



One of Five Little Free Libraries Around Grafton



Who's that at the replica of Dr. Who's spaceship?
Photo courtesy of the Grafton Public Library

NHLTA ANNOUNCES SERIES OF REGIONAL MEETINGS

By Adele Knight, NHLTA Director

NHLTA is sponsoring regional meetings for trustees around the state. The purpose of the sessions is to foster networking among trustees on topics of common concern.

In March, NHLTA surveyed members on their interest in such gatherings and the response was an enthusiastic "YES!" Among the topics of greatest interest were strategic planning, creating and updating library policies, conducting the library director evaluation, technology developments, fundraising for big projects, and recruiting new trustees.

All NHLTA members are welcome to attend any and all of these gatherings. RSVP is requested so that appropriate seating and refreshments can be arranged.

June 12 • Weeks Memorial Library, Lancaster

The first regional gathering occurred at the Weeks Memorial Library in Lancaster on Monday, June 12 at 6:30 p.m.

Thomas Ladd, an independent consultant who also serves on several NHLTA committees, spoke about *Creating Policies That Work*, focusing on designing well-written policies and some current library policy issues. NHLTA director Marty Davis was also in attendance to participate in the discussion. Time was allotted for questions and discussion of other common issues and concerns. This gathering of fourteen attendees from seven libraries also provided an opportunity to network with trustees from neighboring towns.

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FEDERAL FUNDING OF LIBRARIES IS THREATENED

By Susan Gaudiello, NHLTA President

New Hampshire libraries will be hurt if federal funding for libraries is eliminated. NHLTA has been informing members about this issue via the website, LISTSERV® and emails. Here's a recap and update on the situation.

Background

In March, President Trump submitted his budget outline to Congress. It proposed wholesale changes to federal funding priorities, including deep cuts to many "discretionary" programs. Among the cuts is elimination of the Institute of Museum and Library Services (IMLS), the only federal agency charged with providing support to the nation's libraries and museums. It proposed more than \$186 million in funding cuts for the Library Services and Technology Act (LSTA) program. Then in May, the Trump Administration released its budget proposal, which retained the cuts outlined in March.

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Letter from the President . . .



The Spring Conference gave us all the opportunity to recharge our batteries with new ideas and information, plus some tools to improve our libraries and our own performance as trustees. We owe NHLTA's Education Committee a big "thank you" for all their work to bring to fruition such an interesting and enjoyable program!

One of the highlights of the conference was the keynote address by George Needham, director of the Delaware County (Ohio) District Library. George inspired and entertained us with his thoughts on what makes for a great library. Among the key characteristics is the sense of community a library can generate.

As I write this, I am recovering from the annual Perennial Sale that is my Friends of the Library group's major fundraiser. This event is a great example of the power and pleasure of "community." The sale takes place at the Town Gym, lent to the Friends by the Rec Department. Friends, garden club members, and others in town dig plants from their own gardens for weeks to donate to the sale, and area garden centers and landscapers chip in as well. Even the local middle school students share veggies from their greenhouse project. A local businessman covers the cost of insurance for the event, and a local bank gives several staff members paid time off to help with setup and manning the cash register at the sale. Library staff promotes the event, and a couple of trustees usually show up to help out as needed. Then the customers come out in force for the sale itself, and the circle of community is complete. Everyone has a good time, connecting with old friends, making new connections, learning about perennials, and supporting our local library.

Community support at the local level is not sufficient, however, to secure the future of our libraries. While NHLTA and its members generally focus our attention on our local libraries, we were reminded at the conference that we also need to be aware of the challenges facing libraries at the national level. As the federal budget takes shape, the Institute for Museum and Library Services (IMLS) is at risk, along with funding for the Library Services and Technology Act (LSTA) program. Please read the article starting on page 1 about this issue, and make a commitment to weigh in as a library advocate when NHLTA advises that your voice is needed.

Best regards,

Susan Gaudiello, President
s.gaudiello@nhlta.org

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"The NHLTA assists Trustees to be knowledgeable and effective in order to serve, improve and promote NH Public Libraries."

At Risk in New Hampshire

The Library Services and Technology Act (LSTA) program provides critical funding to each state's library organization, which then determines the best use in its state for these funds. The NH State Library plays that role in our state. Elimination of this funding in New Hampshire puts key services and programs on the chopping block. In 2016, New Hampshire received \$1,777,545 in LSTA funds that it uses to provide van delivery and the NHU-PAC union catalog for the statewide Interlibrary Loan program (ILL). ILL allows our libraries to offer a level of service that would otherwise be impossible, creates efficiencies and saves money for local libraries, and in turn, for taxpayers.

