

**NEW HAMPSHIRE LIBRARY TRUSTEES ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
NHMA, Concord, NH  
April 1, 2015

Present: Moran, Webster, Moses, Snelling, Branoff, Simpson, Knight, Kirwin, Larochelle, Hallenbeck, Martineau, Lord, Gaudiello.

Excused:

Absent: Edlmann, Clark, Davis, Michael York, State Library Liaison.

Meeting called to order by President Ed Moran, at 10:05 a.m. The Pledge of Allegiance was recited.

Minutes: **MOTION** (Moses/Webster) Minutes of March 4, 2015 approved. **PASSED**

**Treasurer's report** for March 2015 emailed. **MOTION** (Lord/Simpson) accept the Treasurer's report. **PASSED**

**COMMITTEE REPORTS:**

- Newsletter: Kirwin report emailed.
- Education: Report emailed
- Governance: Report emailed

**OLD BUSINESS:**

1. Education Committee review of Manual. Gaudiello suggested that a subcommittee be formed to review the Manual to determine what updates are needed with a goal of completing the task by September 2015. Branoff clarified that the policy is to update the Manual every 5 years so the update is due in 2016. Gaudiello asked for a completion target of March 2016, in time for the next town meeting elections and New Trustee orientations. Volunteers for the subcommittee were: Kirwin, Lord, Larochelle, Branoff and Simpson. The group will convene following the June Board meeting.
2. DVD Previewing Status: 2012 video poor, audio ok, 2013 Bixby videos ok
3. Values (SWOT) survey: Hallenbeck reported that people need to take the survey if they haven't as yet.
4. Library interviews at the conference to be discussed later
5. Strategic Plan Update emailed

**NEW BUSINESS:**

1. 2015-2016 Budget. Branoff said that financial support by the directors was important especially if we apply for grants. Kirwin suggested a letter to that effect be signed by the executive Committee and sent to the board. Simpson offered to draft an appeal letter. The Executive Committee will fine tune the appeal letter and mail to the board. Branoff noted that September 2015 is the 50th anniversary of our Mildred McKay foundation. Discussion to add membership to ALA to the budget. Moran questioned the value of the board retreat. Consensus was to leave the facilitator for the retreat at \$1000. Conference Audio-Visual/Technology #2128 is for facility charges for AV at venue only, not video recording workshop sessions. Gaudiello suggested putting in some money for travel for the speakers for the orientations.
2. Special Projects #2160; Technology/Website #2180; Scholarship awards #2191; Well-Library visits #3000; Open Houses#4000; Publicity #5000 to be discussed and voted on at the May 6 meeting.
3. **MOTION:** (Webster/ Martineau) that we videotape the six sessions and the keynote speaker for the Conference that the Education Committee recommends and no more. **PASSED**
4. Invoice discussion: workshop on "How to Answer Legal Questions" **MOTION:** (Simpson/Larochelle) to pay Hallenbeck's outstanding bill. This is an exception to our bill paying policy. We are not in the practice of unilateral financial decisions. **PASSED**

5. **MOTION:** (Webster/Lord) to not videotape any orientations. **PASSED**

6. **MOTION:** (Simpson/Kirwin) to not videotape library interviews at the conference. **PASSED**

(Moses/Simpson) moved to adjourn. Meeting adjourned at 12:45 p.m.

Respectfully Submitted  
Carol Snelling

Next meeting May 6, 2015 at NHMA

May Hospitality: David Simpson and Conrad Moses

### **MOTIONS**

- To approve the minutes of March 4, 2015 meeting
- To accept the March 2015 Treasurer's report
- That we videotape the six sessions and the keynote speaker for the Conference that the Education Committee recommends and no more
- To pay Hallenbeck's outstanding bill. This is an exception to our bill paying policy. We are not in the practice of unilateral financial decisions
- To not videotape any orientations
- To not videotape library interviews at the conference

### **ACTION ITEMS**

- The Education Committee needs to review the manual and determine if an update is needed
- The Executive Committee will fine tune the appeal letter and mail to the board