine Friese, NHLA Advocacy Chair gave a talk about advocacy in youth services librarianship, with a special emphasis on summer reading programs. CHILIS members were encouraged to apply for a visit



from the Boston Bruins mascot as part of the 2017 Summer Reading Program, and also to apply grants from the Kids Books and the Arts program to bring showcase performers to their libraries this summer.

The CHILIS Fall Conference will take place on October 19th at Colby Sawyer College in New London New Hampshire. There will be a focus on early literacy at the conference.

Respectfully Submitted,
Amber Coughlin
CHILIS President

YALS section report

YALS met March 23, 2017 at the LGC. The discussion centered around conference planning for our annual conference scheduled for September 28, 2017 as well as the Flume and Isinglass Awards.

Flume Isinglass

On March 9 at 3:30 YALS members and school librarians met to discuss the possible merger of the two awards into one. We had a lot of feedback from school librarians in opposition to the merging of these two awards. YALS decided to keep them as two separate awards both to be run through YALS. There will be a joint Flume/Isinglass Committee with co-chairs, one for each award. The voting time line and rules will be the same for both awards, moving the nomination process to the month of April.

Changes to the Isinglass Award are:

1. The nomination list will be reduced to ten titles instead of the previous twelve.
2. The publication dates must be within the last two years.
3. The Isinglass Award information will be added to the Flume Wiki

The nomination lists will be selected by April 19, 2017. The time line for the Flume has recently changed with the list of nominated books being selected in April. This slate of books will be



presented at the NHLA conference in May. The next Flume winner will be chosen in April 2018 due to the change in selection time. Starting now and going through April 15th please encourage your young adults to nominate titles for the current Isinglass and Flume lists. YALS also agreed to allow input from librarians in the nomination process for both awards. We are still definitely keeping this a teen reader's choice award, but if a book is flying off the shelves librarians may nominate the title on behalf of teen readers.

We are looking for people to join the new Flume and Isinglass committee. Please email Tanya Ricker YALS VP and Chair of Flume Award Committee (tanya.ricker@peasepubliclibrary.org) if you are interested. We are going to have our meeting to choose the new Flume and Isinglass nomination titles (to be announced at the NHLA conference) on Wednesday, April 19th at 3:30pm at the Local Government Center.

Respectfully submitted,
Susanne Cortez
YALS President
Lebanon Public Libraries

ITS:

IT Section has not met again since February, but Kate Thomas has been helping with conference planning. The IT section is sponsoring 4 programs at the NHLA spring conference May 4-5: Extreme Excel with Peggy Thrasher; Tools to make Advertising a Breeze with Mark Glisson and Janet Arden; They Won't Even Know They're Learning (STEM and the Pre-Schooler) with Kate Butler and Betsey Martel; Google Analytics with Tammy Gross, Steve Butzel, and Kevin Flavin.

Due to the conference in May, ITS won't be meeting again until July 19 at 1PM. Mary Cronin at Tamworth Library will be hosting our meeting. Subject matter to be determined, but if anyone has ideas of what they would like to learn, please let us know. Librarians who come to this ITS meeting will have the opportunity to join the Advocacy Committee at an after-hours event at the Tamworth Distilling and Mercantile and partake of a tasting, if desired. A special tasting fee



of approximately \$8-\$10 will apply. If anyone wishes to attend the ITS meeting and the after hours tour, please be sure to RSVP to Kate Thomas or Kate Butler.

Respectfully submitted,

Kate Thomas and Kate Butler

NHLA ITS Co-Presidents 2016-2017

READS Section Report for NHLA

Spring Roundtables are underway and have been well attended. Discussions have centered on Book Group programming; the Hooksett Roundtable on April 5 included a demonstration and in-depth discussion of KitKeeper. Discussions so far have focused on KitKeeper, finding books that stimulate conversation, outreach via community reads and senior centers, publicity, facilitating tips and using food as a motivator. Drawing in teens remains a challenge.

Our March meeting was primarily devoted to working on the fall conference. A lot of the planning is in place but many decisions remain, including a final choice of location.

READS has reached the point where we need to order new promotional materials, but we are trying to decide if we should use our recently chosen logo or wait until the NHLA decides on theirs; it has been suggested that each division could use a modified version of the main logo.

We also discussed recent political changes that will be affecting libraries as a whole, and what is appropriate for us to do as an organization. Since that meeting, I have been gratified to see regular communications from various factions in the NHLA and ALA that make specific action clear and easy. It is appreciated.