The State Library also uses the funds to assist libraries to provide services and outreach to their constituents, especially to children, by supporting summer reading programs. In addition, funding supports the Talking Books program for people with vision impairments and physical disabilities.

LSTA funds have also been important in helping the New Hampshire State Library ensure permanent access to historic New Hampshire materials and in capturing and providing access to "born digital" State of New Hampshire content, meeting archival responsibilities.

Advocacy to Prevent the Funding Cuts

The NHLTA is collaborating with the NH Library Association (NHLA) in responding to this threat.

The President's budget proposal is far from being law. Congress has the final say and typically makes changes to the president's budget proposal. It is important to remember that the President's budget is just the beginning of the budget process. Over the course of several months, Congress will work on the budget and then it will go back to the Office of the President. However, LSTA funds are presently endangered and advocacy efforts throughout the budget process are essential to restore funding for libraries.

The American Library Association (ALA) and our state associations asked Congressional House members and Senators to sign the FY18 appropriation letters requesting the preservation of these critical funds. New Hampshire's entire delegation has weighed in on behalf of libraries. Other states are working to enlist the support of Republican legislators, and, at this point, there is bipartisan support for libraries, though more advocacy will be needed as the process continues.

What can you do?

1. Stay informed! When the opportunity to speak to friends, family, neighbors and other local stakeholders arrives, know what you need to about IMLS and its work with libraries, here in NH and across the nation. Follow the

NHLTA website (www.nhlta.org) for periodic updates and advice on when to contact the NH elected officials.

2. Collect stories of how your library has changed lives. In addition to numbers, gather and share stories about job hunters, "new Americans," entrepreneurs, career changers, career explorers and others. Topics that resonate with elected officials include things that save money or make solid investments in education and jobs. Youth literacy is another talking point and anything helping to keep young people in school, through high school and beyond. Ask permission to use a name and town to personalize a story where possible.

3. Thank your Representative and Senators for their support on the "Dear Appropriator" letter and ask them to continue fighting for federal library funding. Tell them how important libraries are to our NH residents. More information is available on the ALA website at: <http://www.ala.org/advocacy/advleg/federallegislation/libraryfunding>.

You can contact representatives by email, fax, phone or letter at the contacts below. A handwritten letter or phone call can have twice the impact of an email. Letting your representative know you appreciate their support lets them know you are aware of the issue and encourages their ongoing support on this critical issue. The volume of communications received indicates the level of importance of the issue to the New Hampshire community, and makes a difference, especially when more budget cuts are on the table. See the sidebar for contact information.

4. Keep up to date on the federal budget process and the status of library funding in the budget. NHLA and NHLTA will be sending communications to their members on an ongoing basis, advising how library supporters can weigh in on this issue. Check the NHLTA website frequently for updates: www.nhlta.org. 

How to Reach the NH Washington Delegation

Below are the websites for our delegation with their contact information.

It is best to contact them through their local, in-state offices, rather than sending mail to their Washington offices. Email is convenient but is so overused, that the impact of your message can be lost in the volume of mail. Even a short phone message left at the local office will get through and make a difference.

Annie Kuster <http://kuster.house.gov/>

Carol Shea-Porter <https://shea-porter.house.gov/>

Maggie Hassan <https://www.hassan.senate.gov/>

Jeanne Shaheen <https://www.shaheen.senate.gov/>

June 16 • Dublin Public Library

The second regional gathering was held at the Dublin Public Library on Friday, June 16, at noon.

According to the NHLTA survey regarding regional gatherings, trustees in the Monadnock area responded that they would like to know more about long-range planning and how to reach specific patron populations. NHLTA Directors Adele Knight and Connie Kirwin were there to introduce these topics for discussion in the hope that all attendees would lend their expertise on the subjects to help others. There was ample time for questions and discussion of other common issues and concerns. This gathering presented a great opportunity for trustees (especially new trustees) to network with trustees from neighboring libraries.

July 13 • Wilmot Public Library

The third gathering has been set for Thursday, July 13, at the Wilmot Public Library, the 2016 NHLTA Library of the Year. The library is located at 11 North Wilmot Road, and adjoins the Town Hall. Light refreshments and a tour of the library will begin at 1:00 pm with the discussion commencing at 1:30 pm.

This gathering is planned to be a free-ranging discussion of topics raised by those in attendance. Wilmot trustees are also excited to show off their recently opened Creativity Lab. NHLTA Board Director Liz Tentarelli will be in attendance to share news from the Association and participate in the discussion. RSVP to the Library Director Rosanna Eubank Long at wilmotlibrary@comcast.net or to Liz at l.tentarelli@nhlta.org or

September 21 • Rodgers Memorial Library, Hudson

This gathering will take place at 6:30 pm on Thursday, September 21, at the Rodgers Memorial Library, located at 194 Derry Road in Hudson. The main topic of discussion will be long range planning but other topics of interest may be brought up. RSVP to Library Director Charlie Matthews at charliematthews@rodgerslibrary.org.

