



## **NHLA Executive Board Meeting Minutes**

**February 11, 2:00-4:00**

**NHMA 25 Triangle Park Drive Concord, NH**

Call to order at 2:00 PM

Members Present: Amy Lappin, Yvette Couser, Sarah St. Martin, Kim Gabert, Christine Friese, Amber Coughlin, Bobbi Slossar, Kirsten Matera, Katharine Gatcomb, Heather Rainier, Denise van Zanten, Deb Hoadley, Caitlin Loving, Randy Brough, Linda Pilla, Carlos Pearman, Marita Klements, Lisa Jose, Angela Brown.

Motion to approve the December Executive Board minutes made by Denise, seconded by Carlos. Motion passed unanimously.

### **Officer's Reports**

- [President's Report](#)
  - Learned a lot from the Presidential Forum, see Lori's report.
  - See President's report for NHLTA's position on legislation regarding public hearing in response to December's meeting minutes.
  - Small Libraries Summit. Discussion on who organized this in the past, as it was unclear. Kim mentioned we put the money in the budget but did not hear from anyone as to who was putting it on when others tried to reach out. Bobbi offered to organize this, as she has worked on this before.
  - NHLA advocates for all libraries in state, including school, academic, so Amy is keeping lines of communication open. Amy has been in touch with NHLMA's president Karen Abraham and plans to attend the April NHLMA Board meeting.
  - Amy and Yvette will attend the next NHLTA meeting. If a representative from NHLA can't make future meetings, NHLTA is happy to make announcements at their meetings.
- [President Elect's Report](#)
- Past President's Report
  - Putting on a 2 day Copyright First Responders workshop on June 10-11, 2020, with Manchester Community College and Continuing Education Committee. Deb Baker from MCC is donating the space. Speaker is Kyle Courtney from Harvard. Will send invitations to public, school and academic libraries, archivists, and other special libraries (such as medical). Will have a registrations deadline, and



will open up registration to other states depending on numbers. Breakfast and lunch included. Bring water bottles/nametags for sustainability.

- Discussed the importance of including digital materials in program.
- Would like to use some of the \$2375 that was donated to NHLA by the disbanded NH Law Librarians.
  - **Vote:** Christine made a motion to approve up to, but not to exceed, \$1300 from the 2019 Law Librarian's donation to NHLA to help run this event. Amber seconded. Motion passed unanimously.
- Registration fees will cover the food; this is not a fundraising event. Scholarships are available.
  - **Vote:** Motion to make registration fee for this 2 day conference at \$65 for NHLA members and \$75 for nonmembers made by Deb, seconded by Amber. Motion passed unanimously.
- [Treasurer's Report](#)
  - Headed into budget season. Would like to bring budget to April meeting.
  - Bank is asking if we want to invest our money in CD's. Kim will look into options.

### State Library Report

- Debbie continues to get grants to bring in great programs.
- NH's first ingestion into DPLA has been moved to April in order for Universities to have more time. Governing body has been formed, and will be meeting later this month.

### Old Business

- HB1615 and HB1452 updates
  - The full House will vote Thursday on the two bills. If not voted down, they'll go to the full Senate.
  - People can contact representatives and encourage to vote against it.
  - Will send message out (through Wild Apricot) to let membership know the vote is Thursday. And send follow-up of voting results.
- Census 2020 and CCC
  - State Library has stepped in and been sending out information to libraries. Does NHLA need to continue to send out info? Discussion on information overload versus getting as much info out there. Suggestions were to use Wild Apricot to send info out to NHLA members, and pinning info on NHLA website to be at the forefront since it's such a short period of time.
- Macmillan update



- CEO of Macmillan does not seem to care whether or not libraries buy their books.
- State Senator of NY filed a bill to let ebook licensing to be fair and reasonable.
- Discussion of the board was to take no position at this time, but to monitor the situation.

### **New Business**

- Sustainability Committee next steps
  - Need someone who is interested in starting an Ad-Hoc Committee.
- ALA making changes with SCOE (Steering Committee on Organizational Effectiveness) and general organization to be less of a behemoth. While Amy is in agreement that the structure of ALA needs to change, she is concerned about the role of Chapters in the current plan and is hoping to see a way for Chapters to continue having a decision making role in ALA policy and leadership.
  - NHLA needs to decide what our stance is. Will discuss at next meeting.
- GoToMeeting calendar issues in instructions, which Christine will look into.
- **Section and Committee reports**
  - Scholarship: No report
  - [Continuing Education Committee](#)
  - [Membership](#)
  - [YALS](#)
  - [CLNH](#)
  - [READS](#)
    - ❖ Asked about using the NHLA google drive as a repository, including making certain parts public, but not be able to modify. Discussion regarding using the google drive for that purpose. READS still needs to create a policy. Benefit of google drive instead of READS website would be better for file management purposes; display is not as nice in the website; a drive would be easier to navigate. Question as to who maintains those documents in the google drive? It may be the archivist. Will discuss at next meeting.
  - [ULAC](#)
  - [Paralibrarian Section](#)
  - [Advocacy and Legislative Committee](#)
  - [Information Technology Section:](#)



