



NHLA Board Meeting  
December 12, 2017 2:00-4:00  
NH Municipal Association, Concord NH

- Members Present: : Matthew Gunby, Sylvie Brikiatis, Sarah Leonardi, Sarah Frost, Marita Klements, Lori Fisher, Kim Gabert, Julia Lanter, Emily Weiss, Caitlin Loving, Deb Hoadley, Marilyn Borgendale, Kate Thomas, Letty Goerner, Marina Buckler, Dara Bradds, Amy Lappin, Denise van Zanten, Michael York, Lisa Jose, Steve Viggiano
- Meeting called to order at: 2:07 PM
- Approve agenda
- Approve minutes of October 10, 2017 meeting. Motion made by Dara Bradds, seconded by Marilyn Borgendale.
- Introductions
- [President's Report](#)
  - 95 conference attendees
  - Caitlin Loving accepted Intellectual Freedom chair.
- Vice President's Report: no report submitted
- [Treasurer's Report](#)
  - Audit finalizing tax returns
- Finance Committee update of procedures, WA, etc
  - Particular focus on year when there is not an assistant treasurer.
  - President then past president as co-signers on financial documents.
  - Membership: apx. \$1500 sent to NELA in error for joint membership.
  - This should be rectified moving forward.
- Conference Committee manual, 5-year plan, survey monkey acct.
  - Can be updated as necessary.
  - Manual will be put on the Google Drive.
  - Compensation could be misunderstood to mean complete conference registration.
  - Motion to approve and accept conference guideline made by Marilyn Borgendale, seconded by Deb Hoadley. Motion passes unanimously.
  - 5 year conference plan for NHLA, sections and NELA.
  - Sylvie Brikiatis will send out conference plan to the sections shortly to receive feedback and place on the Google Drive so it can be edited as necessary.
  - CE offerings: Paralibrarian, ITS, READS, etc. workshops could potentially have an annual calendar instead of five-year plan for full conferences.
  - Use NHLA calendar. Contact Marina Buckler if help is needed in this.
  - Annual plan or monthly plan for Survey Monkey. All materials gone after plan has ended. Make sure all materials are downloaded before period ends.



- Membership renewals, brochures
  - PDF brochure from membership committee will be sent out after the meeting.
  - 200 colored brochures: cheapest quote apx. \$130. Higher quality gloss text would be closer to \$190.
  - Will look into a cost break for purchase of higher number of brochures.
  - Renewal email was sent out this morning.
- ALA Chapters adoption of library affected by disaster
  - Amy Lappin will continue researching this.
- Advocacy Boot Camp
  - Decision by FCC should be on Thursday for net neutrality.
  - Advocacy Bootcamp from ALA.
  - Desire to have bootcamp in morning for officers, Intellectual Freedom, and Advocacy, then open to all interested librarians in the afternoon. Former to work on Board's advocacy plan. Hooksett has been reached out to host the event. Airfare should not exceed \$800 for two workshop leaders.
  - Reach out to NHLTA, as this has great value to trustees as well.
  - Tentative date 3/18/18
- NHLA will consider creating its own YouTube channel to host section materials.
- All sections to use Wild Apricot for all conferences. Currently only Paralibrarians is not using this exclusively. They may need a second administrator for Wild Apricot.
- Marilyn will be offering a tutorial on using Wild Apricot.
- Other Report
  - [Past President's Report](#)
  - [New England Library Association Report](#)
  - State Library Liaison Report: Problems with NHU-PAC system. Waiting on hard drive to be shipped. It should be fixed by the end of the week. Interviewing for the position vacated by Ann Hoey. Position will hopefully be filled shortly.
  - [ALA Councilor's Report](#)
  - [Membership](#)
  - [READS](#)
  - kitkeeper video. Ask READS to upload to YouTube and place link on NHLA website.
  
  - Spring Conference: see above
  - [ITS](#)
    - Change to bylaws to allow for treasurer and membership cost of \$5. This motion was made to their membership, voted on and passed.
  - [CLNH](#): Changing name to CLNH (Children's Librarians of New Hampshire). Was voted on at their last meeting.



- [Intellectual Freedom Committee](#)
- [YALS](#)
- [Paralibrarian Section](#)
- ULAC: no report submitted
- [NHLTA](#)
- [Scholarship](#)
  - Revised contract for Winchell Loan. Sarah Leonardi proposes new revised contract, Dara Bradds seconds. Motion passes.
  - Bill for \$120 for Bob Dunn to look over this material. Check with Deann to see if this has been paid or invoiced.
  - Use Wild Apricot for loan payments. This will be discussed at February meeting.
  
