



NHLA Executive Board Meeting Minutes

December 10, 2019, 12:00-4:00

NHMA 25 Triangle Park Drive Concord, NH

Call to order at: 12:12 PM

Members Present: Christine Friese, Amy Lappin, Yvette Couser, Sarah St. Martin, Deann Hunter, Kim Gabert, Sylvie Brikiatis, Amber Coughlin, Sam Lucius, Betsy Solon, Mindy Atwood, Julia Lanter, Katharine Gatcomb, Heather Rainier, Denise van Zanten, Deb Hoadley, Caitlin Loving, Randy Brough, Lisa Jose, Linda Pilla, Marina Buckler, Azra Palo.

Guest Angela Brown from the Amherst Town Library.

Motion to approve the agenda made by Amy Lappin, seconded by Amber Coughlin. Motion passed.

Motion to approve the October Executive Board minutes made by Amber Coughlin, seconded by Julia Lanter. Motion passed.

Introductions and roster

Tech Services Interest Group – Angela Brown

- Angela Brown proposed a Tech Services Interest Group as a subcommittee under the ITS section. She feels that NHLA is missing this component of librarians in the state, that Tech Services is an important part of the library, and should be represented in NHLA. Not sure if it would be viable as it's own section.
- Even if a library doesn't have a dedicated TS person, there are TS tasks being done in each library.
- Possible sharing of topics and procedures could include processing, cataloging, RDA, Linked Data, etc. Has not contacted NHLA members or others to see if there is interest, but from personal experience believes there is.
- NETSL (the Tech Services section of NELA) is heavily academic focused, and does not always fit NH public libraries needs anyway, as we don't have the large consortiums that other states have.
- The idea was well received because it connects people, and helps solve the problem of TS staff feeling isolated. It also gives a good sounding board for people to discuss issues and learn from what other libraries are doing.
- Any budgetary needs? Potentially if bring in speakers, but we have talented TS people who could do presentations on topics such as RDA. NHLA could fund certain programs (through the MacDonald fund), and also have GoToMeeting which could be used to



reach as many people as possible throughout the state, no matter where they are geographically.

- Could advertise by word of mouth. Co-ops would also be a good place to advertise.
- Discussion of ad hoc or special interest group first, as there are other hoops to jump through before being under ITS (and doesn't really fit under ITS), or its own section.
- Sylvie Brikiatis made a motion to approve the start of a Technical Services ad hoc committee, with Angela Brown soliciting interest. Seconded by Sam Lucius. Motion passed unanimously.

Officer's Reports

- President's Report
 - Remember that January 11, 2020 is the Primary event in Concord. There will be an upcoming section added to the NHLA website.
- [President Elect's Report](#)
 - Thank you for all the help at the Fall Conference, and to Hooksett for hosting. The conference made money.
- Past President's Report
 - Nothing new to report
- [Treasurer's Report](#)
 - Just finished our 3 year audit/review/review. It was recommended by auditors to not do an audit each year. This year we got billed for extra work due to a law change, and will communicate that they let us know ahead of time if there's going to be a large increase. At some point the board will need to decide if we want to stick with this cycle.
 - If you have questions about monetary things regarding events or conferences, ask Kim Gabert first before doing anything.

New Business

- Review of Cancellation Policies: clarify wording and Wild Apricot template
 - We need to be consistent across events: that there is a registration deadline; that you can't cancel after the deadline; that you have to pay to attend event, etc. Working on templates to help streamline registrations for all sections so all this information is included.
 - If there are things that are unclear in the cancellation policy, bring to the Board's attention.



- If someone can't come to an event, it's preferable that that person find someone to replace them. These changes need to be made before event.
- NELA/NHLA agreement for 2020 Conference
 - NELA/NHLA Agreement for joint conference was never signed. There needs to be some changes.
 - Background: NELA's conference is in Nov 2020 in Manchester, and NHLA's Business meeting will be at the conference, which Yvette Couser will work on.
 - In 2015, sections did business meetings at the joint conference. In the past, two sections have hosted business meetings, and EBSCO sponsored business meeting food.
 - We don't get income from joint conference, and have to pay for food if provided. NELA pays for speakers.
 - A breakfast would be a couple thousand dollars, with no revenue, and keep in mind there is a Spring Conference scheduled in the same fiscal year.
 - Can host raffle and get some revenue from that.
 - Conference Committee is Denise van Zanten, Yvette Couser, Amber Coughlin, Sam Lucius, and potentially 1-2 other people.
 - Conference Committee will need to know how many sections will have business meetings (and not a separate conference) so they can get time slots. First NELA/NHLA Conference meeting is next Tuesday.
 - Suggestion that NHLA business meeting be combined with each section business meetings. Could be a combined breakfast meeting on Monday.
 - NHLA only members get member discount rate for joint conference.
 - Randy Brough moved to approve the contract as amended by the Officers. Denise van Zanten made a motion to accept the contract with changes. Sylvie Brikiatis seconded. Motion passed unanimously.
- Advocacy and Legislative committees
 - Legislative committee overlaps with Advocacy. When something comes up with Legislative, it's Advocacy that really gets the ball rolling. With co-chairs, it would be a stronger committee to deal with legislative issues when they do come up. Budgeting not an issue.
 - Sylvie Brikiatis made a motion to combine Legislative and Advocacy into one committee with current chairs being co-chairs. Deb Hoadley seconded. Passed unanimously.
- Legislation in process
 - LSR's (bills in embryotic state) in Aug and Sept, and now there are 3 full bills.
 - HB 1371: To make March 2 as Reading in New Hampshire Day.
 - ❖ Also Read Across America Day.
 - ❖ No issue with this bill.
 - HB 1452: Public hearing requirement prior to discharging a public library employee shall only be required for those employed for more than 6 months.



