



NHLA Executive Board Meeting Draft Minutes

December 13, 2016

2:00-4:00 PM EST

New Hampshire Municipal Association, Concord NH

Officers Present: Marilyn Borgendale, Sylvie Brikiatis, Matthew Gunby, Cara Barlow, Deann Hunter, Jenn Hosking, Amy Lappin, Denise Van Zanten

Others Present: Amber Coughlin, Kate Butler, Todd Fabian, Susanne Cortez, Edmund Lowe, Carlos Pearman, Randy Brough, Sarah Leonardi, Ann Hoey, Marty Davis, Marina Buckler, Kate Thomas, Kate Butler

Call to order at 2:01 PM

Approve minutes from October 11, 2016

**Motion to approve October minutes made by Cara Barlow seconded by Amy Lappin. Motion carries unanimously.**

- In the future meeting reports for committees, sections and liaisons will be assembled by the secretary. Please send these to Matthew Gunby ([matthew@meredithlibrary.org](mailto:matthew@meredithlibrary.org))
- Bylaw amendment passed 109-2.

President's report (Marilyn Borgendale, President)

The Fall Conference and Annual Business Meeting gathered together over 100 participants on November 3, 2016 at the Hooksett Library to explore aspects of Teaching Tech. The evaluations showed that the conference was a success and are providing good information for next year's Fall Conference.

**The Annual Business Meeting had a quorum so the minutes from 2014 and 2015 were approved.** The draft minutes from 2016 are posted on [nhlibrarians.org](http://nhlibrarians.org).

I have set up an email list for [NHLAexecutive@googlegroups.com](mailto:NHLAexecutive@googlegroups.com) for everyone on the Executive Board and it seems to be working well so far. There is also a list for [NHLAofficers@googlegroups.com](mailto:NHLAofficers@googlegroups.com) for mostly logistical issues for the bi-monthly meetings. The officers will be meeting the alternative months of the Executive Board to try to deal with administrative functions of the organization, to serve as a finance committee and to serve as a committee for Sylvie Brikiatis in planning the 2017 Fall Conference.

The amendments to the bylaws were sent out for vote on December 6, 2016. The online SurveyMonkey ballot will be open until noon on December 12, but we already have a quorum so the vote will be valid.

Thank you to Jenn Hosking for her year as president and the help she has already given me this past month. This should be a good year as we work to make the organization stronger, increase active participation, enjoy all of the NHLA activities and hold a Spring Conference. Thank you for being part of that.

- NHLTA meeting: spring conference May 24<sup>th</sup>.
- Center for the Book appointment: Edmund Lowe has served for three years. Email will be sent to membership to find interested parties.
- Archivist position filled by Marita Klements, References Services Supervisor at Nashua Public.

#### Treasurer's report (Cara Barlow, Treasurer)

##### **Financial Report**

Please find attached a copy of

- NHLA's November 2016 Profit & Loss Statement
- NHLA's Balance Sheet as of November 30, 2016.

NHLA's total assets as of November 30, 2016 were \$191,857.91.  
Our books are in order and everything is proceeding smoothly.

##### **IRS Audit of NHLA books**

In October I had the unusual experience of receiving a letter from the IRS stating that they wanted to audit the FY16 NHLA books.

I arranged for Agent David Valade to meet with me and NHLA Assistant Treasurer Deann Hunter in my office at Derry Public Library on Nov. 7. We spent the morning answering questions and reviewing NHLA documents I had prepared for the visit.

Agent Valade was satisfied when he left, said that he didn't see any problems and that the IRS would be issuing me a formal letter in the next month or so stating so. It has not yet arrived, but I will share it with the NHLA Executive Board when it does so.

The audit was triggered by the 990 form being filled out incorrectly. I have been in touch with Plodzick & Sanderson, who complete our tax forms. There are no financial repercussions other than a loss of my time and of Deann's time, but we need to make sure the 990 form is completed correctly going forward.

Below is a listing of cash held by each account as of November 30, 2016.

