



**Annual Meeting of the  
Southern New Hampshire Library Cooperative  
Monday, May 2, 2016**

The Southern New Hampshire Library Cooperative held its Annual Meeting on Monday, May 2, 2016, at the Plaistow Public Library.

Present:

James Cobb, Trustee	Atkinson	Carol Fournier, Trustee	Sandown
Linda Jette, Trustee	Atkinson	Tina Owens, Trustee	Sandown
Chris Witteveld, Trustee	Atkinson	Adrienne Skora, Trustee	Sandown
Anna Winsett, Trustee	Atkinson	Peter Stock, Trustee	Sandown
		Diana True, Trustee	Sandown
Jennifer Kiarsis, Trustee	Plaistow		
Jane Query, Trustee	Plaistow	Diane Heer, Director	Atkinson
		Kirsten Corbett, Director	Sandown
		Cab Vinton, Director	Plaistow

Call to Order

Cab Vinton, Director, Plaistow Public Library, called the meeting to order at 7:05 pm.

Approval of Minutes

The attendees reviewed the minutes from May 4, 2015. Motion was made by Kirsten Corbett to accept the minutes, with the following correction:

Page 3, third paragraph, "CHILLIS" should be "CHILIS"

The motion, and correction, was seconded by Peter Stock. Motion carried: Ayes Unanimous; Opposed 0; Abstentions 1 (Jette).

Director Reports

**Cab Vinton, Plaistow – Statistics**

Cab Vinton distributed a statistics handout to attendees. Points made by him regarding the spreadsheet:

- Active Patron numbers were based on Koha activity only.
- Transfer numbers seemed low (he will follow up). He and Diane both felt that these numbers were not entirely accurate.
- Patron Transaction numbers showed access to other libraries was working.
- Kimball Library circulation numbers include interlibrary loan activity under "Other" category.

Discussion followed regarding an online dashboard for sharing coop statistics. The ideal would be for Koha to have that type of functionality, but it does not currently. Tableau and MS SharePoint were both suggested. It could be that MS SharePoint is more enterprise grade and more than the Cooperative might need.

Trustee True asked if there was a way to gather statistics based on genre per library. Discussion followed that each library is strong in particular areas:

- Sandown – Sci-Fi and Fantasy
- Atkinson – Mysteries, General Fiction, Military Non-Fiction
- Plaistow – Romance

It was suggested that when searching the catalog for one of these genres, it becomes apparent which library is strongest in which category.

Purchasing Overdrive Advantage titles as a Cooperative was discussed. This is not something that can currently be done as a cooperative. Each library can only participate individually.

Loaning of Kindles and e-readers was also discussed as part of the statistical count. Diane Heer stated that in Atkinson each Kindle may be loaded with several books, but only a single checkout is counted when a patron borrows a device.

Audiobooks are loaned between Cooperative libraries and patrons in the same way that most other materials are loaned. Tablets and e-readers are restricted to each library's patrons.

### **Diane Heer, Atkinson – Koha Update**

Diane Heer distributed a handout listing the upcoming updates for 2016, with the following comments:

- Upgrade to Koha 3.22 is scheduled for May 5.
- Plack addition to Koha, created and submitted by ByWater Solutions, will speed up processes. ByWater would like the Coop to confirm whether the system is indeed working faster.
- Email address validation – helps eliminated errors in entering invalid emails.

- Membership expiry notices – Cooperative will be able to set up a standard expiration letter to be delivered to patrons prior to expiration dates instead of the present “You have expired” notice.
- Circulation history will include time of checkout as well as the date.
- Staff will be able to suppress certain item types from appearing in the OPAC (public catalog), e.g., in-service materials, withdrawn materials.
- Staff will be able to pay all fees at once from the circulation screen, and to cancel waiting holds from the check-in screen. Both will speed front desk work by eliminating drill downs.
- Koha 3.24 will be released in the fall of 2016 with two improvements: Patrons will be able to pay their fines via PayPal directly from their accounts; and librarians will be able to use the Acquisitions Module to place book orders directly with Baker & Taylor or Ingram (but not Amazon), with the titles added directly into the catalog with On Order status.

The cost of this second improvement in the fall of 2016 would be \$1,000 per library. ByWater suggests that if the Coop waits, it might be possible to add this feature for all three libraries for the same price. It has to do with manpower to enter each library vendor accounts, account numbers, and other information in place for the module to work.

