



NHLA Executive Board Meeting

Tuesday June 13, 2017 2:00 PM

New Hampshire Municipal Association, Concord NH

Members attending: Marilyn Borgendale, Sylvie Brikiatis, Matthew Gunby, Cara Barlow, Deann Hunter, Jenn Hosking, Denise van Zanten, Dara Bradds, Amber Coughlin, Kate Butler, Todd Fabian, Suzanne Cortez, Edmund Lowe, Christine Friese, Julie Perrin, Randy Brough, Sarah Leonardi, Ann Hoey, Marty Davis, Marina Buckler, Marita Klements

Meeting called to order at: 2:00 PM

- Approve minutes of April 11, 2017 meeting. **Motion made Cara Barlow, seconded by Jenn Hosking. 3 abstentions. Motion carries.**
- [President's Report](#)
- [Treasurer's Report](#)
- Small Rural Library Conference planned for 2018.
- NELA will be taking over running of mentor program as this is a program they are trying to revitalize throughout New England.
- Nominating committee: Sylvie Brikiatis and Amy Lappin to join Jenn Hosking. **The Executive Board has approved this committee.**
- Open questions for NELS coordinators.
- FY2018 Budget: review FY2017 expenditures and revise FY2018 budget
 - If the EB wants to allocate reserve funds to balance the proposed deficit, we need to add that to the budget so planned income and expenditures balance
 - Need to have paper and digital finances match: restricted funds must not be mingled with unrestricted funds
 - Question about payment being made from CHILIS for speaker. Needs to be deducted from the MacDonald Fund. **Dara Bradd will look into creating appropriate transfer form to resolve this.**
 - Questions regarding income generation for NHLA. Some states use the spring conference as a means of revenue, this has not been done here historically.
 - The Spring 2019 Conference will need a venue deposit in FY2018.
 - \$1000 added for Spring 2019 Conference.
 - Budget balanced through general fund.
 - **Motion to amend 2018 budget made by Randy Brough. Seconded by Sylvie Brikiatis. Motion carries unanimously.**
- NELS 2017 funding
 - NH has 8-9 viable candidates for the NELS program and we have been told there is room for 8. (I'm waiting for confirmation on the exact numbers.)
 - The Continuing Education committee has proposed supporting 6 candidates for the base fee (which is about \$500 per student) and scholarships for \$350 of the \$600 fee to each student.
 - NHLA uses McDonald funds to support NELS
 - **Maximum of 6 candidates and \$5100 will be allocated by NHLA towards NELS. \$500 per person and scholarship of \$350 current position presented by NELS seconded by Edmund Lowe. 2 opposed, 2 abstentions. Motion carries.**
 - **This motion was amended by online vote, the results are as follows:**



- **The motion to support NELS and the NELS participants for \$5200 this year has passed.** I count 23 voting members and 13 have voted in favor of the motion. There were two abstentions. The money will come from the MacDonald Fund.
 - Costs to MacDonald Fund responsible usage?
 - What is the desired balance on this account?
 - Making applicants aware of all scholarship opportunities.
- Spring 2019 conference
 - Proposed dates are May 9-10.
 - Dara Bradds has agreed to continue as co-chair, joined by Denise van Zanten.
 - Full evaluation with the EB of the Spring 2017 conference is scheduled for the August meeting.
 - Conference committee will meet before August meeting.
 - Way to maintain continuity from conference to conference.
- Website design
 - What do we need to have on new website?
 - Policies, section and conference materials.
 - Determining what brings traffic to the website.
 - Scholarships and continuing education.
 - Policy on who can maintain/update website. Updating permissions after elections.
 - Scholarship and reimbursement requests.
 - News and networking.
 - Handbook/job description
 - Perpetual links/sticky content.
- Report back from the Legislative and Advocacy committees on Library Legislative Day and other activity.
 - 8 pages of library stories.
 - Presented to staffers and Senator Hassan.
 - Funding for ILS has gone through Senate committee and full Senate. Supported by both parties.
- [Initial draft retention policy](#): what concerns are not addressed? Sarah Leonardi will share Scholarship's Retention policy with Marita Klements.
 - Policy on archiving live documents after NHLA's election.
 - Including scholarship applications.
- Highlights from other reports
 - [President Elect](#)
 - [Past President](#)
 - [Academic](#)
 - [ITS](#)
 - [Paralibrarian](#)
 - [READS](#)
 - [YALS](#)
 - [CHILIS](#)
 - [ULAC](#)
 - [Scholarship](#)



