

# NEW HAMPSHIRE LIBRARY TRUSTEE ASSOCIATION

## Board of Directors Meeting Minutes

10:30 AM

September 5, 2018

NHMA, 25 Triangle Park Drive, Concord, NH

Present: Mark Branoff, Mary Castelli, Susan Gaudiello, Connie Kirwin, Ed Moran, Conrad Moses, Katrinka Pellecchia, Bert Saul; Guests: Nancy Court, Michael York  
Excused: Jan Clark, Marty Davis, Bert Saul

Mary called the meeting to order at 10:38 A.M and started the meeting with introductions – Nancy Court, a trustee with the Hall Memorial Library (Tilton and Northfield), is interested in volunteering with NHLTA; she will also attend the Education Committee meeting.

**Secretary's Report:** MOTION: to accept the minutes of the August meeting as amended. (Susan/Ed). PASSED

### **Treasurer's report:**

MOTION: (Connie/Ed) to accept the Treasurer's report for August 2018, which included the FY 2017-18 audit prepared by an independent accountant. PASSED

Mark also passed around copies of the Reviewed Financial Statements prepared by the accountant.

### **NHLA Report:**

As Sylvie Brikiatis was absent, there was no report. Ed did attend the most recent NHLA meeting and reported that they decided against having a booth at the NHMA Conference.

### **Committee Reports**

#### • **Governance:**

Susan reported that they are moving along with recruitment (another potential volunteer will also attend the Education Committee meeting); they are proceeding with updating the procedure manual. The next meeting is Sept. 18.

#### • **Education:**

Susan will take over Liz's role in overseeing workshops and regional meetings. The Spring Conference is set for May 29, 2019 at the Downtown Manchester hotel.

MOTION: To ratify the date and location of the Conference (Katrinka/Connie)  
PASSED. The Committee is negotiating details and the specific programming details required for the conference, as well as a credit agreement which will not require

NHLTA to pay upfront. Susan and Liz will record the Orientation webinar in early December; it will consist of three 30-45 min segments; the cost will be \$400; so far 19 have signed up for the Orientation on Sept 13 which Susan will deliver with assist from Tom Ladd. A workshop on personnel issues related to the library director is scheduled for Nov. 13; Deb Caplan will lead. There was discussion on the number of regional meetings the board should facilitate. Five are scheduled for this fall.

- **Communications:** A newsletter survey is being worked on – next up are ones on the website and social media. Progress on the retention policy has been slowed by Bert’s accident; Mark said he would help with determining what requirements should be met by consulting our accounting firm.

### **Old Business**

- The North Country Outreach plan is tabled for now; the board will discuss it at the planning retreat.
- Donations in memory of Lillian Edelmann continue to come in; Mary has sent out thank-you notes.

### **New Business**

- Advertising in Newsletter – The board was generally in favor of the idea. We don’t need the income right now, but we may in the future, as conference sponsorships are down. (SMP will be sponsoring the keynote speaker.) Education is considering not having exhibitors at the Spring Conference, but doing program ads instead – this could be a natural lead-in to having ads in the newsletter.
- NHMA Conference Booth. The board agreed not to have a booth at this year’s conference in November. Ed said the NHLA will have a couple of people attending, with the idea of checking the conference out to see if they want to have a booth next year. The board concluded that NHLTA should pass on a booth this year as well due to lack of resources to staff a booth for two days.
- NHLTA Annual Awards. MOTION: To accept the list of award winners as proposed by the Executive Committee (Mark/Ed). PASSED

#### **Library of the Year**

Tucker Free Library in Henniker

#### **Library Director of the Year (tie)**

Cathleen Beaudoin, Dover Public Library

Donna Bunker, Chesley Memorial Library, Northwood

#### **Lillian Edelmann Trustee of the Year**

Lee Beauregard, Wiggin Memorial Library, Stratham

#### **Sue Palmatier Award for Outstanding Support by a Friends of the Library Group**

Friends of Kimball Library, Atkinson

#### **Special Library Service Contribution Award**

Kathy Ordway, William A. Bachelder Library, East Andover

**State Library Report (Michael York)**

The Summer Reading Program was a huge success; partnering with the Bruins went very well. There is progress with the ILL program, they have gone through the RFP process and have received responses; they hope to have a contract with a vendor this fall. The Hopkinton Library is working to recover from the fire that damaged their 15-year-old building; North Conway received a bequest of \$2 million to construct an addition. Michael offered to host a future NHLTA meeting at the State Library. Sarah Stewart was named Commissioner of Natural & Cultural Resources this past June.

In response to a situation at the Minot Library, there was discussion about libraries respecting the confidentiality of minors – do they have rights in New Hampshire? Katrinka will see if Margaret Byrnes would be interested in tackling this in a future column.

**Motion to Adjourn:** (Susan/Katrinka) PASSED

**Next Meeting: October 3      Hospitality: Mark, Mary**

**MOTIONS:**

- Approve the minutes of the August meeting
- Accept the Treasurer’s report
- Ratified the location and date of the Spring Conference
- Accept the list of NHLTA award winners

**ACTION ITEMS:**

- Mark will research the requirements re the retention policy
- Katrinka will ask Margaret Byrnes about the minor confidentiality issue

Respectfully submitted,  
Katrinka Pellecchia