



## NHLA Executive Abbreviated Board Meeting

NHMA 25 Triangle Park Drive Concord, NH

December 11, 2018

Call to order at: 12:07 PM

Members Present: Marilyn Borgendale, Sylvie Brikiatis, Deann Hunter, Denise van Zanten, Dara Bradds, Nancy Farwell, Matthew Gunby, Sarah St. Martin, Carlos Pearman, Julia Lanter, Sarah Leonardi, Michael York, Lisa Cutter, Deb Hoadley, Sarah Frost, Samantha Lucius, Lisa Jose, Amber Coughlin, Amy Lappin, Kim Gabert, Randy Brough, Lori Fisher, Marina Buckler, Azra Karabegovic, Christine Friese, Caitlin Loving, Betsy Solon, Emily Weiss.

Approve Agenda: Motion to approve agenda made by Sarah Frost, seconded by Marilyn Borgendale. Motion carries.

Approve October Meeting Minutes. Motion to approve minutes made by Julia Lanter, seconded by Deb Hoadley.

- [President's Report](#)
- Vice President's Report: Thank you for all of the assistance for the annual conference.
- [Treasurer's Report](#)
  - Waiting on number of charges for Fall Conference.
- State Library Report
  - Negotiations with vendors for the new Interlibrary Loan process. Develop contract with vendor. Numerous agencies working on this process. Major shift to how interlibrary loans are handled in the state. Will still have union catalog. 75% of state's libraries serve populations of under 7500.
  - Searching for administrator for library operations at the state library.
  - Budget process has begun for next fiscal year. Proposal sent to his office. Process should be completed by end of June.
  - Tim Rohe has begun process for annual reports and statistics for the next year.
- **Old Business**
  - Bookkeeper contract: creating contract at next officer's meeting, will bring to EB in February.
  - Consistency of terms for sections: most sections have made alteration to changeover for officers. Goal to have all sections doing this for 2019 elections.
  - Conference Manuals/Sections: sections to take look at manual to see if they need to add any amendments before they are able to adopt this as well.
  - [Conference Conduct Policy](#)
    - Motion to approve conference conduct policy made by Conference Committee seconded by Deann Hunter. Motion carries.
    - Will be adopted throughout the organization.
- **New Business**



- Formalize conference attendance for State Librarian in Manual. The Executive Board will invite the state librarian to the annual conference gratis. Motion made by Marilyn Borgendale, seconded Lori Fisher.
- Section and Committee highlights
  - [Scholarship](#)
  - [Continuing Education Committee](#)
  - [Past President](#)
  - [Membership](#)
    - Renewal prior to December is not good for new year.
  - [YALS](#)
  - [CLNH](#)
  - [READS](#): no report submitted
  - [ULAC](#)
  - [Paralibrarian Section](#)
  - [Advocacy Committee](#)
  - Information Technology Section: no report submitted
  - [Intellectual Freedom Committee](#)
  - [Conference Committee](#)
  - Bylaws Committee: no report submitted
  - Legislative Committee: LSR Legislative Service Request, 827 as of yesterday, none seem to have direct connection to libraries.
  - [ALA Liaison](#)
  - [New England Library Association Liaison](#)
  - [NH Center for the Book Liaison](#)
    - Looking for ideas for programs geared towards adults.
  - NHLTA liaison: no report submitted

Adjourn at: 12:42 PM.

Respectfully submitted by Matthew Gunby



**NHLA President's Report for December 2018**

The Fall Conference and Annual Business meeting was held on November 2<sup>nd</sup> at the Common Man in Plymouth with 58 members in attendance for the Diversity and Equity discussions. Conference survey feedback was very positive.

As we had a quorum, minutes from the 2017 meeting were approved. Draft minutes from this year's meeting are posted on the NHLA website ([nhlibrarians.org](http://nhlibrarians.org)). The bylaws change regarding officer terms passed. \$189 was raised from the raffle for scholarship money.