- ❖ NHLTA tried to eliminate public hearing all together several years ago, and it was defeated.
- ❖ If passed, could be at odds with local city and town ordinances.
- ❖ This is a local issue.
- HB 1615-FN: Requires all public libraries to conduct a criminal record check on any person under consideration by the library to participate in a library-sponsored event or program who will have contact with minors.
 - ❖ Financial aspect for libraries is huge.
 - ❖ Time involved in doing a background check; they are not quick.
 - ❖ Staff are there with performers, not left alone with children.
 - ❖ Can't share this background information, so each town going to have to do this for every library presenter, even if it's the same person.
 - ❖ Can do cost analysis for your library and pass along to your reps/town.
 - ❖ Can show economic impact by looking at all programs done in NH; the cost would be astronomical. Can't withdraw adult programs as families and children still attend.
 - ❖ It hurts performers who do this for a living.
 - ❖ Why just libraries? What about other nonprofits, schools, churches?
 - ❖ This is a local issue.
- These will both go before the House Committee, so the same members will be discussing both bills.
- Will reach out to librarians in towns of House Committee members to speak to representatives to communicate that NHLA is opposed to these 2 bills. Hearing will be in January. Randy Brough will testify, and need others as well. Possibly someone from CLNH, a trustee, performers, and someone from community such as a parent. Let Randy know who would be good.
- If the Committee determines it ITL (inexpedient to legislate) that'd be the end of the bill. If passes House Committee, still has 2 more stages to pass before becoming law.
- If we talk to a rep, let Randy know.
- Randy will let board know when the date of the hearing is.
- ALA Emerging Leaders – no votes
 - Not a lot of people applying or being accepted from New England or New Hampshire. NHLA could support/sponsor someone similar to NELLs. Cost goes to ALA Mid-Winter and Annual Conferences
 - Nothing to vote on now, but could come up in budget discussion. Even if we don't monetarily sponsor, can promote program. \$1000 to sponsor.
- NHLTA rep as board position – brainstorm ideas
 - Sitting president is liaison. NHLTA asked if there can be more continuity, suggested an NHLA rep that stays for multiple years.



- Would require a new NHLA position. Might be hard to find someone, as still have to come to both meetings.
- Christine Friese will reach out to Lara Croft, who is a library director and also a trustee and NHLTA member.
- DPLA board position
 - Digital Public Library of America has approved NH's application. They are creating the initial Board to oversee the project, and are meeting next week.
 - Christine was approached by Marilyn Borgendale about proposing a public library rep to the board. Asked if there is someone at Portsmouth Library as they already have digital collections. Christine does not want any conflict of interest as she is President and works at Portsmouth.
 - Opened up for discussion to see if there is anyone else at another library who would be appropriate.
 - In agreement that the recommendation/appointment should not come from NHLA, as we're not appointing someone from our board to their board. The NH digital library board can contact Portsmouth directly.
- Discussion on creating a new position titled Wild Apricot Site Administrator, which would be in line with the web administrator and social media coordinator.
 - Yvette Couser made a motion to create a Wild Apricot Site Administrator, seconded by Linda Pilla. Motion passed unanimously. Christine appointed Lisa Jose as first administrator.

CCC what's next?

- Tabled.

Workshop: How everything works

- Who does what? Sections, committees, officers, board members
- Wild Apricot
 - Lisa Jose did a presentation on Wild Apricot.
 - Conference templates will be made for ease and consistency.
 - Best if you contact unpaid registrations before event so they can be resolved. People cannot attend event if not paid. Can take credit card payment at event and get reimbursed later.
- Quickbooks
 - Make sure that sections let NHLA Treasurer know what deposits are and provide documentation. Information is on website under the first tab.
- Web site and Social Media
 - Contact Marina Buckler for website login, postings, calendar, anything.
 - Any wrong information that's on the website send to Marina.
 - Marina will send her backup person's information to Board.



- Please email Azra Palo if you want something posted or if you want to add your social media staff member. She can help make postings look pretty with more graphics and fewer words.
- nhlalib is Instagram account.
- If you have a Twitter fiend in your library that wants access, let Azra know.
- We've got powerful tools to use with website, social media and Wild Apricot, so please use them.
- Our yearly calendar
 - Send Christine what your position does each month.

Introduction of the new President, Amy Lappin

- Think about what you'd like to be a priority for 2020; welcomes suggestions.
- Wants to increase communication with other groups, such as school librarians and the academics, to learn, collaborate and support each other.
- At the 2019 NHLA Business meeting, we talked about sustainability. It was asked if we could have a sustainability committee. Would like to at the least weave sustainability into our focus.
- Look at the future of the ITS committee, they don't have a president. How can we support them?
- Continue advocacy.
- Continue membership efforts and showing value and community of NHLA.
- Conference planning.
- Hope to have robust discussions at meetings and encourages participation. Wants to hear from everyone. Don't hesitate to ask questions.
- Meetings every other month at NHMA from 2:00-4:00. Elected Officers also meet on the off months to help bring focus to the Executive Board. **Next full board meeting is February 11, 2020.**

Section and Committee reports

- Scholarship: No report
- Continuing Education Committee
 - Two parts to CE: MacDonald grant to support those pursuing education, and CE aspect which is providing opportunities to members.
 - Proposing to put MacDonald fund grant portion under Scholarship Committee, as it fits under that section better. If under scholarship, they can also suggest other funding opportunities.