ByWater regularly provides a variety of training webinars for the most important new features being introduced with each upgrade. The live webinars are also recorded and archived so they can be accessed by individual staff members at their convenience. Not all members of the staff need to see every webinar.

Implementation of the upgrade changes are made by the Directors. The particular staff members who need to be made aware of changes are notified by the Directors.

### **Kirsten Corbett, Sandown – Policies and Programming**

The Writing Sessions program at Atkinson and Plaistow was perhaps not a smash hit, but was successful enough to show that joint programming can work. The instructor was not exactly everything the planners had hoped for. It was the first joint exercise in Coop programming. All Directors anticipate more positive results, like those with the Catalogers from each library meeting.

Kirsten was excited to announce the new Cooperative Program being planned. Called “Community Stories – Soldiers Home and Away,” there is a lot of enthusiasm about this from communities taking part, both within and beyond the Cooperative. Additional participants include Chester, Danville, Hampstead, Hudson, Newton, Salem, and the Timberlane Regional School District (primarily the High School).

A number of events are being planned, including a Cooperative book club using “The Things They Carried” by Tim O’Brien; a program on service animals; and exhibits set up in each library. Events are being planned around a nine week window, from roughly September 11 through November 11.

An application for an \$8,000 grant has just been submitted to New Hampshire Humanities on behalf of the Community Stories group by the Plaistow staff. The application ended up being a 40 page document, entailing a large amount of work to meet the grantmakers' requirements. We will be notified in July if the grant will be awarded to the Cooperative.

A website will be created (most likely on WordPress) so that news and a common calendar of events can be created. All libraries will have access to the website and will be able to monitor and add updates. It will be created as soon as the Coop is notified of its award.

It was recommended that there should be a Veteran representative on the Planning Committee. Trustee Owens suggested Kevin Major, who has over the past decade or more, done a Memorial Day event for the Town of Sandown.

Cooperative Programming such as this is a huge effort for each library and all agreed that one event per year was a good stretch goal.

#### Old Business – Coop Expansion/ By-laws

The Hampstead Public Library has a new director, who has shown some interest in joining the Cooperative; she has also attended a few of the Directors' meetings. At this time there is no indication that Hampstead will join, but in any event the process would necessarily be a lengthy one. Danville, as part of the school district, would be a natural fit, but there is no local interest, at least with the current leadership.

Our Cooperative was initially formed as a buying cooperative. More direct sharing of services and staff may be in the future is a possibility, but no plans currently exist to extend cooperation beyond joint purchasing and joint programming on an ad hoc basis.

There was discussion about whether the by-laws of the Cooperative would cover an additional library joining. It was agreed that when the time comes, an amendment could always be added if necessary to cover the new library. The only fees to join would stem from migrating their records from their old system to Koha.

#### New Business – Goals

It was suggested that it might be a good idea to formulate future goals for the Cooperative. Mentioned as possibilities were sharing the cost of IT services and products, cataloging services, and staff development.

The 11-member GMILCS cooperative in New Hampshire, for example, has two full-time IT staff to handle their needs. The Directors were not aware of any libraries in the state that shared a cataloger, however. All Directors agreed that joint staff education is a good common goal and that some of that has already been accomplished with the catalogers and programming staff. In addition, the Directors

do meet monthly. Another suggestion was that of “job swaps” within the Cooperative to give staff a viewpoint from a new work environment.

The Directors in their monthly meetings will continue to explore these and other ideas for leveraging common resources as time permits. Working together is a challenge, however, as New Hampshire’s extreme, individualistic library environment (“silo-ville”) means that there are few, if any, models of cooperative models to adopt or learn from.

With respect to joint purchasing, there are vendors who will do cataloging from start to finish for a fee. The Cooperative might consider in the future hiring a cataloging vendor vs. having individual catalogers at each library. Discussion followed that there would always be a need to have individual cataloging ability in each library for out of the ordinary materials.

The purchase of databases was again discussed. If the vendors based pricing on something other than population and/or town size – i.e., per use charge – our libraries would be in a much better position to afford databases such as Lynda.com (tutorials) and ValueLine (investment information).

#### Date for Next Meeting

The next Annual Meeting of the Southern New Hampshire Library Cooperative will be on Monday, May 8, 2017 at the Sandown Public Library.

A motion was made by Trustee Owens to adjourn; seconded by Trustee Kiarsis. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Jennifer Kiarsis  
Plaistow Minute Taker