- [Advocacy](#)
- Bylaws: no report submitted
- Legislative: no report submitted
- Continuing Education: no report submitted
- [Membership](#)
- [Spring Conference](#)
- [Intellectual Freedom Committee](#)
- [New England Library Association](#)
- [ALA](#)
- [NHLTA](#)
- [State Library](#)
- Adjourn at 3:42 PM



NHLA President's Report June 2017

NHLA President's Report June 2017

The Spring Conference was a success and a good opportunity for me to work and network with many of you. At the raffle, we raised \$753 designated for scholarships. Along with the NHLA Officers, I have committed NHLA to a 2019 conference and asked Dara Bradds and Denise van Zanten to co-chair the committee.

I had an opportunity to attend the May READS and CHILIS board meetings. In addition to being part of their agenda, I talked about the plans for redesigning the website and securing a new logo that could be modified for each section and I also announced the plans for a Spring 2019 Conference.

Advocacy and the #SaveIMLS fight for libraries continues to be a significant part of my efforts. Christine Friese and I met to debrief from Library Legislative Day. She shared the contact information of one of Senator Hassan's legislative aids and I approached her on behalf of the NHLA to encourage the Senator to sign the Dear Appropriator letter for the IAL, too. ALA hosted a webinar for chapter leaders on next steps in advocacy. As our plan suggests, the summer is a good time to ask your Representatives and Senators to visit your libraries—especially during the August recess. Another outcome of the webinar is that ALA will be assisting Christine and me in setting up the Engage software for advocacy.

Marina Buckler and I met to talk about the new website project and she is setting up a meeting in the next few weeks. We want to have at least the main NHLA site implemented by November.

Lara Croft is chairing the Small Libraries Summit which is scheduled for April 26, 2018. Libraries from towns of 1500-3000 population will be invited first. Sylvie and I are working with Lara and the first announcement will go out this summer.

The Officers met in May and continued our discussion on finances and the duties of the treasurer, treasurer-elect and bookkeeper. The officers asked the treasurer to provide more information to the Executive Board on the investment funds and would like to review the investment policy NHLA has for them. I am now registered with the bank so I can co-sign checks with Cara Barlow for any expenditures over \$1,000. We are recommending that instead of initiating our own list of potential mentors, that we participate in the experts list that NELA is spearheading.

One of my most rewarding experiences was being part of a University of North Texas class webinar on the importance of joining professional organizations. I presented along with representatives of the Maine, Massachusetts and Vermont Library Associations and NELA.

Since NHLA does not currently have a promotional piece, I created a bookmark to have at the NHLA tables at our conference and at the NHLTA conference. Lisa Jose from Membership, Christine Friese from Advocacy and Yvonne Loomis, who does graphic design for the Manchester City Library, will be meeting this summer to create an NHLA brochure.

Sylvie Brikiatis and I represented NHLA at the NHLTA conference; we did not get many questions, but we had the banner and bookmark. I have been trying to work more closely with NHLTA and they have designated a liaison for our Advocacy and Legislative committees.



After many emails and calls, I learned more about NHLA's responsibility for NELS—including that they would have space for more NH participants this year. I asked the Continuing Education committee to make a proposal as to how many students they recommend NHLA support and at what level as the funds for NELS come from the McDonald fund.

Lisa Jose has agreed to serve as Membership Chair. We have started talking about membership becoming a real committee and thus have the ability to undertake outreach, as well.

The Nominating Committee is chaired by Jenn Hosking, the past president. Amy Lappin and Sylvie Brikiatis have agreed to serve as well, but according to the bylaws, the committee members need to be approved by the Executive Board.

Marilyn Borgendale
NHLA President

Updated 6/13/2017



NHLA Treasurer’s Report

Cara Barlow, NHLA Treasurer

Financial Report

Please find attached:

- NHLA’s Profit & Loss Statement as of June 7, 2017
- NHLA’s Balance Sheet as of June 7, 2017
- YTD FY17 budget
- Proposed Draft Budget for FY18 unrestricted funds, with notes
- Proposed Draft Budget for FY18 restricted funds, with notes

NHLA’s total assets as of May 31, 2017 were \$208,388.79

Proposed Draft Budget for FY18

- Because there are a number of proposed new spending initiatives on the part of NHLA in FY18 and the income remains the same, the draft FY18 budget is coming in at a deficit.
- The attached draft budget points out the new spending.
- There is money in the NHLA general operating fund from previous years to cover this cost for one year, but if the association follows this pattern going forward we will need to plan for ways to increase our income.