- Every section is already their own CE. Was working with sections.
 - Was hoping to get a core set of competency instructors, but the 3-4 applications didn't really fit core competences. Don't have the bandwidth in NH to do that.
 - The State Library used to coordinate workshops/classes on core competencies. What is NHLA's role in CE?
 - Discussion if CE position still has a place in NHLA. Maybe should be more of a coordinator. Overlaps with the Paraprofessional section.
 - Moving MacDonald Fund Grant to Scholarship
 - ❖ Was under CE committee because does not address degree related, MLIS, which Scholarship is focused on. But no reason why can't be administrated by Scholarship.
 - ❖ Perhaps someone on Scholarship committee can talk to NHLTA to see who's applied for what from them as well, so applicants are getting as much as they can but not more.
 - ❖ Shouldn't complicate things from the treasurer's perspective. It would be easy to differentiate between different monies.
 - ❖ Need to have a representative from the State Library and the Scholarship committee before any decisions are made. Bring as a proposal in February with what steps would be involved if eliminating the CE committee.
 - Workshops on topics could be directed toward other committees to coordinate. For example, program on Copyright could go to Intellectual Freedom. When we're approached with a program topic or need, can see where it fits best and give to certain people/sections.
 - ❖ Officers, and President, responsible for making sure these get followed through on. Other states don't have separate CE committee or coordinator.
 - Send further thoughts to Officers and can bring back to Feb meeting for discussion with representative from the State Library and Scholarship.
-
- [Membership](#)
 - [YALS](#)
 - Stands for Young Adult Library Services.
 - Looking into youth services including tween and combined conference with CLNH.



- CLNH:
 - New Logo, warmly received. Given 3 options, and have colors for each season.
 - Working on own conference committee. Meeting Jan 7. Plan to be working more with YALS, maybe combine conferences/programs as some attendees have to choose between the two.
- [READS](#)
 - Found a READS website coordinator, Alexa Moore at the Amherst Town Library.
- [ULAC](#)
- [Paralibrarian Section](#)
 - Website is up and running
- [Advocacy Committee](#)
- Information Technology Section: No report
- Intellectual Freedom Committee: No report
- [Conference Committee](#)
 - Formal agreement about the joint conference with the New England Library Association. See above.
 - Looking for a cochair for NHLA conference for 2021.
- Bylaws Committee: No report
- Legislative Committee: see above
- ALA Liaison
- [New England Library Association Liaison](#)
- NH Center for the Book Liaison: Nothing new to report
- NHLTA liaison: see above
- Social Media: No report
- Archivist: No report

Adjourned at 3:55.

Respectfully submitted by Sarah St. Martin



NHLA President Elect Report

December 2019

The NHLA Fall Conference was attended by 70 people. After reading through the surveys, our keynote speaker, Rebekkah Smith Aldrich who spoke about sustainability in libraries was clearly the highlight of the day for many. One attendee said, "If I knew Rebekkah would be so fabulous, I would have brought more staff with me." That attendee is now working on bringing Rebekkah to her library in early spring for her staff and trustees to benefit from her expertise.

Thanks to everyone who helped bring this conference together from the planning to the event. I appreciated the team effort!

After the election, I updated our 2020 NHLA Executive Board contact information for the chapter directory with ALA.

Respectfully submitted,

Amy Lappin



NHLA Treasurer's Report

December 2019

Deann Hunter, NHLA Treasurer

Financial Report

Please find attached a copy of

- NHLA's November 2019 Profit & Loss Statement
- NHLA's Balance Sheet as of November 30, 2019
- FY20 Income and Expenses as of November 30, 2019

NHLA's total assets as of November 30, 2019 were \$218,259.52.

Thank you for the opportunity to serve on the NHLA board as treasurer. It has been an enriching experience.

Below is a listing of cash held by each account as of November 30, 2019.

NHLA checking	\$3,073.31
NHLA savings	\$54,008.18
CLNH	\$15,523.76
READS	\$4,659.99
PARALIB	\$5,766.46
ULAC	\$2,312.98
YALS	\$5,864.87
ITS	\$960.03
WINCHELL LOAN (revolving fund)	\$26,998.55
NORRIS (scholarship)	\$2,778.95
MACDONALD FUND (continuing ed/professional development)	\$13,614.22



**NHLA
Continuing Education Committee Report
December 10, 2019**

The CE Committee has not officially met this quarter. However, we have had three new MacDonald Fund Grant applications that were submitted to the committee. These were approved. They were for the following people:

1. Cara Potter, Derry Public Library – ALA Social Justice & Public Libraries Workshop (12/9-12/10); \$250
2. Erin Robinson, Derry Public Library – Certificate in Genealogical Research, BU (1/21/20); \$300 (maximum cap allowed)
3. Effat Koushki, Merrimack Public Library – UNT MLS Class (1/13/20); \$300 (maximum cap allowed)

I will be putting in the requests to be paid with the Treasurer, once their attendance has been confirmed.