Respectfully submitted,

Nancy Miner

ULAC Report to NHLA

1. Discussion on IMLS funding- how each Library is promoting the importance of sustaining maintaining the IMLS funding and educating the public on how it affects their local Library.
2. Topic: Staff Reviews and Development
 - There was much discussion of how each of us does our staff evaluations.



- The group agreed to send out forms to share via e-mail after the meeting.
- Most of us use forms, some require quantifying with a numeric scale but most of us have a narrative format. Dee shared a resource that Manchester uses so our evals don't all sound the same. The book is called "Effective Phrases for Performance Appraisals: A guide to Successful Evaluations" by James E. Neal Jr. (published by Neal Publications, Inc.).
- Discussion on how raises are awarded, pay scale, pot of money to divvy up etc.
- There was also a discussion of the various activities we have all held for Staff Development. Speakers, topics, team building sessions. All day events, half day events.

3. Information Exchange:

- Rochester is celebrating the Library's 125th anniversary with various community events.
- Manchester survived our building renovations and we are looking forward to NLW events and our Wine Toss Fundraiser on April 12th.
- Goffstown has their "Human Library Event" on April 9th. Di went over the challenge they will be facing with their town renovations being done to Main Street this summer and how they can serve the public elsewhere in the community as accessing their building may be difficult during construction.
- Bedford's building is 20 years old so the town report was dedicated to the library this year. They did school vacation week events for the first time and had a great response. Money smart week is coming up.
- Concord has finished updating their auditorium area and is working on some other areas to spruce up including outside. ILS bid process in ongoing and Todd hopes to have a selection made by April.

Sincerely
Todd Fabian
Concord Public Library

NHLA Paralibrarian Section

Nineteen people have signed up for the Reference Interview class presented by Susan Brown of the Derry Public Library. The spring Cataloging class taught by Linda Kepner is full and the Section is considering offering it again in the fall. We are also investigating offering classes related to Children's Services and developing conference presentations.

The section is sponsoring five programs at the NHLA Spring Conference: Preparing Your Paralibrarian Certification Application; Documenting Local History by Bob Catrell; Change Direction NH, the mental health awareness initiative by John Broderick; Library Lockdown by



the Manchester PD; and a joint program with READS, Using Social Media to Enhance Professional Development.

The Section is holding elections in the fall. The Vice President position will be open.

Respectfully submitted,

Edmund Lowe
President
NHLA Paralibrarian Section

Committee Reports

Scholarship Committee Report:

We've received a number of applications for the April deadline and the committee will review them soon. I haven't had a legal review of the revised Winchell contract yet.

Advocacy Committee:

Save the Date: **Wednesday July 19th the Advocacy Committee's "Librarians After Hours"** event in will take place after the ITS July meeting, hosted by Cook Library in Tamworth, NH. Following the meeting the Librarians After Hours will be a **4:30 pm private tour of the Tamworth Distilling and Mercantile** (<http://tamworthdistilling.com/>) and partake of a tasting, if desired. A special tasting fee of approximately \$8-\$10 will apply. Look for details on this central NH "After Hours" with colleagues!

Thanks to Mary Cronin for the updates to the [Advocacy Toolkit Page](#) – they couldn't have come at a better time. The committee has also gained two new members last month and are looking for more as we try to keep everyone aware of advocacy opportunities.

In preparation for May 2 Legislative Day in Washington, DC. I am seeking stories of how NH libraries are transforming people's lives. Please share heartwarming, unique or surprising ways in which your work has shown positive outcomes we can share with our federal delegation offices.

Respectfully submitted,
Christine Friese, chair

Bylaws: No report submitted.

Continuing Education: No report submitted.



Legislative:

HB 25, containing Cultural Affairs appropriation for new ILS, has been passed by the House. Next step is the Senate. So far, so good. Thanks to librarians across the state who have reached out to legislators to lobby for passage of HB 25.

On the Federal level, NH Representatives are supportive of our efforts to retain full IMLS funding. Thanks to Marilyn, Christine, and Amy for spearheading NHLA campaign.

Randy Brough
NHLA Legislative Committee Chair
Laconia Public Library

Intellectual Freedom Committee

The committee met in March using GoToMeeting. Topics included a review of the website updates and future plans, as well as a discussion of the round table planned for the Spring conference. Issues in the present political climate were briefly discussed. It was agreed that periodic use of the NHAIS list seems to be an effective way to communicate with the librarians around the state, but also to address IF issues when they come up. A recent example was a question regarding applying/discontinuing age restrictions on DVD checkouts. This was a great opportunity to remind our membership of our code of ethics, and in this case, specifically, ALA's *Access for Children and Young Adults to Nonprint Materials - An Interpretation of the Library Bill of Rights*.

