

New Hampshire Library Association Executive Board Meeting Virtual via ZOOM June 14, 2022

Call to order at 2:03 PM

Members present: Denise van Zanten, Yvette Couser, Jessica DeLangie, Lori Fisher, Amber Coughlin, Mindy Atwood, Mat Bose, Angela Brown, Randy Brough, Scott Campbell, Deb Hoadley, Julia Lanter, Kersten Matera, Anne Jung-Mathews, Natalie Moser, Conrad Moses, Brittany Overton, Linda Pilla, Heather Rainier, Lauren Rettig, Eric Stern, Sondra VanderPloeg, Michael York

Excused absence: Moriah Churchill-Calkins, Justine Farfara, Lisa Jose, Carlos Pearman

Motion to approve amended agenda moved by Lori seconded by Amber. Motion passed unanimously.

Note: voting members were polled individually for all votes.

Kersten made a motion to approve the April minutes. The motion was seconded by Deb and passed unanimously.

President's Report

Items in Denise's report that require discussion and/or action will be covered under other agenda items.

Vice President's Report No

report.

Past President's Report

Yvette reported that the nominating committee met. She asked if there has been a call to the membership regarding open board positions or the Ann Geisel Award. It was determined there has not been such a call so Yvette will do this via Wild Apricot.

Treasurer's Report

Jessica asked the board to review the contract letter to the bookkeeper. It is Jessica's recommendation that we offer the bookkeeper a modest increase to her hourly rate. There was consensus among the Board members that this was a good idea. Jessica made the motion to accept the proposed contract letter to Brenda Lockwood. Kersten Matera seconded the motion which passed unanimously.

Jessica also summarized the difference between Proposed Budget A and Proposed Budget B for the upcoming NHLA fiscal year. Proposed Budget A includes a line for the Sustainability Committee and a line for the EDI Committee. Proposed Budget B does not include those lines.



Jessica explained that while the two committees are able to utilize up to \$1,000/year from the MacDonald Fund (per a vote by the NHLA Executive Board), they do not receive any unrestricted funds from NHLA so including them in the NHLA annual budget is not necessary and has the potential to cause confusion later.

Sandra asked for clarification that up to \$1,000 expenditure from the MacDonald Fund without approval from the Executive Board would not change. Denise and Jessica confirmed that is correct. It was also confirmed that any income a section earns rolls from one fiscal year to the next.

Brittany asked for confirmation that the \$1,000 available for use from the MacDonald Fund is available annually, each year. That was also confirmed. Jessica also shared that both committees also have the option to request more funds from the Macdonald Fund, that request would simply require a vote of approval from the Executive Board.

Jessica will look into creating a subline that shows which EDI and Sustainability expenses are from the MacDonald Fund and which are expenses from their own earned income.

Amber asked if CHILIS could be changed to CLNH. Jessica will confer with Denise and the bookkeeper about changing that entry.

Lori Fisher made a motion to accept Proposed Budget B as the 2023 NHLA Budget. Amber seconded the motion which passed unanimously.

NELA Representative Report

Amber shared that there are seven applicants to the NELA Emerging Leaders cohort. Julia, Amber and possibly a few others will be asked to review. Amber noted that NELA put a lot of effort into anonymizing the applicants.

Advocacy and Legislative Report

Before the report from the Advocacy and Legislative Committee began, Denise acknowledged and thanked Randy for his many years of service to NHLA as the co-chair of this committee.

Lori reported that Christine Friese, the director of the Portsmouth Public Library, has offered to take on the role of co-chair of the Advocacy and Legislative Committee and Denise appointed Christine to that role. Christine will interact with the NHLA lobbyist since Lori, the other co-chair of the committee, is prohibited from doing so due to her employment by the State Library.

Lori also reminded everyone to read the legislative summary provided by Teresa Rosenberger and mentioned that the general consensus is that the upcoming legislative session will be very busy.

State Library Report



Lori encouraged libraries to invite their state representatives and executive council member to Summer Reading events. Mike echoed this idea and reminded the board that because each NH House member represents approximately 3200 voters, they only need about 800 "yes" votes.

Lori also reminded the board that thanks to the membership with United for Libraries that was purchased with ARPA funds, anyone affiliated with a New Hampshire library is eligible to attend the United for Libraries virtual conference for trustees, friends and foundation.

Mike also encouraged libraries to invite the Congressional representatives to events and mentioned that in August the NHSL will be coordinating some visits to libraries that received ARPA grant funds.

Heather mentioned that Hooksett Public Library is hosting the Executive Council as part of the town's bicentennial celebration and will coordinate with the State Library with regard to that opportunity.

Mike reported that the NHSL has submitted its five-year evaluation to the Institute of Museum and Library Services (IMLS), in compliance with federal and state regulations. IMLS has accepted the evaluation and now Lori and Mary Russell are working on the next five-year plan.

Mike added this congratulations and thanks to Randy for his great legislative work on behalf of NHLA.

Lori mentioned that there is an increasing focus on the inclusion of Equity, Diversity and Inclusion in state libraries' five-year plans. This is difficult to accomplish in New Hampshire because of the legislation passed last year in the budget trailer bill that includes language that regulate the teaching of critical race theory and basing employment on race, religion, sexual orientation and other characteristics. Lori has focused on using language that points to mutual respect and learning about people's different backgrounds.

Section and Committee Reports

In addition to their written reports, the following sections and committees had the following information to report:

ITS

Mat reported that ITS sent out a survey to the membership and as a result, the section is recommending the formation of a publicity and marketing group. Denise suggested the creation of an ad hoc committee to begin, similar to the way both EDI, Sustainability and Tech Services were ad hoc committees to begin with and there was general consensus for that idea.

Lori spoke in support of the idea and expressed hope that this kind of group could be a resource for libraries who often ask the NHSL questions about websites and e-newsletters.

Denise, in her role as President of NHLA created an ad hoc social media/publicity and marketing/website committee and Scott Campbell will serve as chair.



Conference Committee

Deb reported that NELA has begun reviewing program proposals and that the new deadline to submit proposals is the end of August. Mat asked when people who submitted proposals will hear if they have been selected and Deb replied that notifications should be going out soon.

Deb shared that in place of a keynote speaker Sunday night, there will be a DJ and dancing. The Emerson

Greenaway Award will be presented Sunday night and Deb suggested this might also be a good time for NHLA to present the Ann Geisel Award. If other sections or committees would like to present their annual awards at the Sunday dinner, the chairs should get in touch with Deb to arrange payment for the ticket for the award winner.

