

New Hampshire Library Association Executive Board
Virtual via ZOOM
December 13, 2022
2:00-4:00pm

Members Present: Denise van Zanten (president), Chandra Boudreau (Center for the Book liaison), Linda Pilla (membership chair), Susan Harmon (READS incoming president), Mindy Atwood (vice president, incoming president), Eric Stern (ULAC chair), Lisa Jose (Wild Apricot administrator), Melissa Mannon, Jessica DeLangie (treasurer), Carlos Perman, Angela Brown (Technical Services chair), Christine Friese (legislative/advocacy chair), Lori Fisher (legislative, ALA and state library), Brittany Overton (sustainability chair), Yvette Couser (immediate past president), Justine Fafara (YALS president), Julia Lanter (IFC co-chair), Christina Finemore (CLNH), Corinne Chronopolous (incoming secretary), Amber Coughlin (NELA Representative), Mo Churchill-Calkins (CLNH president), Heather Rainer (paralibrarian chair), Judy Russell (incoming sustainability chair), Deb Hoadley (incoming vice president, conference chair), Lauren Rettig (IFC co-chair), Conrad Moses (NHLTA liaison), Sheryl Bass (treasurer-elect), Kersten Matera (Bylaws Chair), Mathew Bose and Mark Glisson (ITS co-chairs)

Others Present: Teresa Rosenberg (NHLA lobbyist)

Call to order at 2:01 PM

Approve Agenda: Motion to approve agenda.

Approve October Minutes: **Motion to approve October minutes as written made by Heather Rainier, seconded by Mindy Atwood. Poll of the Board. Motion carries, Christine Friese abstains, Angela Brown abstains, Kersten Matera abstains, Linda Pilla abstains, Chandra Boudreau abstains.**

Introduce ourselves, new officers and new section/committee chairs

Advocacy/Legislative Committee

- Introduction of Lobbyist, Teresa Rhodes Rosenberger
 - Overview of legislature.
 - Still waiting on bills to come out. May be available before Christmas.
 - Legislative session starts January 4th.
 - Hearings will likely start January 9th.
 - Last year, Tuesdays and Wednesdays legislature had hearings, but legislature can change rules from year to year.
 - Contact information for representatives/senators will be on the website under Advocacy/Legislative.

- What Lobbyist does for NHLA
- What to watch for at state level, local level.
 - IFC issues at local level.
 - Using co-ops as support network.

[President, Vice President, Past President Reports](#)

- Overview of 2023 tasks
 - Mission Statement Task Force: Denise van Zanten will be in charge of this task force as immediate past president.
 - NHL SMA project: information has been sent to both memberships.
- Appointment of Amy Lappin to complete Lori Fisher's Term as ALA councilor- vote needed. **Denise van Zanten nominates Amy Lappin to finish Lori's term, seconded by Mindy Atwood. Poll of the Board. Motion carries unanimously.**
- Review of board responsibilities
 - Lisa Jose's info about Wild Apricot
 - Yvette- website overview. Each committee/section can maintain their own page.
 - Members of committees must be members (up to date on dues)
 - 2023 Meetings:
 - Officers- Jan 10th, March 14th, May 9th, July 11th, Sept 12th, Nov 14th
 - Executive- Feb 14th, April 11th, June 13th, Aug 8th, Oct 10th, Dec 12th

[NELA Report](#)- NELLS discussion

- NELLS 2 is currently the only program where they will be asking for state contributions, 1 and 3 are completely paid for by participants. NELLS 1 completely online for emerging leaders, NELLS 2 residential and NELLS 3 could be residential.
- Not currently a budget line for this.
- Potential to take this out of the MacDonald Fund. Current balance \$20,029.06.
- **Motion to support NELLS Tier 2 for \$2,000 using the MacDonald Fund made by Lori Fisher, seconded by Christine Friese. Poll of the Board. Motion carries unanimously.**

[Treasurer's Report](#)

- Overview of budget process for new officers/section/committee chairs
- Budget voted on at the June meeting.
- A W9 is required for any speaker fee over \$500

- Any fee of over \$1000 needs second signature from a board member, so there may be a slight time lag for receiving payments of this amount.

