

New Hampshire Library Association Executive Board Meeting April 10, 2018 New Hampshire Municipal Building

- Call to order 2:05 PM
- Members Present: Matthew Gunby, Christine Friese, Sylvie Brikiatis, Deann Hunter, Letty Goerner, Sam Lucius, Marilyn Borgendale, Sarah Frost, Steve Viggianno, Marita Klements, Lisa Jose, Denise van Zanten, Amy Lappin, Dara Bradds, Lori Fisher, Marina Buckler, Emily Weiss, Kate Thomas, Caitlin Loving, Julia Lanter, Deb Hoadley, Kim Gabert, Sarah Leonardi, Marty Davis.
- Approve agenda
- Approve Minutes of February 2018 meeting. Motion to approve minutes made by Marilyn Borgendale, seconded by Julia Lanter. Motion carries unanimously
- Introductions
- Reports: President, Vice President, Treasurer
 - 1. NELA profit/loss. Deann Hunter will look into this.
 - 2. Fiscal year 2019 budget.
 - 1. Section budgets.
 - 2. Logo costs are currently the only cost attached to website.
 - 3. \$3600 currently budgeted out of general fund. Last year \$12,000 were taken out of general fund.
 - Library legislative day: sending two people currently costing slightly over \$2000.
 - 5. Increase in technology line due to spring conference being this year and the subsequent increase in PayPal fees.
 - 6. No fee associated with Winchell Loan payment through PayPal.
 - 7. Motion to accept draft budget as proposed made by Kate Thomas, seconded by Amy Lappin. Motion carries unanimously.
- Changing PayPal to nonprofit account. Having Treasurer-Elect set up account before becoming treasurer. Consider making change over to PayPal Nonprofit the summer of 2018 or 2019.
- Conference Planning:
 - 1. Sections should update 5-year conference plan each year.
 - 2. 2019 NHLA Conference:
 - 1. Cozy up to your community.
 - 2. Currently on schedule.



- 3. Free parking near venue.
- 4. May 9th and 10th. Thursday and Friday.
- 5. Conference rate through weekend.
- 6. Two confirmed vendors.
- 7. Investigating possible new vendors.
- Scholarship committee: five Winchell loan applications for April. Should be able to track loans via Quickbooks.
- Section and Committee highlights
 - Scholarship
 - Small Libraries Summit
 - Registration open until 4/19. Currently apx. 2/3 full.
 - <u>Continuing Education Committee</u>
 - CE survey, grants: knowledge gaps for both individuals in committee and their libraries. Survey Monkey account: consider starting April 20th to June 20th. MacDonald grant application. Currently cap of \$300 per member annually. Minimum of 50 mile roundtrip for reimbursement. Follow-up survey for grant recipients. CE working on two year calendar with opportunities in various parts of the state.
 - Past President
 - <u>Membership</u>
 - <u>YALS</u>
 - <u>CLNH</u>
 - READS
 - ULAC
 - Paralibrarian Section
 - Advocacy Committee
 - Advocacy Boot Camp
 - Well received.
 - Leaders of the workshop considering ways to start train the trainer sessions.
 - Making advocacy regular part of NHLA.
 - Goal to have advocacy training session for Executive Board prior to June 12th meeting. Minimum of an hour and a half. 30 possible attendees. Possibility to have in Manchester or Bow if Concord space unavailable.
 - Brought in more funds than costs.
 - Information Technology Section



- Intellectual Freedom Committee
- <u>Conference Committee</u>
- Bylaws Committee: no report submitted
- Legislative Committee: no report submitted
- ALA Liaison
- New England Library Association Liaison
- <u>NH Center for the Book Liaison</u>
- NHLTA Liaison
- Nominating Committee: Marilyn Borgendale, Christine Friese, Amy Lappin. Five officer positions open for 2018.
- Website update, calendar permissions etc.
 - 1. Website updated.
 - 1. READS, Intellectual Freedom Committee currently migrated.
 - 2. CLNH and YALS next to have migrations.
 - 3. Calendar updates. Ask Marina Buckler if section members interested in having access to Google Calendar.
 - 4. Logins to update content for sections.
 - 5. Possibility to add New Hampshire Library Association to main page.
 - 6. Hire graphic designer to work on logo.
 - 1. NHLTA could provide design bid they sent out.
 - 2. Branding vs. logo.
 - 3. Unified look to membership.
 - 4. Transition logo.
 - 5. Mockups from ALA: Libraries Transform.
 - 6. Handouts for NHLA conference.
 - 7. Looking for branding/marketing committee.
 - 8. Contest to membership
 - 1. Reserve right to refuse all of them.
- Adjourn: Meeting adjourned at 3:26.