Finally, Deb reminded everyone that the plan is to have the NHLA business meeting on Tuesday morning at breakfast. Following the brief NHLA meeting, sections and committees can have their annual meetings.

EDI

Sondra acknowledged that EDI has been charged with selecting a different banner for the NHLA website and stated that they will send possibilities to Yvette.

By-Laws

Kersten reported that the by-laws committee has determined that the by-laws change from last fall should be voted on again at the Fall 2022 Conference.

Kersten reviewed the table she provided in her report. After some discussion of the proposed changes, it was determined that the amendments to Article 4 would be tabled.

Julia made a motion to accept the proposed amendments to Article 7 and Article 12. Linda seconded the motion which passed unanimously.

Old Business

Yvette reported that people are receiving training on the new website.

Mindy will send an email to the executive board about the transfer of email addresses and passwords.

New Business

Denise reminded the board that Lisa Houde stepped down as Vice-President/President-Elect. Mindy has expressed a willingness to resign as Secretary and step into the Vice-President/President-Elect role. Denise shared that she has been in touch with former NHLA Secretary, Matthew Gunby and he has expressed a willingness to serve the remainder of the year as NHLA Secretary.





Denise asked to board to vote to approve her appointment of Mindy to finish Lisa's term and VicePresident/President-Elect with the understanding that the membership will have an opportunity to elect her or another candidate for President in the 2023 election and to approve the appointment of Matthew Gunby as Secretary.

The board approved these appointments unanimously. Mindy abstained.

Lori will transfer the YouTube channel login credentials to the new ad hoc social media/publicity and marketing/website committee.

Conrad reported that 65-70 people attended the NHLTA trustee orientation. He shared that the NHTLA took a vote in support of the Unite Against Book Bans and asked if NHLA would do the same. Denise made that motion which Lori seconded. The motion passed unanimously. Conrad mentioned that people can also individually support the effort.

It was determined that the Intellectual Freedom Committee will send its minutes to Conrad and the NHLTA president, Marcia McLaughlin.

Angela asked if the tech services committee is allowed to charge for the events it hosts. Denise confirmed that and shared that recently, sections and committee have be using a "pay what you are able" model.

The meeting was adjourned at 3:34 PM.

Respectfully submitted, Mindy Atwood, NHLA Secretary



NHLA President's Report – June Executive Board Meeting Denise van Zanten NHLA President's Report June 2022

- My thanks to Yvette and the Website Committee for all the hard work reviving nhlibrarians.org for us.
- My thanks to Mindy and Mark for working with Dale to correct the problem with NHLA e-mails. Mindy and I have been discussing how to make sure we document processes for future boards.
- Worked with Officers on a plan to fill the Vice President position. Sent to Executive Board via email:
 - For your consideration and vote at the meeting consists of the following:
 - Mindy Atwood will resign as Secretary and take over the remainder of the Vice President's term. She will then be nominated to run for President/Past President during our regular elections this fall. Currently the bylaws are a bit unclear on the appointment of the VP/President/Past President position. That is a conversation to be had with our bylaws committee going forward on clarifying the term limit and appointments based on resignations.
 - With Mindy's resignation a possibility, I have reached out to Matthew Gunby, one of our past NHLA secretaries, to complete Mindy's term and he has graciously agreed to help us.
- Sent reminder out to board that only NHLA Members can serve on NHLA committees, please
 verify membership on Wild Apricot and if they aren't a member, remind them to join! It is also
 best to send NHLA related e-mails out via Wild Apricot versus the NHAIS list regarding
 committee business.
- Working with Officers to complete the ARPA OWL process.
- Lori, Yvette, Mindy and I will meet with NHSLMA incoming President over the summer.
- Continue to monitor book challenges that are happening around the country, our focus will be on those here in NH.
- Attended the NHLTA meeting on June 1st.
 - They reviewed the conference feedback which was overwhelmingly positive. They have booked May 9, 2023 for next year's conference. They did confirm dates for the NHLA conference with me to make sure we won't conflict, ours in May 5th and 6th. Officers elected for FY2023. Next Meeting via Zoom is August 3rd at 10 am. They may have their September meeting in person.
- Added items to agenda as requested by fellow board members for discussion at the June meeting.

Respectfully submitted,

Denise van Zanten

President



Report of the Immediate Past President, June 2022 Yvette Couser NHLA Past-President Board Report

- Attended NHLA Officers meeting 5.11
- Participated in EDI monthly meeting 5.2, 6.2
- Participated in IFC monthly meeting 5.2, 6.2
- Participated in Bylaws committee meeting 5.27
- Participated in ad hoc Officer's meeting 5.27
- Attended online website training 5.25 & 5.27
- Chair the Nominating Committee meeting via Zoom 6.13.22
- Working on website updates as they come in
- Will meet the NHSLMA President over the summer

Respectfully submitted, Yvette Couser

NHLA Treasurer's Report-June 2022 Jessica DeLangie

Financial Report

Please find attached a copy of

- NHLA's May 2022 Profit & Loss Statement
- NHLA's Balance Sheet as of May 31, 2022
- FY22 Income and Expenses as of May 31, 2022
- Draft FY23 Proposed Budgets A&B
- Proposed Bookkeeper's Contract

I have included two Proposed Budgets with the expectation that we will accept just one. **Proposed Budget A** includes an income line for the EDI Committee and expense lines for both the EDI Committee and Sustainability Committee in the Unrestricted Funds budget. **Proposed Budget B** does not include these lines in the Unrestricted Funds budget. **Proposed Budget A** is essentially what we voted on last year before the Committees were given the allocation of \$1000 each from the MacDonald Fund and were voted in as accepted Standing Committees. This year the Committees do each have that allocation and that is reflected in the Restricted Funds budget (tab 2 at the bottom of the spreadsheet). I propose that we accept **Proposed Budget B**, without the extra lines for EDI and Sustainability because their funds are already settled with the Restricted Funds and do not get any budgeted monies from our Unrestricted Funds. We still track all the income and expenses for both committees which is reflected in our profit and loss sheet.