State Library Report

- Biennium budget should be passed by end of June.
- Currently a van driver shortage.
- Assistant state librarian position has been opened internally at this time.
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Section and other Committee Reports – Please feel free to highlight items from written reports

- [Spring Conference update](#)
- [IFC](#)
- [ULAC](#)
- [ITS](#)
- [Membership](#)
- [READS](#)
- [Website Coordinator](#)
- [Bylaws Committee](#)
- [Wild Apricot](#)
- [Paralibrarian](#)
- [CLNH](#)
- [Bylaws](#)
- [EDI](#)
- NHLTA
- Scholarship: no report submitted.
- Technical Services: no report submitted
- NHCUC: no report submitted
- Sustainability: no report submitted
- Advocacy and Legislative: no report submitted
- YALS: no report submitted

Old Business

New Business

- Discussing implications for library policy protecting privacy of the challenger's information.
- IFC would like to have a poster campaign for Right to Read using local celebrities.

- Possibility for using READS Repository to support this.
 - Potential to work with ITS for finding the best means of sharing this with the broader library community.
- 2023 goals for NHLA
 - Working on getting documents updated.
 - Bringing NHLSMA into NHLA
 - Working with the legislative/advocacy committee during these unprecedented times.
- Thanking Lori Fisher for all of her contributions to the organization.

Adjournment: Motion to adjourn at 3:36 PM made by Christine Friese, seconded by Linda Pilla.

NHLA President's Report December 2022

- Joint Letter went out to NHSLMA and NHLA Membership so far no responses about it.
- Working with Officers on ARPA funds for NHLA.
- Mission Statement Task Force has met to start looking at recommendations for NHLA. I will need to schedule another meeting in my role as Past President in early 2023.
- Worked with Lori to find a candidate to complete her ALA Councilor Term, Amy Lappin has agreed and I will be asking for your support and vote at our meeting.
- Working with Advocacy & Legislative Committee to find another co-chair to assist Christine as Lori steps down. Will be meeting with our Lobbyist on the 6th.
- Assisting Deb with Conference Information.
- Working with Mindy to transition her in!
- Continue to monitor book challenges that are happening around the country, our focus will be on those here in NH.

Respectfully submitted,
Denise van Zanten
President

NHLA Vice-President's Report

For December 13, 2022 Executive Board Meeting

Intellectual Freedom Addendum to NHLTA Trustees Manual

- Thank go to NHLA IFC, especially Julia Lanter and Lauren Rettig, who provided the NHLTA board with recommended updates to the Intellectual Freedom section of the NHLTA Trustees' Manual

- The NHLTA Board has indicated it will make a few adjustments around the links because the manual is still printed as well as being available in electronic format. NHLTA will include all of the links on their website.

- o NHLTA will share their "final version" with me and I will send it to the IFC for one more review.

NHLTA Meeting

- NHMA is encouraging NHLTA to contract with an Association Management Software vendor. The process of selection is in the very early stages but one of the option NHMA is exploring is Wild Apricot. I shared that NHLA uses that platform as well.

- I informed the NHLTA Board that Deb Hoadley will be their new NHLA liaison and put Deb's email address in the chat. I will also follow up with Marcia directly and give her Deb's email address.

Meeting Attendance

- Attended NHLA Officer's Meeting on November 15
- Attended ULAC section meeting on Friday, October 28
- Attended NHLTA Executive Board Meeting on December 6
- Attended meeting with NHLA lobbyist and Christine Friese on December 6

Respectfully submitted,

Mindy Atwood

NHLA Vice-President/President-Elect

NHLA Past-President Board Reports - December 2022

Yvette Couser

- Facilitated the NHLA Officer Online Election, confirmed those voting were members, tallied the results, and sent the results to the NHLA President. I notified the new officers via email and invited them to attend the 11.15 Board meeting.
- Attended the NHLA/NHSLMA meeting via Zoom on 11.10
- Attended the NHLA Officers meeting on 11.15

NHLA Treasurer's Report

November 2022

Jessica DeLangie, NHLA Treasurer

Financial Report

Please find attached a copy of

- NHLA's November 2022 Profit & Loss Statement
- NHLA's Balance Sheet as of November 30, 2022
- FY23 Income and Expenses as of November 30, 2022

Our NELA/NHLA Fall Conference raffle baskets brought in \$1,298.95. This was added to an unrestricted scholarship account.