We received an email from Aimee Lockhart, a member of the Membership Committee to consider a joint program with them in 2020. We met virtually and discussed the details of the program. Here is the information: *In 2020 we will be offering a Learning Circle pilot program. This program will help librarians learn valuable skills to help them in their day-to-day tasks and it will also allow them to network with other librarians in the state. The first course we will be offering is called "Public Library Marketing and Public Relations," run by the University of Michigan's School of Information. The 4-week course is completely free, and will teach DIY marketing solutions, social media strategies and how to work with the press. Librarians are responsible for their own coursework. The Learning Circles will meet in different areas of the state in different regions (based on interest and enrollment) for librarians to meet up, discuss what they have learned and support each other while taking the course. Keep an eye out for future NHLA emails when we will announce the start of this program!*

A special thank you to Aimee for bringing this idea to us and creating this informational piece.

We also will be involved in a two-day training program, NH Copyright First Responder Training with Kyle Courtney, Copyright Advisor at Harvard Library. This event will be hosted at Manchester Community College, and we are working with Deb Baker, Library Director at the college on logistics. The program will take place on Wednesday & Thursday, May 13th & 14th and attendees are expected to attend BOTH days. Estimated costs for the event are \$3000-3500. We would ask attendees to pay the meal cost, and we would ask NHLA Board to approve the cost of the presenter, approximately \$1000 for stipend and \$800 travel.

I would also like the NHLA Board to consider merging the CE Committee with the Scholarship Committee to manage the MacDonald Fund Grants, and let the sections and committees of NHLA handle their own continuing education, as they are doing now. I will be happy to continue working on the two programs mentioned above.

Submitted by Deb Hoadley, Chair



Membership Report

Lisa Jose, Chair, 2017-2019

NHLA Executive Board Meeting - Tuesday, Dec. 10th, 2019

- Chair responsibilities are transferring from Lisa Jose (2017-2019) to Linda Pilla (2020-2021)
 - Please make sure you note the new “send to” address on invoices!
- Membership season has begun
 - The numbers will fluctuate over the next 4 months as accounts lapse, then people renew.
- Summary as of 12/5/19:

Member list ([Summary](#) | [Keyword search](#) | [Advanced search](#) | [Saved searches](#))

Level	Total	Active	Renewal overdue	Lapsed	Pending		Level change	New in last	
					New	Renewal		7 days	30 days
Business Membership	<u>3</u>	<u>1</u>	<u>2</u>	<u>2</u>	-	-	-	-	-
First Time Member	<u>81</u>	<u>51</u>	<u>23</u>	<u>25</u>	<u>3</u>	<u>2</u>	-	<u>3</u>	<u>5</u>
Library Run by 1 Person	<u>22</u>	<u>11</u>	<u>9</u>	<u>9</u>	-	<u>1</u>	<u>1</u>	-	-
Lifetime Member	<u>48</u>	<u>48</u>	-	-	-	-	-	-	-
Retired Librarian	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	-	<u>1</u>	<u>1</u>	-	-
Salary \$25,000 - \$50,000	<u>236</u>	<u>173</u>	<u>29</u>	<u>29</u>	<u>1</u>	<u>25</u>	<u>8</u>	<u>2</u>	<u>2</u>
Salary \$50,000-\$75,000	<u>133</u>	<u>92</u>	<u>24</u>	<u>24</u>	-	<u>17</u>	-	-	<u>1</u>
Salary over \$75,000	<u>4</u>	<u>1</u>	-	-	-	-	<u>3</u>	-	-
Salary under \$25,000	<u>171</u>	<u>123</u>	<u>35</u>	<u>35</u>	<u>1</u>	<u>9</u>	<u>3</u>	-	-
Trustee/Friend/Student	<u>44</u>	<u>28</u>	<u>15</u>	<u>15</u>	-	<u>1</u>	-	-	-
Unemployed Librarian	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>	-	-	-	-	-
Total	<u>750</u>	<u>531</u>	<u>140</u>	<u>142</u>	<u>5</u>	<u>56</u>	<u>16</u>	<u>5</u>	<u>8</u>

- Coordinated Fall Conference registration & processed payments
- Ruffled off \$100 gift certificate for BPL eateries at Fall Conference; Dianne Hathaway (Goffstown) was the winner; income goes towards Membership’s future outreach efforts
- Held a brief Membership Committee meeting on Fri., Oct. 4th (GoTo Meeting)
 - Membership sign-up raffle: all who sign-up/renew and pay by 1/31/20 are automatically entered to win a gift card; name will be drawn on 2/1/20
- Processed new NHLA renewals/applications & payments



- Added section memberships to individual accounts upon request
- Merged duplicate contacts
- Monitored email bounce-backs for Wild Apricot
- Submitted the November NELA/NHLA Joint Membership Report to NELA
- Sent instructions to previous First Time Members on how to update their membership level before renewing for 2020
 - Monitored and noted accounts for any who renewed incorrectly at this rate
- Updated dues for each level (as a result of increase that was voted on by membership), effective for the 2020 membership year
- Solved a few renewal issues for some individuals
- Continued forwarding information to incoming Membership Chair, and relevant emails for future.
- Met with Linda to go over her new responsibilities and basic membership-related Wild Apricot functionality
- Attended collaboration meeting with Continuing Education committee on outreach effort for members (facilitating learning circles)
- Sent out Wild Apricot emails & posted on Facebook account about 2019 Librarian Gift Exchange (off-site event is in progress!)
- Serving as Wild Apricot site administrator – please ask if you have questions on how to use a feature of the database
- Prepared Wild Apricot training presentation for Tues., 12/10/19 Executive Board handover meeting

It has been my joy & pleasure to serve as Membership Chair for the last 2.5 years, and I thank you for the opportunity to do so!