NHLA checking	\$5,508.99
NHLA savings	\$46,435.36
CHILIS	\$14,453.37
READS	\$4,849.94
PARALIB	\$2,128.06
URBANS	\$2,618.38
YALS	\$3,795.49
ITS	\$15.60
WINCHELL LOAN (revolving fund)	\$23,129.80
NORRIS (scholarship)	\$3,112.80
MACDONALD FUND (continuing ed/professional development)	\$19,620.85

### **New Business**

2017 meeting schedule— Officers will be meeting on off-months. All policy changes or motions must go before entire executive board.

### **Executive Board**

February 14, April 11, June 13, August 8, October 10, December 12

### **2017 Officers**

January 10, March 14, May 9, July 11, September 12, November 14

- **Budget 2017:** Nothing to report at this time.
- **Student membership with ALA** (See email from Dara Bradds sent December 6.)

40 states have signed on for joint membership ALA/state joint membership for students. Not currently classified as separate membership in Wild Apricot. Current cost of NHLA student membership \$15. Joint membership \$38 Would be collected by ALA then transferred to NHLA. Separating out students in Wild Apricot. **Motion to join joint ALA membership made by Dara Bradds. Seconded by Sarah Leonardi. Motion carries unanimously.**

- **Legislative report** (Randy Brough): House bill 706: Public employees' testimony. Met with Michael York to get funding for new system for state library for next spring (2018)
- Website proposals: website provider called Thumbtack and local vendors contacted. \$5000-\$15,000 dependent on amount of work done by website coordinator. Would only be a one-time payment. Cost based on site complexity, subdomains. Google algorithm change may make website lower on list of results. Not mobile friendly. Theme no longer supported. Redesign versus migration. Educational resources and policies readily available to the membership. Should this be dealt with by officers, a committee, ITS? Having members from each section? Will be added to officer's agenda. Use GoogleGroup to coordinate goals.
- Logo change apx. \$500. NHLA banner. Proposals for new logos to be discussed in February.
- NHLA's Role in NH becoming a DPLA Service Hub.
  - Determining needs/what has been done at libraries throughout the state.
  - What does the public expect libraries to have?
  - Having DPLA in mind when digitizing. DPLA website shows requisites for materials to be uploaded.
  - Determining funding for project and what sort of materials can receive funding. Should NHLA be investing time into this project.
  - Newspapers and genealogy seem to be some of the largest draws.
  - New Hampshire Archiving Group: reach out to them. Marilyn Borgendale will contact them.
  - Some libraries and other organizations may not be interested in having projects conform.
  - The Executive Board decided to explore what possibilities currently exist at libraries and other organizations and discuss NHLA's role in this project at February's meeting.

### **Old Business**

WildApricot training (Past President's Report submitted by Jenn Hosking)

There was a little miscommunication with Wild Apricot support and while they can meet virtually with members of our Board to answer specific questions about creating and managing events, they cannot provide a live general training webinar. However, they did point me to some video webinars they've already created in their support section that look very helpful.

Please review the videos or share the link with your section/committee's designated event manager. If after reviewing the videos we still have questions we can arrange a virtual phone call with Wild Apricot.

<https://help.wildapricot.com/display/DOC/Video+tutorials>

### **Committee reports**

Spring Conference Committee (Dara Bradds)

The 2017 Conference Committee has received twenty-four proposals via the website they are being given to the Conference Sub-committee chairs along.

The subcommittees will be scheduling a time to meet to discuss:

- Which topics are well covered and which areas we still need to address
- When we can schedule a regular meeting on go to meeting to update the committee

There is now an email address for the conference committee [nhlaspring2017@gmail.com](mailto:nhlaspring2017@gmail.com) . Pamela and I will be checking it regularly, so feel free to send any questions or suggestions you have.

First meeting will occur mid-January. Determining deadlines.

Cost currently \$80/day non-members, \$75/day members. Cost includes breakfast and lunch.

Save the date on NHAIS or Wild Apricot mailer.

## **Section Reports**

### Academic, submitted by Karin Heffernan

Chelsey Lemley is representing Academics on the Conference Planning Committee and we are awaiting word from the Committee on how many of their 24 proposals were from Academics. One was for sure as we solicited their proposal... I'd like to chat with you about my idea from several years ago about changing from an Academics "Section" to a "Liaison," since we have NHCUC and the ACRL-New England Chapter with its seven "special interest groups" (SIGs) all of whom sponsor events and an annual conference each.