Restricted Funds

- There have been questions about the restricted funds, so following is some clarification.
- NHLA has **three** restricted funds. Two are trusts held by the NH Charitable Foundation. Following are the names and the amounts of principal:
 - The Adam and Jane **MacDonald Fund** for Librarian Training: \$65,106
 - Distributes approximately \$2600 each March
 - New Hampshire Library Association Scholarship Fund (AKA **Norris Fund**):\$56,535
 - Distributes approximately \$2400 each March
- We also have the **Winchell Loan Fund**, a revolving loan fund held by NHLA.
 - A revolving fund has no income other than the loan repayments.
 - A recipient has up to five years to repay their interest-free loan; there is no set schedule of payments.

FY17 NHLA Spring Conference

Following is the financial information as of June 7, 2016:

Income - Registration & vendors	\$28,840.00
Income - MacDonald funds	\$4,506.00



Income - CHILIS funds	\$634.00
Total income	\$33,530.00
Total expenditures	\$37,786.00
	-\$3,806.00

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

NHLA	\$60,017.99
CHILIS	\$16,604.92
READS	\$5,316.16
PARALIB	\$2,726.43
URBANS	\$2,878.78
YALS	\$4,287.69
ITS	\$15.60
WINCHELL LOAN (revolving fund)	\$24,798.55
NORRIS (scholarship)	\$5,442.28
MACDONALD FUND (continuing ed/professional development)	\$19,834.48



President Elect NHLA Board Report for June 2017

Fall conference planning continues. The caterer has been secured and I am currently working on the schedule for the day. I will request bios and program descriptions from speakers. As soon as those are in hand, work can begin on brochures etc.

I attended a new ALA Chapter leader orientation on 6/8/17. This is the first orientation of this kind that has been offered. I found it very helpful. My understanding is that another orientation webinar will be offered in November for both current Chapter leaders and leaders-elect.

Respectfully submitted by Sylvie Brikiatis, NHLA President elect.



NHLA Past President's Report

On May 25th I sent out a request for Ann Geisel Award nominations. This request was distributed through the NHAIS-L listserv, Wild Apricot and posted on NHLA's website. The deadline for submissions is June 30th. Submissions will then be reviewed by the nominations committee which consists of me, Amy Lappin and Sylvie Brikiatis.

Respectfully Submitted,
Jenn Hosking



NHLA Academics Section Report

The Academics Section hosted 6 workshops and a round table discussion at the NHLA Annual Conference May 4/5, 2017:

- Copyright Superpowers of Libraries: Risk & Reward - Kyle Courtney, Harvard Law Library
- #PulseOrlandoSyllabus: Creating Safe Space as an Ally – Lydia Willoughby, SUNY-New Paltz
- Diversity & Social Justice in Libraries – Myrna Morales – Community Change, Inc.
- Legal Reference: Avoiding the Shoals and Finding Your Safe Harbor - Mary Searles – NH Law Library
- Shapiro Library Innovation Lab & Makerspace: Three Years of Adapting to Change –
 - Chris Cooper & Jennifer Harris, Shapiro Library – SNHU
- The Confidence Gap: How Libraries & Librarians can Empower Women – Brooke Gilmore, Women’s Center – SNHU
- Roundtable: “When the Reef is in Danger, the Fish Must School: Exploring Collaboration Between Academic, Public and School Libraries (featuring: Cary Jardine, Keene Public Library; Anne Jung, Lamson Library – Plymouth State University; Melinda Malik, Geisel Library – St. Anselm College)

The Round Table discussion drew 33 librarians from public, school and academic libraries for a lively discussion of collaboration activities and opportunities between the 3 types of libraries. Chelsea Lemley is going to spearhead an effort to provide a forum for sharing these and future activities and ideas for collaboration through a free online platform. Possibilities include Facebook, a blog, or something else... depending on the new NHLA website capabilities. The overwhelming positive response to this session indicates the potential for this type of interaction between academic libraries and other libraries.

At the August Board meeting, the Academics section would like to revisit the possibility of becoming a Liaison instead of a Section. A rationale will be presented at that meeting.

Respectfully submitted,

Karin Heffernan
Reference & Instruction Librarian
Southern New Hampshire University
k.heffernan@snhu.edu



NHLA IT Section Report

The IT Section was pleased with the participation in our sponsored programs at the spring conference, and thanks everyone involved, especially the conference committee and our presenters, for their hard work.

