



NHLA Executive Board Meeting Minutes

June 9, 2:00-4:00

Virtual Meeting via WebEx

Call to order at 2:04 PM

Members Present: Amy Lappin, Yvette Couser, Sarah St. Martin, Kim Gabert, Lori Fisher, Amber Coughlin, Azra Palo, Mindy Atwood, Katharine Gatcomb, Heather Rainier, Denise van Zanten, Leigh Ann Hamel, Randy Brough, Linda Pilla, Carlos Pearman, Michael York, Lisa Jose, Angela Brown.

Guests Present: Nikki Rheame, Bert Saul, Cheryl Rasmussen, Justine Fafara.

There were no changes to the agenda, and it passed unanimously.

Motion to approve the April Executive Board minutes made by Lori seconded by Amber. Motion passed unanimously.

Note: voting members were polled individually for all votes.

Officer's Reports

- [President's Report](#)
 - Discussion on creating an Equity Diversity Inclusion (EDI) task force.
 - Yvette Couser, Emily Weiss, Leigh Ann Hamel and Amy Lappin all volunteered to be on this task force. Will define and decide who would be part of such a group and why, and define its purpose and function. Will report back to the Board in August, and will eventually include more members. If you know someone who might be interested, let Amy know.
 - Task force itself should be diverse.
 - Can look at what other states have done for ideas.
 - **Vote: Linda made a motion to approve a task force that studies Equity, Diversity and Inclusion within the New Hampshire Library Association to report back to the Board meeting in August with recommendations with how to go forward. Seconded by Kim, motion passed unanimously.**
 - Action on NHLA Statement Condemning Racism
 - **Vote: Denise made a motion to accept the statement as amended. Seconded by Amber. Motion passed unanimously.**
 - Report and potential action from Libraries & Racism call (Friday, June 5, 2020)
 - Amy summarized ideas of how NHLA can help its members and the wider community take action.



- ❖ Bring in more speakers. Offer free to membership, at NHLA's expense, online.
 - ❖ Have an NHLA read, (similar to city or town wide reads). Could discuss by coops or other smaller groups.
 - ❖ Bringing someone in to facilitate discussions. Can reach out to ALA'S Office for Diversity, Literacy and Outreach Services (ODLOS).
 - ❖ Will discuss at Officers meeting next month and August Executive Board meeting
- [President Elect's Report](#)
 - Past President's Report: no report
 - [Treasurer's Report](#)
 - Fiscal Year close out is coming at end of June. Kim working with sections to get things paid for this FY.
 - Kim sent an updated Payment Request Form to the website coordinator to update the website, and will send to Amy as it has not been updated.

State Library Report

- Filing reports and requests to use CARES funds.
- Started training for READSquared.
- Will start training on Niche Academy
- Working on supplies from CARES money, to help libraries with technology and services during the pandemic, including hand sanitizer
- Working to get a grant into IMLS (Institute of Museum and Library Services) that encourages library to innovate. State is seeing if there are ways to help libraries improve their broadband capabilities. Bobbi is working on a survey to see who would be interested.
- Everyone from the State Library is working from home, except for Michael and Lori. Building is empty, looking to open back up toward the end of the month. Built plexiglass barriers for circ and ref desks in main lobby. Will be removing furniture. Will be requiring public to wear masks to come into the building, and will deal with the impact of that. Staff will be wearing masks.
- Do not know when ILL will start back up. No information yet on the IMLS study, hoping to get some results in July. Need to have all or a fair number of libraries ready to start ILL before it's open to make it effective. Want to start fresh, and get all the materials at the State Library sent back to owning libraries first.

Old Business



- Online voting progress
 - Amy hopes to have language to add to bylaws soon.
- Branding/Logo Update
 - Not something we can focus on this year. Will most likely work a strategic plan into the process.