- Intellectual Freedom Committee: No report
- [Conference Committee](#): Also see NELA Liaison's report.
  - Joint NELA/NHLA Conference is Oct 25-27, 2020, in Manchester.
  - NHLA is asking for about 20 proposals for programs. Each section is being asked to send 1-3 proposals for programs to NELA. Deadline is March 31.
  - The NHLA annual meeting will be Monday, Oct 26, at 8:00. Need 10% of membership for a quorum.
  - NELA wants to give out awards for courageous librarians in each state. If you have any ideas for a library or librarian, let Amber know.
  - Raffle is our fundraising, need to get baskets. People can donate personally, or sections can donate.
  - Can budget in April estimated costs for FY2021.
- Bylaws Committee: No report
- ALA Liaison
- [New England Library Association Liaison](#)
- [NH Center for the Book Liaison](#)
- [Wild Apricot Database Administrator](#)
  - Layout continues to change.
  - GoToMeeting subscription has meeting capacity, but not webinar capacity. Lisa looking to do training and have it available to be viewed anytime. Christine will look into.
  - Would like to change name to just NHLA Database Administrator.
- [Technical Services Ad-Hoc Committee](#)
- NHLTA liaison: No report
- Social Media: No report
- Archivist:
  - Marita is resigning as archivist of NHLA due to lack of time. She has been in the position for 3 years, and has enjoyed what she's been able to do and was hoping to do more. She's happy to help anyone who would like to tackle some projects.
  - Biggest accomplishment was to write a record retention document, which sections use. Has also been dealing with physical records from NHLA history, among other things. Items are at State Library in Concord.
  - Amy thanked Marita for all the work she's done.



Adjourned at 3:52.

Respectfully submitted by Sarah St. Martin

**President's Report, February**

January activity and correspondence was primarily regarding the planned NHLA Presidential Forum, NH HB1452 and HB1615, and NHMA meeting room reservations which took more time than you would think. Due to changes in the NHMA policies, outside groups are limited to 4 meetings a year. For NHLA that would include our officers meetings, executive board meetings, and all of our section meetings. As this change came after they had confirmed our rooms for the year, NHMA agreed to allow the officers and executive board to meet through June 2020. We will need to discuss plans beyond June. The State Library and Hooksett Library have offered use of their spaces.

Lara Berry contacted me regarding the characterization of NHLTA's position on public hearings as written in the NHLA Executive Board December 2019 minutes. As the minutes were correct in terms of what was said at the meeting, I didn't think it was right to change the minutes, however, I would like her response and objections from an email dated January 22, 2020 entered into the February minutes, "NHLTA asked me to pass along that their board has never tried to eradicate public hearings. Several years ago, they supported a proposed amendment which would have created a default one-year appointment term for library directors. Within that term and any subsequent term, public hearings and all other employment rights pertaining to library employees would have applied. "

I have had a question about whether or not the 2020 Small Libraries Summit will be happening. NHLA had budgeted for it, but I am having a hard time tracking down who might currently be in charge of the summit.

I attended ALA MW in Philadelphia from January 23-28, 2020 which included work as a councilor-at-large, a member of the Chapter Relations committee, and a member of the ALA nominating committee. As Lori Fisher discussed in her report, many conversations at ALA MW revolved around the proposed restructuring of ALA which may have an impact on the future representation given to states in ALA's decision making bodies. Lori and I hope to bring an update to both the officers meeting in March and the executive board meeting in April. At that point, we may want to draft a letter to ALA with an official NHLA position on the restructuring depending on our collective viewpoint after we get more information.

I have registered for National Library Legislative Day in DC in May.

Respectfully submitted,

Amy Lappin

NHLA President 2020



**Vice President's Report for the NHLA Executive Board – February 2020**

I attended the NELA/NHLA Joint Conference Steering Committee meeting on January 31 via GoToMeeting. As Denise van Zanten and Amber Coughlin are our contacts for this event, I defer to their much more complete report and await direction from them.

Respectfully Submitted,

Yvette Couser

NHLA Vice President



## NHLA Treasurer's Report

February 2020

Kim Gabert, NHLA Treasurer

### Financial Report

Please find attached a copy of

- NHLA's January 2020 Profit & Loss Statement
- NHLA's Balance Sheet as of January 31, 2020
- FY20 Income and Expenses as of January 31, 2020

NHLA's total assets as of January 31, 2020 were \$237,461.92.

Looking ahead to Budget season, I will be sending out budget worksheets for each section. The plan is to present the Budget for review and approval at the April meeting, so please be thinking about expenditures for FY '21 (July 2020 – June 2021).

Below is a listing of cash held by each account as of January 31, 2020.