September 28 • Moultonborough Public Library

You are invited to meet at 6:30 pm on Thursday, September 28, at the Moultonborough Public Library, which is located at 4 Holland Street in Moultonborough. A survey pointed out that reaching specific patron populations (teens, seniors, etc.) and technology developments and issues were the topics that libraries in this region would most like to discuss. However, there will be time for discussion of other topics and questions. Several NHLTA Directors will be in attendance to help facilitate the meeting. Please RSVP to the Library Director, Nancy McCue, at mpublibrary@roadrunner.com. 📖

GOOD GOVERNANCE = GREAT LIBRARIES

A Review of the NHLTA Spring Conference

By Janice Clark, NHLTA Director

If *Good Governance = Great Libraries*, then approximately 300 participants, 18 presenters, and sponsors plus exhibitors = a Great Conference. Within the week following the conference, 163 participants responded to an online evaluation. This feedback is a mirror in which we can see the conference reflected.

George Needham set the tone for the conference with his keynote address, or as one participant noted, “This was a powerful way to begin this year’s conference and set the visionary tone.” For another attendee, the keynote address not only was visionary but also included practical material, “Great content, excellent delivery. He left us with suggestions we could not only relate to but also apply to our own libraries projects.” Like all good speakers, Mr. Needham left attendees wanting more, as evidenced by participants who said, “[He] should be an annual speaker,” and “He can come back again soon as far as I’m concerned.”

Having an excellent keynote address set the bar high for the other presenters but they were up to the challenge. Three breakout sessions, each comprising five workshops, followed the keynote. As was done last year, the presentations included two orientation sessions plus specifically-designated sessions recommended for new trustees.

When designing the conference, the goal was to present workshops that were both informative and well delivered, arming participants with information that they could take back to their libraries, and infusing them with the enthusiasm and knowledge to make theirs a “Great Library.” Based on the evaluation responses, participants left the conference with ‘value added.’ A sampling of comments attest to this: “I learned a lot... Timely offering.” (*Is Solar Power an Option for Your Library?*); “Lots of practical information and considerations for helping include our fastest growing demographic.” and “Lots of good ideas...ask them back!” (*Library Services for Older Adults*); “As usual I came away with more information regarding the Right-to-Know law. I have attended his [Cordell Johnston] session at least twice, maybe three times and always learn something new. Keep him coming!” (*The Right-to-Know for Library Trustees*); “I have been a strategic planning facilitator for many years with non-profit groups and I learned something.” (*Strategic Planning: Turning Your Plan into Action*); “As a new trustee, this workshop was needed and gave me great information.” (*Trustee Orientation Part I*); “Great to have new and creative ideas.” (*Bringing Big Ideas to Small Libraries*)

While the comments cited above addressed the content of the workshop, other participants were motivated to focus on presentation style, for example: “A superb presentation.

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WE WON!!!

By Melissa Prefontaine
Former Trustee Chair
Langdon Library, Newington

We've taken you through an 18-month journey of the Langdon Library, from the "sticky door" to how it led to an addition that was triple the size of the original library—and how this all happened at the town vote on the first try. How, you ask?

After we obtained our survey results that showed that the majority of the residents wanted a library addition as well as the existing library to be repaired, and after we hired the architect, we worked closely with our architect to develop comprehensive plans—not just architectural plans for the building but plans for how to get our messaging across.

It started first with recognizing that this wasn't *our* library, in the sense that *we* weren't paying for it by ourselves (as individuals or trustees). We were all paying for it collectively as a town. We were making decisions that impacted everyone, not just a few people. We needed to think for everyone, not just ourselves—not just what we wanted as individuals. That meant we should really include as many people as possible but we knew that ultimately voting authority was up to the trustees. Since the library was in the historic district, we included the Historic District Commission when applicable and invited the other boards in town as well.

We held focus group meetings to get feedback from the public. We thought these would be less intimidating than a large public meeting. We held brainstorming workshops, public meetings, and formal public hearings. We posted online flyers and presentations outlining options for the building, data, and information and made these available in print form at the library. We made ourselves as available as possible to answer questions. We posted questions and answers on the library website and made sure that a draft of meeting minutes was posted online within three days (we were meeting on average of 2-3 times per week at that point). We answered questions whenever asked—at the library, the grocery store, the transfer station, taking a walk in town, or when called at home at 11 o'clock at night.