Respectfully Submitted,

Lisa Jose
NHLA Membership Chair, 2017-2019



December YALS President's Report:

YALS will next meet Thursday, January 30^t at 10:00- 12:00 at Whipple Free Library 67 Mont Vernon Road, New Boston NH 03070 with newly elected Kat Gatcomb as incoming President. At the meeting we will discuss future plans for YALS Conferences in 2020 as well as network and share programming ideas for the upcoming 2020 calendar.

Attached below are our minutes from our last meeting

YALS Meeting Minutes
Thursday, November 7, 2019 at 10:00
HealthTrust, Concord

Meeting called to order at 10:13 AM.

In attendance: Maryjo Siergiej (Chester Public Library), Karen LaRue (Chesterfield Library), Caroline Pynes (Chichester Town Library), Lydia Beller-McKenna (Exeter Public Library), Julia Lanter (Exeter Public Library), Jay Fee (Keene Public Library), Dena Norman (Maxfield Public Library, Loudon), Alex Graves (Manchester City Library), Deborah Dutcher (NH State Library), Katharine Gatcomb (Portsmouth Public Library), Donna Hynes (Rochester Public Library), Justine Fafara (Walpole Town Library)

Next Executive Board meeting: Thursday, January 30, 2019 at 10:00 AM - Whipple Free Library, New Boston

Because we are no longer able to meet at HealthTrust due to policy changes, we will be rotating meetings between libraries starting in January.

Fall conference minutes were approved.

President's Report (Julia Lanter)

Julia thanked everyone for a great year and all our accomplishments.

Vice-President's Report(Katharine Gatcomb)

Discussed under fall conference below.

Secretary's Report(Alex Graves)

No report.



Treasurer's Report (Donna Hynes in absentia)

The current balance is \$5864.82. Total conference income was \$2,204, and total conference payments were \$2,082.69.

Website/Social Media Report(Barb Ballou, Alex Graves & Maryjo Siergiej)

Maryjo asked for feedback on social media; feedback was positive.

State Library Report(Deborah Dutcher)

Report is attached.

COSLA T3 Training opportunities for NH- Deborah and Julia attended this train-the-trainer teen services cohort in Memphis, described in the state library report. They are looking at how to best implement it and reach the most people. Training ranges between 1.5 - 8 hours, and covers the differences in teen developmental stages. Justine suggested co-op/regional meetings for these trainings.

Attendees were reminded about the Ready to Code grants. [More information.](#)

Teen Awards Report (Justine Fafara)

Justine reached out to other New England states to see how they run their teen awards, and learned that some include teens on their awards committees. The board discussed what adding teens might look like for us, and how they might be nominated (Julia suggested having a librarian sponsor or recommend the teen). Further discussion will be needed to define what the teen's role will be. The board voted to start the process of having teens involved in the 2022 Flume/Isinglass Awards.

New Business

- Goodwin Library is partnering with Nesmith to host the NH Homeschool Spelling Bee this year. The date will be Tuesday, January 14, 2020 from 12-2pm. (Snow date is January 21.) This is for students grades 4-8, and the winner will move up to the state spelling bee in March.
- The board discussed the possibility of combining the CLNH and YALS fall conferences on alternate years when the NHLA spring conference is held. This will be discussed with CLNH. Old Business -No old business.
- Fall Conference Feedback- Most people liked it. Due to the policy changes at HealthTrust, the location and caterer will change for next year. There is interest in finding a caterer with vegan options. People prefer panel presentations. There was feedback that presenters use microphones. Four people mentioned escape rooms as an area of interest, which will be considered for a program next year. The board discussed feedback about the lack of diversity at the conference.



- 2020 Conference- Justine suggested Jen Petro-Roy as a potential speaker. It was suggested to check with local bookstores to see who might be coming through in the fall, as we might be able to team up and share costs.

Books/Programs to Share

- Maryjo liked *Slay* by Brittney Morris, not so much the pacing but the topic: safe spaces for people of color in gaming.
- Julia enjoyed *Pumpkinheads* by Rainbow Rowell.
- Katharine enjoyed *Thirteen Doorways, Wolves Behind Them All* by Laura Ruby, described as a feminist historical ghost story, as well as *Wilder Girls* by Rory Power.
- Justine recommended *The Benefits of Being an Octopus* by Ann Braden, a tween book about poverty in small town Vermont, and *A Curse So Dark and Lonely* by Brigid Kemmerer, a beauty and the beast retelling.
- Lydia liked *They Called Us Enemy* by George Takei, as well as *Let's Call It a Doomsday* by Katie Henry, a good representation of anxiety.
- Maryjo suggested *Best Friends* by Shannon Hale as a good portrayal of repetitive thoughts and obsessive-compulsive disorder.
- Katharine held a cartooning workshop in Portsmouth, done by Portsmouth Music & Arts Center. It was an eight-week program for middle schoolers which was grant funded.
- Jay discussed lock in programs and interactive movies they've held at Keene.