NHLA President's Report for April 2018

Small Libraries Summit – Worked with Lara Croft on 2/22/18 to set up registration event for the Summit in WA.

Attended the NHLTA board meetings on 3/6 and 4/4/18. They are also working on logo redesign and have redesigned there newsletter. I will be attending their conference in May.

Advocacy—Lori Fisher and possible Christine Friese will be attending National Legislative Day in Washington this year. The Advocacy bootcamp was a big success. I've heard from the NHLTA board members that attended that this is one of the best programs they have ever gone to. Letters asking for Library Funding support in fiscal year '19 were sent to our Congresspersons on 3/9 and to our Senators on 3/30. I am happy to report that all four have signed on to both Dear Appropriator letters for LSTA and IAL.

Met with CE committee via GoToMeeting 4/3/18. A survey has been finalized concerning CE needs and the committee would like access to our Survey Monkey acct.

At March's officers' meeting we concentrated on the budget draft and a discussion of how to handle Winchell loan accounting in future. A committee will look into setting up loan accounts in QuickBooks. Nominating and Awards committees were appointed.

Respectfully submitted by,

Sylvie Brikiatis, NHLA President



NHLA Treasurer's Report

April 2018 - Amended Deann Hunter, NHLA Treasurer

Financial Report

Please find attached a copy of

- NHLA's July 2017-March 2018 Profit & Loss Statement
- NHLA's Balance Sheet as of March 31, 2018
- FY19 Proposed Budget NHLA Unrestricted and Restricted
- FY19 Proposed Budget Sections

NHLA's total assets as of March 31, 2018 were \$212,410.26.

- FY17 Audit is complete. Bound copies were prepared for the NHLA Treasurer, President and Archives.
- NH and federal tax forms have been filed.
- NHLA PayPal account has officially transitioned from Past-Treasurer to current Treasurer.

Below is a listing of cash held by each account as of March 31, 2018.

NHLA checking	\$4,714.94			
NHLA savings	\$56,007.33			
CHILIS	\$13,051.22			
READS	\$3,457.94			
PARALIB	\$3,526.69			
URBANS	\$3,154.02			
YALS	\$5,470.58			
ITS	\$245.61			
WINCHELL LOAN (revolving fund)	\$28,398.55			
NORRIS (scholarship)				
	\$3,717.71			
MACDONALD FUND				
(continuing ed/professional development)	\$13,285.14			



NHLA Scholarship Report

Tuesday, April 10, 2018

In March I attended the bimonthly NHLA Officer's Meeting to discuss how we might be able to track Winchell loans and repayments through QuickBooks, versus through Excel. The Officers agreed to set up the software, so process will need to be firmed up with the Bookkeeper once it is in place. We also discussed the practice of sending annual reminders of outstanding balances to loan recipients. During those conversations, it was suggested that maybe the Association should discontinue the Winchell Loan program as it is not heavily used and requires so much administrative work to track small and late loan payments. The conversation then shifted to limiting either the number or dollar value of payments if a recipient follows a repayment plan. And again, the length of time allowed for repayment was discussed.

From our last round of correspondence in late January/early February, the Scholarship Committee was in agreement that we could to shorten the repayment timeframe, but details were not finalized. Three years and four years were discussed. I've asked the committee for a volunteer to put together a spreadsheet that demonstrates the Winchell fund cash flow with the variables of a 3, 4, or 5 year repayment period along with the possibility on increasing our award to aid in our analysis and decision.

For the April round of awards, six individuals have expressed interest in receiving assistance from NHLA for their graduate study. The committee will review the applications and submit their recommendations to the Executive Board at the next meeting.