We do not have an amount for conference attendance income yet, I hope to have the total for our next meeting.

I have also attached a copy of our filed 990 EZ that Wipfli sent in case anyone would like to see that.

NHLA's total assets as of November 30, 2022 were \$253,369.16.

Below is a listing of cash held by each account as of November 30, 2022.

NHLA checking	\$744.20
NHLA savings – non-interest	\$12,839.97
NHLA savings	\$59,749.39
CLNH	\$15,684.94
READS	\$3,215.37
PARALIB	\$7,595.16
ULAC	\$6,317.70
YALS	\$6,294.30
ITS	\$1,627.98
WINCHELL LOAN (revolving fund)	\$23,998.55
NORRIS (scholarship)	\$1,769.76
MACDONALD FUND (continuing ed/professional development)	\$20,029.06

NELA Report to NHLA

December 13th, 2022

- The joint conference with New Hampshire and NELA was considered a great success. The conference committee and executive board were both effusive about what a pleasure it was to visit the very reasonable venue in New Hampshire and partner with NHLA.
- Three possible conference themes for next year in Springfield Massachusetts:
 - NELACON: Not All Heroes Wear Capes
 - Choose Your Own Adventure (There may be some copyright problems with this!)
 - The Roaring 20s
- There is a NELLS Tier 2: Mid-Career Leadership program in person this year at the Von Trapp Family Lodge in Stowe, VT. This immersive program will be held from Monday, April 24th -Thursday, April 27th, 2023. Tier 2 is tailored to leaders with 3-15 years of experience in libraries. The program focuses on the application of leadership theory to real-world library issues. NELLS is asking each state association for \$2,000, which is consistent with previous years.
- The officers had some questions about the logistics of this year's NELLS program which I have endeavored to have answered by the NELLS chair below:
 - Q: How much do individual participants pay for the 2023 NELLS program?
 - A: The final amount for the program will depend upon state contributions, vendor sponsorships, and the final cost of the facilitator. Our goal is to offer this program for a total cost of around \$500-\$600 per participant. I will send a more detailed breakdown of cost shares once I have that information finalized.

 - Q: What does the three year outlook look like with regard to NELLS programming? For example, what programs can State Associations expect will be running in 2023, 2024, and 2025?
 - A: The goal is to offer Tiers 1 and 3 next year. That would be the Emerging Leaders and Veteran Leadership programs. State associations are not expected to contribute to these programs. The plan is like this: 2023: Tier 2; 2024: Tiers 1 & 3; 2025: Tier 2; 2026: Tiers 1 & 3

 - Q: How much money will each of these programs cost the State Associations every year?

- A: We would like to expand our leadership offerings to librarians without increasing the financial burden on the state associations. Therefore, states will only be asked to contribute to Tier 2, which has the highest overhead cost, being that it is held entirely in person. Tier 1 will remain a hybrid learning environment and can be sufficiently funded with vendor sponsorships and participant fees (this year participants were asked to pay \$350 to cover the facilitator, hotel, food, parking, etc). Tier 3, which is similar to the former NELLs 2, is typically self-funded by participants.

- Q: How is the whole NELLs curriculum structured? What is a bird's eye view of the whole program?
- A: The idea with the three tiered programming system is that it allows for a more tailored experience for attendees. Tier 1, for emerging leaders, focused on leadership theory, broader themes, and developing your own personal leadership style. Tier 2 is for more established librarians, and focuses more on application of leadership theory to real-world library issues. We will work closely with the chosen facilitator to refine the exact curriculum, but we expect the program to cover topics such as creating equitable workplaces/public spaces, leading through change, self-care, mentoring talent, developing a strong vision, building strong communities, and resilience. The program will be very interactive and participatory, with both group discussions as well as time for individual reflection.

- One of NELA's strategic goals is to increase diversity in its leadership. Since state representatives are involved in the NELLs selection process, I hope to loop the NHLA DEI committee in on as many opportunities to recruit applicants as possible.
- I would love to hold a NELLs session at the spring conference. Perhaps a reunion or info session. Or a combination!