### CHILIS, submitted by Amber Coughlin

CHILIS's spring 2017 conference will take place in Manchester NH at the Derryfield School on Thursday, March 30<sup>th</sup> 2017. The fall conference has been tentatively scheduled for October 19<sup>th</sup>, 2017 at Colby Sawyer College in New London, NH.

### ITS

ITS has two new co-presidents, Kate Thomas (Hampstead) and Kate Butler (Hudson). We plan to meet after the Dec 13 NHLA Board meeting to plan our next section meeting and some future events. We want to thank Lara for her thorough information sharing to help us with the transition!

ITS members had a GoToMeeting webinar on Nov 22 to discuss policies for lending the 3D printers that Bobbi Slossar is purchasing at the State Library. We're grateful for the license for that meeting software! It will make it easier for more remote libraries to connect and share.

The meeting's agenda was:

- Who can borrow the 3D printers
- How long to lend the printers to one library
- How to best keep the printers in circulation (keeping transportation to a minimum)
- How to handle filament needs

Members discussed that public libraries with at least one “certified” staff member would be eligible to borrow the printers and that the length of lending period could be initially one month, extending to two months as demand diminishes. Bobbi at the State Library offers training on how to use the printers. To best protect them and yet disperse them widely, an idea was to delineate regions and assign one printer per region with a regional coordinator who will plan out a lending order based on location and readiness, with the goal of keeping the printers off of the ILL vans. Ongoing discussion will continue on the topic of who will purchase filament and what the costs should be, but an idea was to purchase at a regional level. Additionally, the members discussed the need for usage instructions: how to print, but also how to promote (social media and otherwise), and how to establish workshops for patrons.

#### Paralibrarians, submitted by Edmund Lowe

The section is doing fairly well financially and has Linda Kepner has expressed willingness to teach Intro to Basic Cataloging in the spring of 2017. Bow is the preferred location for that. We postponed our December meeting until the 9th. If there is anything new to report, I will amend this report.

#### READS, submitted by Nancy Miner

READS report is essentially unchanged from the annual. We have added Scott Campbell for our PR position, but I can include that in the report from his first meeting in January.

#### ULAC presented by Todd Fabian

ULAC met at the West Manchester Branch Library prior to NHLA’s December meeting. A great deal of work has been done to West Manchester Branch Library.

#### YALS, submitted by Susanne Cortez

YALS met in November and began discussing our fall 2017 conference. We will be meeting again in January.

### **Committee Reports**

#### Advocacy, submitted by Christine Friese

The Advocacy committee once again staffed a booth the New Hampshire Municipal Association’s annual conference in November. Thanks to Bernie Prochnik for staffing and to Bobbi Slossar for the 3D Printer demos and staffing the booth. We again offered free books, explained why libraries are the right place for 3D printers and other Maker opportunities and made people aware of the 21<sup>st</sup> century services NH libraries are providing.

## Bylaws

### Continuing Education

### Fundraising Committee (to be folded into the Conference Committee)

### Intellectual Freedom, submitted by Julie Perrin

The new committee met on October 21 and discussed the mission of the IFC, goals for 2017, and the ways we can raise awareness in the library world of intellectual freedom and privacy issues, through our new web presence, workshops, round tables and resources.

### **Our Mission Statement:**

The mission of the Intellectual Freedom Committee of the New Hampshire Library Association is to uphold principles of intellectual freedom in New Hampshire by offering education, advocacy and support to New Hampshire's libraries.

The Committee offers educational opportunities to librarians in the areas of intellectual freedom principles, censorship, patron privacy and confidentiality, and policy development.

The Committee publicizes and promotes American Library Association initiatives such as Banned Books Week and Choose Privacy Week, and shares national information related to intellectual freedom and open access.

The Committee also provides support to any NH library facing an intellectual freedom challenge.