Respectfully submitted, Sarah Leonardi



NHLA Past President's Report for April 2018

The Nominations Committee is comprised of Christine Friese, Amy Lappin and me. This year, all elected positions are open so we ask your assistance in nominating or suggesting candidates for the positions. The officers NHLA will need are Vice President/President elect, Treasurer elect, Secretary, American Library Association Councilor and New England Library Association Representative. Elections are planned for September.

The Awards Committee will be seeking nominations for the Ann Geisel Award of Merit until June 29, 2018. The information is available at <u>http://nhlibrarians.org/awards/geisel/</u>. (Check out the new website while you are there.) The committee is comprised of Amy Lappin, Christine Friese and me. The award can be given to an individual, group or organization.

Otherwise, I've been doing Past President advising kinds of things, including WildApricot Training, WA troubleshooting, and encouragement to Marina on getting the new website online. I have registered NHLA with Google for Nonprofits and hope to have the G-Suite, including email, available soon.

Marilyn Borgendale Immediate Past President



<u>Membership Report</u> NHLA Board Meeting - Tuesday, Apr. 10, 2018

- Memberships continue to be processed as they are received (130 renewals/new applications have been received between 2/6/18 and 4/4/18; of those, only 11 remain unpaid)
- Addressed several check issues (partial payments, tracking of 'lost' checks, redirection of event registration checks)
- Identified duplicate accounts; worked with Marilyn to merge or archive them
- Assisted Marilyn for Wild Apricot training webinar on Feb. 21st
- PayPal processing issues
 - Corrected renewal dates on remaining accounts of those affected by PayPal issues (i.e., regarding level changes in December, and payments during administrative changeover)
 - Contacted those who were supposed to receive PayPal credits (as per PP); some received them, some did not.
 - Re-issued membership invoices to those who received a credit
- Created Joint NELA/NHLA Membership monthly reports for Feb. & Mar. and sent to Bob Sheier of NELA
- Created & issued manual invoices for those who wanted to add a READS section membership to their account (to register for events at the member rate)
- Began identifying event registrations with lapsed or unpaid membership statuses (several have registered themselves or others as members, even though they were not, or they let their accounts lapse)
- Began identifying lapsed accounts which will be changed to 'suspended' for nonpayment
- In search of new committee members to generate new memberships and draw others back in
- Considering possibility of change to Lifetime Membership rate with incentives for those who sign-up (more discussion to follow)
- Membership statistics as of 4/4/18:



Level	Total	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Business Membership	2	1	_1	_1	÷		54 - E	+	-
First Time Member	106	59	43	43	_4_		25	2	14
Library Run by 1 Person	_23	_13	10	10	÷.		2	*	
Lifetime Member	48	48		*	÷.			-	-
Retired Librarian	4	4			1. S	1.53	3	2	_1
Salary \$25,000 - \$50,000	214	165	46	_42_	2	5		_1	_2
Salary over \$50,000	125	107	18	_17_	÷.	1			
Salary under \$25,000	142	102	35	32	_4	4	25	+	2
Trustee/Friend/Student	_32	25	6	6	_1	-	ŝ	2	_2
Unemployed Librarian	3	2	_1	_1_	81		÷	1	_1
Total	699	526	160	152	_11	10	12	6	_22

Respectfully submitted,

Lisa Jose Membership Chair





YALS Section Report for April 2018:

- A YALS gmail and google docs was created to better serve our board. The new email is: yalsnhla@gmail.com
- Julia Lanter (Vice President) attended executive board meetings during Tanya Ricker's maternity leave.
- We reviewed and edited our policy and procedure manual.
- A new logo and color scheme was created to update our brand.
- Our secretary suddenly had to step down, resulting in a special election at our February meeting.
- The Flume and Isinglass committee has edited the timeline for the awards and is replacing their wiki with wordpress in the fall as wikispaces is closing. The list for the 18-19 lists was chosen in March.
- Our February meeting was held at the Concord Escape Room.
- Next meeting is May 24 at New Hampshire Municipal Association where we will make finalizations for our fall YALS conference.

Respectfully Submitted,

Tanya Ricker YALS President 4/5/18



<u>CLNH Report</u> NHLA Executive Meeting 4/4/2018

CLNH is finalizing items for our Spring Conference. We will be choosing the winner of the Librarian of the Year Award at our next meeting.