NHLA checking	\$4,441.50
NHLA savings	\$68,609.18
CLNH	\$17,631.24
READS	\$4,365.47
PARALIB	\$6,011.55
ULAC	\$3,513.02
YALS	\$6,199.97
ITS	\$1,200.05
WINCHELL LOAN (revolving fund)	\$26,998.55
NORRIS (scholarship)	\$2,778.95
MACDONALD FUND (continuing ed/professional development)	\$13,014.22



**Continuing Education Committee Report**

February 11, 2020

The CE Committee has not met in person yet this year. I worked with Kim Gabert, NHLA Treasurer, to process the checks for the two MacDonald Fund Grants that were approved. One applicant withdrew their application because they have moved out of state, and did not want to accept the grant in fairness to NHLA.

Continuing to work on the NH Copyright First Responder Training Workshop. New dates are June 10-11. We will be the NHLA Board to approve the amount we would like to charge attendees to cover meal costs: \$65 NHLA members and \$75 for non-members. We will be asking for help to spread the word. Below is the Save the Date announcement.

Submitted by Deb Hoadley, Chair



# Save the Date

## *June 10-11, 2020*

### NH Copyright First Responders Program

Join Kyle K. Courtney, Copyright Advisor for Harvard University for a two-day intensive, interactive, program on the fundamentals and advanced copyright topics for libraries and other cultural institutions.

More information and registration details will be coming soon!.

This program is sponsored by NHLA and hosted by Manchester Community College.



#### **NHLA Membership Chair's Report**

February 2020

#### **Membership Report**



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>1</u>	<u>2</u>	<u>2</u>	-	-	-	-	-
First Time Member	<u>87</u>	<u>37</u>	<u>45</u>	<u>45</u>	<u>3</u>	<u>2</u>	-	<u>3</u>	<u>17</u>
Library Run by 1 Person	<u>22</u>	<u>5</u>	<u>16</u>	<u>16</u>	<u>1</u>	-	-	-	-
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>7</u>	<u>4</u>	<u>4</u>	<u>3</u>	-	-	-	-	-
Salary \$25,000 - \$50,000	<u>244</u>	<u>145</u>	<u>97</u>	<u>95</u>	-	<u>4</u>	-	-	-
Salary \$50,000-\$75,000	<u>136</u>	<u>81</u>	<u>53</u>	<u>50</u>	<u>1</u>	<u>3</u>	<u>1</u>	-	<u>2</u>
Salary over \$75,000	<u>15</u>	<u>14</u>	<u>1</u>	<u>1</u>	-	-	-	-	-
Salary under \$25,000	<u>176</u>	<u>80</u>	<u>93</u>	<u>89</u>	<u>1</u>	<u>4</u>	<u>2</u>	-	-
Trustee/Friend/Student	<u>42</u>	<u>13</u>	<u>29</u>	<u>29</u>	-	-	-	-	<u>1</u>
Unemployed Librarian	<u>2</u>	-	<u>2</u>	<u>2</u>	-	-	-	-	-
<b>Total</b>	<b><u>782</u></b>	<b><u>428</u></b>	<b><u>342</u></b>	<b><u>332</u></b>	<b><u>6</u></b>	<b><u>13</u></b>	<b><u>3</u></b>	<b><u>3</u></b>	<b><u>20</u></b>

The NHLA Membership cycle begins in the middle of November when we send out the renewal email. Membership payments received from December 1 onwards count toward the following year’s membership.

- 116 members renewed in December 2019
- 201 members renewed in January 2020
- 28 members so far have renewed in February 2020

There are 37 first-time members and 48 life-time members. We still have members who try to renew at the “first-time” member rate. There are two on this current report. I have since contacted them to remind them this won’t work.

My main task this time around has been keeping up with the memberships as they come in. Everything is new. Lisa continues to be a great help.

Respectfully submitted,

Linda Pilla  
NHLA Membership Chair

**YALS Section Report  
February 2020**

On January 31 YALS met at the Whipple Library in New Boston for our bimonthly board meeting. Due to a change in meeting room policy at the HealthTrust building in Concord, YALS



meetings will meet at different libraries around the state. Our next meeting will be held at the Portsmouth Public Library at 10 AM on March 26. All are welcome to attend.

The following was discussed at our January meeting:

- YALS has signed on as a community partner with Girls Who Code. Any Girls Who Code programs in NH libraries will now receive an additional \$150 toward their program through a Girls Who Code grant.
- The 2022 Flume and Isinglass Award committees will include middle school and high school students. Teen Awards Chair Justine Fafara will reach out to awards chairs in MA and RI to start the process of creating an application.
- YALS and CLNH boards will meet in February to discuss collaboration opportunities.
- The 2020 YALS Conference will be held on Thursday, September 24. Possible locations were discussed at the meeting, as well as topics for panels, breakout sessions, and keynote speakers.

Respectfully submitted,  
Katharine Gatcomb, YALS President  
February 5, 2020



### **Children's Librarians of New Hampshire**

CLNH met on January 10th for our monthly board meeting.

The CLNH Spring 2020 Conference Committee has met twice virtually and been working on a venue, along with speakers, and topics. A Google Form has been sent out to the CLNH Community requesting librarian speakers and presenters. A venue will be decided shortly.