Respectfully submitted,

Amber Coughlin

NELA Representative

Conference Committee Report - December 2022

The NELA/NHLA joint conference this past October went well. There was a lot of positive feedback about programs, as well as the venue. I especially want to thank Denise van Zanten for inviting Mayor Craig to welcome us all to the conference and Manchester and all the support and help she gave during the conference. Also, a special thanks to everyone who helped out as program handlers, errand runners, registration helpers, NHLA table volunteers, raffle ticket sellers and everything in between!

Now onto the 2023 Spring Conference! Diane Lynch has agreed to be a conference co-chair with me. We have visited Mill Falls and spoken to staff there to make sure we are all set for May 4 & 5th!

I was hoping to propose rates for the conference, but the catering menu and pricing has not been released yet. We are hoping to propose the following and will confirm next month if these will hold.

- Members – Both days - \$200 or \$100/day
- Non-Members – Both days - \$250 or \$125/day
- We are thinking NHSL Members will get the NHLA Member Rate since they will be part of NHLA in 2023.
- Discount for librarians who present (Small group discussion facilitator will not get the discount) – 25% off the day they speak.
- Vendor Table - \$500
- We are hoping to get \$6,000 in sponsorships from our vendors.

We need all Sections and Committees to help bring in programs! If you have someone in mind, please have them submit a Program Request Form. Here is the link:

[**NHLA Spring Conference Request for Proposals - 2023**](#)

We are hoping to keep speaker fees at a reasonable cost (\$250-500), if they are outside speakers. We are also offering virtual presentations, meaning a presenter can come in via Zoom to cut down on their travel costs.

There are various rooms available for you to stay overnight. Mill Falls has 3 different buildings you can stay at: Mills Falls (\$145/night), Chase House (\$185/night) and Church Landing (\$

[**NHLA Hotel Booking Link**](#)

That's all on the conference side of things. If you have any questions, please email me at conferencechair@nhlibrarians.org.

As incoming Vice President, I attended the November Officers Meeting on Nov 15. I also attended a meeting with our lobbyist to learn about upcoming and potential legislative actions this coming year.

Respectfully submitted,

Deb Hoadley

Incoming Vice President/Conference Co-Chair



Intellectual Freedom Committee

December 2022 Report

Submitted by Lauren Rettig (lrettig@sps.edu) & Julia Lanter (exeterpljal@gmail.com) Committee Co-Chairs

Next Meeting: January 9, 2023 03:30 PM Eastern Time

Join Us on Zoom Meeting

<https://us02web.zoom.us/j/84482565502?pwd=b0dPMHJnUWlWMlBIL09wemVjUk8zQT09>

Meeting ID: 844 8256 5502

New Members Welcome & Encouraged!

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- Committee recommends that any library reviewing their Reconsideration Policy include a section which states that any patron specific information on a request for reconsideration form be “retained in its original form, but any reproductions for use in public session will be redacted to protect the privacy of the person filling out the form.”
 - Outreach initiative for 2023: Live Free or Read posters. Creating posters with NH authors, politicians, celebrities, etc. to show support of Intellectual Freedom and the right to read in our state. Sy Montgomery has agreed to participate and we have a connection to both Joe Hill and Seth Meyers. Members will compile a list of people to reach out to. We will create a photo release for this initiative. We will create a how-to for libraries wanting to create content for their community members, in which the committee will create a logo which we can share electronically and superimpose over any photo and we will also print out a physical logo which can be held in a photo. Any participants would have to fill out the photo release so any images collected could be freely distributed among NHLA membership. Distribution: These can be shared electronically and printed by libraries. Determine the possibility of printing and distributing posters.