The next ITS meeting will be held Wednesday, July 19, 1PM at Cook Library in Tamworth, NH. The topic will be “Securing your website”, specifically talking about the difference between http and https, why it’s important for libraries to be aware of such things, and how to increase security for your patrons. We’re currently looking for a speaker.

The Advocacy Committee will also be holding a “Librarians After Hours” in Tamworth following the meeting, with the opportunity to participate in a private tour of the Tamworth Distilling and Mercantile and partake of a tasting (if desired). There is also a show at the Barnstormers Theatre that night. We hope people can join us for both the meeting and the after hours event.

Respectfully Submitted,

Kate Butler

NHLA IT Section Co-President 2016-17



NHLA Paralibrarian Section President's Report

Julie Spokane and Heather Rainier presented a program on preparing your Paralibrarian certification at the NHLA Spring Conference.

Mark Glisson from the Hooksett Library and Chuck McAndrew from Lebanon presented an Internet SelfDefense class sponsored by the section which was very well received.

The section continues to work on developing new classes for paralibrarians pursuing their certification.

Board member Sarah Cornell of Portsmouth Public Library created a survey for library administrators to collect data on how the Certification can benefit applicants professionally and financially. A link to the survey was distributed on NHAIS-L.

Respectfully submitted,

Edmund Lowe
Library Assistant

Nashua Public Library

President

NHLA Paralibrarian Section



New England Library Association Report for NHLA Board June 2017:

- Attended the full board meeting on May 19th. The board is reviewing our strategic plan and the roles of officers.
- A slate for NELA elected positions will be released to the membership shortly.
- NELS has received numerous applicants, 9 from NH! I am awaiting further instructions from the NELS co – chairs regarding the review process. Deb Hoadley will be serving as the NH mentor.
- The Fall Conference will be held in Burlington, Vermont October 22nd-24th. Key note speakers are being finalized and we just set the registration rates. We are ahead of where we were last year with vendor sign ups. The goal is to open registration by the end of June.
- Reminder to sign up for the NELA 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 again focused on advocacy. The push to get senators to sign the “Dear Appropriator” letters was a success. ALA President Julie Todaro reports that, “This year’s LSTA total of 45 tops last year’s support level by 33% and IAL’s by just under 20%.... Both the LSTA and IAL letters were bipartisan. You can find out which Senators supported the letters on our [online tracker](#).” Thank you to all of the NH Librarians who contacted our senators!

The ALA elections wrapped up in mid-April. The ALA president elect is [Loida Garcia-Febo](#).

It was great to have Michael Dowling, Director of the ALA Chapter Relations Office with us at the NHLA Conference in early May. Approximately, twelve people attended his ALA update and many more NH librarians were able to talk to him informally throughout the conference.

On May 24, I attended the first meeting of the ALA Executive Director search committee in Chicago. We are hopeful that a candidate will be selected by late October. I should note that all expenses related to the search committee including hotel/food/travel are coming from ALA, not NHLA.

I will be attending the ALA Annual Conference in Chicago at the end of June.

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



READS report for NHLA Executive Committee

June 2017

READS Conference Committee is actively working on the logistics of our Fall Conference, "Falling into Collections" to be held on Tuesday, October 10, 9am-4pm at the NH Audubon McLanney Center, in Concord. We also discussed the efforts of our Kit-Keeper team-within-a-committee, Brianna Hemmah and Martha Simmons, who did a great job training and answering questions at the NHLA Spring Conference. The only recurring problem with the new service is getting host libraries to remember to check and see if anyone has ordered their kit.

Thanks to Marilyn Borgendale, who attended our May meeting and brought us up to speed on the ongoing Logo/Branding efforts of the NHLA, which we need to dovetail with our own efforts to market READS to reach our target librarians. We are aiming for more of a Facebook presence and will do some outreach at our Fall Conference in an effort to spur members to volunteer for committees instead of having to rely on direct one-on-one recruitment by current board members.

We are also preparing to ask for submissions for our READS Award of Excellence, which will be announced at the Fall Conference. I hope the NHLA board will give this some consideration and instigate some nominations for a NH librarian that has contributed to Adult Services in a meaningful way.

Respectfully submitted,

Nancy Smith Miner
READS President



YALS Section Report to NHLA June 2017

Our latest meeting was May 25. We spent much of the time discussing the details of our fall conference to be held September 28 at the LGC. Our featured speaker will be Lisa Bunker whose first book, *Felix Yz*, just came out. This book is a great example of the We Need Diverse Books movement. Other topics being explored are teens and mental health as well as marketing through social media.