New Business

- Yvette will discuss NHLA Fall business meeting at Officers meeting, and bring to Executive Board in August.
- Nominating committee to address a slate for the upcoming elections and work on the awards.
 - Amy would like to appoint a 3 person nominating committee run by past president Christine, which could include non-members.
 - **Vote: Amber made a motion to allow Christine to form a nominating and awards committee. Seconded by Katharine. Motion passed unanimously.**
- **Section and Committee reports**
 - [Scholarship](#)
 - Continuing Education Committee: no report at this time.
 - Membership
 - Question regarding ULAC membership. Is it possible to have a library membership instead of an individual membership?
 - ❖ ULAC bylaws state you can't be a member unless you are an NHLA member.
 - ❖ Membership is set up as individuals, not organizations. Wild Apricot has the capability to bundle memberships, but that would be a total revamp of the entire system and require an extensive amount of work to change.
 - ❖ Set up as individual memberships for privacy, and we don't allow the transfer of memberships.
 - ❖ Cannot have a general email associated with a library instead of an individual.
 - [YALS](#)
 - [CLNH](#)
 - [READS](#)
 - ULAC: no report at this time.
 - Paralibrarian Section: no report at this time.



- [Advocacy and Legislative Committee](#)
- Information Technology Section: no report at this time.
- Intellectual Freedom Committee: no report
- Conference Committee: no report at this time.
- Bylaws Committee: No report
- [ALA Liaison](#)
- [New England Library Association Liaison](#)
 - Manchester NH hotel is willing to transfer the contract to 2022 for an in person conference
 - **Vote: Linda made a motion to partner with NELA for a fall conference in 2022 in Manchester. Kim seconded. Motion passed unanimously.**
- [NH Center for the Book Liaison](#)
- [Database Administrator](#)
- Technical Services Ad-Hoc Committee: no report at this time.
- NHLTA liaison: Position vacant
- Social Media: No report
- Archivist: Position vacant

Open for comments and questions from non-board members at the meeting

- Bert Saul. Question: in view of everything that has been going on, how and when do we broaden the message out to all lives matter?
 - Yvette recommends “So you want to talk about race” as a good resource. “White fragility” also mentioned.
 - Librarians are always about lifting up all lives, but right now people of color need their time in the spotlight, per se, to draw attention to and focus on their issues at this time.
 - Michael York mentioned that the emphasis of the saying is on “matter.” That of course all lives matter, but black lives are not expendable, and therefore matter.

Adjourned at 3:45.

Respectfully submitted by Sarah St. Martin



NHLA President's Report

June 2020

This year continues to provide a variety of challenges to libraries. Since our last meeting, the board approved and released a statement regarding the reopening of libraries and I hope that we will approve a statement supporting action against racism at our June 9, 2020 meeting.

While we continue to examine how to safely reopen our buildings to staff and the public as COVID-19, we also must also address racism in our libraries, communities and profession head on. Furthermore, it is imperative that we back up our statements with action. On Friday, June 5, I attended the virtual meeting on libraries and racism led by Lori Fisher. After listening to the people who spoke at the meeting, I came away with some ideas of actions the NHLA board can take to provide support to the NHLA membership and I am looking forward to hearing from others on the board as well.

My first action is to appoint an Equality, Diversity, and Inclusion task force to help us guide our board work and decision making. We need to examine ways we can provide training and support to the EDI TF, the board, and the NHLA community as the work will be ongoing and may have budgetary impacts.

Other notes of interest from the past two months:

On April 30, 2020 Lori Fisher and I were interviewed on NHPR's The Exchange about library services with buildings closed.

I attended the NHSL call regarding Privacy During a Pandemic.

I continue to communicate with Karen Abraham on ways NHLA and NHSLMA can collaborate on Advocacy issues.

I continue to communicate with the NHLTA as well. I was unable to attend their June meeting, but Yvette attended and can report on discussions there.

Many thanks to everyone in the NHLA community who is working everyday to provide leadership, guidance, and resources to our communities. Thank you to the NHLA board and membership who offer feedback and support daily as I navigate through my presidential year. It's a doozy.