I have also attached a new contract for our bookkeeper with a rate increase of \$20 per month. It has been quite a few years since she has received any kind of increase and since then has taken on the extra duty of driving to the library and picking up deposit slips. Cost of gas alone would warrant the increase, but the extra time and years since her last increase would also be solid points of argument.



If you have any questions on the budget, please let me know and I will come prepared to answer them at the meeting.

NHLA's total assets as of May 31, 2022 were \$271,454.82.

Below is a listing of cash held by each account as of May 31, 2022.

NHLA checking	\$2,382.09
NHLA savings – non-interest	\$21,336.97
NHLA savings	\$58,450.44
CLNH	\$15,816.16
READS	\$3,626.14
PARALIB	\$6,929.79
ULAC	\$6,414.03
YALS	\$5,711.28
ITS	\$1940.41
WINCHELL LOAN (revolving fund)	\$23,998.55
NORRIS (scholarship)	
	\$2,769.76
MACDONALD FUND	
(continuing ed/professional development)	\$20,829.06



New Hampshire Library Association

Profit and Loss July 2021 - May 2022

	TOTAL
Income	
4010 Spring Conference	45.00
4012 CHILIS Spring Conference Income	230.00
Total 4010 Spring Conference	275.00
4020 Fall Conference	
4021 NHLA Fall Conference Income	1,915.00
4024 YALS Fall Conference Income	540.00
Total 4020 Fall Conference	2,455.00
4026 EDI Committee Income	1,515.00
4040 Membership Dues	100.00
4041 NHLA Dues	23,355.00
4042 CHILIS Dues	720.00
4043 READS dues	805.00
4044 YALS dues	650.00
4045 URBANS dues	1,800.00
4046 NELA dues	20.00
4047 PARALIB dues	300.00
4049 ITS dues	490.00
Total 4040 Membership Dues	28,240.00
4048 ALA student membership payables	89.00
4050 Interest Income	12.84
4055 PARA certification fees	20.00
4060 NHCF Disbursements	5,971.80
4150 Workshops	
4155 Paralibrarian workshops	340.00
Total 4150 Workshops	340.00
4200 Donations to NHLA	40.00
4205 Unrestricted Scholarship Fund	10.37
4210 Donations to CHILIS	
4211 CHILIS - 1000 Books Before Kind	354.00
Total 4210 Donations to CHILIS	354.00
Total 4200 Donations to NHLA	404.37
Total Income	\$39,323.01
GROSS PROFIT	\$39,323.01
Expenses	
6000 Accounting	7,755.00
6015 Bank Charges	35.00
Total 6000 Accounting	7,790.00



New Hampshire Library Association

Profit and Loss July 2021 - May 2022

	TOTAL
6020 Fall Conference Expense	425.00
6021 NHLA Fall Conference Expense	1,698.04
Total 6020 Fall Conference Expense	2,123.04
6026 EDI Committee Expense	990.00
6027 Sustainability Committee expense	87.41
6030 Insurance	670.00
6034 READS expenses	2,068.44
6035 CHILIS expenses	212.00
6036 YALS expenses	1,200.00
6037 PARALIB expenses	383.33
6039 ITS Expenses	200.00
6040 Legislative Activities	4,800.00
6045 Association Management	2,052.00
6060 Norris Scholarships Expense	2,000.00
6090 Professional Fees / Dues	50.00
6120 ALA Councilor Travel & Conferen	569.00
6140 Macdonald Fund Expense	500.00
6180 CHILIS - Summer Reading Materia	1,200.00
6196 READS Award of Excellence	121.89
6215 Technology (formerly PayPal fee	773.32
6230 Website design and logo	2,905.00
Total Expenses	\$30,695.43
NET OPERATING INCOME	\$8,627.58
NET INCOME	\$8,627.58



New Hampshire Library Association

Balance Sheet As of May 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1110 Chkng- 1524	0.0
1120 Unrestricted	0.0
1122 Operating	2,382.0
Total 1120 Unrestricted	2,382.09
Total 1110 Chkng- 1524	2,382.09
1200 Svngs -2884	0.0
1210 Unrestricted OPERATING NHLA	18,792.9
1220 Restricted	
1230 Restricted Conference Scholarship Fund	168.0
1231 Conference Legal Education Fund	2,376.0
Total 1220 Restricted	2,544.0
Total 1200 Svngs -2884	21,336.9
1201 Svgs-0380 Unrestricted Operating NHLA	17.9
1201.1 NHLA Operating Funda	58,450.4
1202 Restricted	
1203 WINCHELL	23,998.5
1204 NORRIS	2,769.7
1205 MACDONALD	20,829.0
1206 GEISEL	30.0
1207 Restricted Conference Scholarship Fund	893.0
Total 1202 Restricted	48,520.3
Total 1201 Svgs-0380 Unrestricted Operating NHLA	106,988.7
1250 Svngs-READ-9668	0.0
1255 Unres READS	3,626.1

New Hampshire Library Association FY22 Income and Expenses - Unrestricted Funds

FY22 Actual as of 05.31.2022

	FY22 Budget	05.31.2022	
Income			
4011 NHLA Spring Conference Income	\$ -	\$	-
		\$	
4021 NHLA Fall Conference Income	\$ 3,000.00	1,915.00	
4025 Small Libraries Summit	\$ 650.00	\$	-



Ś	-	\$ 1,515.00
7		\$
\$	24,500.00	23,355.00
		\$
		12.84
		\$ -
\$	-	\$
	\$ \$	

TOTAL INCOME \$ **28,150.00** 26,797.84

FY22 Actual as of FY22 Budget 05.31.2022

Expenses				
			\$	
6000 Accounting	\$	7,750.00	7,755.00	
6010 ALA Chapter Membership	\$	150.00	\$ -	
			\$	
6015 Bank Fees	\$	30.00	35.00	
			\$	
6021 NHLA Fall Conference Expense	\$	3,000.00	2,123.04	
			\$	
6026 EDI Committee Expense	\$	-	990.00	
			\$	
6030 Insurance	\$	600.00	670.00	
			\$	
6040 Legislative Activities	\$	4,800.00	4,800.00	
			\$	
6045 Association Management	\$	2,100.00	2,052.00	
6050 Miscellaneous Expense	\$	75.00	\$ -	
6054 Membership Outreach	\$	500.00	\$ -	
6055 Advocacy	\$	495.00	\$ -	
6056 Nat'l Library Legislative Day	\$	1,500.00	\$ -	
6070 Postage	\$	50.00	\$ -	



6080 Printing and Stationary	\$ -	\$	-
		\$	
6090 Professional Fees / Dues	\$ 50.00	50.00	
6101 NHLA Spring Conference	\$ -	\$	-
6108 Small Libraries Summit	\$ 650.00	\$	-
6110 Supplies	\$ 50.00	\$	-
6120 ALA Councilor Travel &		\$	
Conference	\$ 4,400.00	569.00	
6195 Geisel Award Expense	\$ 150.00	\$	-
6215 Technology (formerly PayPal		\$	
fees)	\$ 1,500.00	773.32	
		\$	
6230 Website design and logo	\$ -	2,905.00	
6250 Web Hosting Fees	\$ 300.00	\$	-

TOTAL EXPENSES	\$ 28,150.00	\$ 22,722.36
NET OPERATING INCOME	\$ -	\$ 4,075.48

Draft Proposed Budgets are available as a separate file.



