

**NHLTA Board of Trustees Meeting**  
**Wednesday, November 3, 2021**  
**10:00 am – 11:30 pm Via ZOOM**

**1. Call to Order Marcia McLaughlin**

- Marcia announced her appointment of a new secretary, Susan Bartlett from Antrim’s Tuttle Library Trustees, who will take over duties from former secretary Renee Mallett.
- Directors present: Marcia McLaughlin, Anne Chant, Susan Bartlett, Mark Branoff, Conrad Moses, Katrinka Pellecchia, Deb Caplan, Tammy Hooker, Connie Kirwin, Rosemary Darcy, Renee Mallett, Lori Fisher, and Denise van Zanten, liaison from Manchester City Library and NH Library Association.
- Absent: Lara Berry and Michael York, Liaison from NH State Library.
- Resigned: John Stone

**2. Secretary’s Report - Susan Bartlett**

- Amendments to meeting minutes from October: spelling corrections will be made to a few members’ names and in the synopsis of the State Library report, the phrase: “digitizing library reports” will be changed to “digitizing town reports”. A typo: “UHN” will be corrected to read “UNH” for the University of New Hampshire.
- Discussion reviewing the purpose of minutes: to record procedures and action steps, and summarize reports and discussions occurring during the meeting.

**3. Acceptance of the Amended Minutes of October 2021**

- Renee moved to approve amended minutes. Katrinka seconded. **Motion passed**

**4. Treasurer’s Report - Mark Branoff**

- See detailed report emailed to Trustees on Monday, November 1, 2021
- Clarification of what an annual review is, including internal audit of financial records. IRS and State of NH returns are due Nov 15.
- Scholarship Award for “Right to Know” clarification and the distinction between an alternate trustee and ordinary trustee.
- Susan Moved to approve the Treasurer’s report as submitted. Katrinka seconded. **Motion Passed**

**5. State Library Report – Michael York**

- No report

**6. NHLA Report – Conrad Moses (NHLA Liaison) NHLA Board Report**

- Fall Annual Meeting and Conference is November 4<sup>th</sup> at Mill Falls.

- WipFli accountants gave a report on the organization's finances. All is in order and a tax return will be filed.
- As part of the Strategic Planning process surveys will be sent out to members and non-members.
- The NHLA website is still in the process of being "repaired".
- The December meeting is a transitional meeting where new chairs and officers start preparing for the new year.
- Lori reported that there were 43 Second Round ARPA grant applications received. They are being reviewed by the committee with notifications planned for around December 1, 2021.

## **7. Committee Reports:**

### **Education and annual conference: Deb Caplan and Rosemary Darcy**

- Roundtable update: 73 signed up to attend; reminder will be sent out by Ashley
- Discussion regarding ways to launch a discussion and how to generate questions from the group during a video conference. Ideas included using the "Chat" tab. Rosemary also observed that many trustees and directors would like to have a better understanding of who is responsible for the many areas in library stewardship. Another possible question is the role of libraries in a community's human resource network.

Annual Conference - Rosemary and Deb are working on a list of 15 topics for the May conference with 3 blocks of conference topics for breakout sessions and 3 topics for new trustees. The committee will need input from the board to help hone the topic, or find a speaker.

- Internship update: thus far, there has been no interest or response. Another possibility is to reach out to library directors, to see if they have members on staff who might be interested in working as the intern.
- The committee will send an updated list of topics to the board for comment, and are asking the Trustees to think of a theme that can be weaved into the concurrent sessions: what would be meaningful, what would be attractive, what's on people's minds
- Lori: reminded Trustees about using Zoom features to enhance meeting participation, including raising virtual hands and using chat. She also mentioned that Primex will do a 3-part series - topic will be reviewing and revising personnel policy.

### **Communication – Winter Newsletter deadline – Katrinka**

- Winter newsletter, December , all news in and articles need to be in by first week of December
- Lori Fisher will report on ARPA subgrants awardees and United for Libraries

### **Legislative - Marcia**

- Tom Ladd - 2022 legislative service request - precursor to bill that will go to house or senate - LSR - relative to public libraries requiring background checks for any new staff and volunteers.
- Denise - Manchester does background checks on volunteers and staff

- Question regarding level of background checks needed. For a generic state check, the cost is about \$25.00. A comprehensive check can take 6-8 weeks which might discourage some from volunteering.
- Governing body (Trustees) needs to be responsible for background checks. Elected officials exempt from checks.

#### **8. Old Business**

- None reported.

#### **9. New Business**

- New Directors: John Stone from Jaffrey resigned and there is now an open position on the education committee. Board is now seeking recommendations, including the trustee's name and library. Avoid having 2 people from the same library board on NHLTA. Can be from the same town but not current member of board of trustees
- NHMA contract – Connie - contract is coming up, discussion regarding renewing the annual contract. The annual fee: \$641.93 x 12 -\$7,703.16 per year contract. Katrinka will send out a copy of the contract to the board for review

#### **10. Next meeting – December 1, 2021 10:00 AM**

In person at NHMA, Androscoggin Room, catered lunch to follow. Masks required.

**Meeting adjourned 11:01**

Respectfully submitted,  
Susan Bartlett