New Hampshire Library Association | nhlibrarians.org

Respectfully submitted

Amy Lappin, President



NHLA Vice President Report June 2020

On 5/27 & 28, I attended the Regenerative Design for Climate Changemakers 2 day virtual training. The training is based on the book, Regenerative Design for Changemakers: A Social Permaculture Guide by Abrah Desdale. This training was attended by several other New England librarians. The focus was teaching a different approach to project management that incorporated thought toward breaking down outdated and unfair systemic organizational practices in favor of a more balanced and harmonic practice that incorporated thought toward sustainability, the environment, and flattening hierarchy. I was able to workshop a mission statement, membership and future project for the Sustainability Committee.

On 6/3, I attended the NHLTA June virtual meeting at the President's request.

Respectfully Submitted,

Yvette Couser, Merrimack Public Library



NHLA Treasurer's Report

June 2020

Kim Gabert, NHLA Treasurer

Financial Report

Please find attached a copy of

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

NHLA's total assets as of May 31, 2020 were \$240,803.93.

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

| | |
|--|-------------|
| NHLA checking | \$2,930.92 |
| NHLA savings | \$67,644.18 |
| CLNH | \$17,456.81 |
| READS | \$4,755.62 |
| PARALIB | \$6,091.65 |
| ULAC | \$3,813.15 |
| YALS | \$6,340.18 |
| ITS | \$1,300.09 |
| | |
| WINCHELL LOAN (revolving fund) | \$26,998.55 |
| NORRIS (scholarship) | \$5,089.48 |
| MACDONALD FUND (continuing ed/professional development) | \$15,675.03 |



NHLA Scholarship Committee

Report for NHLA Executive Board Meeting, June 9th

The scholarship committee met virtually on May 4th, 2019 to discuss the three applications we received.

The committee decided to award the Norris Grant to Heidi Deacon, Director, Smyth Public Library (Candia), who is attending the SLIS program at Texas Woman's University.

The committee decided also to award both the Norris Grant and Winchell Loan to Effat (Arefe) Koushki, Head of Circulation, Merrimack Public Library. Effat is attending the University of North Texas

Respectfully submitted,

Carlos Pearman

NHLA Scholarship Committee Chair



YALS Section Report June 2020

On May 28 YALS met virtually via GoToMeeting for our bimonthly board meeting. Our next meeting will August 27, location TBD.

The following was discussed at our June meeting:

- On May 18th YALS hosted a teen librarian summer reading meet-up as a chance for teen librarians to share ideas for the upcoming virtual summer. The meeting was well-received by our members.
- YALS and CLNH will partner on the Librarian Buddy system. Interested youth services librarians will fill out a google form to be matched with a buddy. This will foster a sense of community and offer networking opportunities while many librarians continue to work remotely.
- YALS continues to compile resources for teens and librarians during the COVID-19 pandemic.
- Flume and Isinglass shortlists have been publicized. Committee members have recorded book talks which will be published on the YALS YouTube channel. The winner of the 2019 Flume Award was *Far From the Tree* by Robin Benway, and the winner of the 2020 Isinglass Award was *Refugee* by Alan Gratz.
- YALS will offer an afternoon of brief trainings for teen librarians on June 15th. Each training will focus on a resource that can be used for virtual programming with teens. The current schedule for the event is as follows:
 - 1 – 2:30 PM Discord Training with Alex Graves, Krista Bordeleau, and Leigh Ann Hamel
 - 2:40 – 3:00 Jackbox Games with Alex Graves
 - 3:10 – 3:30 Padlet Training with Julia Lanter
 - 3:40 – 4:00 Zoom Pro Training with Julia Lanter
 - 4:10 – 4:30 Flipgrid Training with Julia Lanter
 - 4:40 – 5:00 Kahoot Training with Katharine Gatcomb
- In light of the COVID-19 pandemic, YALS has opted to cancel our annual conference. On September 24th, in lieu of the conference, we will host a brief business meeting followed by an afternoon of book talks about upcoming YA releases from various publishers. Author Julie Dao will give a keynote address. The event will be virtual and will be free to attend.
- YALS will be donating \$100 to the NH Big Read project. The project will allow for multiple copies of the young adult novel *A Monster Calls* by Patrick Ness to be purchased for overdrive. Programming will then be created around the book, and libraries will be



encouraged to have patrons read and discuss the book. As an organization, we feel it is important to support a community reading project, especially in a time when physical books are more difficult to access.