- Advocacy: no report submitted.
- [Continuing Education](#)
- Legislative Report: Lobbyist fee same for next year. Treasurer needs amount paid so the contract can be used as an invoice.
- Bylaws Committee: no report submitted
- Website Coordinator Report: no report submitted
- Small Libraries Summit Report: no report submitted
- [Center for the Book](#)

Meeting adjourned at 2:56 PM.



### **NHLA President's Report for December 2017**

The Fall Conference and Annual Business meeting was held on November 3<sup>rd</sup> at the Hooksett Public Library with 95 members in attendance for the Engaging Community presentations. Conference survey feedback was very positive.

As we had a quorum, minutes from the 2016 meeting were approved. Draft minutes from this year's meeting are posted on the NHLA website ([nhlibrarians.org](http://nhlibrarians.org)). \$217 was raised from the raffle for scholarship money.

Thank you to Marilyn Borgendale for a **very** productive year and being a wonderful mentor. Advocacy became a focal point of the year and Marilyn was a wonderful and tireless representative for NHLA and all NH library interests.

Advocacy continues... I sent out a letter to the membership encouraging all to contact our representatives urging support of Net Neutrality as it exists and I also sent a letter to both Senator Shaheen and Hassan expressing the same on behalf of NHLA.

I attended the Continuing Education committee meeting via GoToMeeting on December 5<sup>th</sup> as they begin to set goals for next year. I will attend the NHLTA meeting in January.

Caitlin Loving has been appointed the Intellectual Freedom committee chair replacing Julie Perrin.

Respectfully submitted by,  
Sylvie Brikiatis, NHLA President



**NHLA Treasurer’s Report**

December 2017

Deann Hunter, NHLA Treasurer

**Financial Report**

Please find attached a copy of

- NHLA’s November 2017 Profit & Loss Statement
- NHLA’s Balance Sheet as of November 30, 2017
- FY18 Expenses and Income to date

NHLA’s total assets as of November 30, 2017 were \$180,644.45.

**Transition Update**

The transition from Treasurer-Elect to Treasurer has been relatively seamless. The only difficulty has been with updating NHLA’s PayPal account. I hope that this process will be completed within the next few weeks.

I am currently working on updating the Treasurer’s Procedures. Marilyn will be adding a section on Wild Apricot.

**Audit Update**

Howe, Riley & Howe has received confirmations for all outstanding Winchell loans. They are in the process of reviewing all subsequent work. Once that has been completed, they will issue the audit report, finalize the tax returns, and send over entries for our bookkeeper to post.

Below is a listing of cash held by each account as of November 30, 2017.

NHLA checking	\$4,203.18
NHLA savings	\$44,306.69
CHILIS	\$17,401.24
READS	\$3,465.72
PARALIB	\$3,256.58
URBANS	\$2,878.92
YALS	\$5,130.41
ITS	\$15.61
WINCHELL LOAN (revolving fund)	\$26,748.55
NORRIS (scholarship)	\$1,442.28
MACDONALD FUND (continuing ed/professional development)	\$10,664.75



**NHLA Past President's Report**

December 2017

In the last weeks of my presidential year, I participated in the Chapter Leader's Forum at NELA, as well as the ALA Advocacy Boot-camp. (Lori Fisher, the new Advocacy Committee Chair was at the boot-camp as well and has initiated their holding it for NHLA this spring.)

At the Membership/Business meeting we recognized the NHLA accomplishments of the past year and the NELLs participants reported back on their experience and how they will further their contributions to NHLA.

I am continuing to administer the email groups and serve as a resource to sections and committees for the WildApricot software. The NHLA officers encouraged me to explore Google for Nonprofits as a means to use lists and emails with the [nhlibrarians.org](http://nhlibrarians.org) domain.

Marilyn Borgendale

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**New England Library Association Report for NHLA Board December 2017:**

- Attended the NELA Conference in Burlington and the NH team took second to our colleagues from Maine at the Annual NELA Games. My thanks to Team NH for their energy, carving and decorating skills!
- Attended the Full Board meeting on November 17<sup>th</sup>. New officers received orientation information as the board begins to transition.
- Was unable to attend the NELLs meeting on November 9<sup>th</sup> due to a situation at my library. It was reported at the full board meeting that work is being done on setting up a timeline and guidelines under the new officers. When I have that info in more detail I will share it the NHLA board.
- Handed over my NELA Treasurer duties to Bernie and will continue on the NELA Board in my single role as NH State Representative.
- Dara shared the conference manual we have drafted. We are also fine tuning forms and have alerted vendors to the 2019 dates. We would like to have information up on the website about the vendor and sponsorship opportunities in early 2018.