We obtained permission to sit in the lobby at the Town Hall during public events—to be there to hand out flyers and to answer questions from residents. We were present everywhere, at all times. Note, we were only FIVE trustees and TWO alternates. That's it. No Friends of the Library. No big group of volunteers. We planned the entire project, worked at unravelling the trust fund issue, tried to fundraise, worked at our jobs, raised our families, etcetera—and met multiple times per week and at every public event. So the buzz word I would share is "time." Be prepared to spend a lot of time! To expand on this: be prepared, be present, be vocal, and be transparent.

During all of our public meetings/hearings, we prepared PowerPoint presentations to demonstrate to the public the issues with the building and the cost of just fixing the building. The costs were not just construction costs, bringing the building up to code, and adding fire suppression, but also the "cost" associated with losing items, services, and the sense of community of our library. We then presented what we as trustees felt was the best option for preserving what the library had come to mean to all of us—and this meant not just repairing the library, but expanding. Ultimately, we elected a bold plan for our warrant article—we chose to only present a warrant article that included a repair and expansion proposal, not an "either/or" option.

As a traditional (non-SB2) town, we have deliberative sessions on the day of town meeting/voting. We had reached out to our Town Moderator ahead of time and asked if we could make a short presentation. She had agreed to a 10-minute presentation regarding the library project. Unfortunately, at the end of 10 minutes, we had not completed our presentation. However, a resident made a motion to allow us to finish the PowerPoint presentation, which was passed. Afterwards, the residents proceeded to ask questions to the trustee chair for 2 hours and 40 minutes. And then the vote—we had requested a paper ballot and this was granted. The polls were open for 1 hour. When the results were tallied (three times), the motion had passed by 2 votes over the 66-2/3% required for a traditional town!

We broke ground only 4 months later...our little library has never been busier!

Note: the Langdon Town Meeting slide presentation is available for download from the NHLTA website at: <http://www.nhlta.org/resourcematerials.asp>. 



ASK MARGARET

By Margaret L. Byrnes, Attorney at Law
NH Municipal Association (NHMA)

Does the Right-to-Know Law prohibit the use of email?

The short answer is no: Members of a public body, like the library trustees, can use email. However, what email can be used for is significantly curtailed by the Right-to-Know Law—and that’s why there’s also a long answer.

When a quorum of a public body convenes contemporaneously and discusses anything related to the public body’s business, that discussion must be held in a public meeting—unless it fits a nonpublic session purpose under RSA 91-A:3, II, or the definition of a “non-meeting” under RSA 91-A:2, I.

The “business” of the library trustees is anything over which they have “supervision, control, jurisdiction, or advisory power.” Interpret this broadly. Examples include budgeting and spending, employee matters, library policies, building maintenance, fundraising efforts—just to name a few. And it doesn’t matter whether the trustees are actually making a decision on the matter or just discussing it; discussion, even without a decision, must occur in a proper meeting.

In addition, using email (or other electronic means) to communicate can qualify as “convening contemporaneously.” The sequential communications among a quorum of the library trustees is really no different than in-person dialogue: the result is still a discussion.

Therefore, use email or other electronic forms of communication only for administrative or non-substantive purposes. The most obvious example is the chair emailing the packet of materials for the upcoming meeting to other board members, or inquiring whether any board members will be absent at the next meeting.

Although the discussion of official business must be among a quorum of the public body to technically qualify as a meeting, one board member should never send an email to his or her other board members on a topic that should be discussed in a public meeting or proper nonpublic session because it creates the risk of an improper or “illegal meeting” occurring. For example, if one library trustee sends an email to his other board members explaining how he thinks the library budget should be increased, that one-way communication would not constitute a meeting. However, if other trustees hit “Reply All” and continue the conversation, the law has been violated. To drive this point home, RSA 91-A:2-a says that “[c]ommunications outside a meeting, including, but not limited to, sequential communications among members of a public body, shall not be used to circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.”

The trustees can take further precautions by having an administrative person (e.g., not a board member) send the email, and/or putting the email addresses for the other board members in the “BCC” line rather than the “To” line of the email. Using the BCC line generally prevents a board member from being able to click “Reply All” and respond to all members of the board.

Finally, even if an email communication is proper and doesn’t violate the law, remember that it is still a governmental record and may be subject to disclosure.

If you want to learn more on the Right-to-Know Law, purchase NHMA’s new publication *A Guide to Open Government: New Hampshire’s Right-to-Know Law*, and attend one of our all-day workshops. For details, visit us at www.nhmunicipal.org.