- With the additional purchase of award titles for the NH Overdrive collection, YALS will be creating passive programming around Flume and Isinglass titles for 2021. These will be available to librarians across the state for use in their school or public libraries.

Respectfully submitted,
Katharine Gatcomb, YALS President
June 2, 2020



Tuesday June 2nd, 2020

CLNH June 2020 Report

These past couple of months have been busy for CLNH. As a result of our members going virtually, we have also adapted as well. We have created a couple of workshops that have been highly received as well as a partnership with YALS in the form of a buddy system. In addition, we continue to work with Deborah Dutcher on the state level.

Our first workshop was on recorded programming with our secretary Moriah Churchill-Calkins. We had over thirty attendees. Afterwards we sent out the presentation for those that were unable to make the event.

The second workshop was on Facebook Live with Julie Rios from the Walpole Town Library. Again, we had over thirty attendees. Her presentation was available afterwards as well. Both workshops had librarians asking plenty of questions and sharing ideas. These events were free and open to all. We are planning future workshops.

At the end of May we introduced our partnership with YALS, called the Buddy System. Youth Service members from New Hampshire can apply for a buddy, someone to talk to informally about summer reading, Covid-19, and more. At the time of this writing we have had 19 people sign up. We continue to work with YALS Board Members closely to provide information and support to the library community.

Our Great Stone Face Committee was hard at work during the month of May. They created videos for each of the nominees on the list. On Monday June 1st they announced the winner, "New Kid" by Jerry Craft. We are incredibly grateful to have a dedicated committee that was able to adapt quickly to get the word out to librarians and patrons during Covid-19.

Lastly, the board approved at our Friday May 29th Meeting to send \$1,500 dollars to the state library for the learning opportunity grants. In the past we have approved money for the KBA Grant, but as the state is transitioning to a different system, we transition as well.

Respectfully Submitted,
Azra Palo



READS

REFERENCE AND ADULT SERVICES SECTION

READS President Report to NHLA For June 9, 2020

The READS Executive Board met on Friday, May 8 via GoToMeeting.

READS Membership

- 6 renewals and 2 new members for a total of 175 total members
- Last year at the same time, this number was 191

Newsletter

- E-newsletter was sent out June 2

Programming

- Registrants for the Spring Roundtable will be issued refunds
- We are still looking for two more programming committee members

READS-to-go Kits

- Confirmed status of kits at Stephenson Memorial Library
- With go-ahead from Bobbi Slossar, Sue explored possibility of digital READS-to-go Kits by READS becoming an Advantage member but Overdrive platform is not conducive to this

READS Digital Archive

- Thank you to NHLA for approving READS use of the NHLA Google Drive
- The Archive will be called and promoted as “Steal This Content”
- Discussed adding the duties for the maintenance of this archive to the READS Vice President’s duties and will discuss further in July
- For now, content to be shared can be sent to Mat Bose

Nominating Committee

- A call for people to run for READS Treasurer and READS Vice President/President-Elect was included in the newsletter
- To-date we have two people interested in the treasurer position, Laura Pezone of Newbury Public Library and Jessica DeLangie from Derry Public Library. In addition, Natalie Moser will run for the Vice President/President-Elect position.

READS Award of Excellence

- Past President, Betsy Solon has formed a nominating committee for this award
- The deadline to submit a nomination is June 30th



- Information about the nominating process are on the READS page of the NHLA website.

The READS Board is scheduled to meet on Friday, July 10 at 10 AM via GoToMeeting.

Respectfully submitted,
Mindy Atwood
READS President



Advocacy and Legislative Committee report for NHLA Board Meeting, 6/9/2020

1. NH Legislative Issues

None to report at this time, as the legislature has held limited activity due to COVID-19.