(created by NHSLMA IFC Chair Jessica Gilcrest)

Respectfully Submitted - Julia Lanter & Lauren Rettig

ULAC

Report for NHLA Executive Board

12/07/22

- ULAC met in-person on 10/28 at the Kilton Library in West Lebanon, and will be meeting 1 final time in 2022 at the New Hampshire State Library on Friday, 12/16. As is the case every year, no meeting was scheduled for November due to scheduling challenges.
 - Topics of discussion at the 10/28 Kilton meeting included a possible NHLA Spring Conference speaker; book challenges at our libraries; an introduction from Mindy Atwood; takeaways from the NELA/NHLA Joint Conference; and a tour of Kilton.
- In 2023, we will likely return to virtual meetings for a couple months to avoid the potential for weather-related travel challenges. It is the Chair's hope to cycle through member library locations in 2023 (and beyond) to give everyone an opportunity to host an in-person meeting if they'd like.
- The current ULAC balance stands at \$6,317.70. We're down slightly from the previous reported balance due to the assembly of ULAC's raffle basket for the NELA/NHLA Joint Conference that was highlighted by an EPIC stuffed parrot. ☺

Respectfully submitted,

Eric Stern, ULAC Chair

ITS Section Report

Tuesday, December 13, 2022

The ITS Section hosted a special guest speaker, Nick Tanzi, on the topic of “Wow Technology on a Budget”, at the Fall NELA conference. There were approximately 20 people in attendance and the presentation slides were made available on the NELA website.

A hybrid meeting (4 in-person and 5 virtual attendees) was held at the Tucker Free Library in Henniker. Library Director, Lynn Piotrowicz and Library Services Coordinator, Rose Jansen, provided information and a demonstration of their Vibe Smartboard. Meeting notes were shared on the ITS listserv.

The co-chairs are assisting the ad-hoc publicity and marketing committee to start a Google Group for sharing relevant information, tips, news, etc. Also, Mark Glisson is our ITS rep for the NELA ITS section and he is participating in the planning of a summer ITS event. More details will be shared as the plans develop.

The next virtual meeting date is scheduled for **Wednesday, January 25th at 10:30 a.m.** The section plans to meet in-person (with a virtual option as well) during the month of February.

Respectfully submitted,

ITS Co-chairs

Mathew Bose

Mark Glisson

NHLA Membership Report – December 2022

Linda Pilla – Membership Chair

As I checked the total memberships for this year, I was surprised to see that there are fewer now than there were in October when I checked for the NELA conference. As we have a membership year ends on January 1, I was surprised to see this – I will check with Lisa to see why members can become inactive even when their account should not expire until January 1.

2023 Membership renewal notices are going out on schedule and I am already seeing the early batches of memberships start to come in.

I want to bring a couple of issues to the board. The original set up of the membership accounts in NHLA was to associate an email account with one person who would hold the individual membership. If the person left their library, their NHLA membership would go with them to their new position. There are a few libraries in New Hampshire who reuse email addresses and switch the names of the people associated with those emails. This results in a convoluted payment history and multiple people claiming “first time” membership status on an account that has existed for years! Does NHLA wish to take action or let it go?

Believe it or not, the other issue also has to do with first-time members. We have a few who continue to renew their memberships as first time members. If they pay with a credit card, their account is activated before the issue can be addressed. Membership can send out an email, but this doesn't have any real consequences. Does the board wish to address this issue?

A lot of work goes into having a system that works. This membership chair appreciates those who just follow the rules.

Respectfully submitted,

Linda Pilla



**READS President Report
November 2022**

READS met virtually on November 18th. The theme for this year's Spring Roundtables will be 'handling difficult patron interactions' with a focus on staff mental health. Dates have not yet been set, but the goal is to offer two in-person opportunities and one virtual option. The READS-To-Go Committee was contacted by a staff person at the Pease Public Library about possibly hosting youth kits through NH KitKeeper. CLNH has declined to manage the kits, and we have not yet heard from YALS. The READS Executive Board tabled the discussion until the January meeting.

Other news from READS:

- We have 159 active members
- Transitions: READS welcomes Sue Harmon as incoming President. Brianna Hemmah is the new Vice President/President Elect, and Gail Zachariah will be stepping into the role of READS-To-Go Committee Chair.