New Hampshire Library Association | nhlibrarians.org

May 10, 2022

Brenda Lockwood 8 Billings Street Manchester, NH 03103

Dear Brenda:

This letter outlines the duties and terms of compensation for the position of New Hampshire Library Association's Bookkeeper. The terms outlined here will remain in effect through June 30, 2023.



The NHLA Bookkeeper:

- deposits checks and completes Quickbooks data entry for all deposits
- completes monthly AffiniPay reconciliation
- notifies Treasurer of monthly bank transfers that need to be made from NHLA checking to section savings
- completes monthly reconciliation of all accounts
- runs monthly financial reports in Quickbooks
- assists the Treasurer and Membership Chair with issues as needed
- trains the Treasurer-Elect on AffiniPay reconciliation process on request
- makes year-end adjustments in Quickbooks after the auditors complete annual review

This position is paid at a base rate of \$180 with an additional \$20 per hour for AffiniPay reconciliation. Monthly maximum cannot exceed \$260 without prior approval of the NHLA Board.

Thank you for continuing to serve as New Hampshire Library Association's bookkeeper. It is a pleasure to work with you.

Sincerely,

Jessica DeLangie NHLA Treasurer

Section and Committee reports

- Advocacy and Legislative Committee
- ALA Liaison
- Bylaws Committee
- CLNH
- Conference Committee
- Database Administrator
- Equity, Diversity and Inclusion Committee
- Information Technology Section
- Intellectual Freedom Committee
- Membership
- New England Library Association Liaison





- NH Center for the Book Liaison
- NH Colleges and University Council
- NHLA Sustainability Committee
- NHLTA Liaison
- Paralibrarian Section
- READS
- Scholarship Committee
- Social Media
- Technical Services Committee
- ULAC
- YALS

Advocacy and Legislative Committee report for NHLA Board Meeting- June 2022 Lori Fisher and Randy Brough

1. Wrap up of NH Legislative Session

SB344 – This last bill in a series related to remote meetings was adopted with amendment by the Senate and went the House Judiciary committee. That committee voted it Inexpedient to Legislate along party lines (11 Republications, 10 Democrats). Currently there is no change to the current public meeting requirements in NH RSA 91-A.

2. Final report FY22 NH Legislative session, from our lobbyist, Teresa Rosenberger, 6/6/2022 Thank goodness it is now June, and the biennium is nearly over. This has been a historic two years. The first year, 2021, was virtual and that was hard. If we needed to lobby a bill, we had lobby by email or call the member. Many of the Representatives and Senators were new and had no idea who we were or our issues. Many times old or new would not answer the phone or return an email. And to make matters worse, it was a budget year. The second year, 2022, was a bit better as the committees eventually began to meet at the State House. So one could go and actually talk to the Reps and Senators. The second year had a lot of really controversial bills, mainly dealing with education and health and human services.

There were factions in the House and Senate in both parties that made it very hard to figure out where things were going or to create any natural alliances. For us, the session turned out OK. The big bill we were really opposed to, **HB 1529**, requiring perspective employees or volunteers of public libraries to obtain a background check before working or volunteering, fortunately was killed by the House Labor Committee and eventually by the full House. The Association did a terrific job and having its members call the members of the Committee and explain the issues with the bill. Once the hearing was held, the membership turned out in force and testified fabulously. It was terrific to see many librarians after the hearing engaging Rep. Love, the sponsor, and explain to him the issues with his bill. Their engagement worked. The day the bill was being voted on inCommittee, Rep. Love spoke first and asked that his bill



be killed. He said he was wrong to have sponsored it and would like to see it die. And it did. Great job by the librarians.

There were many other onerous bills we monitored this session and last and fortunately none became law. The only bill we were monitoring this year that has passed but not been signed by the Governor yet was **SB 302** which establishes the personal privacy protection act. The underlying bill prohibits public agencies from disclosing or releasing the names of members, supporters, volunteers, or donors of taxexempt charitable organizations. The amendment excepts disclosure when an individual or charitable entity voluntarily discloses its status to the Attorney General or to the public. The amendment also clarifies the authority of the Attorney General to request information from charitable organizations for audits, examinations and reviews as provided in RSA 7:24. The amendment defines the terms volunteer and supporter to exclude individuals who are part of the organizational governance. Finally, the amendment exempts from the prohibition from public disclosure the names of supports, volunteers, members, or donors who are the subject of criminal or civil court proceedings brought by a government agency. Below is the link to the bill. I'll let you know if and when the Governor signs the bill. [NOTE FROM LORI – Governor Sununu signed 55 bills into law on 5/20, and SB302 was NOT on the list] http://www.gencourt.state.nh.us/bill_status/pdf.aspx?id=36762&q=billVersion

Although the next legislature will tackle the Fiscal Year 2024-2025 State Budget in February 2023, the Senate has scheduled hearings on the Governor's Capital Budget this month. Each agency is given 15 minutes to present their capital budget. The presentations begin on Tuesday, June 21st.

Wishing you a wonderful NH summer. As always, it is a true pleasure to be able to represent the NH Library Association.

Teresa

Respectfully submitted:

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

ALA Councilor Report Submitted by Lori Fisher, NHLA Chapter Councilor

ALA Councilor report for NHLA Board Meeting, 6/14/2022 1. 2022 ALA Annual Meeting will be in-person in Washington DC, 6/24 – 6/28

In my role with NHSL, I am attending the annual IMLS LSTA Coordinators conference in Baltimore on 6/23 and 6/24 (the first time I will be attending this meeting in-person). Because of this, IMLS is paying for my flight to Baltimore and returning from DC on 6/28 – this means we will have some budget savings in FY22 for ALA Councilor travel...good news given our new web site costs!

