

Urban Library Administrators Consortium

Manchester City Library

Friday, March 24, 2017

Coffee 9:30 am, Meeting 10 am

Minutes

In attendance: Mary Ann Senatroy (Bedford), Todd Fabian (Concord), Dianne Hathaway (Goffstown), Randy Brough (Laconia), Brian Sylvester (Rochester), Denise van Zanten (Manchester) and Dee Santoso (Manchester).

1. Approval of minutes from previous meeting
 - Approved minutes of the February meeting in Bedford
2. Treasurer's Report
 - Mary Ann has not received a statement from NHLA so she had no updated report to give.
3. Association reports
 - a) NHSL- Although Mike wasn't in attendance there was much discussion about the proposed funding cuts to IMLS. Most of us are writing letters/e-mails and calling our delegation. NHLA did a great job sending out an informational e-mail to the members.
 - b) NHAIS- Randy reported that the hearing for the State Library's ILS went well on March 16th. Randy is looking to add a new legislative committee member due to a resignation.
 - c) NHLA- Discussed the IMLS situation and the role NHLA is having. Officer's meeting was cancelled on March 14th due to the snow storm.
 - d) NELA- Diversity Summit has been scheduled for July 26th- more information to come! Fall Conference is in Burlington.
 - e) ALA; PLA- Todd and Randy are going to ALA in Chicago.
4. Topic: Staff Reviews and Development
 - There was much discussion of how each of us does our staff evaluations.
 - The group agreed to send out forms to share via e-mail after the meeting.
 - Most of us use forms, some require quantifying with a numeric scale but most of us have a narrative format. Dee shared a resource that Manchester uses so our evals

don't all sound the same. The book is called "Effective Phrases for Performance Appraisals: A guide to Successful Evaluations" by James E. Neal Jr. (published by Neal Publications, Inc.).

- Discussion on how raises are awarded, pay scale, pot of money to divvy up etc.
- There was also a discussion of the various activities we have all held for Staff Development. Speakers, topics, team building sessions. All day events, half day events.

5. Information Exchange:

- Rochester is celebrating the Library's 125th anniversary with various community events.
- Manchester survived our building renovations and we are looking forward to NLW events and our Wine Toss Fundraiser on April 12th.
- Goffstown has their "Human Library Event" on April 9th. Di went over the challenge they will be facing with their town renovations being done to Main Street this summer and how they can serve the public elsewhere in the community as accessing their building may be difficult during construction.
- Laconia said all is well.
- Bedford's building is 20 years old so the town report was dedicated to the library this year. They did school vacation week events for the first time and had a great response. Money smart week is coming up.
- Concord has finished updating their auditorium area and is working on some other areas to spruce up including outside. ILS bid process is ongoing and Todd hopes to have a selection made by April.

6. Old Business

a) URBANs contributions to NHLA's Spring Conference:

- a. Roundtable for Directors
- b. Facilities program
- c. Passport Project
- d. Lobbyist Program
- e. Don't forget to register! Conference is in Portsmouth May 4th and 5th.

7. New Business

- Some discussion on Friends groups- some of us have lost ours over the years due of leadership by the membership.

8. Adjourned at 11:45 am.

NEXT MEETING: May 19, 2017 at the Keene Public Library
TOPIC: NHLA Conference Recap