Nominations for the Flume/Isinglass awards are ongoing. If you have titles to nominate, our wiki is up and running - <http://flumeaward.wikispaces.com/>.

Respectfully submitted,
Susanne Cortez
YALS President



CHILIS report to NHLA

- CHILIS will hold its fall conference on Thursday October 19th at the Fireside Inn in Lebanon, NH. Siroj Ghoting will present workshops on early literacy. We have reached out to this year's Great Stone Face book award winner, Victoria Jamieson to see if she will be a luncheon speaker.
 - CHILIS is looking to restructure our spring and fall conference schedule. We will move our very popular performers' showcase to the fall conference, which will have a summer reading focus. The spring conference, which will alternate with NHLA's spring conference, will host the Great Stone Face Tea, and will focus otherwise on various topics pertinent to the professional development of CHILIS members. The first summer reading fall conference with performers' showcase will take place in the fall of 2018. The spring conference of 2018's location and topics have yet to be determined.
 - CHILIS would like to automatically subscribe new members to the webpage with their membership to make sure they are kept up to date with changes. Our membership chair is looking in to the best way to facilitate this.
 - There will be a sale on 1000 Books Before Kindergarten bags starting in the fall and lasting until the end of 2017. Bags will be sold for 2.50 each.
 - At its annual meeting in Charleston South Carolina this spring, CSLP chose its themes and artists for the next few years: Brian Pinkney is the artist/illustrator for the 2018 manuals. The theme is music and the slogan is "Libraries Rock." State representatives and voting proxies selected "A Universe of Stories" as the 2019 slogan and outer space as the larger theme for all age groups. Leeza Hernandez will illustrate. LeUyen Pham is the artist/illustrator for the 2020 manuals and Fairytales/Mythology/Fantasy will be the theme for all ages. The slogan will be determined at the meeting in Denver Colorado next spring.
 - CHILIS may appoint a representative to serve as the liaison with CSLP going forward as a new board position. It has been suggested that this person should serve a three year term.
 - CHILIS has decided that a committee comprised of the president elect, past president, treasurer and membership chair should be the conference committee going forward, and the conference co-chair and hostess positions should be eliminated. Anyone who wishes to join the conference committee is, of course, very welcome to do so.
- A. 2016:
- a. Children: On Your Mark, Get Set, Read
 - b. Teens: Get in the Game: Read
 - c. Adult: Exercise Your Mind – Read
- B. 2017: Build a Better World (For the first time, this theme covers all three age groups!)
- C. 2018: General theme of Music.



Scholarship Committee Report for NHLA Board Meeting

For the April deadline, the committee received 5 applications (4 requesting a scholarship only and 1 requesting a scholarship and a loan).

After much communication, the committee decided to grant the following awards:

Scholarships

Grace LaRochelle (Valdosta State University)

Steven Edmund Lowe (University of North Texas)

Marilyn Simons (University of North Texas)

AnneMarie Welch (University of North Texas)

Loan

Steven Edmund Lowe

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

Respectfully submitted,

Sarah Leonardi, Chair



Advocacy Committee Report to the Board June 2017

- May 1-2 Advocacy committee Chair attended Library Legislative Day in Washington with State Librarian Michael York and Legislative Committee Chair Randy Brough meeting with staff of Senator Shaheen, Representatives Kuster and Shea-Porter and with Senator Hassan herself. A great opportunity to share stories with them about the vital importance of federal funding just as the FY2017 vote was occurring and preparations were being made to address the FY2018 budget proposal from the White House which recommends ending the IMLS.
- May 4: over 20 people joined Bobbi Slossar and other Advocacy committee members for an After Hours get together for dinner during the NHLA Conference in Portsmouth. Much fun reported.
- June 29: after meeting online all year, thanks to GoToMeeting, the Advocacy Committee will gather in Concord for a face-to-face meeting, welcoming new members and brainstorming goals for the coming year. (11:00-1:00 25 Triangle Park Dr. Concord, NH) A brown bag lunch meeting. All are welcome but please RSVP to Christine for a number count (25 Triangle Park Dr. Concord, NH)
- The next “Librarians After Hours” event will occur July 19 at 4:30 in Tamworth following the ITS meeting (hosted by the Tamworth). On offer: a private tour of the [Tamworth Distilling and Mercantile](#) and a tasting, Cost per person: about \$15 for tasting and appetizers, payable at event. There is also a show at the [Barnstormers Theatre that night](#). Please RSVP by contacting Mary Cronin, 603-323-8510 or mary@tamworthlibrary.org, or if you have questions about directions, dining and/or lodging.