2. My participation in other ALA committees/groups

I continue to serve ALA in the following capacities aside from NH ALA Councilor:

• Member of ALA Policy Corps, cohort II



- Liaison to the Committee on Library Advocacy for ALA Policy Corps (last meeting on 5/2/22)
- Member to the ALA Committee on Legislation (last meeting on 5/18/2022)
- Member of the United For Libraries Advocacy Committee (last meeting on 5/20/22)

Respectfully submitted, Lori Fisher, NH ALA Councilor, 2022-2024

Bylaws Committee Report for June 2022 Bylaws Committee

June 14, 2022

On 4/19 we sent out the ballot to vote on the amendment changes which focused on the NHLA Executive Board's use of electronic means to communicate and vote. The polls for these bylaw changes closed on 5/4. There were 66 members who voted. All in favor (one question on one of the ballots was left blank by a voter).

When reviewing the results with the Bylaws Committee, we could not overlook that currently electronic voting for amendment changes is not outlined in our current bylaws. We had been considering the call to vote electronically on the bylaws a "Special Meeting", however, understanding how many votes were needed for this special meeting was tricky. The bylaws call for a majority of two-thirds of those present - how do you figure that out for an online vote? With NHLA's membership over 400, the 66 votes cast wouldn't offer the two-thirds needed for a "Special Meeting".

We decided to follow the bylaws as they are written now, and work to change them for the future. This will allow us to offer an electronic vote for bylaw amendments with a procedure in place for conducting and tabulating responses.

That said, we will be presenting the same amendment proposals (and hopefully a few more) to members at the next NHLA Annual Meeting, following the procedure as currently outlined in the bylaws to hopefully pass them.

The following bylaw amendments proposals exist at various stages. At the next NHLA Board meeting, we are hoping the NHLA Executive Board will vote on the ones outlined in yellow.

			Slated to
		Approved	be voted
Article amendment	Amendment Text	by NHLA	on at
		Board	Annual
			Meeting



Amend Article 3 - Executive Board Section 2; #1	Current Text: Ten voting board members shall constitute a quorum at any Executive Board meeting for the purpose of taking votes and making decisions. Proposed Text: Ten voting board members, attending in-person or virtually, shall constitute a quorum at any Executive Board meeting for the purpose of taking votes and making decisions.	Yes	Yes
Add to Article 3 - Executive Board Add to Section 2; #2	Executive Board meetings may be held in a physical location, virtually via an online platform, or a hybrid of in-person and online.	Yes	Yes
Add to Article 3 - Executive Board Add Section 2; #7	The President may call for a question, discussion and vote through electronic means. Any electronic discussion and/or electronic vote shall be recorded by the Board secretary and be documented as Board minutes. Electronic voting shall require the minimum of 10 voting members.	Yes	Yes
Add to Article 4: <i>Duties of Officers</i> Add #8	The Past-President serves as the chair of the Awards and Nominating Committee. Other duties are assigned by the President.	Not yet	
Mission statement	(text not yet created by NHLA Board – not yet reviewed or revised by the Board)	Not yet	
Changing the terms Awards Committee and Nominating Committee into Awards and Nominating Committee.	(text in the process of being created)	Not yet	



Amend Article 7 – Quorum for the Annual Meeting	Current Text: Quorum for the Annual Meeting A quorum for the transaction of business at NHLA's Annual meeting shall be 10% of NHLA's current membership.	Not yet	
	Proposed Text: Quorum A quorum for the transaction of business at NHLA's Annual Meeting, a Special Meeting to amend the NHLA Constitution or Bylaws, and for conducting online voting to amend the NHLA Bylaws shall consist of 10% of NHLA's then-current membership. To clarify, for online voting to amend the NHLA Bylaws, 10% of NHLA membership ON THE DATE RELEASED THE VOTE IS must participate in the voting to establish a quorum.		



	/	
11/10	1	0
MIN		OI.

Amend Article 12 – Amendments to the Bylaws	Current Text: Amendments to the NHLA By-laws may be achieved in the same manner as amendments to the NHLA Constitution. Amendments may be proposed by the Executive Board or by a petition from members. A petition from members must be signed by at least 10 members and submitted to the secretary by a date at least 40 days prior to the special or annual meeting. Text of proposed amendments to the Bylaws must be appended to the call for the special or annual meeting. Amendments shall be passed upon affirmative vote of two-thirds of members present at the scheduled special or annual meeting. The NHLA By-laws may not be amended at a regular meeting of the Executive Board, unless the requirements for a special meeting are met, and any NHLA member who wishes to attend said meeting is afforded the opportunity to do so. Proposed Text: 1. Amendments to the NHLA Bylaws may be proposed by the Executive Board, NHLA Bylaws Committee, or by a petition from members. A petition from members must be signed by at least 10 members and submitted to the Secretary by a date at least 40 days prior to the special or annual meeting at which the bylaw amendment is to be voted upon, or 40 days prior to conducting an online vote. 2. For ratification, a quorum of NHLA membership must vote on all Bylaws amendments. This vote may be conducted virtually online via email or another method, or in-person at a special or annual meeting. Text of proposed amendments to	Not yet	
	the Bylaws must be included in an email notifying NHLA members of an online vote, or appended to the call for a special or annual meeting. 3. If a quorum is reached, amendments shall be ratified upon affirmative vote of two-thirds (2/3) of NHLA members participating in online voting, or present at the scheduled special or annual meeting. 4. The NHLA Bylaws may not be amended at a regular meeting of the Executive Board, unless the requirements for a special meeting are met, and any NHLA member who wishes to attend said meeting is afforded the opportunity to do so.		



Kersten Matera Bylaws Committee Chair

Children's Librarians of New Hampshire Section Report, April 2022



This May we held our Spring Conference, "May the Tweens Be With You," focussing on those difficult readers to keep at the library, tweens and non-fiction readers. The conference was attended by 101 live virtual participants, and over 200 registered. We heard from non-fiction author Melissa Stewart, who taught us a lot about the different types of non-fiction and some new ways to think about matching non-fiction works with our readers. We also heard from a panel of wonderful teen and youth librarians about the renovations they have done in their teen rooms, and a presentation from Azra Palo and Kat Gatcomb about weeding non-fiction.