Respectfully, Letty Goerner CLNH President



READS Report

April 9th, 2018

To: NHLA Executive Committee

From: Beverly Pietlicki, READS President 2018

The READS executive committee met on February 9th at the LCG center in Concord and reviewed our preliminary budget. Eileen Gilbert discussed upcoming roundtables and the registration strategies.

Mat Bose talked about the upcoming opportunity for the READS and ITS shared event in Concord at the State library. So far we have 27 registrations, maybe a few additional ones since I last checked with Eileen. There is capacity for up to 75 registrants, so there's still time to encourage attendance.

Unfortunately none of the READS Execs were able to attend the Wild Apricot training. Three of us are still interested.

READS to Go Kit keeper database is seeing a steady increase in use.

Our past President, Nancy Miner, has given an official resignation and so we are out a past President.

We will be in need of a stand in "Past Vice President" when we announce to READS award of Excellence at our fall conference. Betsy Solon, our new Vice President has volunteered to help. Roger Robbins will be in attendance.

Respectfully Submitted,

Beverly Pietlicki



ULAC report for NHLA Meeting April 10, 2018

We met on March 20th in Hudson.

Unconference Planning:

- The date of Friday, September 28th is booked at the new Community Center in Concord.
- The group discussed a budget of \$1250 to cover food for a morning break as well as any speaker fees/mileage. Todd will review this with Mary Ann Senatro who is our treasurer.
- Potential titles of program are "Libraries Keeping them Safe" or "Keeping your Library Safe"
- Rough Schedule:
 - 8:30am refreshments and a glimpse of Concord's soon to be opened pop up Library
 - o 9am Session 1 Library Safety and security-
 - 11am- 15 minute break
 - o 11:15- Session 2: Table Talks breakout on Opioid/ Mental Health
 - 11:45- Table Talks review
 - o 12:15 Group discussion on themes from table talks
 - o 1pm- Adjourn
- Based on discussion related to schedule and topics above the group decided that we'll send out a short survey to NHLA Members with some topics for them to select from to help us plan out the day. Our topics above and for the survey will be related to the feedback we received at the Director's Roundtable held last May at the spring conference.

Todd Fabian is completing Charlie Matthews term as Chair. The group needs a vice chair, Todd will seek a volunteer.

Next meeting is April 27th in Milford and the topic is Project Management.



Paralibrarian Section Report for NHLA Executive Board April 2018

- A vote to increase fees for Paralibrarian classes passed. Fees were originally \$5.00 for section members and \$10.00 for non-members. Starting this fall, the fees for Paralibrarian section sponsored classes will be set at \$10.00 for section members and \$15.00 for non-members. This increase is due to the fees associated with Wild Apricot payments made via Paypal.
- The Review subsection is currently reviewing and restructuring the application packet and reformatting points awarded for each category. The packet should be finalized by the end of April. Applicants currently in process will be grandfathered.
- We will be meeting with the Massachusetts Paralibrarian chapter on 4/27/18 at Hooksett Public Library at 10:00 am to discuss establishing regional and/or reciprocal certification.
- The Board voted to approve a Level 1 certification and certification for both Levels 3 and 4 for an applicant who applied for both levels simultaneously.
- Upcoming section sponsored classes still have space available and are:

5/18 10:15 am – 12:15 am Advanced Cataloging (to include RDA) at Merrimack Public Library

5/25 Internet Self Defense for Librarians 9 am – 3:45 pm at Hooksett Public Library

Respectfully submitted, Sarah Frost Paralibrarian Section President



Advocacy Committee report for NHLA Board Meeting April 6, 2018

1. Advocacy Bootcamp 3/12/18

One of the two Advocacy Bootcamps was held on Monday 3/12/18 for librarians across the state. We had 76 participants, and brought in \$1,860 in gross revenue. Expenses were \$1,287.26, leaving \$572.74 in net revenue. The second Advocacy Bootcamp, scheduled for Tuesday morning 3/13/18, was cancelled due to the winter weather. I was able to keep enough workbooks so that we can schedule an abbreviated session for the NHLA Board, Intellectual Freedom Committee, and Advocacy Committee at a later date this year. Feedback received from participants in the Monday bootcamp were very positive. I would like the NHLA board to consider devoting an hour or two before their next meeting in June to hold the abbreviated session.