2. NHLA COVID-19 Response

The NHLA COVID-19 Resource page on the NHLA web site continues to be updated on a regular basis, and contains the link to the Reopening NH Libraries Task Force Best Practices document dated 5/20/2020.

3. NELA Advocacy Pre-Conference

NELA cancelled its 2020 conference, scheduled for late October in Manchester, NH. NELA plans to offer various virtual sessions between August and December for NELA members, and NHLA has been offered the use of Tame for holding our virtual fall business meeting and a virtual workshop. Consideration is being given to having the advocacy pre-conference as the virtual workshop session. More information to come.

4. Libraries & federal COVID Stimulus funding package

The NH State Library received \$122,861.00 from the CARES Act passed by the US legislature in April. This money is being used for a statewide reading program platform (Readsquared, for two years); a statewide library professional development platform (Niche Academy, for two years); hand sanitizer purchase for all NH public libraries; and additional digital content for NH Downloadable Books.

5. Conversations with our NH US Representatives & NH Dept of Education Commissioner

On April 21st and April 22nd, NH librarians had an opportunity to speak with Representative Kuster (district 2) and Representative Pappas (district 1) about how libraries are serving their communities during the pandemic, and what challenges they are facing moving forward. Over 50 librarians attended each call, and it was a productive discussion that allowed us to get the message out that even with physical libraries closed due to the health pandemic, libraries are offering key and vital services to their communities. Of particular note is that Congresswoman Kuster offered to record a storytime video, which was then shared among a number of libraries in District 2; and Congressman Pappas was very interested to hear about the broadband and digital connectivity challenges that libraries see in their communities. Thank you to all of the NH librarians who took part in the calls – these are important ways for us to communicate our value to DC.



On May 6th, a small group of librarians who are part of the Reopening NH Libraries Task Force took part in a virtual call with NH Department of Education Commissioner Edelbut. This call, which was arranged through Pat Fickett of Wilton (the Commissioner's home town), focused on the efforts of libraries to support remote education during the pandemic and to discuss how we can strengthen partnerships in the community for the future.

6. Advocacy presentations

Lori presented information about advocacy tools/ideas on the national level recently. She participated in the ALA Chapter Advocacy call on 5/8, speaking about collecting stories and how to use them on the local, state, and national level, and then she recorded part of a United for Libraries session for the ALA 2020 Virtual Conference on the same topic. The virtual conference recording will be shown on 6/24, with Lori and the other panel presenters attending a Q & A from 2:30 to 3:15 pm.

7. Future advocacy considerations

Given that the social distancing and significantly less in-person meetings will probably be the norm for at least the next year or so, we need to give some thought to how to continue our advocacy work for libraries when we can't bring cookies to the Congressional district offices or visit our political stakeholders at a town hall or community meeting. Staying in touch via email, social media, and targeted communications are becoming more important. Further, given the predicted lack of revenues on the state and local level due to COVID-19 restrictions, many libraries need advocacy more than ever in order to keep their budgets at a functional level. The Advocacy & Legislative Committee should meet over the summer and create a flexible plan for how we can help our libraries across the state with tools and messaging as we approach next fiscal year budget planning. If anyone who is not currently on the Advocacy & Legislative Committee wants to participate in that discussion, please reach out to Lori at lori.fisher@dncr.nh.gov.

Respectfully submitted:

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



ALA Councilor report for NHLA Board Meeting, 6/9/2020

1. 2020 ALA Annual Virtual Conference & ALA Council Meetings

The 2020 conference is all-virtual this year, 6/24 – 6/26. To register, visit <https://2020.alavirtualevent.org/>. I will be attending the virtual conference as well as the following meetings associated with my role as NH ALA Councilor:

Monday 6/22: Virtual info session (10:30-12 noon) and Virtual membership meeting (4 – 5:30 pm)

Tuesday 6/23: Council I meeting (1-3 pm) and Council II meeting (4 -6 pm)

Saturday 6/27: Council III meeting (1-3 pm)

FYI I have recorded a presentation on advocacy and using library stories for United for Libraries, which will be part of the virtual conference on Wednesday afternoon 6/24. I'll be live in the Q&A for that session from 2:30 – 3:15 pm that day.