Ask Margaret is a regular column in the NHLTA quarterly newsletter. If you have a generic question that would be of value to other trustees, please contact the editor, Adele Knight (a.knight@nhlta.org). 

Good Governance = Great Libraries continued from page 4

Humor in the right places. Needed more time though. But then again, a whole day may not have been enough.” (*The Right-to-Know for Library Trustees*); “... an absolutely excellent speaker and it is obvious she [Margaret Byrnes] knows what she is talking about.” (*Getting to Know Library RSAs*); “BEST WORKSHOP EVER. Jessamyn [West] was animated and interesting.” (*Futureproofing the Library for Changing Technology*); “Not only is he [Porter Caesar] a fantastic presenter but he really engaged us and kept us completely hooked the whole time.” (*Bottling the Passion*); “The presenter [Thomas Ladd] was knowledgeable, funny, and provided food for thought...” (*Creating Library Policies that Work*); “Terry [Knowles] does an excellent job of making a highly complicated process clearer... She’s wonderful.” (*The Other Money*).

These reflect only a sampling of the positive feedback the conference received. Naturally, as with all endeavors, there were also suggestions of how to make the experience better as well as suggestions for future workshop and keynote presentations. The Education Committee will consider all suggestions as they begin working on the 2018 conference.

It would be remiss to close without an additional word of appreciation for our sponsors. They have our sincere thanks. It is their support that enables us to present a quality conference while keeping our registration fees low.

Thank you to all who attended the conference this year and we hope that you echo the sentiment of the participant who wrote, “I am planning to attend in 2018. It was that good.” 

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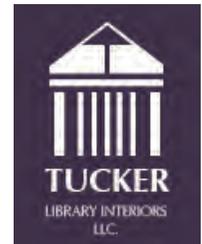
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EXECUTIVE COMMITTEE

The Executive Committee is responsible for the execution of board policies and day-to-day operations. I thank Vice-President Ed Moran, Treasurer Mark Branoff, Secretary Carol Snelling and Past President Adele Knight for their dedication and diligence in making sure that board activities and operations are timely and run smoothly.

The Executive Committee takes great pleasure in overseeing the Annual Awards program. We read dozens of entries and often find it difficult to choose the winners because there are so many excellent applicants to choose from. The Executive Committee also oversees the Board of Directors Annual Retreat, a one-day planning meeting during which the Board identifies the priorities for the coming year. This year the focus was more internal, with efforts targeted to improving the strength of the association so that we can continue to serve members with timely educational programs and information, as well as more networking opportunities.

— Susan Gaudiello, Chair

FINANCE COMMITTEE

The Finance Committee oversees the management of NHLTA's finances, and it also serves as the Scholarship Committee for the Mildred P. McKay Scholarship Fund. The committee establishes and periodically reviews financial policies, procedures and practices to ensure proper financial management.

The Finance Committee recommended the appointment of William J. Shea, CPA, PLLC, to independently conduct NHLTA's annual financial review and to prepare NHLTA's federal and state returns. The Board of Directors appointed Shea on August 3, 2016.

In calendar year 2016, the Scholarship Committee awarded seventeen full or partial McKay scholarships, including eight MLS course scholarships. For 2017, as of May 31, twelve scholarships have been awarded, including four MLS course scholarships.

Mildred P. McKay was New Hampshire State Librarian, 1942–1964. In 1965, NHLTA established the Mildred P. McKay Scholarship Fund. The New Hampshire Charitable Foundation annually grants NHLTA new funds for McKay scholarship awards. Criteria for McKay scholarship eligibility and a scholarship application can be found on NHLTA's website, www.nhlta.org.

Finance Committee members are Mark Branoff, Chair, Thomas Wallace and Loring Webster.

GOVERNANCE COMMITTEE

The Governance Committee continued to research, interview and recommend candidates for open director positions. When you get a chance, please welcome Katrinka Pelleccchia and Mary Castelli, our newest directors. Mary's impressive legal background includes being a member of the NH Bar, NH DHHS Senior Division Director and Senior Assistant Attorney General. Katrinka brings a background of writing, editing, graphic design and is a published author as well as reviewing books for the *NY Times*. Katrinka and Mary were both featured in the NHLTA Spring Newsletter.

However, the job is not done and anyone interested in a position on the Board of Directors should speak to any member of the NHLTA Board. We are specifically looking for persons with graphics capability, technology, education, conference planning and strategic planning as well as sponsorships and other fund raising.

The committee continued to review the NHLTA bylaws and modify Board policies and procedures, and prepared a detailed plan for director development.

Loring Webster, Chair, Susan Gaudiello, Connie Kirwin, Adele Knight, Tom Ladd, and Conrad Moses.