Azra reported that she has planned to meet with Katherine Gatcomb, the YALS President, to discuss a virtual meeting with YALS and CLNH, and plan a networking event with the two boards and members. The boards are interested in a virtual meeting. We are hoping to foster a greater connection between the two boards in the upcoming year.

The CLNH Board also discussed HB 1615. The board was told that Azra would be going to the legislative hearing and would be representing the board in opposition to HB 1615. She will update the board afterwards to let them know how it went.

There was a discussion of NELA and the Fall Business Meeting. We will continue to explore our options, along with potential topics for the Fall 2020 conference. Sam Lucius, our past president, will be on the conference committee for NELA and will keep us updated.

Respectfully submitted, Azra Palo CLNH President



# READS

REFERENCE AND ADULT SERVICES SECTION

## READS President Report For February 11, 2020

The READS Executive Board met via GoToMeeting (due to weather conditions) on February 14, 2020. Our board members are: Betsy Solon, Past President, Kersten Matera, Vice President; Matthew Bose, Treasurer; Matthew Gunby, Secretary; Sue Harmon, Membership Chair; Eileen Gilbert, Programming Chair; Brianna Hemmah, READ-to-Go Chair, and Natalie Moser, Public Relations Chair. We also welcomed Alexa Moore, our new website coordinator.

We reviewed our 2020 meeting calendar and the 2020-2021 budget.

### Other news from READS:

- On February 7, we had 123 active, paid members and 81 pending (including four new members who have not yet paid). We plan to follow up individually with the 10 members who did not renew and ask them to answer a very brief survey about the reasons they decided not to renew their READS membership.
- The Programming Committee is organizing three Roundtables in April on the topic “Controversial Programming.” The Roundtables will take place at the Howe Library in Hanover, the Portsmouth Public Library and Conway Public Library. The Programming Committee is also actively looking for at least two new members.
- The next newsletter will go out in April. Natalie is always open to receiving READS-related content for the newsletter!
- Six READS-to-Go kits have been added since November: *Waking Up White*, *The Ghost of the Innocent Man*, *A Gentleman in Moscow*, *The Den*, *An American Marriage*, and *There, There*. Kits in the process of being added include: *The Library Book*, *Pachinko*, *Killers of the Flower Moon*, *Becoming Nicole*, and *The Book of Essie*.
- Alexa Moore is reviewing our website for corrections and updates.
- READS has also set a goal for 2020 to find a way to share social media content and handouts from classes, possibly a link from the READS site to a Google drive.



**Next READS Executive Board meeting:** March 13th at 10AM at LGC in Concord. Moving forward, READS meetings will be held at the Hooksett Library. (Thank you, Heather!)

Respectfully submitted,  
Mindy Atwood  
READS President



**ULAC Report to NHLA**  
**February 2020**

- eBooks and Macmillan. Macmillan CEO not concerned about library input; no data yet to review. The group also discussed other potential platforms.
- Parking for staff. Concord seems to be the only library that doesn't provide free parking for their staff. Options are currently being discussed.
- Membership fees: Financial Plans. ULAC is flush with money; how do we want to spend it for professional development? Some suggestions include a speaker from the Library Freedom Institute; something about trauma informed library services. ALA has a series of webinars and Wentworth Douglas Hospital offers training not specific to libraries.

Association Reports:

- NHLA. Mike gave an update about EBSCO, that isn't being used enough to warrant the expense, per statistics. Subscription ends on June 30 and Mike is still working on continued access to NovelList. Schools have paid a portion since 2010 and they are aware the NHSL can no longer fund a share of the subscription. The money could be used for the new ILL system and DPLA. The state will be receiving about \$100,000 more in LSTA funding in 2020; \$300,000 more in the next fiscal year. LSTA funds the Talking Book Service, databases, ILL system, van service.
- NHLA-Legislative. HB1814 was recommended inexpedient to legislate by a vote of 13-7. HB1615 was recommended ITL by a vote of 19-1. These will go to the legislature for a vote, as far as we know now. Randy will keep us informed.
- ALA. ALA Midwinter is happening now.

Information Exchange:

- Concord: The Concord Room renovation is complete after changing the flooring and installing dehumidifiers. This area was formerly the bookmobile garage until the 1960's.
- Hampton: They experienced a ransomware attack last September. A vendor password was found to be insecure and weak. Their winter reading program begins on February 1 and will benefit the local food pantry.
- Dover: They have introduced new maker tools; they can circulate for 3 weeks and the list is on the web site.
- Merrimack: Completed budget season. Yvette and the LBT chair annually meet with the town council when it isn't budget season to keep lines of communication open. Several staff openings and not a lot of applicants.
- Milford: There will be a warrant article on the next ballot for an "expandovation." There is a lot of community support; however, it will be up against a new dispatch center.