### **Intellectual Freedom News from ALA**

The big news is in Virginia, but here is a link to the latest update from ALA:

<http://ala.informz.net/informzdataservice/onlineversion/ind/bWFpbGluZ2luc3RhbmNlaWQ9NiEwOTgzNyZzdWJzY3JpYmVyaWQ9MTA1ODE0MDM0OA==>

### Legislative, submitted by Randy Brough

No report. (See new business)

### Membership, submitted by Dara Bradds

ALA offers a membership program for students of state chapters. Participating would allow NHLA to offer students a NHLA and ALA membership for the cost of \$38. Students that may have joined only ALA because of financial choices could become a member of NHLA, too. This may be an opportunity for us to bring in new members, and show them the advantages of participating in NHLA. I am attaching some basic information for everyone to review. If this is something that NHLA and its Executive Board is interested, I will establish this relationship with ALA.

New Members for November		
NHLA		4
NELA Extended Membership		4
	Public Library	3
	Student	1
	Academics	1
	CHILIS	2
	ITS	2
	Small Libraries	3
	YALS	2

### Nominating

#### Scholarship, submitted by Sarah Leonardi

I am currently working on revising the Winchell Loan contract to include a penalty for late repayment. I've been in contact with Debbie Lozito from the Maine Library Association which offers a similar interest free loan. She indicated that they haven't experienced many problems with loan repayment, however they have written off a couple. I am waiting hear back from their Association Treasurer for a sample of their loan contract.

In February I will report on a new process to notify past loan recipients of their outstanding balances on an annual basis and track any late payment penalties.

The next deadline for scholarship and loan applications is April 1, 2017. (The October report mistakenly lists the deadline as May 1, 2017.)

### **Liaison Reports**

#### ALA Councilor, submitted by Amy Lappin

It's been a fairly quiet period for council as no official action takes place outside of meetings. I am getting ready for my time at Midwinter in Atlanta, Jan. 20-24, 2017.

### Center for the Book

#### NELA Representative, submitted by Denise M. van Zanten

##### **New England Library Association Report for NHLA Board December 2016:**

- The Fall Conference was very successful!
- The NELA Educational Assistance's Wine Toss fundraiser raised almost \$600 at the Conference.



- This year's Emerson Greenaway Award recipient is Dr. Cheryl McCarthy from Rhode Island.
- NELA is working on our 2017 budget. Our annual budget meeting is December 16<sup>th</sup>.
- Attended the annual orientation meeting for new board members which was held at the newly renovated Shrewsbury Public Library.

NHAIS Liaison, Katherine Dormody says nothing new to report.

NH State Librarian and NH State Library Liaison, submitted by Ann Hoey

More than 20 NH public and academic librarians met December 8 at the State Library with Emily Gore and Kelcy Shepard from the Digital Public Library of America. This group is working together to explore NH's participation in this national project.

Donna Gilbreth, head of the State Library's Reference department, is retiring at the end of December after 35 years of service. The State Library has posted this position and is now accepting applications.

The State Library will be celebrating its 300<sup>th</sup> anniversary throughout 2017. Watch our social media accounts for more information.

NHLTA Liaison submitted by Marty Davis <http://www.nhlta.org/>

**The NHLTA Board met on November 2, 2016 and December 7, 2016.**

**NHMA Attorney Margaret Byrnes:**

Margaret explained to our Board the details of the pending amendment to the federal Fair Labor Standards Act (FLSA) regarding overtime compensation.

**Branding Project.**

The Board approved up to \$2,500 to hire a consultant to create a new identity (graphics) and to draft a communication plan to help us better reach and serve our members.

**NHMA Conference:**

Seven Board members staffed the NHLTA booth during the November 16 and 17 NHMA Conference.

**Regional Trustee Meetings:**

The Board discussed re-activating/re-energizing our Regional Trustee Meetings program. The program has met with success wherever it has been developed, but few groups were formed during the previous attempt. The meetings provide trustees from a given region the opportunity to network and to discuss issues currently pertinent to their libraries. Once the NHLTA establishes the group, the group is encouraged to take leadership in scheduling and managing their regional meetings. No pre-planned topics are presented.

**NHLTA Annual Conference 2017.**

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

Website Coordinator: No report (see new business)

Archivist: Formerly vacant, no report.

Meeting adjourned 3:10