Meeting adjourned at 12:11 PM.

Minutes submitted by Alex Graves, 11/15/2019

State Library Report

Deborah Dutcher

11/6/19

- Oct 30-Nov 1, Deborah Dutcher, Youth Services Consultant-NH State Library and Julia Lanter, Assistant Director-Exeter Public Library participated in the Young Adult Library Services Association (YALSA) and the Chief Officers of State Library Agencies (COSLA) second cohort of the Transforming Teen Services: A Train the Trainer Approach project. Deborah and Julie will develop and deliver computational thinking literacy and improving teen services workshops to other library staff and those working with NH youth over the next few years, who in turn will provide programs and services for/with youth, especially underrepresented youth. This project is generously funded by the Institute of Museum and Library Services (IMLS)
- November Early Learning Meetup:

We are excited to announce a new librarian training program to promote curiosity, inquisitiveness, and investigation within your children's programs with the goal of teaching children of all ages to ask questions, structure experiments, and discover answers. The early learning meet-up will cover a short review about research design and how to apply these principles when working with young children to foster curiosity and learning. Attendees



will also review professional development materials on integrating STEM (STREAM!) in to the 2020 Imagine Your Story theme and will have the opportunity for hands-on practice and roleplaying. Upon completing the workshop, attendees will

- understand the importance of instilling curiosity in young children and how to encourage parents to participate in their children's learning
- be able to design simple age-appropriate experiments for young children based on related books and activities
- bring two fully designed Curiosity programs back to their libraries

Presented by Bobbi Slossar & Deborah Dutcher - NH State Library Consultants

Update 10/22--due to the lack of enrollment for the Tuesday Lincoln workshop--the following will be the only meet-up:

Wednesday, Nov 20 10:00-12:00 Derry Public Library
Sign up <https://forms.gle/iHEYzWGymenCQfHV9>

- Mother Goose on the Loose FREE Training

Event Timing: December 17, 2019 9am - 4 pm

Event Address: Hooksett Public Library, 31 Mount Saint Mary's Way, Hooksett, NH

Note: Bring your own beverages and lunch. Please bring a pair of scissors.

For more on why MGOL go to <https://mgol.net/>

Family Engagement Initiative Professional Development Opportunities funded by the Endowment for Health

Sign Up Here: <https://forms.gle/63zRakY1g4XiAmne6>

- We are currently reevaluating the KBA Grant system. In 2020 we have a KBA performers roster and some funding dedicated to the as stands grant. We are looking at diverting funds to a Summer Learning Grant program that will provide more quality learning opportunities during the summer months with lasting outcomes.
- Some of the distributed 2020 CSLP USB's are incomplete. I am working with CSLP to get those replaced as soon as possible. The majority are being reported just fine but I want to remind everyone that the online version is always available.



READS

REFERENCE AND ADULT SERVICES SECTION

READS President Report December 10, 2019

The READS Executive Board met on November 8, 2019 at LGC in Concord. The board held its regular meeting then allowed time for training/transition for new officers coming on board in January 2020. READS will be looking for a new Website Coordinator for 2020 and so the board made plans to reach out to the NH Library Community over the next 6 weeks to advertise the position. We discussed the 2019 Fall Business Meeting and the READS Award of Excellence and decided to change the timing of our 2020 Fall Business meeting.

Other news from READS:

- On November 8th we had 197 active members. The emailed October newsletter reached 189 members and was opened by 52% of them. The next newsletter will go out on 12/3/2019.
- READS-TO-GO has experienced some problems with the way that the new ILL system handles READS-To-GO Kits and has opted to use KitKeeper rather than the State Library System to manage all of the kits going forward. There were 88 new kit reservations in October.
- Mindy Atwood, incoming READS President, will join me at the December NHLA meeting

Next READS Executive Board meeting: Friday, January 10th at 10am at the Local Government Center in Concord. We will use GotoMeeting in the event of inclement weather.

Respectfully submitted,

Betsy Solon
READS President



**ULAC report to NHLA
December, 2019**

- eBooks and Macmillan. Discussion about a potential boycott, public education of our users and being consistent with our message, potential to invest in other platforms.
- Autumnal homelessness. There has been a huge rise in the homeless population in Manchester and Concord with the change of season. People are coming from everywhere, even from outside NH, compounded by the Safe Station program. Thankfully, behavior issues have been minimal for MCL. The City of Concord has experienced more violent arrests, whether that is rooted in mental health issues, drug problems, or a combination. The homeless population is more transient than ever, and is becoming a health crisis as well.
- Service animals. Libraries are seeing an increase in the number of animals being brought in. Discussion regarding ADA requirements and how we can handle situations when the animal is not behaving.
- Meeting room policies and usage by church groups. This is a potential topic for a meeting in 2020. Milford has a program proposal form for community members inquiring about providing a public program.
- Recruiting employees. Todd combined a couple of small positions to make openings more enticing to applicants. Linda is using her volunteer pool to help fill part time positions that open up in Hudson. Todd is considering a perpetual intern spot that might be more beneficial for them, since interns fall outside union requirements and volunteer laws.
- NewsBank. Todd has experienced sketchy negotiations and exorbitant pricing with NewsBank representatives. There seems to be no set pricing and they have been unwilling to separate packages for local newspapers. After telling Newsbank Concord would cancel the contract they came back with a final offer at half the cost of the current quote.
- Sunday hours. Hudson will be open on Sundays after January 1, 2020 and Saturday hours will be reduced to a 1:00 p.m. closing to help fund them. Also moving Saturday afternoon concerts to Sunday afternoons. Windham and Milford both have dedicated Sunday clientele; Concord is experiencing low attendance on Sundays and considering all options.