- Bedford: There were no questions for the library during the budget process; an additional parking lot is part of their budget. They will be providing a candidate's guide this year for the first time. They have added CreativeBug and a new 3D printer.
- Keene: Staffing continues to be a problem and will be opening up the Assistant Director position at the end of the month. Building issues are still problematic and some locks don't work and replacement locks are taking a long time to arrive. Issues with drug users in bathrooms and leaving behind drug paraphernalia and blood. Marti is making connections with the homeless and mental health communities.
- Hudson: Also experiencing part-time openings. Linda advertised on Facebook with good results. A staff member has a man stalking her at work that had to be reported to the police.
- Laconia: Hosting Poetry Out Loud with 655 students! Randy has been subpoenaed by the police and doesn't know why. We will await more information.
- Goffstown: Working with the town Clerk and Lions Club on 3<sup>rd</sup> Candidates Night. Their 2020 Courageous Community Conversations initiative is about the environment. 2020 is the 5<sup>th</sup> anniversary of Earth Day.

Submitted by Todd Fabian



**Paralibrarian Section Report**  
**February 11, 2020 NHLA Executive Board Meeting**

Met December 13, 2019

Board positions: The Board voted to add three new positions to our Executive Board as recorded in our Bylaws: Board Member at Large, InterState Reciprocity Liaison and Webmaster.

*Board Member at Large (4 seats)*

We created a general board member position for new members to join the Board and gain experience and knowledge of the section before taking on a formal position on the Board. We are hopeful that this will aid us in recruiting new members and future leadership on the Board.

*Inter State Reciprocity Liaison*

Responsibilities include:

- Provide letters of New Hampshire's reciprocity to Paralibrarians in states of approved reciprocity upon request by the certificate holder.
- Annual meeting with states we currently share reciprocity with to review changes in guidelines or challenges that may arise.
- Act as liaison for potential states for future reciprocity

*Webmaster*

Responsibilities include:

- Maintains the Paralibrarian website, including keeping the bylaws, role descriptions, minutes, and board contact information up to date.
- Maintains the Paralibrarian blog with updates about class offerings, election results, certificate achievements, board meetings, and related section updates.
- Coordinates with other sections and the state library to disseminate learning opportunities to the section via the blog or the Paralibrarian calendar.
- Works with the Membership Chair to communicate with the section.

Election Results:

President-Elect : Heather Rainier, Hooksett Library

Vice President / 2021 President Elect : Cyndi Burnham, Goffstown Public Library

Amanda Alwyn, Laconia Public Library continues on as our Secretary and Julie Spokane, Brookline Public Library continues on as our Treasurer.

Education Opportunities:



We discussed educational opportunities for the spring season and possibilities for hosting or streaming classes online to reach those unable to make in-person training. The focus of the Education Committee is to fill in the blanks in subject areas not addressed by other sections. As such, we want to confirm with all of the sections that we are eager to work with you in hosting and feel the more opportunities the better and never to be worried about stepping on the sections toes by offering classes and conferences.

New Certified Library Professionals:

Bettielue Hill, Brookline Public Library, Level 1.

Cherylyn Gable, Meredith Public Library, Level 1.



## **Advocacy and Legislative Committee report for NHLA Board Meeting, 2/11/2020**

### **1. NH Legislative Update**

On Wednesday 1/15/2020 the Municipal and County Government Committee of the NH House of Representatives heard from the public about House Bill 1452 “relative to the employees of public libraries” and House Bill 1615 “requiring criminal background checks for persons brought into a library to interact with minors in library-sponsored events.” Speakers to HB 1452 included Randy Brough for NHLA and David Smolen from Conway Public Library. Speakers to HB 1615 included Randy Brough and Azra Palo for NHLA; Susan Gaudiello for NHLTA; the ACLU; and the NH State Police.

On Wednesday 1/22/2020 the Municipal and County Government Committee of the New Hampshire House of Representatives convened in Executive Session. House Bill 1452 “relative to employees of public libraries” was voted Inexpedient to Legislate by a 13 – 7 vote. House Bill 1615 – FN “requiring criminal background checks for persons brought into a library to interact with minors in library-sponsored events” was voted Inexpedient to Legislate by a 19-1 vote. Both bills will be voted on by the full House later in the current session, and Randy will let folks know when that vote is scheduled. We thank everyone who has been involved in contacting their Representatives to discuss these two bills. Your participation in the legislative process is critical and welcome.