2. Webinar – Libraries Transform Campaign Toolkit (for State Chapters), 4/4/2018

Mary Cronin and I are participating in the webinar "Libraries Transform Campaign Toolkit" by ALA's Public

Relations Office and Chapter Relations Office. The webinar is designed to announce the release of PAO's <u>Libraries Transform</u> campaign toolkit designed especially for Chapters to use for local library marketing and advocacy. The toolkit will include variations on the Libraries Transform logo for each U.S. state, editable Because statement graphics, and information and ideas for utilizing these materials. Mary and I will bring these materials back to the committee to discuss implementation.

3. Engage implementation in NH

With the new NHLA web site up, I will be working on having Engage melded into and operational through the site. Engage is a platform that is provided free to all state chapters in order to allow easy promotion of activity on a legislative issue, and to keep supporters informed about news, etc. If you'd like more information about the software's capabilities, visit https://info.cq.com/advocacy-software/cq-engage. This software replaces the former Capwiz software. Next steps for us are to have a phone conference between Andy, myself, Sylvie, Marina, and Marilyn to discuss integration with the new Wordpress site for NHLA.

4. Future plans

The committee will be meeting via GoToMeeting in late April/early May to prioritize initiatives and break down action steps for distribution among committee members.



Respectfully submitted,

Lori Fisher, Chair NHLA Advocacy Committee New Hampshire Library Association | nhlibrarians.org



ITS Report to NHLA Executive Board

April 10, 2018

Steve Viggiano, ITS Treasurer, created the budget for our first year with dues.

ITS is teaming up with READS for a joint conference on May 11 and we've been planning some lightning sessions.

Kate visited the 2019 Spring conference location with the Conference planning committee on April 9.

Respectfully submitted,

Kate Thomas

ITS President



NHLA Intellectual Freedom Committee Report for NHLA Board Meeting

April 10th, 2018

I received the results of ALA's 2017 Challenge Reporting Survey for both New Hampshire and the rest of the country. For New Hampshire, there were 12 responses but only one had dealt with a challenge.

There were technical issues (now resolved) with our last Go To Meeting, but we are in the process of rescheduling.

I will remotely attend the next ALA IFC State of the States meeting on Wednesday, May 16th.

Respectfully submitted,

Caitlin Loving

Intellectual Freedom Committee Chair



Conference Committee

On April 9th the conference will meet at Mill Falls at the Lake to see the conference venue, and begin planning discussions to determine the conference theme, outline projections for program planning, and determine registration costs.

Denise has finalized the vendor registration process, which can be accessed at the following URL-<u>https://nhla38.wildapricot.org/event-2804814/Registration</u> it will be added to the NHLA webpage soon.



NHLA Continuing Education Committee Report

April 10, 2018

The CE Committee met on April 3, 2018. In attendance were: Bernie Prochnik, Eileen Gilbert, Sylvie Brikiatis, Sara Smith, Kayleigh Mahan and myself.

At the meeting, the following items were reviewed, discussed and revised:

- 1. CE Survey we would like to send this out soon, with a deadline of April 20 for completion. The survey should take about 5 minutes to complete.
- MacDonald Grant Application we have revised the application to include the criteria, as well as simplified the questions. We would like to get this up on the website soon. We did take into consideration the NHLA Board's request to increase the yearly award per person from \$250 to \$300. We will review annually and see if this amount needs to be increased.
- Basic Course Offerings and Schedule the committee is working on a schedule of courses and where they should be held. We hope to have this together for the Fall 2018. We are working with the Paralibrarian Section and will use their guidelines to help with course selection.
- 4. Need to work with Marina on website page, links and a CE sub-calendar.
- 5. Next meeting will be August 7 at 2pm.

Respectfully submitted,

Deb Hoadley

Continuing Education Committee Chair



ALA NH Chapter Councilor Report

April 2018

If you are interested in the actions of ALA Council at Midwinter in Denver, please take a look at my <u>full report from the ALA Midwinter Meeting</u>. As I said in that report, some of the most interesting conversation and work revolved around President Jim Neal's initiative to make ALA a more nimble, accessible, and responsive organization. There is an opportunity to shake things up a bit. For anyone who has had moments of, "I wish ALA did ______." Or "I wish ALA did ______." Or "I wish ALA did ______."