The agenda for the December EB orientation was the focus of the November officers' meeting. Continuing concerns about how to handle Affinipay reconciliation was also discussed with Kim Gabert (Assistant Treasurer) agreeing to learn the reconciliation and help out for now.

Azra Karabegovic has been appointed the Social Media committee chair replacing Kim Gabert.

Respectfully submitted by,

Sylvie Brikiatis, NHLA President

NHLA Continuing Education Committee Report

December 11, 2018



## NHLA Treasurer's Report

December 2018

Deann Hunter, NHLA Treasurer

### Financial Report

Please find attached a copy of

- NHLA's November 2018 Profit & Loss Statement
- NHLA's Balance Sheet as of November 30, 2018
- FY19 Expenses and Income as of November 30, 2018

NHLA's total assets as of November 30, 2018 were \$207,556.86.

### Treasurer-Elect Preparation

Welcome Kim! Kim now has access to Citizens Online Banking, QuickBooks and AffiniPay.

I have updated the NHLA Treasurer Procedures Manual as well as instructions for printing checks in QuickBooks.

### AffiniPay Reconciliation

Kim has agreed to meet with the bookkeeper to learn the AffiniPay reconciliation process in an effort to reduce the bookkeeper's workload. The meeting will take place at the Manchester City Library during the first week of January.

Below is a listing of cash held by each account as of November 30, 2018.

NHLA checking	\$2,956.51
NHLA savings	\$47,405.68
CLNH	\$15,242.99
READS	\$4,165.63
PARALIB	\$4,814.40
ULAC	\$3,229.24
YALS	\$4,227.69
ITS	\$627.16
WINCHELL LOAN (revolving fund)	\$28,473.55
NORRIS (scholarship)	\$1,470.71
MACDONALD FUND (continuing ed/professional development)	\$12,956.04



NHLA Scholarship Report  
Tuesday, December 11, 2018

Carlos Pearman is the incoming Chair of the Scholarship Committee for 2019.

Manchester City Library  
405 Pine Street  
Manchester, NH 03104  
(603) 624-6550 x 3342  
[cpearman@manchesternh.gov](mailto:cpearman@manchesternh.gov)

The next deadline for scholarships and loan applications is April 1, 2019.

Respectfully submitted,  
Sarah Leonardi

DRAFT



**Continuing Education Committee Report**

The CE Committee postponed the Dec. 4 meeting to January 15 at 2:30. The agenda will include firming up the CE schedule for 2019 and reviewing instructor applications.

Respectfully submitted,

Deb Hoadley

Continuing Education Committee Chair

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NHLA Past President's December 2018 Report

**Google for Nonprofits:** I have been working on the Google Drive and setting up accounts for Officers, Section Presidents and Committee Chairs to be able to log in and archive documents. A training session is scheduled for the December transitional meeting.

Respectfully submitted,  
Marilyn Borgendale  
Immediate Past President

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### Membership Committee Report NHLA Board Meeting - Tuesday, Dec. 11<sup>th</sup>, 2018

- Snapshot: Membership season has begun, so many are now “overdue” or “lapsed”; numbers will go up as payments come in. 124 have initiated renewal/sign-up in this first month.