ULAC Report to NHLA

1. NHLA Conference recaps.

We felt like the programs were very good at the conference. Some highlights from our discussion were:

NHLA Lobbyist Bob Dunn presentation on "Politics in NH" and when to get active.

Adventures in Facilities: Mary Ann spoke about Bedford's Geothermal HVAC Project and Denise spoke about the renovations at the West Branch-Manchester after the flood last year and Sean Fleming from Lebanon spoke about the Kilton Library.

Director's Roundtable topic on Networking had good attendance.

Apply for a passport at my library. Cathy and Susan told of the Dover experience. Library receives \$25 per passport. They do the data entry by appointment. It takes 10 hours of training. Dover is not responsible for taking the passport picture.

STEM and the Pre-schooler. With a variety of STEM toys and games.

Taking Dewey Out of the Library and how to arrange the shelves. Hooksett is putting children's nonfiction into "neighborhoods"

Digitization: Tom Blake Digital is the manager of the Boston Public Library Digital Services Department. The library has formed a partnership with Digital Commonwealth and in 2011 began a project to digitize historic, cultural materials from libraries, museums, and historical societies throughout the state.

Lunch with Gene Ambaum of Unshelved who spoke on Customer Service delivering the message in his own humorous way.

Keynote Speaker

George Needham, Director of the Delaware County District Library in Ohio.

2. Information Exchange:

Concord

- a. How to do it festival tomorrow. Three hours long and 30 sessions. All in-house. Last year had about 300 attendees
- b. Community Center will open in June 2018. Concord will be putting in a pop-up library 3 days a week for 5 hours. They will reach a community that does not come to the downtown library.

Hudson

- c. Town Sustainability Committee exploring Solar Power. One of the members is a Library Trustee so may be exploring more options for the library
- d. Holy Cross is funding an Intern Work Study person.
- e. The library now has a part time bookkeeper

Rochester

- f. In the middle of the opioid crisis
- g. Started using a Debt collection firm
- h. Has been approved to add a full time Librarian I
- i. Free comic book day Jet Parker comics

Keene

- j. Renovation Addition project proceeding. If all stays on track, Construction could start September 1.
- k. Due to a retirement, will be advertising for an Assistant Library Director.



New Hampshire Library Association | nhlibrarians.org

Sincerely
Todd Fabian
Concord Public Library



NHLA Membership Report for NHLA Board Meeting

- Transitional period in taking over for Dara Bradds; officially accepted as of 5/16/17
 - o Partial training took place in April 2017
 - o Remaining training will be held 6/13/17
- Statistics as of June 5, 2017 are as follows*

Member list ([Summary](#) | [Keyword search](#) | [Advanced search](#) | [Saved searches](#))

Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Business Membership	<u>3</u>	<u>3</u>	-	-	-	-	-	-	-
First Time Member	<u>94</u>	<u>69</u>	<u>23</u>	<u>22</u>	<u>2</u>	<u>1</u>	-	<u>1</u>	<u>3</u>
Library Run by 1 Person	<u>22</u>	<u>17</u>	<u>5</u>	<u>5</u>	-	-	-	-	-
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>3</u>	<u>3</u>	-	-	-	-	-	-	-
Salary \$25,000 - \$50,000	<u>232</u>	<u>187</u>	<u>44</u>	<u>41</u>	<u>1</u>	<u>3</u>	-	-	-
Salary over \$50,000	<u>124</u>	<u>110</u>	<u>13</u>	<u>13</u>	<u>1</u>	-	-	-	-
Salary under \$25,000	<u>159</u>	<u>118</u>	<u>35</u>	<u>33</u>	<u>5</u>	<u>2</u>	<u>1</u>	-	<u>1</u>
Trustee/Friend/Student	<u>21</u>	<u>16</u>	<u>4</u>	<u>4</u>	<u>1</u>	-	-	-	-
Unemployed Librarian	<u>5</u>	<u>3</u>	<u>2</u>	<u>2</u>	-	-	-	-	-
Total	<u>711</u>	<u>574</u>	<u>126</u>	<u>120</u>	<u>10</u>	<u>6</u>	<u>1</u>	<u>1</u>	<u>4</u>

* Please note that some of these numbers are slightly off, due to a few recent changes in members changing levels, having pending statuses, etc.