EDUCATION COMMITTEE

During the past year the Education Committee focused on presenting free-standing workshops on topics of current interest and the 2107 Annual Meeting and Conference.

Education Committee co-chair Liz Tentarelli coordinated the presentation of three workshops during the past year: one in October 2016; one in November 2016; and one in April 2017. All three workshops were offered free of charge to a total of 152 participants. NHLTA thanks the Hooksett Public Library for hosting the October and April workshops and NHMA for the use of its facility for the November meeting.

The October workshop, *Library Construction Projects: From Design to Financing*, was attended by 39 people and separated into two presentation topics. Mindy Atwood presented on the topic of financing construction of a new building or addition, and Terry Jillson White discussed planning for a construction project, including building support for a warrant article.

In November 2016, the committee offered the workshop *Getting Started on Effective Performance Management* for 62 attendees. The workshop covered personnel issues, including hiring a director, director evaluations, personnel policies, and information on proposed changes to overtime

— Committee Reports continued on page 10 —

NHLTA ANNUAL AWARDS: HONOR THOSE SPECIAL CONTRIBUTORS WHO CONNECT THE LIBRARY TO THE COMMUNITY

By Adele Knight, NHLTA Director

It is time to nominate that special trustee or library director or library for one of the **NHLTA Annual Awards**. These awards are presented to individuals or groups who have contributed to the excellence of New Hampshire libraries and have given exemplary library service to their communities. We urge you to submit your nomination for any of the following: Library of the Year, Lillian Edelmann Trustee of the Year, Library Director of the Year, Special Service Contribution Award, Dorothy M. Little Award, and Sue Palmatier Award for Outstanding Support by a “Friends of the Library” Group. **The submission deadline is July 31, 2017.**

The Executive Committee that reads the nominations faces some difficult choices in naming a winner in any of these categories, yet finds that it is always a pleasure to read all your comments and your reasoning for the nominations. Often, comments of appreciation from patrons are included with the nominations. They demonstrate just how much the library and staff means to the community. We learn so much about your libraries, programs, offerings, and staff from the things you mention. And when readers of the NHLTA newsletter and viewers of the website learn about your many accomplishments they probably think: this is something we could do too. When the local press is invited to the award ceremonies, the ensuing press releases further advocate your good works. Talk about advocacy for your library—what better way to achieve recognition for your library than to be chosen to receive an award and have it publicized? The support of the library is demonstrated by the many attendees at these events who have come to pay their respects to the library, director and staff. State Representatives, mayors, councilmen, selectmen and Friends often share their admiration for the honorees with words of gratitude, and even proclamations.

So, while you are in the mindset of NHLTA Annual Awards, I will briefly list some of the criteria: the **Lillian Edelmann Trustee of the Year** has served a minimum of three years on the board and embodies the characteristics of a library trustees as outlined in the NHLTA manual. (If you do not have a manual at your fingertips, you can access it on the NHLTA website: www.nhlta.org.) **The Library Director of the Year** has been a library director for at least three years, exhibits professionalism, leadership and outstanding performance and has made notable contributions toward fulfilling the mission and goals of the library. The **Special Library Service Contribution Award** is presented to an individual or group, other than staff or board members, who have given outstanding service to New Hampshire public libraries for at least three years. The **Sue Palmatier Award**

for Outstanding Support by a “Friends of the Library” Group is offered to recognize the tremendous value of Friends of the Library. The **Dorothy M. Little Award** recipient has demonstrated sustained, extraordinary public library advocacy and activism on a local, regional and state level. And, the **Library of the Year** has demonstrated expansion and improvement of services and technology, developed partnerships with other community organizations, and has proven value to the community measured by relationships with and support from town officials and members of the community. A full description of the 2017 NHLTA Award Criteria has been mailed to every NHLTA member and is also on the NHLTA website: www.nhlta.org. Please mail nominations to: Carol Snelling, PO Box 726, Holderness, NH 03245. **Again, the deadline for submitting nominations is July 31, 2017.** 

NHLTA WORKSHOPS

By Connie Kirwin, NHLTA Director

During 2016-17, NHLTA presented three workshops for trustees. The October 2016 workshop, *Library Construction Projects: From Design to Financing*, was one of two workshops held on Saturdays. The presentation was split into two sessions: financing construction of a new building or addition and planning for a construction project, including building support for a warrant article.

In November 2016, a *Personnel Management* workshop was filled to capacity. Issues covered included hiring a library director, evaluations, personnel policies, and information on proposed changes to overtime pay regulations.

An *Orientation* workshop was held in April 2017, timed to assist newly elected trustees. While the focus was a comprehensive overview of trusteeship, specific information was provided on the library RSAs, trustee job description, and library advocacy.