### **2. Libraries’ Presidential Forum**

As you all know, the Libraries Presidential Forum scheduled for Saturday 1/11/2020 was cancelled on Wednesday morning, 1/8/2020. On Monday 1/6/2020 we had four confirmed, bipartisan candidates. By Tuesday afternoon 1/7/2020, we only had one confirmed candidate. One candidate cancelled outright, one candidate wanted to send a surrogate (we had already said no to two other candidates who wanted to send surrogates since the event was advertised as a candidate event), and one candidate didn’t outright cancel but said they would let us know by Friday 1/10 if they would make it. Unfortunately all of this schedule wrangling was due to the impending impeachment process and the Iran situation that developed over the weekend of 1/4/2020. The decision to cancel was a difficult one, but the question we had to answer was which would be worse: running the event with only one confirmed candidate, or cancelling the event. We (our ALA colleagues, NHLA President Amy Lappin, State Librarian Michael York, and Lori Fisher) decided that cancelling was in the best interest of NHLA. We have spent time going back over the event planning up to and through the cancellation, and have a few things to share:

#### **Lessons Learned:**

- Bring in the NHLA president, VP, and social media coordinator earlier on logistics calls so that they know what is going on every step of the way and have input on the timetable;
- Know how to cancel anything created through a 3rd party platform before we need to cancel it;
- Have multiple contingency plans for cancellation;
- Responsiveness to campaigns is important but we can’t give away too much info before we have a full slate of committed candidates;



- Separate the email for media inquiries from the email for campaigns/event coordination;
- Need a separate person to coordinate information for any library hosting a viewing party (since this was a nationwide push, need someone to focus on that).

#### **What We Did Well:**

- The two-pagers on Veterans and Broadband, with specific NH examples will be useful on the local, state, and national level, and serve as a template for other states;
- The swag for candidates/media was coordinated well and early, and we have these items to use for NHLA events/gift baskets/speakers;
- Volunteers from NHLA member pool was unifying and very heartening – we can come together!
- So many other organizations have more people and can't pull this off – we are an all-volunteer organization and we would have done it;
- The Run of Show created by our ALA colleagues is something we can use as a template for future event planning, and that ALA will use for future event planning;
- We can use Engage for mass mailing to the media;
- The relationships we cultivated with many campaign staff will be remembered because we did it professionally, courteously, and with respect and understanding for campaign staff roles.

#### **Next Steps:**

- Lori will be publicizing the two-pagers through the NHLA web site and social media, through NHAIS, and through our co-ops. These are useful documents for justifying some key services we provide;
- In the short run, we will use our swag for our Congressional delegation at the February ALA Flyin and National Library Legislative Day in May 2020;
- We will try to run this event again in four years, either earlier in the primary season or closer to the NH primary date.

Special thanks to the hard work and expertise of Megan Ortegon and Alan Inouye from the ALA Washington office. We couldn't have tried this without them!

#### **3. Possible NELA Advocacy Pre-Conference – October 25, 2020**

Brittany Overton and Lori Fisher are working with the NELA Conference Committee and Amber Coughlin (our NHLA rep to the NELA board) on holding a 3-hour Advocacy pre-conference session on Sunday morning, 10/25/2020, 8 am to 11 am. Brittany has been part of a small group in ALA working on community engagement/advocacy tools for small and rural libraries (she presented on this topic at the ACRL conference in Burlington VT in September), and could integrate pieces of that presentation into



this one. We also would like to cover every day advocacy tools/ideas, as well as provide an overview of the federal legislative process so that there is more understanding about how federal funding and local advocacy work together, since it is not always obvious. There are a couple of potential outside presenters we are considering (either for in-person or coming in via Skype), and we will start firming up the agenda once we have the ok to proceed from NELA. Right now, looking at a low-cost to attend per person, and hoping for 40-60 people. NELA has given their tentative verbal approval, but Lori will not start full planning until we get something in writing that they want this pre-conference to go forward.

#### **4. ALA Fly-In: 2/10 & 2/11, 2020**

Lori has been asked to participate in the 2020 DC Fly-in to meet with our Congressional delegations (specifically Shaheen and Pappas). Unfortunately, this means she will not be able to attend the NHLA Executive Board meeting on 2/11/2020. According to the email Lori received, "Unlike the traditional grassroots advocate training of National Library Legislative Day (NLLD), ALA's Congressional Fly-in is a small, strategic event for experienced advocates held early in the calendar year, prior to the standard congressional appropriations process of determining our nation's spending priorities and is focused on increasing support for federal funding for libraries." Lori plans to bring some of the LPF swag for the congressional visits, and will summarize those visits in the next NHLA Advocacy and Legislative Committee report. NLLD will take place in early May 2020, with participation from Michael York, State Librarian; Amy Lappin, NHLA President; and Randy Brough and Lori Fisher, Co-Chairs of the NHLA Advocacy and Legislative Committee.

Respectfully submitted:

Randy Brough and Lori Fisher, Co-Chairs of the NHLA Advocacy and Legislative Committee



## **NHLA-ITS**

### **February 2020 Report to NHLA Board**

The ITS section met for the first time in months online via GoToMeeting on February 7. The online meeting was attended by 20 individuals.

The group had a guest speaker, Deborah Dutcher, Youth & Adult Services Librarian, to present the Summer Learning Grants and answer questions. Deborah encouraged librarians to get creative with their grant requests and consider programs and equipment that would have a long lasting impact on their communities. Topics of discussion included exploring all areas of the grant, such as:

- Starting a library garden (science and health activities)
- Creating circulating backpack kits for a variety of on-to-go activities
- Hiring a presenter for an engineering/building program
- Intergenerational programming

The group also discussed the following topics:

- Wireless printing solutions
- Using digital displays for advertising programming
- Augmented reality apps
- NHDB's move from automatic checkouts to hold notifications
- NELA session proposals and the funding currently available in the ITS budget

The next in person meeting at the beginning of April will be determined by an upcoming Doodle Poll.