- There are currently 269 members who are taking advantage of the NELA extended membership, of which there are 257 non-students, 10 students, and 2 trustees.
- Marilyn has suggested the creation of a promotional brochure, in collaboration with the Advocacy Chair and a few others, in order to promote NHLA and libraries at future events. We intend to meet later this summer, as the targeted completion date is sometime before the Fall Conference.

Respectfully submitted,

Lisa Jose



Spring Conference Committee Report

NHLA Board,

The 2017 Spring Conference had 248 attendees. There were 188 attendees on Thursday and 159 on Friday, which included 18 NHLMLS attendees. The conference brought in a total of \$31,094.43.

Overall, the conference received good reviews. Most compliments were on the venue itself. Of the 52 responses only one person stated that it was “too far” of a driving distance. The biggest complaint was that the rooms were too small. This was in part due to two last minute emergencies that caused presenters to cancel and one no show, but also because the planning committee was concerned about the rooms appearing empty to the presenter. The reviews we received were very helpful and full of future programming suggestions. They will be helpful for the committee to plan the 2019 Spring Conference.

The committee has been tasked with creating a plan for future conference planning along with a manual guide lining responsibilities. There will be a follow-up meeting with conference committee members to discuss what they learned from the 2017 conference and participation in the next conference on June 22 at 10:00 at the Hooksett Library.

I have agreed to another term as co-chair at the request of NHLA President, Marilyn Borgendale. Pamela Spurlock-Johnson stepped down at the close of the 2017 Spring Conference as she is now living and working in Vermont. Denise van Zanten has kindly agreed to be my co-chair as we move forward in planning for 2019. I am very excited about this. Having worked with Denise at Manchester City Library, I know that we complement each other well.

I will follow this report in August with suggestions from the 2017 Conference Committee to address how conference planning could be organized for NHLA moving forward.

The final numbers for the 2017 Conference posted below.

Respectfully Submitted,

Dara Bradds
NHLA Conference Chair

Incoming

Registration

- Member Full Conference 10,750.00
- Member Thursday 6525.00
- Member Friday3450.00



- Non-member full Conference1600.00
 - Non- Member Thursday 2000.00
 - Non-member Friday 1325.00
 - NHSLMS Afternoon Session 810.00
- \$26,510.00

Vendors..... \$6525.00

Grand Total \$33,035.00

MacDonald Fund

Presenter Fees

- Chris Rose.....\$342.00
 - George Needham.....\$466.24
 - Kevin Flavin.....\$100.00
 - Meg Durkin.....\$292.00
 - Kyle Courtney.....\$250.00
 - Unshelved.....\$2412.80
 - Presenter Accommodations.....\$1,220.05
- \$5083.09**

Outgoing

Hotel Costs

- Sheraton Harborside Inn (deposit).....\$1250.00
 - Sheraton Harborside Inn (Pre-Event balance)....\$26,883.77
 - Sheraton Harborside Inn (Post Event balance).....\$2960.66
 - Venue Total.....\$31,094.43
 - Paid by McDonald Fund..... - \$1,220.05
- \$29,874.38

Vista Print, Staples, Programs, Raffle Gift Baskets and Thank You Gifts

- Vista Print – cups, pens, and bags.....\$1766.46
- Kinkos- programs.....\$533.11
- Name Tag Badges.....\$209.97
- Starbucks Raffle Gift.....\$36.95
- Amazon Gift cards for section reps (\$25 each).....\$200.00



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\$2,746.49

Grand Total \$32,620.87

Profit of \$414.13

Misc. expenses-

Five Comped registrations.....	\$375.00
Unpaid registrations.....	\$425.00
Last minute additional tea & cookies.....	\$350.00
Photocopies for last minute program change.....	<u>\$50.00</u>
	\$1200.00



Intellectual Freedom Committee

Members of the Intellectual Freedom Committee presented at the NHLA Spring conference to approximately 40 attendees. The discussion included the importance of good policies, the removal of age restrictions on DVDs, the role of parents, patron confidentiality, and placement and deselection as forms of soft censorship.

The following is a link to the slideshow:

https://docs.google.com/presentation/d/1A11PATjJjyWrRwn8Rdgf7YpEAsMOeqrJ4gfBdZlctkY/edit#slide=id.g1f2dba891f_0_30

The IFC also made a presentation to the library directors of the Hillstown Cooperative, in early June, addressing similar topics, but with an added focus on recent book challenges/ requests for reconsideration and the roles of staff training and effective policies in preventing book challenges.