Respectfully submitted,

Denise M. van Zanten

NHLA Representative to NELA



### ALA Councilor Report - December 2017

The search for an ALA Executive Director continues. In a rare vote outside of our Council Meetings at Conference, ALA Council voted by electronic ballot to amend the qualification of the Executive Director "to make an ALA-accredited Master's Degree or a CAEP-accredited Master's Degree with a specialty in school library media a **preferred but not** required educational qualification." The vote passed with 84% of Council voting and 78% of those voting in the affirmative to expand the qualification to preferred. However, there is now a petition circulating to allow the general membership to vote on this requirement by placing the question on the spring ballot. Stay tuned....

The ALA Washington Office has been working hard to support net neutrality. For anyone who may have not seen it, the latest email from Don Wood is below. NHLA Executive Board's December meeting will happen after the December 8 deadline has passed. I will provide an update then, if there is anything to report.

Don Wood's email from December 4, 2017:

" Nearly 9,000 advocates have raised a library voice in favor of net neutrality over the past week, adding significantly to the outcry over the FCC's draconian draft order rescinding 2015 protections. According to our action center dashboard, 27,319 emails have been sent and, thanks to you, every member of Congress has received at least one email from us. If you haven't had a moment to write or call your member of Congress, it's not too late. [Go here](#).

In fact, some members have already spoken out in favor of preserving net neutrality. Maine Senator Susan Collins was the first Republican to oppose the draft order and has been joined by a few other Republicans and many Democrats. If you're not sure where your member of Congress stands, you can check out the [scorecard](#) from our friends at Fight for the Future.

We also are working with other net neutrality allies to focus attention on Energy and Commerce Committee members, who most directly oversee the FCC. The ALA has signed on to this letter. Your institution can join, as well, [via this form](#). The deadline to sign on is Friday, December 8 at 12 p.m. EST.

We've seen great activity and received some good questions from you. The most frequent question is why we aren't targeting grassroots action toward the FCC commissioners who have the most direct power over whether or not these draft rules will be adopted. The FCC was our first stop for activism, with ALA comments joining millions of others from librarians



and other advocates. The majority of comments filed before the end of the public comment period that makes up the foundation for rulemaking favored preserving enforceable network neutrality rules. The draft order dismissed these arguments in favor of other legal and economic readings of the issue. The draft order already has been supported by a majority of Commissioners, so it is almost certain to pass unless there is a meaningful intervention.

One possibility is a legal argument to the FCC, which the ALA has supported in a [joint letter](#). Since the FCC order abdicates enforcement to the Federal Trade Commission, this argument is new and highly relevant. [Concerns](#) about the integrity of the FCC's public record for this rulemaking also are significant. But even these concerns may not move a highly partisan FCC. Congressional outcry is the most likely to bring a pause on the intended vote.

Please keep up the pressure and continue to share your questions and ideas for activism. We'll be back with more news and action items next week." - Don Wood, ALA Program Officer, Chapter Relations.

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



**Membership Report for NHLA Board Meeting – Dec. 12, 2017**

- Processed incoming memberships
- Processed incoming event registrations for Fall Conference
- Created draft of new Membership Brochure
  - o Solicited feedback for Membership Brochure draft from Membership Committee, Sylvie B. & Marilyn B.
  - o Attended GoToMeeting with Sylvie & Marilyn to finalize brochure draft
- Created membership renewal email template in Wild Apricot
- Updated handbook for Membership procedures
- Emailed monthly NELA/NHLA joint membership report to Bob Scheier of NELA
- Met briefly with Marilyn re: Wild Apricot email settings
- Membership statistics, as of Tuesday, December 4, 2017

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>100</u>	<u>92</u>	<u>4</u>	<u>4</u>	<u>4</u>	-	-	-	<u>1</u>
Library Run by 1 Person	<u>23</u>	<u>21</u>	<u>1</u>	<u>1</u>	<u>1</u>	-	-	-	-
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>3</u>	<u>3</u>	-	-	-	-	-	-	-
Salary \$25,000 - \$50,000	<u>197</u>	<u>189</u>	<u>8</u>	<u>7</u>	-	<u>1</u>	-	-	-
Salary over \$50,000	<u>115</u>	<u>112</u>	<u>3</u>	<u>3</u>	-	-	-	-	-
Salary under \$25,000	<u>134</u>	<u>124</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>2</u>	-	-	-
Trustee/Friend/Student	<u>21</u>	<u>21</u>	-	-	-	-	-	<u>1</u>	<u>1</u>
Unemployed Librarian	<u>4</u>	<u>4</u>	-	-	-	-	-	-	-
<b>Total</b>	<b><u>648</u></b>	<b><u>617</u></b>	<b><u>21</u></b>	<b><u>19</u></b>	<b><u>9</u></b>	<b><u>3</u></b>	-	<b><u>1</u></b>	<b><u>2</u></b>