Next READS Executive Board meeting: January 13th, at 10:00am - virtual

Respectfully submitted,
Natalie Moser READS President

NHLA Website Coordinator Report - December 2022

Yvette Couser

- Communicated with Dale Dormody 11.15 via email because the NHLA website was down. He reported that two of the three DNS settings on the GoDaddy account were reverted back to neutral or a parked state, which resulted in the inability to reach the site using nhlibrarians.org. Authorized him to move forward with his solution to create all new account credential information.
- Updated website with election results (officers, Bylaws)

Bylaws Committee

December 13, 2022

All proposed changes to the Constitution and Bylaws were passed at our Annual Fall meeting. These changes were incorporated and the new version was posted to our website (thank you, Yvette).

In the coming year, I anticipate the Committee will work with the Board to pass a revised Mission statement (which is part of our Constitution).

Respectfully submitted,

Kersten Matera

NHLA EDI Committee

December 2022 Report

Submitted by Melissa Mannon, Incoming Chair

The EDI Committee reviewed a resolution to submit to the NHLA Executive Board in January. They seek to make EDI principles a priority in all NHLA work.

The group has contacted the Equity Leaders Fellowship seeking someone to guide our committee work and help us “operationalize equity.” The Equity Leaders Fellowship works at “growing the network of engaged leaders of color in New Hampshire for collective action and positive community change.” The members of this group have expertise in equity work and in supporting organizations with this work. We would like to devote some of our NHLA funds, if available, for this purpose.

Finally, the group reviewed a new mission statement, which we plan to present to the Executive Board in January. We have set ambitious goals to move forward, emphasizing that much of what we do is listening and learning.

Wild Apricot Database Administrator Report
Executive Board Meeting – Tuesday, 12/13/22

- Set admin access privileges for respective section and committee members
- Created Excel spreadsheet for Google Drive listing past & present NHLA Executive Board Members from 2017-present; requested President, President-Elect, & Conference Chair to supply any missing names they can remember.
- Participated in November NHLA EDI Committee Meeting & assisted in drafting of new EDI resolution
- Continuing as liaison between the NHLA Treasurer & Membership Chair to Bookkeeper in Manchester for deposits being made
- Met with Conference Chair to provide WA tutorial on creating Spring Conference event page and running reports
- Updated & consolidated old Wild Apricot training documents into one NHLA Onboarding Manual and uploaded it to the Google Drive; it has also been emailed to NHLA Board members.
- Assisted Membership Chair to identify issues with specific accounts

Respectfully submitted,

Lisa Jose
NHLA Wild Apricot Database Administrator

NHLA Paralibrarian Section Report to the Board

Virtual meeting held on December 13, 2022

We held a board meeting on December 2, 2022.

We had a lengthy discussion about our desperate need for Board Members. We are struggling to fill many open positions including:

- VP/President
- Review Chair
- Secretary
- Membership Chair
- Various Committee members

Unfortunately, we do not have a governing body that meets the requirements of a quorum to address changes and updates. Therefore, the outcome of our meeting was a unanimous decision for our section to go inactive during the months of January and February. During this time, the few remaining board members will work behind the scenes and focus all their energies on reaching out to potential and current Paralibrarians to find nominees for our open Board positions.

Our hope is to find willing candidates to fill the necessary positions and move our section successfully forward. If we are unable to accomplish this goal, we will be left with no choice but to resign our section. The outcome of our attempts in this endeavor and resulting action will be addressed in our March Board meeting.



December 2022 CLNH Report for NHLA

The CLNH board met most recently on November 11th, with a hybrid meeting. We have filled the appointed positions of Web Master (Judy Russell) and Social Media Chair (Nicole Gauvreau) and have a nominee for the Vice President position, Rebecca Searles. However, our two attempts at having membership meetings this fall have not achieved a quorum. The first was during the NELA Conference, along with other NHLA sections. On December 12th, we hosted a forum continuing our NELA discussion about how the pandemic has effected children and what librarians can do in our spaces and programs. We had a lively discussion with 13 attendees, but once again did not achieve a quorum for our membership meeting. Our next steps are to look into voting via an email poll, which is allowed in our Bylaws.

Our current Vice President and 2023 President, Christina Finemore will step up into the President role more formally after the end of her parental leave later in the winter.

In 2023 we look forward to a return to in-person conferences, and a change in our Bylaws to align with NHLA's officer terms beginning in January.

Moriah Churchill-Calkins,

CLNH President