Submitted by Bobbi Slossar



## NHLA Conference Report January 2020

### NHLA Spring Conference 2021:

The committee is scheduled to have our first Spring Conference meeting at 1 pm on Tuesday, February 11<sup>th</sup> at NHMA, just before the full board meeting.

Vendor documents are done and ready to be opened up for our Spring Conference.

A draft budget is being worked on as well.

### Joint Conference with NELA:

Amber, I and the rest of the NELA conference contingent from NHLA have attended two of their meetings. Amber and I have been working on coordinating the details of how many programs we need to put together and we need about 20 proposals from our NHLA sections/committees. Amber's report includes the more detailed information about program responsibilities that has already been shared with our committee and the NHLA officers. Amber and I will go over this information with the full board so we are all on the same page at our meeting.

Other conference plans in the works:

- The NHLA Annual meeting is tentatively scheduled to be held on the morning of Monday October 26<sup>th</sup>.
  - Time slot of 8 am to 8:45 am, first session of the day starts at 9 am.
  - NHLA needs to decide if we will provide breakfast. I will work with Yvette on this once we have an answer and a budget of what NHLA can expend.
  - How many attendees do we expect/need for a quorum? Right now NELA is recommending a room that is still set up as a restaurant (the Tavern that was in the hotel). I am not sure if that is a good size for us.
  - Are other sections holding their meetings after the annual meeting is over? For example, is the annual meeting the first 20 minutes and the rest of the time is allotted for section meetings.
  - Is one podium and microphone okay?
- Raffle- We will have space in the assembly area- like we did in 2015- so we need help gathering raffle items from the board.
- As the host city/library I will put together a list of downtown restaurants and pubs for NELA to post for attendees.
- The next NELA conference meeting is 2 pm on March 27th at the Manchester City Library.

Respectfully submitted,

Denise M. van Zanten  
NHLA Spring Conference Co-Chair



## NELA Report for the NHLA Executive Board – February 2020

I attended the NELA Executive Board Meeting on Friday January 31, 2020 at the Cumberland Public Library in Cumberland, RI

- The board voted to adopt the IRS mileage rate for all NELA board members employees and speakers.
- Bob Schier is looking into new member management software. 2 RFPs have been submitted with 2 more to come.
- There were new committee chair appointments – Public Relations: Lyndsay Neffinger; Intellectual Freedom Co-chairs: Chance Joyner and Kathleen Kenny; Membership Co-chair: Christy Billings
- NELA is looking to hire a contracted conference AV person. They have the AV equipment, but no one to run/train volunteers. Need to touch base with conference venue to determine fine details/costs.
- The nominating committee is looking for good candidates for VP (3 year term), Jr. Director (2 year term) positions and Secretary (2 year term) positions. The nominations are due by May 31, 2020. Also Emerson Greenaway award nominations are sought. Board changeover takes place at the October meeting.
- NELS 2 – Takes place this summer: Tuesday Aug. 11 - Thursday 13, 2020. Using the book *Palaces for the People* by Klinenberg as a focus of the discussion. Open enrollment for those with 15+ years in the profession. NELS page will be updated.
- A code of conduct for NELS was proposed by the RI representative. A code of conduct for all events was discussed favorably. Amber sent the board the NHLA code of conduct as a reference point. Mike Z. will send around ALA code of conduct as well. A code of conduct will be created for the board to look into at a future meeting.
- After a budget review, the NELA 2020 budget was approved.
- The next NELA meeting will be March 27th at the conference venue.

After the Executive Board meeting, a conference committee meeting took place with some NHLA conference committee members attending virtually.

- Preconference – The advocacy preconference will take place on October 25th from 9-12. Lori Fisher would like to look into engaging outside presenters who need financial compensation. Megan Bishop will create a food budget for 40-60 people. With that info, and info from Lori about costs for the speakers, the conference committee will come up with a preconference registration cost.
- The theme of the conference is “Creativity Takes Courage”. Laura Horwood Benton is working on colorful Matisse-informed designs to save the date postcards and logos.
- NELA wants to honor a librarian from each state for their courage. Amber would love to hear from everyone who they think might be a good candidate for this.