Respectfully submitted,

Lisa Jose  
Membership Chair



**READS Report**

NHLA Executive Meeting

12/12/2017

The READS fall conference was well attended and organized. We had over 60 participants at the Audubon Center in Concord. Amy Lapointe and Sarah Leonardi gave a dynamic presentation on book displays, Robin Brenner of Brookline, Massachusetts Public gave an enthusiastic presentation on the history of graphic novels in the library for teen and adults as well as providing with RA resources for acquisitions. The Guest speaker was local visiting author in residence at St. Paul's, Virginia MacGregor. The day was busy and went quickly. Roger Robbins was awarded the annual READS award of Excellence.

I have sent a video clip to Sylvie for the board to review and approve to be embedded on the READS website. The READS executive committee is very grateful to the extra time and effort that Brianna Hemmah and Martha Simmons have put into creating this video as well as making themselves available to answer questions statewide on the new Kit Keeper software, which is being used to assist with the circulation, organization and transportation of the READS-to-Go kits.

Emily Weiss, the READS membership chair, has delivered our first bi-monthly newsletter to the READS list serve. These newsletters will serve as brief reminders of what the READS Executive committee does to fulfill our mission throughout the year and hopefully keep the membership numbers increase.

The READS executive committee would like to work on branding itself alongside NHLA when the committee is ready.

Mat Bose is staying on as READS Treasurer and is doing an outstanding job.

Respectfully,

Beverly Pietlicki,

READS Executive Committee President



**CLNH Report**

NHLA Executive Meeting

12/12/2017

The CHILIS Fall conference was wonderfully attended and there was a lot of excitement about Saroj Ghoting's presentation. We talked with our membership once again about changing the name of CHILIS to something that more accurately represents the organization. A survey was sent out, and our membership provided a lot of creative suggestions. From these suggestions, the board narrowed it down and voted on it. CLNH- Children's Librarians of New Hampshire was chosen and we are thrilled with the new name.

Respectfully,  
Letty Goerner  
CLNH President

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**NHLA Intellectual Freedom Committee Report**

December 12, 2017

Julie Perrin resigned as chair in early November due to increased commitments at her library. As of December 5<sup>th</sup> I have accepted the chair position. I'm working on getting acclimated and will look at our meeting schedule and other tasks that I discussed with Julie.

Amy Lappin has kindly passed my contact information on to ALA to be added to the ALA IFC list.

Respectfully submitted,

Caitlin Loving

Intellectual Freedom Committee Chair

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**YALS President's Report**

In November YALS set the next conference date for September 27<sup>th</sup>, 2018. If you have speakers or subjects to recommend for next year's conference, contact the YALS board through our new official email address, [nhlayals@gmail.com](mailto:nhlayals@gmail.com).

YALS also wishes to establish a list of NH YA authors for our website. If you have an author to recommend, please contact us via email.

Our next meeting will be held on January 25<sup>th</sup> at 10:00 at the Concord Escape Room NH. Directions to the meeting site can be found on the YALS website, <http://yals.nhlibrarians.org/>.

Respectfully Submitted,

Julia Lanter, Vice President YALS

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**Paralibrarian Section Report for NHLA Board December 2017:**

We look forward to hosting the following classes this spring, (locations, dates, and times are tentative or TBD):

April: Internet Self-Defense with Mark Glisson and Chuck McAndrew at Hooksett Public Library (tentatively).

May: Advanced Cataloging (to include RDA) with Brittany Bergholm at Merrimack Public Library.

June: Strategic Planning: How support staff can play a role (title not set and presenter still being selected, the intention is to fill a gap in offerings under the library management line for Paralibrarian certification).

Adam Di Filippe, (Minot-Sleeper Library, Library Assistant & Pease Public Library, Technology Librarian), has been appointed to Membership Chair and has completed working on an email encouraging section membership.

Respectfully submitted,

Sarah Frost

NHLA Paralibrarian Section



**NHLTA Liaison Report**

**To the NHLA Executive Board**

Marty Davis

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

Tuesday, December 12, 2017

**Regional Meetings – Spring Schedule.**

The first regional meetings will be held in early April, after Town Meetings. This will enable new trustees who are voted-in at their town meetings to take advantage of the regional meetings.

**Orientation Workshop.**

The first Orientation Workshop of 2018 will be held at the Hooksett Library on April 28, 2018.