ALA presidential and council elections ended on April 4. The results will be announced on April 11, 2017.

National Library Week is April 8 - 14, 2018 and April 10 is National Library Workers Day (NLWD).

I am really excited about the work the NHLA Advocacy Committee is doing to keep us all up to speed and keep us engaged with ALA. I'm looking forward to seeing what ALA is rolling out to make the Libraries Transform campaign customizable on a state level. I encourage all NH libraries to register on the <u>Libraries Transform website</u> and take advantage of the great advocacy and PR resources available in the toolkit.

Respectfully submitted,

Amy Lappin

NHLA ALA Chapter Councilor



New England Library Association Report for NHLA Board April 2018:

I attended the Board Meeting on March 16th Virtually:

- Bylaws being updated for a membership review.
- NELA moving to all board e-mails rather than using personal ones.
- ALS cancelled their annual event due to low registration. The board discussed how to address cancellation fees going forward. NELA is going to compile a list of cheaper or free venues from around the region.
- NETSL had their standalone conference on April 2nd.
- ITS has their standalone conference on June 8th in Portsmouth.
- NERTCL reorganizing after chair stepped down.
- Massachusetts Library Association's Spring conference is May 21-23rd in Framingham. They also held a successful Legislature day on March 6th.
- Conference group is meeting on April 6th in Warwick. Conference locations were discussed: 2019 still looking for a place in CT; 2020 contract under review by Admin board to be held in Manchester, NH; 2021 Discussing going back to Portland
- Verbal Judo program to be held July 11th in Shrewsbury.
- Board structure was discussed again related to the VP and President positions. Board will review other options.
- President reported on ALA midwinter to the board.
 - She would like to see NELA participate in SLJ Leadership Basecamp and to offer 4 \$500 scholarships to attend at Simmons August 7th-8th. Board approved only 2 scholarships as there is not much money in the Educational Assistance funds, fundraising ideas were discussed.
 - She brought forward creating NELLAC (New England Library Advisory Council) within NELA.

In my role as your NHLA 2019 Conference Co-Chair we have finalized the vendor registration process and this is now open on the website. Dara has scheduled our second conference committee meeting for April 9th at 1:30 pm in Mill Falls.

Respectfully submitted,

Denise M. van Zanten

NHLA Representative to NELA



Center for the Book Report for NHLA Board April 2018

- The Ladybug Picture Book Award nominations have been announced on the Book Notes blog: <u>http://nhbookcenter.blogspot.com/</u>
- The Letters about Literature selection process is in progress. There are 31 semi-finalists. Their names will be announced on Monday or Tuesday. Judges across the state are currently reading submissions to select the state prize at each competition level.

Respectfully submitted,

Emily Weiss

NHLA Liaison to the Center for the Book

4/5/18



NHLTA Liaison Report To the NHLA Executive Board Marty Davis http://www.nhlta.org/

Tuesday, April 10, 2018

New Member: Burt Saul of Holderness is a new NHLTA Board Member. Burt's bio is in the recently mailed Spring NHLTA newsletter (available at <u>http://www.nhlta.org/).</u>

Newsletter Re-design: Jill Shaffer, of Jill Shaffer Graphic Design of Peterborough, has redesigned the newsletter template.

Proposed Slate of Officers for 2018 - 2019:

President: Mary Castelli Vice President: Susan Gaudiello Treasurer: Mark Branoff Secretary: Marty Davis

Calendar of Events:

April 10 6:30 p.m. <u>Regional Trustee Meeting</u> Epsom Public Library, 1606 Dover Rd. (Route 4), Epsom

April 11 5:30 p.m. <u>Regional Trustee Meeting</u> Kingston Community Library, 2 Library Lane, Kingston

April 21 10:00 a.m. <u>Regional Trustee Meeting</u> Holderness Public Library, 866 US Rt. 3, Holderness

April 28 10:00 a.m. <u>NHLTA Trustee Orientation Workshop</u> Hooksett Public Library, 31 Mount Saint Mary's Way, Hooksett

May 14 9:00 a.m. <u>NHLTA Spring Conference & Annual Meeting</u> Registration and breakfast opens at 8:00 am Manchester Downtown Hotel, 700 Elm Street, Manchester