Paralibrarian Section Report for NHLA Executive Board December 2019

The Paralibrarian Section elections were completed on November 15, 2019:

Incoming President is Heather Rainier. Heather is the Director of the Hooksett Public Library. Vice President/President Elect will be Cynthia Burnham from the Goffstown Public Library.

There has been no additional new business since our October 11, 2019 meeting. Our next meeting date is scheduled for Friday December 13, 2019 and we will be transitioning to our new board members on that date.

Respectfully submitted,

Lisa Cutter

Paralibrarian Section President

DRAFT



Advocacy Committee report for NHLA Board Meeting, 12/10/2019

1. Libraries' Presidential Forum – January 11, 2020 @ Concord City Auditorium

Candidates have been invited (with four expressing immediate interest), and we're in the process of getting the details for the venue and the publicity for the event wrapped up. We'll need some volunteers from the NHLA Advocacy Committee and the NHLA Executive Board to help that day (right now 9 am to 1 pm, but could go longer) – an email will be sent out next week asking for signups. Publicity will also go out next week on NHAIS and through the various media channels. For more info about the event and/or to register to attend, please visit <http://bit.ly/2020LibrariesForum>.

2. NHLA Advocacy Committee Go-To Meeting

We held a Go-To Meeting on Wednesday 11/6, and spent most of our time discussing the Committee's priorities for 2020. Those priorities, which were revised from the original draft, are attached to this report. I expect to schedule another Go-To Meeting with those who are helping at the event – possibly early during the week of January 6.

3. ALA Policy Corps

I attended the fall meeting of Policy Corps Cohort II, Oct 21 – 23 in Washington DC. We learned about contract over-ride, interacted with members of Cohort I, and did some intensive media training (which included being recorded and then critiqued). Very valuable, and each of us are now honing in on the policy areas we are most interested in. For me, that will most likely be federal funding for libraries.

4. Possible NELA Advocacy Pre-Conference – October 25, 2020

Brittany Overton and I 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, 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.

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



NHLA Advocacy Committee priorities – 2020 11/15/2019

1. NH Primary event/initiative with ALA on 1/11/2020 [All Advocacy Committee members]

2. Maintain regular contact with our NH Congressional delegation and communicate with NHLA members about library federal funding issues and how to effectively communicate with their Senators/Representative about those issues, using the Engage platform provided by ALA
[Lori, Rebecca, Mary]

3. Coordinate with the NHLA Legislative Committee

- a. Monitor and communicate about potential NH bills that affect NH libraries [Lori, Rebecca, Cara]
- b. Visit with NH Congressional delegation during Nat'l Library Legislative Days (May 4-5 in DC) – Mike York & 2 people from NHLA (usually NHLA Pres and either Legislative Comm chair or Advocacy Comm chair). [Lori, Amy, Christine]

4. Continue to provide advocacy resources and training for all NH library personnel, trustees, and supporters

- a. NHLA Advocacy – advocating for librarianship as a whole
 1. NH/US legislative overview info/workshop – how does process work/timing and where do librarians/NHLA/Advocacy committee fit in on both state & fed level [Lori]
 2. Review revised ALA Advocacy Bootcamp resources and see what could help us as a committee, the NHLA Board, and librarians as a whole [Lori, Deb, Bernie]
- b. Community/Everyday Advocacy – tools to help library staff/trustees advocate in their community [Cara, Brittany, Mary, Lori]
 1. Web toolkit?
 2. Workshop(s)? (maybe online through new NHLA Go-To-Meeting Webinar platform?)
 3. Partnerships/mentorships? (a couple of libraries geographically close keep each other accountable? Set up mentorship opportunities for interested librarians with advocacy committee members?)

5. Collect stories from NH librarians, trustees, and library supporters to best illustrate library impact and value across NH communities [Mary, Caitlin, Rebecca, Lori]

- a. Determine if we need a new online collecting tool besides Engage (i.e., READS adult program recommendations form/webpage might be a great template since it is searchable)



- b. Publish stories on a regular basis through NHLA social media and NHLA web site (maybe Granite State Libraries monthly enews too) to highlight impacts around the state and story formats/stats

6. Build and maintain relationships with NH legislators

- a. Start annual documentation (spreadsheet) of librarian/trustee/supporter relationships with NH Legislators, after March town meetings (solicit for info in April each year); start with Senators in 2020; add NH Representatives in 2021? [Lori]
- b. Hold first NH Library Legislative Day in 2021? Distribute NHLA swag (leftovers from Primary event) to each NH legislator??
- c. Set up meetings with NH Senators for Spring 2021 to introduce NHLA and importance of libraries in NH communities...librarian from home town of Senator and someone from NHLA Advocacy Committee.

DRAFT



DRAFT



NHLA Spring Conference Report December 2019

We have booked Mill Falls for May 6th and 7th, 2021. A deposit of \$1,895 has been sent. We will be able to start set up after 7 pm on May 5th.

To date we have not been successful in lining up a co-chair for me.

Attached is the updated 2019-2021 Conference Planning Manual. I hope to have the vendor documents up in January of 2020 and will contact previous vendors. I will start working on a draft budget early in the new year.