**Action Plan for 2018:**

The Board held a retreat in November to revise its current action plan. The retreat was facilitated by Bill Gould of the Executive Business Corps. The action plan was refined during the December BOD meeting, addressing improving engagement and communication with its members, and assuring the future of the NHLTA through strategic board and committee recruitment.

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## NHLA Scholarship Report

Tuesday, December 12, 2017

At the October 10, 2017 meeting, the Board approved payment plans for two loan recipients. Kate Brunnelle has made full repayment of her loan and Ryan Laliberty is current with his schedule of payments.

In October, we also sent the proposed Winchell contract revisions to NHLA lobbyist Bob Dunn. He arranged for his colleague, Rebecca Kane, at Devine, Millimet & Branch who was knowledgeable about loan papers to review it. **I am asking the Board to accept her changes to the contract** (see attached). The cost for this legal work was \$120. Thank you to Randy Brough for facilitating the communication with Bob Dunn in this matter.

In October, I also began a discussion with NHLA President, Marilyn Borgendale, about the possibility of using Wild Apricot to track, notify, and collect on loan payments and penalties. She was bringing question to the Finance Committee for discussion.

In December, I sent out an email confirming committee membership for the upcoming year. Marilyn Borgendale will be joining the committee. Returning members are Carlos Pearman, Brittany Buckland, Thomas Ladd, and Sarah Leonardi.

Respectfully submitted,

Sarah Leonardi



## **NHLA Continuing Education Committee Report**

December 12, 2017

The CE Committee met on December 5. Currently there are eight members on the committee: Bernie Prochnik, Amy Thurber, Connie Landry, Eileen Gilbert, Kayleigh Mahan, Sara Smith, Yvette Couser, and myself.

During the meeting, it was decided the committee will meet four times a year as a whole group – Jan. April, August & December. In between meetings, smaller task forces will meet to work on some of the projects and goals we will be working on this year.

Things that were discussed at the meeting were:

1. What are the needs and opportunities for continuing education throughout NH? Need to create an umbrella or overview of what is being offered throughout the state. The CE Committee will be the hub for this information. We need to gather information from all the potential places where CE is being offered, such as the other sections and committees (READS, Paralibrarians, etc.), Coops throughout the state, NHSL and other certifications being offered by higher education institutions.
2. Overhaul the application process for mini-grants offered through the MacDonald Fund. This will include the application form, the criteria and the process for reviewing applications.
3. Decide how we will allocate the \$2500 that the NHLA Executive Board voted to give us each year for the next three years. Plans are to support the mini-grants and offer classes.
4. Publicity – need to make people aware of the CE opportunities and how the committee can help. Also, that this is a member benefit, and funds should be used each year to support this mission.

Next meeting will be in January at the Rochester Public Library (as well as virtual for those who can't join us). Date TBD.

Respectfully submitted,

Deb Hoadley

Continuing Education Committee Chair



**Center for the Book Report for NHLA Board December 2017**

- I attended the November 1 Center for the Book meeting.
  - At the meeting, the new Commissioner of the Department of Natural and Cultural Resources, Jeff Rose, spoke briefly about his vision for the consolidated agency and the role of libraries within the agency.
  - Mary Russell reported on current conditions at the National Center for the Book, the BookNotes blog, National Book Festival, the Ladybug Award, and the Route 1 Reads project.
  - She also spoke about the future of the Letters about Literature program. The local judging process may be affected by staffing changes at the Library of Congress. NHCUC and NHLA may be asked to help judge local entries.
  - NHLA, in particular the READS section, might be asked to also help judge the NH Literary Awards. READS is willing to participate. The NH Writers Project formerly sponsored the awards, but they do not have the resources to do so next year. More details will be coming in early 2018.

Respectfully submitted,

Emily Weiss

NHLA Liaison to the Center for the Book



**IT section report for Dec 12, 2017**

ITS section has not met again since the summer, but the ITS Google Group keeps sharing info with anyone who wants to join the mailing list. We're continuing to update our IT providers shared list with ratings to help libraries find IT contractors for services they can't manage themselves. If anyone is interested:

[https://docs.google.com/spreadsheets/d/1ZhoDPR0LTUihsf6FYKJ2mIMxO\\_HdfKEbDCev8Mg8vAg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1ZhoDPR0LTUihsf6FYKJ2mIMxO_HdfKEbDCev8Mg8vAg/edit?usp=sharing)

Steve Viggiano and Kate Thomas got together to review the by-laws in order add a fee to join ITS so the section can begin to provide more valuable programs and services to members. We will also need to restructure our officers to include a treasurer. More to come on that issue.

Respectfully submitted,

Kate Thomas

Co-President

IT Section

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