2. ALA financial status

In my 2020 Midwinter ALA Councilor report to NHLA, I detailed some of the financial issues facing ALA. These issues continue, and Councilors at that January meeting asked a number of questions and requested materials. Wanda Brown, current ALA president, sent an email to Councilors on 4/4/2020 during the ALA Executive Board meeting, outlining a timeline for Councilors to receive answers to their questions and the materials they requested:

March Sort questions and draft responses

April Executive Board reviews the responses and data

May Responses to be shared with ALA Council and member leaders

June Financial discussions to take place during the next Council meeting

At this time, we unsure of the financial impact of the COVID19 pandemic on ALA operations but as we know more, we will revise and update the ALA budget.

3. My participation in other ALA committees/groups

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

- Member of ALA Policy Corps, cohort II (last meeting was on 6/1 regarding digital contact tracing policy implications)
- Liaison to the Committee on Library Advocacy for ALA Policy Corps (last meeting on 5/28)
- New member to the ALA Committee on Legislation starting on 7/1/2020 (2 year commitment)

Respectfully submitted, Lori Fisher, NH ALA Councilor, 2019-2021



NHLA report to NELA

Amber Coughlin

June 2020

- NELA will contract with Memberclicks to run their membership services.
- NELA has a new Appropriate Conduct procedure to deal with inappropriate conduct at NELA events.
- NELLs 2 is cancelled for 2020.
- The governance task force developed a membership cancellation policy because there isn't one currently. NELA annual dues and extended membership annual dues are non-refundable. Rare or extenuating circumstances may be considered.
- A new slate of officers was presented by the nomination committee to be voted upon by the membership:
 - Jr. Director - Bethany Klem & Christy Billings
 - Lucinda Walker - Secretary
 - VP/Conference Chair - Kim Usselman
- The PR committee compiled a COVID resources page and is compiling data from a COVID survey of New England libraries.
- The NELA Board website and Google drive will undergo a reorganization and overhaul.
- Strategic planning trajectory has been adjusted to reflect unforeseen complexities brought about by COVID.
- The bylaws are also being overhauled and edited with edits and suggestions from the board & committees. This is a work in progress. Term limits for board members are under consideration. Roles, duties and titles of both elected and appointed officers and committees are in flux along with what constitutes a quorum and meeting schedules. The overhaul is wide ranging.
- The Manchester NH hotel is willing to transfer the contract to 2022 for an in person conference. NHLA will need to approve this.
- The in person NELA meeting is cancelled. There will instead be a series of ½ day virtual events spaced out between August and November. NELA will use virtual conference platform Tame. The events will be free to NELA members. Non members will have to pay 100 dollars.
- NELA is looking for more virtual programming, particularly in the following areas: diversity and inclusion, covid and the new normal, budgets and “power mapping” or “environmental scans”, library services during the pandemic, privacy. The program proposal form is here: <http://conference2020.nelib.org/2020-program-proposal-form/>.

Respectfully submitted,

Amber Coughlin

NELA Representative



Center for the Book Liaison Report

June 9, 2020

Mary Russell will post about the Ladybug nominees on the Center's blog this summer. The Ladybug Award voter guide will be issued around Labor Day.

Respectfully submitted,
Emily Weiss



**NHLA Database Administrator Report
NHLA Executive Board Meeting (Online) - June 9, 2020**

- Ran April & May NELA/NHLA Membership report and sent to Chair
- Attended PersoniFest 2020 Virtual conference on 4/23/20 (multi-session annual conference held by Personify, creator of Wild Apricot)
- Compiled Wild Apricot boot camp notes
- Finished editing training materials and uploaded to GSuite shared drive

Respectfully Submitted,
Lisa Jose
NHLA Database Administrator