- The conference will start on Sunday at 12:30 with the keynote. There will be three additional session time slots on Sunday after the keynote, but before the banquet.
- Programming – NELA is looking for about 20 sessions from NHLA – so 1-3 sessions from each committee if they are inclined. But there is no upper limit on how many programs each section can submit, should they choose to do so. If you have an idea, submit! Sections should use this form to submit their proposals - <http://conference2020.nelib.org/2020-program-proposal-form/> - and note in the “additional comments” area which section submitted that program.
- The deadline for submissions is March 31st, and proposals are decidedly not guaranteed until we hear back from the conference committee chair.
- Guidelines for presenter compensation are as follows – Librarians inside New England will be given a 20% discount on registration, unless they are a New England librarian of national prominence, in which case they may be compensated. Librarians outside New England and non-librarians can be compensated for travel, lodging and speaker fees. The conference committee had given a guideline of \$250 for a suggested speaker fee, but stressed the importance of negotiation for the lowest cost. That said, don't NOT submit a great speaker idea because you think they cost too much. NELA is trying to be conservative with their very limited programming budget, but still wants great and inspiring session ideas. They are interested in proposals featuring folks outside of New England.
- Amber is putting NHLA sections in contact with corresponding NELA sections, so people aren't competing for the same speakers without realizing it. CLNH and NERTCL are already connected!
- The tentative Sunday night banquet performer is comedian Justin McKinney. Yvette is looking into Divergent Strings/Blues Brothers band for reception music.
- Keynote speaker options (all tentative)– author Joel Christian Gill (perhaps with an additional worksop), Librarian Oscar Fuentes, author Laurie Halse Anderson (possibly via Skype) and Librarian Carol Tilley.
- Lunches – Book Buzz during Monday lunch, NELA business meeting during Tuesday lunch. Tuesday will be a networking lunch.
- Deb Hoadley is working on a “Paint and Sip” as an educational assistance fundraiser on Monday night. NELA will bring in pizza. This will be a ticketed event and a dinner option for folks who do not wish to venture forth from the hotel.
- Amber will need lots of folks from NH to join the NELA games team, so we can keep the weird glass brain thingy in the NHLA president's office for another year, and our collective sense of pride, maybe?
- There will be a palace Theater Tour at 3:30 on Monday of the conference. Denise is helping to set that up.
- There will be a Yoga Nidra session the last session of the last day of conference. This is the world's greatest idea.



- The NHLA conference cohort will create a list of restaurants and bars for the website and a handout to be given to conference-goers.

Respectfully submitted,

Amber Coughlin

NELA Representative



**Center for the Book Report for the NHLA Board February 2020**

**Ladybug Award:** The Ladybug Committee is hard at work choosing the 2020 nominees. The list should be announced in March.

The Board's next meeting will be scheduled soon.

Respectfully submitted,

Emily Weiss

NHLA Liaison to the Center for the Book

2/4/20



## **Wild Apricot Database Administrator Report (Revised)**

### **NHLA Executive Board Meeting - February 11<sup>th</sup>, 2020**

-Responded to requests for CLNH section's request for WA training for incoming members

-Uploaded "Wild Apricot Best Practices" PowerPoint file to Google file folder

- More documents for training to be uploaded soon

- Wild Apricot Database Training coming in March 2020

- General training for Section/Committee members involved in the following:
  - event planning
  - processing of incoming funds or refunds
  - sending of newsletters/emails
- Dates are TBD; most likely uploaded online
- May separate into 2 different trainings (one for events/registration, the other for newsletters/emails)
- Section Chairs & Committee Presidents, please contact me with:
  - the names of expected attendees from your Section/Committee
  - what their current roles are (to ensure admin settings are activated)
  - if you have any other specific topics you want covered

-Assisted new Tech Services Ad Hoc Committee Chair, Angela Brown, with:

- editing of email inviting new members
- creating & sending out email blast in Wild Apricot

-Instructed new Membership Chair, Linda Pilla, on:

- handling of level changes
- changing statuses manually
- creating NELA manual invoices for Lifetime NHLA members
- filtering reports
- how to extract monthly data when running Saved Searches
- verification of data for monthly NELA report
- fixing accounts when entered incorrectly

-Assisted Spring Conference Chair, Denise van Zanten, with:

- file upload process for set-up of 2021 Spring Conference Vendor Registration page

-Assisted new ITS President, Bobbi Slossar, with:

- access to admin settings
- creation/copying of templates
- location of ITS group data
- process of regularly updating ITS group data (group management)



-Forwarded incoming Membership inquiries to Membership Chair

Respectfully Submitted,  
Lisa Jose  
Wild Apricot Database Administrator



**Technical Services Ad Hoc Committee Report**  
**January 31, 2020**

Recruitment of committee members has begun. On Friday January 17, 2020 an email was sent out inviting NHLA members to join the Technical Services Ad Hoc Committee. Thanks to Lisa Jose for helping to edit and coordinate the email blast. It looks great! A committee email address, [techservices@nhlibrarians.org](mailto:techservices@nhlibrarians.org) has been established. Also, thanks to Natalie Moser for offering to promote the committee in the next READS Newsletter. So far ten people have joined the committee. I would like to directly reach out to the chairs of all the co-ops in the State to see if we could get at least one representative from each one. Overall, my focus right now is getting the word out about the committee and once a solid number of members have joined (20?) to simply get a conversation going about member needs and interests.

Respectfully Submitted,

Angela Brown

Technical Services Ad Hoc Committee Chair