**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>2</u>	<u>1</u>	<u>1</u>	-	-	-	-	-
First Time Member	<u>118</u>	<u>70</u>	<u>38</u>	<u>38</u>	<u>6</u>	<u>4</u>	-	<u>1</u>	<u>2</u>
Library Run by 1 Person	<u>25</u>	<u>16</u>	<u>8</u>	<u>8</u>	-	<u>1</u>	-	<u>1</u>	<u>1</u>
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>5</u>	<u>5</u>	-	-	-	-	-	-	-
Salary \$25,000 - \$50,000	<u>220</u>	<u>135</u>	<u>38</u>	<u>37</u>	<u>3</u>	<u>42</u>	<u>3</u>	<u>2</u>	<u>3</u>
Salary over \$50,000	<u>129</u>	<u>82</u>	<u>12</u>	<u>12</u>	-	<u>33</u>	<u>2</u>	-	-
Salary under \$25,000	<u>149</u>	<u>101</u>	<u>29</u>	<u>27</u>	<u>2</u>	<u>15</u>	<u>4</u>	-	<u>1</u>
Trustee/Friend/Student	<u>39</u>	<u>35</u>	<u>4</u>	<u>4</u>	-	-	-	-	-
Unemployed Librarian	<u>3</u>	<u>2</u>	<u>1</u>	<u>1</u>	-	-	-	-	-
<b>Total</b>	<u>739</u>	<u>496</u>	<u>131</u>	<u>128</u>	<u>11</u>	<u>95</u>	<u>9</u>	<u>4</u>	<u>7</u>

- Membership Committee met online Wed., 11/7/18 via Google Hangout.
  - New committee member: Linda Pilla requested to join
  - Review of lapsed members: ongoing
  - Next Membership Chair opening Dec. 2019/Jan. 2019
  - Social Media Coordinator: Kim Gabert is outgoing, Azra Karabegovic is incoming. Social Media will fall under Membership for the time being.
  - Membership Survey: closed at the end of November; most wanted museum visits and after-work drinks. Events being considered:
    - Escape Room: will only happen if we have at least 12 people (12 is the max for the room in consideration)
    - Boston Public Library or Isabella Stewart Gardner Museum tour with possible after-tour social hour
    - Holiday Gift Exchange: already in progress; 38 sign-ups
  - Spring Conference giveaways: restricted to \$2-\$3/max, to be ordered in bulk
  - Next Meeting: proposed date - Wed., 1/9/18 from 2:30-4:00 pm @ MCL





- Participated in Engage webinar with Lori Fisher on 10/25/18 (re: transfer of membership file to ALA for advocacy)
  - Transferred .csv file to Lori on 10/29/18 for upload; scheduled dates for future transfer/uploads in Feb. 2019 & Apr. 2019.
- Collected outstanding membership payments at Fall Conference on 11/2/18
- Changed WA permissions for new incoming/outgoing section chairs/assignments
- Trained incoming Scholarship Committee Chair & READS Membership Chair to use Wild Apricot
- Submitted Nov. 2018 Joint NELA/NHLA Membership Report to Bob Scheier
- Worked with Marilyn to establish new Membership Committee email address & drive storage through GSuite
- Worked with Memb. Committee to establish outgoing emails for Gift Exchange
  - Worked out a solution to issues re: large email, and eventually sent through WA
  - Assignment emails sent through GSuite
- Updated template for membership renewal emails in Wild Apricot & scheduled blasts accordingly
- Reviewed new ALA Student memberships & discussed activation with Treasurer for consistency
- Processed new NHLA renewals/signups (124 in Dec. 2018 alone)
  - Resolved many members' technical issues that arose during first week of December sign-up/renewals, and other issues as they have come up (and will continue to come up during membership season)

Respectfully Submitted,

Lisa Jose  
NHLA Membership Chair



## YALS December Report

The YALS board met on November 8<sup>th</sup> to review our 2018 Fall Conference and plan for the 2019 YALS Fall Conference which will be held on September 26<sup>th</sup>, 2019 from 10 – 3 pm at the HealthTrust Building located at 25 Triangle Park Dr. in Concord, NH.

YALS will next meet on January 31<sup>st</sup> at 10:00 am at the HealthTrust building in Concord, NH. We will discuss possible main speakers for the YALS 2019 Fall Conference and schedule panel topics and speakers. Any NHLA members who have recommendations for the 2019 Fall Conference are encourage to send their ideas via email to [yalsnhla@gmail.com](mailto:yalsnhla@gmail.com) .