A meeting is planned for April 6 which will focus on the content for the NHLA conference roundtable discussion.

As we prepare for Choose Privacy Week, May 1- 7, 2017, please consider a review of the news and resources related to privacy and confidentiality. #choose privacy

- Free ALA Webinar: [Practical Privacy Practices](#) on April 13th
- [Congress just killed your Internet privacy protections](#) | CNN Tech
- [Outrage grows over Congress' Internet privacy vote](#) | CNN Tech
- [VPNs won't save you from Congress' Internet privacy giveaway](#) | Wired
- [Protecting patron privacy](#) | Library Journal
- [Stephen Colbert denounces Congress' vote to end internet privacy rules: 'Something we can all hate together'](#) | Business Insider

Respectfully submitted,
Julie Perrin, Chair



Liaison Reports

New England Library Association Report for NHLA Board

- NELA opened a savings account. This account will be used to keep our Educational Assistance and other designated funds separate from our operational funds which are currently all housed in the checking account.
- Attended the full board meeting on March 31st. Discussion was held about adding an Executive Director position to NELA. This is still in the early planning stages.
- The Fall Conference to be held in Burlington, Vermont October 22nd-24th is being worked on.
- NELA will be hosting a Diversity Summit on July 26th, 2017 at the Hadley Farms Meeting House in Hadley, Massachusetts.

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

ALA Councilor Report

The past month has focused on advocacy. The first draft of the Trump budget called for the elimination of IMLS funding. ALA was quick to mobilize and there have been a flurry (maybe a frenzy?) of conference calls and email blasts from both ALA President Julie Todaro and the ALA Washington Office. I expect this to be a new normal for some time. We are all being urged to talk to our congresspeople and local politicians. Call, tweet, or email. Invite them into our libraries. Show them how awesome we are. To stay on top of these issues, I recommend subscribing to [District Dispatch](#). I will continue to forward information as I receive it.

ALA presidential and council elections ended on April 5. The results will be announced on April 12, 2017.

Michael Dowling, Director of the ALA Chapter Relations Office, will be attending the NHLA Spring Conference in May. There will be an ALA table in the exhibit area, but he will also be available throughout the conference to talk to anyone regarding ALA issues or initiatives.

Finally, I have been appointed to the ALA Chapter Relations Committee. My term will begin at the end of the Annual Conference in June.

Respectfully Submitted,
Amy Lappin



ALA NH Chapter Councilor, 2016-18
Deputy Director
Lebanon Public Libraries
Lebanon, NH

Report from Ann Hoey, NHSL liaison

Since the Governor recently lifted the hiring freeze, we will be moving ahead to replace the head of Reference Services.

After we complete the public library annual report for 2016, we will be working on the next five-year plan for LSTA funding. This plan is due the end of June.

Respectfully submitted,
Ann Hoey
NHSL liaison

NHLTA Liaison Report

Center for the Book Advisory Committee:

Marty Davis appointed as NHLTA representative.

Development of Regional Meetings:

Reviewed survey response from interested libraries. Will begin organizing meetings in June. Meetings will probably begin with a short “formal” presentation on a topic of interest, and then dedicate time to discussing that topic as well as accomplishments or issues being experienced by the libraries represented. Both trustees and directors will be invited to attend. Frequency of meetings will likely be quarterly, although final schedules will reflect the interests of each regional group.

Membership:

With phone and letter efforts to member libraries who have not yet renewed their membership for this year, and to libraries which have never been members or who have not been members for some time:

- Renewals: there are two outstanding libraries who have not renewed, and they likely will renew.
- Never Members: four of the twenty-six libraries contacted plan to join. We now have a better understanding of why non-member libraries are not members. Cost is rarely the issue. A few of these libraries are very small and don't feel the need for our services for the limited trustee management required for their libraries. A few have trustees who are just not interested in being members, but these cases are few. One library is



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seasonal and considered by the community to be more of a community “reading room”, than a formal library.

Branding:

The branding and logo development committee will send RFP’s to New Hampshire design companies.

Adjournment

Meeting adjourned at 3:18. Next meeting Tuesday June 13th at 2:00 PM

Respectfully submitted by Matthew Gunby