



**New Hampshire Library Trustee Association
Minutes of Board of Directors Meeting
Wednesday, December 6, 2017
NHMA, 25 Triangle Park Drive, Concord, NH**

Present: Branoff, Castelli, Clark, Davis, Gaudiello, Kirwin, Moran, Moses, Pellecchia, Tentarelli,
State Library:
Absent:
Excused: Snelling; NHLA Liaison Sylvie Brikiatis

Guest for Meeting: Adele Knight
Consultant: Bill Gould, Executive Service Corps
Guests for pot luck: Loring and Ann Webster

Call to Order: Susan called the meeting to order at 10:05 A.M.

Minutes: Connie made the motion to amend the November minutes to include the October treasure's report.
PASSED

MOTION: (Liz/Ed) to accept the minutes of the November 1, 2017 meeting, with Connie's correction. **PASSED**

Treasurer's report:

November Treasurer's Report was e-mailed. The *nhlta.com* domain was renewed with private registration services. It is planned to transfer this domain to the *nhlta.org* service provider in 2018. **MOTION:** (Conrad/Ed) to accept the Treasurer's report for November, 2017. **PASSED**

Committee Updates:

Regional Meetings – Spring Schedule.

The first regional meetings will be held in early April, after Town Meetings. This will enable new trustees who are voted-in at their town meetings to take advantage of the regional meetings.

Contacting libraries to host regional meetings:

- Liz > Warner
- Susan > Epsom and Kingston
- Conrad > Hudson

Award Presentations: Completed for this year. The Executive Committee will be modifying the application form to include email submissions for future award nominations.

Education Committee – conference, workshops.

- **Orientation Workshop.** Hooksett. April 28, 2018. 10AM to 2 PM with brown bag lunch.
- **Conference Sponsorship:** Recent and former sponsors have been contacted via e-mail by Susan, and are being solicited, as well, via a notice on web page. Have confirmed Charter Trust as

Premier Sponsor, SMP Architecture as Keynote Sponsor, and Lavalee|Brensinger as a lunch sponsor.

Governance Committee

Met in November to update the policy manual; Loring is assisting with this project. The revised policy manual will be e-mailed to BOD for review prior to January meeting, and for vote of approval, at the January meeting. Committee hopes to interview candidates for BOD in January.

Executive Committee

Met on December 6, 2017, to review the NHMA contract for administrative services; the present contract has been extended through January, 2018. In January, the Board will be asked to approve the updated contract for the 2018 calendar year.

Old Business: None

New Business: None

Motion to Adjourn: (Conrad/Connie) at 10:40 AM.

Next Meeting: January 10, 2018. Hospitality for January: Liz and Susan

Respectively submitted:

Marty Davis, Acting Secretary

MOTIONS:

- Approve the minutes of the November, 2017 meeting.
- Accept the Treasurer's report for November 2017.

ACTION ITEMS:

1. Contacting libraries to host regional meetings:
 - Liz > Warner
 - Sue > Epsom and Kingston
 - Conrad > Hudson
2. Governance:
 - Finalize policy manual updates and e-mail to BOD prior to January meeting.