The 2017-18 schedule will be announced on the NHLTA and NHAIS LISTSERV® and on the NHLTA website in the coming months. 

INGALLS MEMORIAL LIBRARY CELEBRATION

A celebration was held on June 13 to commemorate the 122nd anniversary of the Ingalls Memorial Library in Rindge. The library was also honored by its recent listing in the NH State Register of Historic Places.

Congratulations!

pay regulations. Presenters were Debra Caplan, Margaret Byrnes, Esq., and Liz Tentarelli.

A *Trustee Orientation* workshop with 51 attendees covering the critical duties and responsibilities of a library trustee was presented in April 2017, timed to assist those trustees newly elected in March. Susan Gaudiello and Liz Tentarelli presented the workshop.

Much of the committee's time and effort throughout the year was devoted to planning and organizing the 2017 Spring Conference and Annual Meeting. The conference, with the theme of *Good Governance = Great Libraries*, featured fifteen workshops presented over three sessions. Speakers included local and regional experts with George Needham, Director of the Delaware County (Ohio) District Library and nationally recognized library consultant, giving the keynote presentation. The sponsorship program again raised funds to help support the event, allowing NHLTA to keep registration fees at the same level as last year. NHLTA values the support of these sponsors and thanks them for their participation. Attendance was strong, with over 300 people participating in the conference. The committee will use participant responses to the post-conference survey in planning the 2018 conference.

In addition to beginning to work on the 2018 conference and workshops for the upcoming year, the committee is working on two new initiatives, developing regional meetings and webinars.

Committee members are: Janice Clark (Co-chair), Liz Tentarelli (Co-chair), Mark Branoff, Adele Knight, Dee Santoso, Carol Snelling.

NHLTA LEGISLATIVE COMMITTEE

Legislative activity at the state level was relatively quiet this year as there were no bills affecting public libraries. We have watched the progress of the Capital Budget, which includes funds for the State Library's Union Catalog. \$487,781 for this important project is included in both the House and Senate versions of the capital appropriations bill, so it should pass.

NHLTA's attention has been focused on the federal budget process, since federal funding for library services, along with other "discretionary" programs, was deleted from the President's budget proposals. We have weighed in with our Washington delegation, which has unanimously supported retaining these funds, which support the ILL van service and the Talking Books Services managed by the State Library. This challenge to library funding has stimulated a closer working relationship between NHLTA and the NH Library Association to strengthen our advocacy effectiveness.

Members are: Ed Moran, Chair, Susan Gaudiello, Tom Ladd, and Mary Castelli

COMMUNICATIONS COMMITTEE

The goal of the committee is to provide and facilitate communications between the Board of Directors and the NHLTA membership and the public through print and digital media.

The quarterly newsletter provided coverage of items of interest and of educational value to trustees. The popular library profiles articles featured Stephenson Memorial Library in Greenfield, the Jaffrey Public Library, a four-part series describing the building expansion project of the Langdon Library in Newington, and an article about the new director of the Gay-Kimball Library in Troy. Regular articles included updates on regional trustee networking meetings, sample policies, trustee toolkit, unique programs for adults, teens, and children, FAQs, the philosophical musings from the NH Curmudgeon, and the reflections of a Millennial Whippersnapper.

Improvements to the website include listing current educational opportunities for trustees. In addition to providing resources of information such as current news, links to newspaper and magazine articles, calendar of events, legislative updates, sample policies, sample job descriptions, and management best practices shared by other trustee boards, the website contains an improved Friends page with information specific to Friends groups including resources and links.

NHLTA's 970 members represented 191 libraries with the following demographic: Trustees 83%, Alternate Trustees 6%, Library Directors 10%, and Individuals and Friends 1%. Successful outreach action was conducted towards non-member libraries.

Committee members are: Connie Kirwin, Chair (Website and Newsletter), Marty Davis (Membership), Adele Knight (Newsletter Editor), and Katrinka Pellechia (Promotion).

Membership Renewals Mailed in April

Membership in the NHLTA is encouraged of all trustees, alternate trustees, former trustees, interested individuals, library directors, and members of Friends groups. Membership offers educational opportunities and information through workshops, conferences, quarterly newsletter, regional networking gatherings, LISTSERV® networking, and resource materials on the NHLTA website: www.nhlta.org.

Please check out the FAQs posted on the membership page: <http://www.nhlta.org/becomeamember.asp>.

