

NHLTA Education Committee

Minutes for May 21, 2024

Present: Marcia McLaughlin, Janet Hromjak, Dee Santoso, Cathryn Harvey, Patricia Pustell, Tammy Hooker, Mark Branoff, Ashley Methot, Deb Caplan, Rosemary D'Arcy, chair

Rosemary D'Arcy called the meeting to order at 10:00 AM

A motion was made by Deb Caplan and seconded by Marcia McLaughlin to approve the April 16 minutes as written. The motion passed unanimously.

Ashley Methot gave a conference report concerning NHLTA's spring conference.

1. The conference is full at 290 registrants.
2. There was an issue with extending the deadline to register since there were only 3 openings at the time of the extension. Some registrants had to be turned away. There are 16 on the wait list.
3. The website does not always update quickly with the number of possible attendees which caused the problem.
4. Two sessions were overbooked due to the capacity of the room. Thirty people had to be moved to other workshops.
5. Next year, Ashley urged the conference committee to consider if the Grappone Center is the best place for the NHLTA conference.

Janet suggested that an email be sent to registrants that after May 17th, substitute attendees are welcome for someone who cannot attend the conference but no refund would be given. NHLTA would like to know if anyone cannot attend because of the large number of people on the wait list. Subs should come from the same library as the person who cannot attend.

Assignments to the workshops were made on a first come first served basis. Some rooms were reassigned due to the number of people wanting to participate in that workshop. Natch Greyes workshop was overbooked by 30 people. The last 30 people registering were reassigned to 3 different workshops 10 - 10 - 10. Ashley reminded the group that NHMA legal team is available to members of NHMA so those who could not be accommodated in the session can still get important legal information..

There are always no-shows to the conference but at that point it would be too late to fill the slot with someone from the wait list.

Registrants will have the sessions they chose identified on their name tags. Attendees may select another concurrent session as long as the room can accommodate them.

Concerning technology, most presenters are bringing their own laptop. Ashley will get that information to Conrad. Deb Caplan's son, Rory, will also be available. Presenters have submitted their material and they will be copied for the sessions.

It was suggested that it might be helpful to library trustees for NHLTA to look into the possibility of a zoom workshop with Natch Greyes on Right to Know.

Puzzle box for returned questionnaires will need a label

How to pay the hotel was discussed. Jody from the hotel will give the invoice to the conference committee who will review it with Ashley. If it is correct, Mark will write a check on the day of the conference.

Feedback on Wild Apricot is welcomed

The NHLTA budget workshop will be held July 16 at 25 Triangle Park in Concord. Presenters have been asked for their materials. The max number that can attend is 60.

Patricia Pustell's library will be holding a regional gathering in Ossipee in October. Attendees usually submit topic questions for discussion before the date. Her library has the necessary equipment to have a video of a speaker and the participants in person.

A debrief of the conference was set for June 12th from 2:00-4:00 via zoom.

Respectfully submitted,

Cathryn Harvey