

## **New Hampshire Library Trustees Association- FINAL**

Board of Directors Meeting - via ZOOM

Tuesday December 6, 2022, 10 am.

Attending: Marcia McLaughlin, Katrinka Pellicchia, Mark Branoff, Kathryn Parenti, Connie Kirwin, Tammy Hooker, Conrad Moses, Renee Mallett, Rosemary D'Arcy, Deb Caplan, Mindy Atwood, Michael York, Judith Pellowe - NHMA, Margaret Byrnes - Executive Director of NHMA.

Absent: Lori Fisher, Anne Chant.

Marcia called the meeting to order at 10:04 am.

**Judith Pellowe - AMS (Association Management Software) and 2023 Services Agreement:** Judith talked with NHLTA last year about AMS and improving tracking and merging issues that currently exist. New software would be focused on membership and how to track, engage and access the information. New software would generate automatic invoicing, reminders and event registration systems as well as member forums. Rosemary stated she and Deb work with Ashley Methot on the annual conference and wondered if it would be different from Wufoo that is currently used. Judith replied there are several systems for each Wufoo account and this system would bring all that together, all the data is in one place and updates are easier to deal with. She said she and Ashley are looking at 5 different systems and will narrow it down by the spring. They plan to do a demo with the team and do training for a 2024 rollout. The new system allows for the import of existing Excel data to the system. Ashley and others would still do the same work they are contracted to do as well as support and the construction of surveys. Rosemary thought a sub-committee could discuss and work with Judith and Ashley to figure out the group's needs. Deb, Rosemary, Conrad, Katrinka, Connie and Tammy would comprise the sub-committee. Mindy asked about the vendors they were looking at. Judith replied Wild Apricot, Clear Vantage and Glue Up were a few they looked at but there are dozens of systems out there. Mindy replied NHLA uses Wild Apricot and they are fortunate to have the same data manager for many years to provide training and documentation. Margaret noted NHMA have been moving toward this for years - this will help improve communication. Connie noted NHLTA was discussing moving from Wufoo to Cognito. Judith noted Cognito was cheaper but both systems create spreadsheets of data. She felt it didn't make sense to switch at this point if NHMA is changing their system. Margaret noted AMS would replace Cognito and also felt it wouldn't be a good idea to switch now if AMS is going to be implemented long term. NHMA will have one type of system, NHLTA will have another system, dependent upon the needs of each group and they are either a yearly or monthly subscription.

**Minutes:** Renee moved to accept the minutes as presented; Marcia seconded. All in favor - PASSED.

**Treasurer's Report:** Monthly report for November was reviewed. Mark noted one of the \$300 scholarship recipients for the conference could not attend and reimbursed NHLTA for the scholarship. Mark also noted that after the deadline for the spring scholarship applications was extended to December 1, 2022 as there were 5 applications and the scholarship committee would be meeting to award 2 scholarships. He also presented the Independent Accountant's Review Report from William Shea, CPA. He also stated that the IRS report and the NH Charitable Trust reports were prepared and filed.

Katrinka moved to accept the accountant report; Kathy seconded. All in favor, none opposed. PASSED.

Rosemary moved to accept the November treasurer's report; Connie seconded. All were in favor, none opposed. PASSED.

**State Library:** Michael York stated he had met with the Governor's budget team for the first hearing; they were told pay increases were limited to 3% and personnel changes were for only vacant positions. The Governor will present the budget to the legislature in February to be approved by the end of June. They are currently looking to fill Lori Fisher's position - she is leaving to become the state librarian for Maine. They post the position in

house first then go outside the state library system. He stated they had done a great job of parceling out ARPA money to libraries that applied for the funds. Natch Greyes will be contacting Marcia with regard to a potential RSA change to allow libraries to go without a director until a search ensues. They often have libraries with a problem and legislators want to change RSA's to accommodate - it's rarely a good idea to have 1 library dictate the other 233. He hoped NHLTA would attend the hearings; NHLA would attend. Marcia replied this will be discussed at the January meeting and that the Governance committee would also take this up; NHLTA will be in attendance.

**NHLA:** Mindy Atwood, NHLA President, stated this would be her last meeting and the new VP (Deb Hoadley of Moultonborough) would be attending going forward. Her goals for the year are to have better documentation of job responsibilities and calendar along with expected time commitment and skills development. They are looking to merge with NHSLMSA (NH school library media specialist assoc) as all are stronger when they work together.

**Education Committee - Annual Conference Update:** Rosemary stated they are in good shape and had submitted the draft timeline of the conference - the morning session all have speakers who responded to the RFP. The afternoon sessions were subjects from the NELA conference and they need to be confirmed. She would like to have everything set by January. There was a discussion about lobby exhibitor table set up, non-profit tables (need to be contacted - draft letter provided), luncheon (plated or buffet). It was decided to give more attention to the exhibitors during the welcome remarks and Rosemary will check on the lunch.

**Governance Committee:** Marcia stated they met last week and reviewed and updated the action plan from 2019-2020. The comments will be incorporated into a final document and presented at the January meeting. Regional roundtables were discussed and NHLTA could purchase a meeting OWL, which allows for full visual participation. This will be discussed further at the January meeting.

**Communications:** Katrinka stated the newsletter is in the works and would be issued a bit later than normal due to a vacation taken by the designer. She was extending Lori Fisher's deadline since she is in the process of exiting her position and cleaning up loose ends.

**OLD BUSINESS: Helping State Library fund UFL:** Katrinka stated 86 people responded so far, deadline is December 9 and she'll have the complete data at that time. Connie would be promoting it again on the website. The final data will be discussed in January.

**Facebook Update:** Marcia noted that the Governance Committee thought the NHLTA website should be promoted on the page. Connie thought the website should be posted in the newsletter more obviously. Renee said she would pick various things to highlight.

**NEW BUSINESS:** Marcia noted she attended the NHLA Intellectual Freedom Committee and they discussed requests for reconsiderations. The discussion came out of a court action to redact the requestor's name from the form when it goes to the board of Trustees for reconsideration if the requestor doesn't like the director's response. She noted this would have to undergo some type of legal review and will be discussed again.

**OTHER BUSINESS:** none.

The meeting adjourned at 11:47 am. Rosemary made the motion; Renee seconded. All in favor. PASSED.

**Next meeting:**

The January 4, 2023 meeting is **in person** at the **State Library in Concord, 2nd floor meeting room**. Lunch will be provided, please **park in the garages on School Street or State Street**.

Respectfully submitted, Kathryn Parenti