The conference committee needs to be formed- each section has a representative- so please be able to tell me who that will be at our meeting of the full board on December 10th so we can set our first meeting.

I have been in touch with Mike Zeller, NELA VP/Conference Chair, Megan Bishop, NELA Events Coordinator, and Amber about our joint conference with the New England Library Association Conference to be held in Manchester in October of 2020. While there was a vote to approve working with them when they asked a few years ago a formal agreement was not signed by either association. A draft of the agreement has been shared with NHLA officers and further discussion will be needed at our meeting. Basics of the agreement would be financial responsibilities for the Sunday evening reception, which NHLA members will work on the committee to put together programs (the cost of these to be covered by NELA) and how NHLA would like to arrange the annual meeting.

I attended a conference planning meeting put together by ALA and ACRL chapters on November 19th. It was very informative.

Respectfully submitted,

Denise M. van Zanten
NHLA Spring Conference Co-Chair



New England Library Association Report for NHLA Board December 2019

The last NELA Executive Board meeting took place at the College of the Holy Cross in Worcester, Massachusetts on November 15th 2019

- New committee chairs were appointed/reappointed: Deb Hoadley is the educational assistance chair, Jessica Miller is the membership chair, Edna Hutchins & Kim Usselman are the bylaws co-chairs, and Krista McLeod & Mary Etter are the NELLS co-chairs.
- The intellectual freedom committee chair and the public relations chair are both vacant, so if you are interested, know anyone who is interested, or wish to know more about what the expectations of the position are, please reach out to Amber Coughlin. (amber.coughlin@leblibrary.com)
- There was an executive board orientation with all the administrative and informational archiving and access details and protocols discussed. There will be a separate virtual meeting to discuss online systems in January.
- The 2019 NELA conference was a success and made money.
- The VP of NELA will attend ALA midwinter to connect with vendors. This has been very effective in past years.
- NELAs fiscal year is the calendar year, and board terms run Nov. to Oct.
- The new 3 year strategic plan was presented at the NELA conference in Mystic. There were 5 main goals to focus on – membership, programs, communications, financial strategy and governance. The executive board will focus on governance in the immediate future. For more details or a copy of the plan, please contact Amber Coughlin. (amber.coughlin@leblibrary.com)
- NELA will engage different AV help for the next conference next year. The executive board voted to purchase most of the A/V equipment from the former A/V contractor. One of the first decisions 2020's conference committee will need to make is how to handle A/V needs going forward. This may be a moot point this year if the venue provides A/V as part of the package.
- Vice President Mike Zeller requested that NELA section heads serve on the conference committee.
- The New England Library Leadership Symposium (NELLS) was founded in early 2000s. It is modeled on the Tall Texans program to develop leadership in libraries. It is funded through support from state associations, \$2,000 per state helps to support the basics. Participants pay tuition which covers room & board for the week. NELLS II is for leaders with 15+ years experience. It's a separate and shorter session. This years NELLS II is planned for August. NELLS II is shorter and more focused and tuition is generally paid by participants. The tentative focus for this year's NELLS II is the book "Palaces for the People" by Klinenberg. Registration dates and tuition have not been set as of yet.
- The first Conference Committee meeting for the 2020 conference will be a virtual meeting on December 17th.
- There was a site visit at the 2020 venue in Manchester, NH on Tuesday, November 19th to assess space needs.



- Macmillan embargo in Maine
 - Maine Library Association sent a letter to the Macmillan CEO in early September. The State Librarian, Jamie Ritter, took part in the recent meeting between COSLA (Chief Officers of State Library Agencies) and Macmillan's CEO to discuss the company's plans for library embargoes on new e-books. A summary of the meeting can be found in COSLA's subsequent press release:
www.cosla.org/News/ArtMID/473/ArticleID/38/COSLA-Seeks-Dialogue-with-Macmillan-Publishers-on-eBook-Sales.
 - Given the outcome of the COSLA meeting Maine Infonet has ceased purchasing ebook titles from Macmillan (and their imprints) for the shared Maine InfoNet CloudLibrary.
- Rhode Island Macmillan Update
 - RILA & the Ocean State Libraries have sought legal counsel and are now being represented by Barton Gilman out of Providence. The attorneys will come up with a course of action after meeting with the state Attorney General's office later this month. Legal counsel thinks the Macmillan embargo might be illegal in RI and that there are actions to take, including getting a legislative bill passed. The AG's office would file the suit. ALA Washington office would like to try both the AG and the bill route. More info to come on this matter.
- A motion was passed to appoint a "jumpstart" chair of the inactive Academic Library Services section of NELA – Phil Waterman – until the section is back up and running. This will be a role until the September 2020 executive board meeting, or until a new ALS board can be elected, whichever comes first.
- The finance committee was expanded to include one member at large from the executive board along with the president, VP, treasurer and Library Association Administrator.
- A one year appointment was made for a volunteer committee with a chair to be responsible for making sure volunteers are not getting lost in the shuffle. This grew out of the strategic planning process.
- A special fundraising development committee was established for one year.
- The next executive board meeting will take place at the Cumberland Public Library in Cumberland Rhode Island on January 31, 2020 from 10:00 to 2:00 pm with a conference committee meeting after that.

Respectfully submitted,

Amber Coughlin

NHLA representative to NELA