The Flume award winner was announced to be *The Good Girl's Guide to Murder* by Holly Jackson. The 2022 Isinglass winner is *Cinderella is Dead,* by Kalynn Bayron. The Great Stone Face Award was announced to be given to *Ground Zero*, by Alan Gratz.

As usual, CLNH will not meet during the summer reading season, and we'll reconvene in August. Moriah Churchill-Calkins,
CLNH President
Moriah Churchill-Calkins

Conference Committee, June 2022

- Attended a meeting of the Co-Chairs to discuss Annual Business meetings of NELA (Mon) and NHLA (Tues), rates and program proposals. Items still to be worked out: Land acknowledgement; Sustainability Considerations and; ALA/PLA Representative to attend conference.
- 2. I reviewed all the program proposals and made recommendations. Presenters should be getting notified shortly on whether they were accepted or not.
- 3. Attended the Conference Committee Meeting on June 2. The following were discussion items:
 - Sunday Banquet "prom" type of event with a DJ
 - Possible mascot
 - Program proposal deadline is now the end of August

Respectfully submitted, Deb Hoadley



NHLA Conference Chair

NHLA Database Administrator Report, June 2022

- Answered questions from Paralibrarian Education Chair re: how to send emails to specific groups of people for an event
- Assisted EDI Committee with set-up of upcoming event email reminder
- Answered numerous questions from the Sustainability Committee re: how to do event page generation and sending of announcement & reminder emails
- Addressed confusion from READS re: Saved Searches for volunteers o Consulted with Membership Chair re: editing one question on membership form for clarity; revision to question is in progress
- Sent reminder email to Treasurer re: annual payment of Wild Apricot membership; database renewal cost was paid in May 2022
- Assisted President with recipient selection for WA emailing of meeting minutes and strategic plan
- Set Admin Access privileges for Intellectual Freedom Committee Co-Chairs and sent them training documents with instructional video links
- Updated WA link to By-laws PDF document for By-laws Committee to mail out

Respectfully submitted, Lisa Jose Wild Apricot Database Administrator

Equity, Diversity, and Inclusion Committee Report - June 2022 Sondra VanderPloeg

The committee met online in May & June at our regular meeting time – 2pm on the first Thursday of the month.

Programming update:

- A Bite-Sized Reviews program was held online May 5. A small group of participants shared resources and conversation about EDI and libraries; we discussed the overlapping aspects of EDI and Sustainability efforts.
- An online program featuring Steven Krueger of Dartmouth Libraries is planned for August 17th at 2pm *Trans 101 for Libraries*; registration is forthcoming.
- A proposal has been submitted for an EDI Roundtable at the NELA/NHLA conference in October.

Website update:

- Sumedha attended training with Dale of Piper Webs and will be updating the EDI section of NHLA website.
- o The committee will revisit the EDI Resources page to consider editing and reorganizing
- Sumedha is collecting images that speak to diversity & inclusion for NHLA website header; these will be shared with NHLA officers by Yvette.
- A website/resource created by NH Land & Libraries will be added to the EDI section of NHLA website.



Making Place, Placing Makers: Connecting History, Memory, and Land by Indigenizing New Hampshire Public Library Local History Collections. https://sites.google.com/view/nhlandlibraries/home

Affinity group:

Opportunity to work on design and creation of New Hampshire Charitable Foundation (NHCF) new
Racial Justice Fund was posted to the SLACK channel. NHCF is specifically seeking people with lived
experience and a passion for advancing racial justice. Lori Fisher suggested this as a great opportunity
to highlight the central role libraries play in communities and help get the word out about future
funding opportunities. https://www.nhcf.org/what-were-up-to/foundation-seeks-communityparticipants-todesign-new-racial-justice-fund/

We continue to explore these potential initiatives:

- creating a Land Acknowledgement Statement that can be used at NHLA programs and meetings (as presented at Nashua program in early March)
- Developing an EDI Toolkit (as presented at Sustainability in Libraries DEI webinar in late March)
- Developing EDI training for NHLA Executive Board

In Solidarity
Sondra VanderPloeg
On behalf of the EDI Committee

Intellectual Freedom Committee June 2022

- Monthly meeting has changed to 2nd Monday of the month, in order to include the sole organizer for IFC in NH schools, Jessica Gilcreast.
- 30+ Members have joined so far. We had 16 attend our last meeting.
- Continuing to work on our foundational document, members have stepped up to help create these.
 Lichen Reincourt is our Website/Social Media Chair and is working on the IFC page on the new website.
- Julia created a reporting google form linked here.
- IFC would like to ensure that NHTA is aware of the IFC and asks for permission to send NHLTA Executive Board Liaison meeting minutes and information on Intellectual Freedom training to ensure Trustees are aware of the state of Intellectual Freedom in NH as they list Intellectual Freedom as one of their main institutional values. We also respectfully recommend to the NHLTA Executive Board that they consider updating their manual section on Challenges with specific information on reporting



Special Challenges

This section deals with only three of the most vital challenges trustees may face during their tenure: library expansion, intellectual freedom, and technology. Although each library and situation is unique, there are some basic guidelines to meeting challenges and seizing opportunities.

MEETING THE CHALLENGES: PREPARE! PLAN! COMMUNICATE!

- · Prepare now. Don't wait until it is a crisis.
- · Study and become thoroughly familiar with all aspects of the nature of the challenge.
- · Search out resources and expertise, reliable advice and specific techniques.
- Enact policies and implement procedures that will deal effectively and fairly with all
 potential and present issues that confront libraries.
- Communicate with staff, local government and library users for a wide perspective and understanding of the issues and resolutions.
- Remember that no community and no library functions in isolation. Every trustee
 must be aware of challenges throughout the state and nation to uphold the rights and
 integrity of a public library in a democratic society.

Link to June 2nd Meeting Minutes:

https://drive.google.com/file/d/10xfF0m1Nr9leAmMXbqGvKcUppQYPSCQM/view?usp=sharing

Respectfully Submitted, Lauren Rettig and Julia Lanter (IFC Co-Chairs)

Information Technology Section- June 2022 ITS Co-chairs Mathew Bose and Mark Glisson

The ITS Section hosted an informal virtual meetup on May 25th.