Librarians are encouraged to nominate titles for the 2019 Flume and Isinglass Awards or comment on books already submitted for nomination. Information on both awards can be found on the YALS website, <http://yals.nhlibrarians.org/book-awards/> or the Flume & Isinglass Award Webpage, <https://flumeisinglass.wordpress.com/> .

Respectfully Submitted,  
Julia Lanter, President YALS  
December 3, 2018

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## CLNH Section Report for NHLA Executive Board December 2018

- The CLNH board met on November 30<sup>th</sup>
- We reviewed our Fall 2018 Conference
- A tentative date and geographic area for our Fall 2019 conference was set
- We welcome Azra Karabegovic as our new Vice President and Molly Pevna as our new Treasurer

Respectfully submitted,  
Sam Lucius  
CLNH Section President

DRAFT



## **READS Report**

December 11th, 2018

To: NHLA Executive Committee

From: Beverly Pietlicki, READS President 2018

Final report as President

It has been a pleasure and an honor to serve as the READS President. I am so pleased with the committee's dedication and professionalism. This committee has worked hard to maintain the READS division of NHLA and has done excellent work.

The READS Executive board met on November 9th at the Local Government Center in Concord. The Vice President elect, Betsy Solon and new incoming Vice President elect, Mindy Atwood were in attendance. Betsy Solon will step up as President of READS at the January 11th meeting.

Three new members will form a new membership committee to replace Emily Weiss. They are Sue Harmon, Natalie Moser and Susan Schatvet. Sue Harman will chair the committee and Natalie Moser will take over as publicity chair, articles for the newsletter regarding READS activities will be sent to Natalie before being published to the membership. Membership numbers in the READS division has risen slightly this year.

Betsy Solon reported on the NELA and NHLA business meetings. The committee had a productive discussion about possible programs for the NHLA conference.

Nancy Farwell from Abbott Library has volunteered to be our website coordinator but still needs to be given the credentials.

The committee expressed gratitude to Kersten Matera and Mat Bose who will stay on as secretary and treasurer, respectively.

The committee looks forward to continuing the discussion of relevant programs to be brought to the New Hampshire Library community at the upcoming NHLA Conference and the fall business conference.

Respectfully Submitted,

Beverly Pietlicki



ULAC Report to NHLA

December 2018

- Brian Dowd, author of *The Librarians Guide to Homelessness*, will present to ULAC event so many of our staff members could attend. \$5 per person to attend, and they will have to pay for their own parking. D. van Zanten will send out a placeholder email for March 13<sup>th</sup> in Manchester auditorium. There is no cap for attendance per library.
- Website - Steve & Marina are working on the new ULAC website. Content will initially include the basics: minutes, calendar, meetings and bylaws. We can decide on Discussion of use of the site for recruitment. Related – a digital copy of the bylaws will be sent out for review at the December meeting.

Discussion Items

- \$15 per hour minimum wage, or if there is an increase of some sort. How will this effect NH libraries and our staffs?
- Room use and rental polies. This may be a subject for a meeting topic
- Board structures

Sincerely,

Todd Fabian  
Director  
Concord Public Library



## Paralibrarian Section Report for NHLA Executive Board December 2018

- The reciprocal agreement between MA and NH was approved by the NHLA Executive Board and signed by the current president, Sylvie Brikiatis. It is currently awaiting signatures from both myself, (at our next meeting), and our Review Board Chair and then will be sent to Karen Horn of the Massachusetts Paralibrarian Section for presentation to the MA Library Commission and MLA.
- There has been no new business since October 2018, our next meeting date is Friday December 14, 2018 and we will be transitioning to our new board members on that date.

Respectfully submitted,  
Sarah Frost  
Paralibrarian Section President

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**Intellectual Freedom Committee Report**

December 11<sup>th</sup>, 2018

- With Sylvie's help, I sent the ALA Report Censorship informational email to the membership. I also posted it to the NHLA Facebook page. The Office of Intellectual Freedom will compile the information for 2018 early next year and I'll share it with the board.
- I will be attending the NHLA Conference Committee Meeting on January 4<sup>th</sup>.
- I just returned from maternity leave but will be contacting the other members to schedule our next meeting very soon.