Censorship in the News:

📄 [Sherman Alexie challenged twice in one month](#) | OIF Blog; “It seems the upper Midwest has a problem with Sherman Alexie. Within one month, his 2007 novel *The Absolutely True Diary of a Part-Time Indian* has been challenged in two school districts.”

📄 [Beware the film adaptation of your child’s favorite book](#) | The Federalist (*Thirteen Reasons Why*)

Choose Privacy Week: The Committee shared resources with the listserv to encourage librarians to secure patron privacy and protect confidentiality.

Respectfully submitted,

Julie Perrin, Chair



NHLTA Liaison Report

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

Legislative Issues:

Board Member Mary Castelli has volunteered to work with NHLA regarding legislative issues.

Regional Meetings -- Reactivation of Regional Meetings:

Beginning in June, NHLTA will be sponsoring regional meetings for trustees around the state. The purpose of the sessions is to foster networking among trustees on topics of common concern.

In March, NHLTA surveyed members on their interest in such gatherings and the response was an enthusiastic "YES!" Among the topics of greatest interest were strategic planning, creating and updating library policies, conducting the library director evaluation, technology developments, fundraising for big projects, and recruiting new trustees.

All NHLTA members and library directors are welcome to attend any and all of these gatherings. RSVP is requested so that appropriate seating and refreshments can be arranged. RSVP to Adele Knight a.knight@nhlta.org.

Regional Meetings:

Lancaster: June 12, 6:30 pm – Weeks Memorial Library, Lancaster

Dublin: June 16, noon – Dublin Public Library

Wilmot: July 13, 1:30 pm – Wilmot Public Library

Hudson: September 21st.

Moultonborough: September 28.

Officers for 2017 - 2018

President: Susan Young-Gaudiello

Vice President: Ed Moran

Treasurer: Mark Bertrand

Secretary: Carol Snelling. Assistant Secretary: Marty Davis

Past President: Conrad Moses.

Education -- Conference:

The May Conference proceeded smoothly despite challenges with the Grappone staff in preparation and execution of the conference.



Fall Workshops: Liz is leading the development of fall workshops. She will look into the possibility of holding both a morning and an afternoon workshop on the same day.

Logo:

Preliminary bids and scope of work have been received from five designers. Estimates range from \$3,655 to \$7,920. The committee is re-assessing options for assistance in designing the logo. Options include the creation of the logo by members of the committee, hiring a design firm, or coordinating a design competition with design students from a New Hampshire college or institute.

NEXT MEETING: No meeting in July. Next meeting Wednesday, August 2, 2017



NHSL Liaison Report June 2017

State Library staff are working on the five-year report to IMLS for our next LSTA grant. We will be submitting the report by the end of June.

The State Library is reviewing applications for the Reference Supervisor's position and hopes to fill that vacancy soon.

We are waiting to hear about the status of the State budget, which affects not only the funding of the State Library, but also the planned re-organization of the Department. The capital budget, which includes the funding request for the replacement of the NHU-PAC, has been approved by the House and Senate, but it needs to be signed by the Governor.

Respectfully submitted,

Ann Hoey



New Hampshire Library Association

Document Retention and Destruction Policy

General

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the executive board, and outsiders for maintaining and documenting the storage and destruction of the organization’s documents and records.

The New Hampshire Library Association Google Drive, which can be accessed using the NHLA executive board email address, shall be the designated repository for all NHLA digital records until such a time as the executive board may choose to designate a different repository.

All non-digital records shall be kept in the NHLA’s record repository at the New Hampshire Library Building until such a time as the executive board may choose to designate a different repository.

Digital shall be the preferred format for all NHLA records, and documents shall be saved in digital format whenever it is possible to do so.

Working documents, such as drafts, correspondence, and other documents which the board members may keep for personal use and reference may be retained as long as they are being put to such use. They may not be stored on the NHLA Google Drive.

The organization’s staff, volunteers, members of the executive board, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Board;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years



Type of Document	Minimum Requirement
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other	7 years
Duplicate deposit slips	2 years
Expense analyses/expense distribution schedules	7 years
Government relations records, State and federal lobbying and political contribution reports and supporting records	7 years
Insurance records, accident reports, claims	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Lists of Officers and Committee Members	Permanently
Membership Lists	Permanently



Type of Document	Minimum Requirement
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Year-end financial statements	Permanently
Conference Planning:	
Evaluations	18 months
Hotel Contracts	4 years
Registrations	4 years
Conference Center Schedules	6 months