Topics of discussion included: ARPA projects, digital scanning equipment and plans, State Library trainings and initiatives, database vendors, and various other tech news & issues. Meeting notes were shared on the ITS listserv.

The section also sent out a survey regarding publicity and marketing support services.

Based on the <u>survey results</u> (50+% of respondents thought it was deserving of a dedicated section within NHLA) our recommendation is to start a new section IF - 2-3 of the respondents that said they would be willing to participate on a board agree to launch the section. If none of them will chair, co-chair, etc. the section, then we recommend starting a more informal group/listserv for online discussion about the topic instead.





Also, this month, both Co-chairs attended the recent website training.

Looking forward, ITS will host its next virtual meetup on Wednesday, June 29th at 10:30 a.m.

Respectfully submitted, ITS Co-chairs Mathew Bose Mark Glisson

Membership Report, June 2022

Respectfully submitted, Linda Pilla – NHLA Membership Chair

NELA report for NHLA — June 2022 Amber Coughlin

The rates for the upcoming NELA conference in October were accepted by the Executive Board at their last Executive Board meeting on May 27th, 2022. NELA Members will be charged \$300 (Early Bird, 9/1), \$350 (Regular after 9/1) and \$370 (Same day/late) for the full conference.

Non-members will be charged \$370, \$420, and \$440 respectively. Discounts for retired librarians and LIS students are available as are single day registration rates. The whole conference payment structure will shortly be posted on the conference website here: https://nela2022.godaddysites.com/ In the interim, if you have questions about these rates, please contact me at amber.coughlin@leblibrary.com.

At the latest conference committee meeting the conference committee confirmed Chris Bojalian as the Tuesday keynote speaker. A DJ has been signed for the prom-themed Friday night banquet as well. A breakfast meeting for NHLA and its sections is being included in the plans. I will attend a meeting in July where we will tour the conference venue and I will be able to see the space that we can utilize for the business meetings.

NELA discussed some changes to its refund policies for events including illness, hardship, substitution, and cancellation. A vendor refund policy discussion took place as well and included moving vendor fees to the following year, and a transfer to sponsorship credits (time on website, signage at conference, verbal acknowledgement at conference).

\$12,000 dollars was released from the Educational Assistance Fund to be spent this year on conference scholarships and other scholarships.

The Administrative Committee voted to dissolve the Grants Committee which had been working with Zoom to find opportunities to work with certain rural libraries. The reason for the dissolution was primarily a lack of interest and enthusiasm among most of the small libraries contacted.



The Salary Committee continues to work towards its goal of conducting a regional salary benchmarking study. So far, discussion with a consultant who had worked with the Connecticut Library Association on a statewide salary survey for them proved fruitless. If anyone knows of a good consultant who might be interested and capable of seeking out and corralling this regional data into something that NELA can use, please send me their contract information! We'd love to chat with them about the project.

A new slate of officers has been approved by the Board to be voted on by the membership n the upcoming months. There will be elections for President-Elect, Member-at-Large and Secretary

The Leadership Committee is meeting shortly to discuss the process for selecting the next crop of Emerging Leaders. So far New Hampshire has six applicants, but it is expected that more may come in at the deadline, as has happened in the past. I will update the Board on this process at the next meeting.

Respectfully submitted, Amber Coughlin NH Representative to NELA

New Hampshire Center for the Book Liaison Report, June 2022 Jessica DeLangie No report.

NH Colleges and University Council (NHCUC) Report- June 2022 Anne Jung-Mathews

Collection Management Librarian Alice Pearman attended for Anne Jung-Mathews, who was at a workshop.

Joint Professional Development Day

Carolyn Gamtso provided a recap. 79 registered; pretty closely split between K-12 and higher ed. 67 actual participants. Did not record because the topics were sensitive and the hosts wanted to make sure attendees were comfortable with frank discussion. It went well. 10 of the 12 said Extremely or Very Useful for the day. Takeaways: Prefer a F2F event next year; everyone has Zoom fatigue. People liked practical advice. Timing: Half-hour lunch was too short; more time in lunchtime breakout rooms would have been good. Sounds like we might want to partner again; would appreciate Anne's point of view. Malia (Colby-Sawyer) contributes that more voices are always better. Discussed Zoom vs. F2F for next time. Celia (Keene State) brought up cost of travel as an issue; Carolyn (UNH-M) mentioned school librarians can have trouble leaving the school (teacher shortage, media specialists used as subs, etc.) Sounds like a hybrid approach might be considered.

NH Center for the Book

Paul Jenkins (Franklin Pierce) is liaison. There used to be a database of NH authors that had to be discontinued because of problems with the cost of the server or some such. Would like to relaunch in partnership with NHCUC. Faculty would recruit students to research NH authors for the database.



Discussion ensued; a few people said that considering the poor morale in the humanities right now, they don't see those professors taking this on; Malia suggested student workers in the library might be a better fit; Alice (me!) echoed this, thinking this would be a great project for our reference student workers.

Some debate whether this this an NHCUC thing or an individual university thing. Nothing definite came out of the discussion, other than that it's clear the initiative would begin in the fall, since so many faculty are going off contract now.

Vendor Negotiations Subcommittee Discussion

The question is, should looking at new vendors and negotiating the price be done by the same committee? Yes. A few of us think a mix of directors and collection development librarians would work. Tara (UNH) points out the bylaws say we should have a standing committee for resource sharing. Something like three directors for the standing committee, who then appoint subcommittees that could be a mix of librarians and directors. This would be in agreement with our bylaws. Things will be a little different next year; stay tuned for fall meeting.

Spending Surplus Funds (\$16,500 available)

There is a Google doc for brainstorming how to spend \$16,500 of surplus funds. Paul suggested spending the funds (or at least some of them) on next year's professional development day. Tara advocated for smaller libraries to contribute items for DPLA (libraries that don't have digitization programs but do have unique resources to contribute). The group appears to agree these are both worthy ways to spend the funds. \$8,000 to professional development day; \$8,500 to digitization. Vote was taken and the motion passed.

Agenda concluded with announcements from each campus.

Respectfully submitted,
Anne Jung-Mathews, Outreach Librarian, Plymouth State University

NHLA Paralibrarian Section Report to the Board, June 2022 Heather Rainier and Cyndi Burnham

No report.