Respectfully submitted,  
Caitlin Loving  
Intellectual Freedom Committee Chair

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Conference Chair Report  
December 2018

The Conference Committee rescheduled the November 5<sup>th</sup> for January 4<sup>th</sup> at Hooksett Library. The goals of that meeting will be to:

- Review the proposals that have been submitted at that point
- Assign program rooms and times
- Solidify program topics
- Review financial goals of the conference
- Determine budget for conference expenses

Respectfully Submitted,  
Dara Bradds  
Conference Co-Chair

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## **Advocacy Committee report for NHLA Board Meeting, December 12, 2018**

### Advocacy Bootcamp “Train the Trainer” initiative at NELA/RILA conference

We had a very successful “Train the Trainer” experience at NELA/RILA, with a total of 15 individuals from 5 of the 6 New England States participating! A follow—up webinar/conference call was held on Tuesday 11/20 from 1 pm to 2 pm, led by Marci Merola (Director, ALA Office for Advocacy); Kristin Pekoll (Associate Director, ALA Office for Intellectual Freedom); Megan Cuscik (Associate Director, ALA Office for Advocacy); Joaquin Falcon (Communication Specialist, ALA Office for Advocacy); and myself. We reviewed the overall themes and best practices for presenting the Advocacy Bootcamp in our states, and had plenty of time for questions from the Trainers. It was a great, informative session! All of the Trainers have committed to presenting the Bootcamp in their state sometime during the next six to eight months. More below on how this will be carried out in NH.

### Engage implementation in NH

In October, ALA asked all chapters to upload their membership information into their Engage platform by 10/31. After addressing issues of privacy (no one looks at the membership information at ALA or uses it in any other way than our chapter sending out alerts and messages through Engage), I was able to upload our membership information by the deadline. Thank you to Lisa Jose for asking good questions and sending me the membership file in the appropriate format. We will be updating the membership information in Engage 2-3 times per year, with the next update scheduled for February (after our annual membership start coming in).

In addition, I attended a very informative Engage webinar in November, which provided needed information to get this going for NHLA. I’m currently developing our Engage site, and will be updating the NHLA Advocacy page with a link to that site by January 1, 2019. As the NH legislative session begins in 2019, and as the national congressional agenda goes forward, we will start sending out alerts, messages, and calls for action to NHLA members on library issues as needed.

### Advocacy Workshops to be offered to state-wide library co-operatives

As part of our commitment through the “Train the Trainer” process, all five of our New Hampshire Trainers will be presenting the Advocacy Bootcamp to co-ops across the state over the next 8 months. I will be reaching out to all co-op chairs in December to find out when they would like to schedule a full or partial workshop, and then will coordinate with the other Trainers to present the material. I am scheduled to present a portion of the Advocacy Bootcamp to the RALI co-op on Thursday 3/7/2019.



Respectfully submitted: Lori Fisher, Chair of the NHLA Advocacy Committee

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## Center for the Book Report for the NHLA Board December 2018

I attended the Center for the Book meeting on Thursday, November 8 at the State Library.

Mary Russell updated us about the Center's activities.

**Ladybug Award** voting is ongoing. The deadline is December 7. If the weather cooperates, the 2019 nominees may be announced at the school librarians' conference in March.

**Letters about Literature** is currently accepting entries from students. Program information is available at the following website: <https://www.nh.gov/nhsl/bookcenter/programs/letters.html>

The deadline is December 14.

The program launched later than usual this year because Library of Congress is making changes in how they run the program. This year, the state is self-managing submissions. Franklin Pierce students are assisting with judging submissions. Natalie Moser of the Laconia Library volunteered to judge submissions as well. Thank you Natalie!