CHILDREN'S LITERACY FOUNDATION (CLiF)

By Stephanie Minter, Alternate Trustee
Jaffrey Public Library

Over fifty people gathered at the Mariposa Museum and World Culture Center in Peterborough on May 24 to support and learn more about CLiF, the Children's Literacy Foundation. CLiF's mission is to inspire a love of reading and writing among low-income at-risk children ages 0-12 in rural communities in NH and VT. At CLiF, getting books into the hands of children and getting them excited about reading and writing are primary goals!

Founded by Duncan McDougall, executive director and storyteller extraordinaire, CLiF will celebrate its 20th anniversary in 2018. Through grants such as Year of the Book, Rural Libraries, Summer Readers, and its work with at-risk children in schools, libraries, community centers, shelters, prisons, and refugee classrooms, CLiF has been quietly and effectively promoting reading and literacy skills for decades. Using storytelling, massive book giveaways, and author and illustrator visits, CLiF supports many organizations, sometimes for a year and beyond.

Most recently Troy Elementary School and Troy Public Library experienced the joys of a year-long CLiF grant, having been awarded a "Year of the Book" grant. For the 2017-18 school year, Peterborough Elementary School and Peterborough Town Library have received approval and will be "Year of the Book" grant program recipients

The event at the Mariposa was held to raise awareness of CLiF in the Monadnock region and to acquaint more teachers, librarians, reading specialists, and the general public with its mission and programs. Teachers from Cutler Elementary in Swanzey spoke of the lasting rewards of having been "Year of the Book" program recipients. Julie Perrin, Jaffrey Public Library Director, told of a mini-grant that the Stephenson Memorial Library in Greenfield had received which was used to get an "author's chair" decorated for kids to sit on to read.

Since 1998, CLiF has inspired 190,000+ young readers and writers in over 400 towns in New Hampshire and Vermont. This year, there will be CLiF programs in over 160 communities.

Be sure to visit CLiF's website (clifonline.org) and check their blog, where photos of the evening are posted. Talk to your school and public librarians about a CLiF grant for your town. Find out about events near you to learn more. And when giving time draws near, be sure to add CLiF to your charitable giving list. 

RAISING AWARENESS OF THE LIBRARY

The West Hartford Library in Vermont will host the 2017 season of the West Hartford Farmers Market. What a great way—and an original idea—to get exposure for the library and satisfy local foodies! 

TRUSTEE TOOLKIT

WHAT EVERY LIBRARY SHOULD HAVE

- Mission statement, short-term and long-range goals, and a strategic plan
- Organizational chart
- Bylaws of the board of trustees
- Emergency/disaster plan
- Technology plan
- Risk management/safety plan
- Building maintenance and renovation plan
- Furniture and equipment replacement and addition plan
- Staff addition/salary plan
- Annual report submitted to municipality
- Annual report to NH State Library (RSA 202-A:12)
- Annual report on trust funds held by the library to NH Director of Charitable Trusts
- Procedures manuals for circulation, interlibrary loan
- Posting of state and federal employment laws, as required
- Customer service plan
- Circulation and usage statistics
- Insurance

PERSONNEL POLICY

- Job descriptions and classifications
- Performance review and procedures
- Employee feedback mechanism
- Disciplinary procedures and actions
- Conditions of work (i.e., salary distribution, raises, schedules, supervisions...)
- Benefits, including leave and vacation
- Sexual harassment statement and action plan
- Jury and Armed Services duties
- Background check of staff and volunteers
- Volunteer selection, appointment and supervision

LIBRARY POLICIES

- Technology use
- Use of materials, borrowing limits, fines and fees
- Unattended children
- Hours of library operation
- Request for reconsideration of materials
- Collection development
- Reference service
- Investment (RSA 35:9) if trustees manage trust funds
- Use of the meeting room
- Use of bulletin boards and display areas
- Behavior in the library
- Acceptance and disposition of gifts, including materials

Policies and revisions can be initiated by the director, a trustee, a staff member, or by the board itself. The board of trustees approves all policies and reviews them on a regular basis. The director implements all policies. 



**New Hampshire
Library Trustees Association**

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2017 CALENDAR

July 13	1:30 p.m.	NHLTA Regional Trustees Meeting Wilmot Public Library, 11 North Wilmot Road, Wilmot
August 2	10:30 a.m.	NHLTA Board of Directors meeting NHMA, 25 Triangle Park Drive, Concord
September 6	10:30 a.m.	NHLTA Board of Directors meeting NHMA, 25 Triangle Park Drive, Concord
September 21	6:30 p.m.	NHLTA Regional Trustees Meeting Rodgers Memorial Library, 194 Derry Road, Hudson
September 28	6:30 p.m.	NHLTA Regional Trustees Meeting Moultonborough Public Library, 4 Holland Street, Moultonborough

New Hampshire Library Trustee STAFF

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