NHLA Sustainability Committee Report- June 2022 Brittany Overton

The Sustainability Committee continues to meet on the second Monday of every month at 4pm via Zoom. To attend, email boverton@hooksettlibrary.org for the meeting link.



Educational opportunities

The committee hosted a one-hour virtual workshop, *Beyond Light Bulbs and Solar Panels*, to introduce the idea of the triple-bottom line and how it applies in libraries. The event was held on June 7 using Zoom. Experts Rebekkah Smith Aldrich, co-founder of the Sustainable Libraries Initiative and Annemarie Gordon, Sustainability Coordinator of the Suffolk Cooperative Library System presented the workshop and answered questions from attendees. The event was recorded and will be made available on NHLA's YouTube channel.

Communication with membership

The committee sent its first email newsletter to NHLA membership in early June. Shared were results from a survey conducted in 2021 to better understand the current sustainability needs and interests of librarians in New Hampshire; three collection development resources including one created by Judy Russell, director of the Converse Free Library in Lyme, and another by Tess Kimsey, librarian at Manchester City Library; and information about American Library Association's resolution to host carbon-neutral conferences.

Respectfully submitted,
Brittany Overton on behalf of the Sustainability Committee

NHLTA Liaison Report- June 2022

- The Board Elected the following Officers: Elected Officers: President: Marcia McLaughlin, Vice President: Anne Chant, Secretary: Kathryn Parenti, Treasurer: Mark Branoff, Past President: Katrinka Pellcchia
- Conference: he conference receive good compliments on the conference workshops in our follow-up survey. Some of workshop presentation slides are upon NHLTA's website. Receive some complaints about noise coming through the walls from the adjutants' room. Grappone Center is attentive be the site of the 2023 NHLTA Conference.
- The board voted to support the ALA's United for Library position against banning books. A statement of NHLTA support will be on NHLTA's website.
- The Board was in favor of having a Facebook page.
- NHLTA Orientation Workshop is being held on June 13 at NHMA in Concord.
- Next Board meeting is August 3, 10am in person at NHMA.
- NHLTA Website link: https://nhlta.org

Respectfully submitted, Conrad Moses, NHLTA Liaison



READS Report- June 2022 Natalie Moser



READS has submitted three proposals for the NELA/NHLA Conference in October.

Other news from READS:

- We have 150 active members.
- Our June/July newsletter went out June 7th, 2022
- READS has created a Goodreads account, seeking approval from NHLA Publicity Chair to go live
- Our website coordinator completed training for the new NHLA website
- READS will host Laura Klain for a stress management workshop at the Nashua Public Library on August 16th

Next READS Executive Board meeting: July 14th at 10:00am - virtual

Respectfully submitted,
Natalie Moser READS President

Scholarship Committee Report for NHLA Executive Board Meeting, June 2022

No report.

Social Media Committee, June 2022 Co-

Chair - D. Scott Campbell & Azra Palo.

Azra and I (mainly Azra) (thanks Azra!) have been posting on the NHLA Facebook page on an ad-hoc, asneeded basis.

When the new NHLibrarians site launched, I noted that it was wholly lacking in social media links. One F for Facebook was added at my suggestion; however, it links to the Librarians of the 603, not the official NHLA page. This should be corrected and social media links should be added to the new site.

I then called for an inventory of all NHLA-related social media accounts so we can update the new website, and I created a Google sheet. I am once again asking for help in updating it. Anyone with this link can update it with accounts you manage.

https://docs.google.com/spreadsheets/d/1gFomx6vQUkqnqJ2e24FoHpc-

<u>Td93zSLgXUtf27u3VWo/edit?usp=sharing</u> You should also identify yourself as the admin for these accounts, or note who the admin(s) is/are in a comment.



Lastly, I was approached by ITS to discuss the idea of an NHLA "Marketing" section/committee/group/other. As I have professional experience as a marketing/PR/social media manager, I was interested in helping. We agreed it should not belong under ITS. In addition, social media is an aspect of marketing, rather than vice versa. Looking for ideas and gauging interest, we cowrote a survey and compiled results, which ITS has submitted in its report. It is now an agenda item for this NHLA board meeting.

Respectfully submitted, Scott Campbell

Technical Services Committee Report- June 2022 Angela Brown

On April 26, 2022 The Technical Services Committee gave a presentation titled 6XX Subject Access Fields and an Ask-a-Cataloger session. The session had 28 live attendees and the recording has been posted to the NHLA YouTube channel. Attendees gave great feedback about the presentation, so hopefully we can offer similar sessions like this in the future.

On June 30th the TS Committee will be hosting a program titled Cataloging with the Homosaurus: Who, What, When, Why, & How with Jay L. Colbert of UNH. As of today, the presentation has 67 registrants! This is a free program, but I would like to know when we should charge a fee for a presentation like this. Jay did not charge a speaker fee, but I'd like some guidance on best practices going forward. The recording for this presentation will also be posted to the NHLA YouTube channel. Jay also submitted a proposal to give this presentation in-person at the Fall NELA/NHLA Conference.

Anne Murphy of the Bedford Public Library is the TS Committee website coordinator and has been working on adding content to our section of the Site.

I would like to inform the Board that I will be going on maternity leave in October 2022 and will be out for 12 weeks (until January 2023). Between now and the next Board meeting I hope to find an acting Committee Chair who can step in for me while I'm away.

The next Committee meeting is June 28th at 2pm (virtual).

Respectfully submitted,
Angela Brown
Technical Services Committee Chair

ULAC Committee Report-June 2022

• ULAC met in-person on 5/13 at Rodgers Memorial Library in Hudson, and will be meeting on 6/10 aboard the MS Mt Washington on Lake Winnipesaukee!



- May's meeting, our first in-person meeting in a while, featured a tour of Rodgers Memorial Library (GMILCS' newest member!); discussions of Covid protocols, pay rates and challenges hiring and retaining staff; and some issues we've been experiencing with the ULAC email listserv.
- June's meeting is to be a celebration for one of our longest tenured members, Randy Brough, of the Laconia Public Library. Randy's last official day at LPL is June 17th. We wish him the very best as he embarks on the next fun adventure retirement! ©
- The next meeting is presently scheduled to be on Friday, July 29th TBD whether it will be inperson, or virtual.
- The current ULAC balance stands at \$6,414.03.

Respectfully submitted, Eric Stern, ULAC Chair

YALS Report to NHLA- June 2022