### Route 1 Reads

This year's Route 1 Reads is highlighting cookbooks. NH will feature *Black Trumpet: A Chef's Journey through Eight New England Seasons* by Evan Mallett.

### Financial

There is adequate funding for programs, but the general fund is running low. The committee did not have a problem with Mary making an administrative transfer from a project or two to the general fund.

### Other items

The Center for the Book is open to suggestions of projects for adults. The current programs are primarily geared toward children. I have heard from a couple of adult service librarians who would be interested in assisting the Center, but there are limited volunteering opportunities at the moment.

Don Kimball was elected Chair and Selma Naccach-Hoff was elected Vice-Chair.

Respectfully submitted,

Emily Weiss

NHLA Liaison to the Center for the Book

11/28/18



## NHLA Conference Code of Conduct, Proposal 3 August 2018

The New Hampshire Library Association (NHLA) is dedicated to providing a positive conference experience for everyone. We invite you to help us make our conference a place that is welcoming and respectful to all participants. We value ideas, thoughts and expression, and we appreciate varying approaches when delivering workshops and sessions. Discriminatory language and imagery is not appropriate for any event venue, including talks, workshops, sessions or any community event online or in a face to face environment.

Participants are expected to maintain a professional demeanor and treat other participants with respect. Any participant who is asked to stop any intimidating or harassing behavior must comply immediately. Event organizers may take action to address any activity that may disrupt the event or make the environment uncomfortable or hostile for participants.

If at any time a presenter, guest, delegate or visitor feels that they, or others, have been harassed or that this code of conduct has been breached, it is important to report it as soon as possible to a member of the NHLA Conference Committee or Executive Board.

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ALA Councilor Report

December 2018

In November, I helped facilitate a program at the NELA/RILA Conference with other New England Chapter Councilors to feedback on ALA Organizational Effectiveness. Those in attendance had some great feedback for ALA. A report has been passed along to the Organizational Effectiveness Subcommittee.

I also participated in a Chapter Relations Committee conference call in mid-November.

I will be presenting a Chapter Councilor Orientation Webinar along with Ben Hunter, Idaho Chapter Councilor, Don Wood, ALA Chapter Relations Program Officer, and Michael Dowling, ALA Director of International and Chapter Relations Offices on December 13.

I'm looking forward to passing the reins to Lori Fisher. I have no doubt that she will represent NH well in the future!

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



## New England Library Association Report for NHLA Board December 2018

The Board meeting on November 16th was held virtually due to wintry weather.

- Incoming Board members were introduced
- Review of Bylaws – overview of updates
- The Policies and Procedures manual was reviewed. All contracts need to go through the admin committee.
- Board meeting dates and lengths were discussed and settled. Meetings will be held 10-2. Multiple meetings may be held on the same day if necessary. Scheduling and administrative logistics information are on the drive.
- 2018 Conference review.
- Conference committee
  - 2019 Annual Conference in Mystic Connecticut at the Mystic Marriott Hotel & Spa
  - 2020 Annual Conference October 25th through 27th at the Manchester Downtown Hotel in Manchester NH
  - 2021 TBA
- NELA will embark upon a strategic plan in 2019. It has been a while.
  - Strat plan subcommittee formed
  - A Strategic plan facilitator is to be hired.
- Continuing education – a grants submission for an online course was approved
- Special committees were discussed. Special committees can be authorized and dissolved by the executive board if there is a feeling that the work they want to perform falls outside the work typically done in standing committees. There is interest in forming a special committee around issues of diversity. This was met with general acclaim.
- NELLs applications being accepted as of December 1st. NELLs 2019 is taking place August 12th – 16th, 2019 at the Rolling Ridge Retreat and Conference Center, North Andover, MA. The application deadline is March 15th. Tuition and housing fees are TBD.
- The next executive board meeting will take place in at the Bolton Public Library in Bolton Massachusetts on January 18th 2019 from 10 am to 2 pm.

Respectfully submitted,  
Amber Coughlin  
NHLA representative to NELA